

Home Pages

Residence Hall Handbook

Table of Contents

Welcome Letter	2
University Values	3
Philosophy of the Residential Community	3
Community Safety & Emergency Information	5
Residence Hall Information & Services	9
Problem-Solving in Residence Halls	13
Campus Information	14
Student Behavior & Residence Hall Rules & Regulations	16
Residence Hall & University Judicial Processes	27
University Dining Services	33
Important Dates	34
Telephone Numbers	35
UC Acronyms and Expressions	36
Index	38



Resident Education and Development

Division of Student Affairs
University of Cincinnati
PO Box 210045
Cincinnati, OH 45221-0045
513-556-6476 (ph)
513-861-6816 (fx)
www.uc.edu/resed

Student Affairs
students first

Welcome!

Welcome to the University of Cincinnati residence hall community. **Home Pages** has been published to assist you in learning about the campus and University life, knowing your rights and responsibilities as a member of the residence hall community, and being successful in your academic endeavors. Residence hall living is an experience filled with opportunities and challenges.

Living in such proximity with others allows you to know and build relationships with a wide variety of people. Building strong community within each floor, house and hall requires an openness to learning, a respect for the rights and needs of others, an appreciation of one another's gifts, and a shared responsibility for the quality of life. This responsibility is partly the staff's, and it is partly yours as well. University and residence hall rules exist to ensure that the priorities of the residence hall are well established and clearly understood by all.

If you have questions about any of this information, please talk with your resident advisor (RA), assistant residence coordinator (ARC), or residence coordinator (RC). Our staff looks forward to working with you throughout the coming year. Best wishes for your academic and personal success at the University of Cincinnati.

Sincerely,

Dawn E. Wilson
Director, Resident Education and Development
Assistant Dean of Students
Division of Student Affairs
University of Cincinnati

University Values

SHARING A COMMITMENT FOR A JUST COMMUNITY

The University of Cincinnati is a public comprehensive system of learning and research that serves a diverse student body with a broad range of interests and goals. The faculty of the University produces world-renowned scholarship and nurtures innovation in and out of the classroom. As well, faculty staff, and administrations support an education setting of excellence, opportunity, and service. In embracing our roles within this learning community, we subscribe to the defining purposes, traditions, and diversity of the University of Cincinnati. Through our actions, we will strive to make the University of Cincinnati a more caring and just community. As members of this community, we will

Pursue Learning and Scholarship

by building on successes, learning from mistakes, and pursuing quality in teaching, research, and creative endeavors

Strive for Excellence

by aspiring to achieve our fullest potential in our educational and personal pursuits

Celebrate the Uniqueness of Each Individual

by respecting individual differences and promoting common interests

Practice Civility

by extending to those we meet the same respect, cooperation, and caring that we expect from others

Embrace Freedom and Openness

by working to create an environment that is safe and affirming, one that nurtures independent thinking and the free and open expression of ideas

Seek Integrity

by aspiring to the highest moral and ethical standards

Promote Justice

by working to build a learning environment that offers everyone an equal opportunity to grow, flourish, and contribute

Accept Responsibility

by striving to build a learning community committed to these common values and principles

BEARCAT BOND

"As a member of the University of Cincinnati, I will uphold the principles for a Just Community and the values of respect, responsibility, and inclusiveness. I will promote the highest levels of personal and academic honesty and aspire continuously to better myself, the Bearcat community, and the world."

Philosophy of the Residential Community

MISSION STATEMENT

Resident Education and Development supports the University's mission by helping to create diverse, engaged, educated communities. We collaborate with students, faculty, and staff to provide living and learning environments that provide appropriate safety measures, foster academic success and encourage holistic well-being. We work to enhance the University experience by promoting personal development, lifelong learning, and the principles of social justice and responsible citizenship.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Office of Resident Education and Development and the Office of Housing & Food Services comply with the Family Educational Rights and Privacy Act. As such, information about any student will not be released (even to parents or guardians) without the written permission of the student. Exceptions to this Act by law are discussed in the section of this handbook related to judicial affairs.

COMMUNITY LIVING

Students and staff share responsibility for the quality of life in any residence hall. Residents and staff members must be partners to establish and maintain an environment fostering academic and personal achievement.

ROOMMATE & SUITEMATE RELATIONSHIPS

Roommates and suitemates can be a great advantage to one's adjustment to residence hall living and a source of support. Many people find these relationships to be rewarding. There can be challenges in learning to live with others. Conflict must be managed constructively. To help each set of roommates and suitemates avoid unnecessary conflict and enhance communication, each room/suite is required to develop a written agreement with the assistance of an RA. This agreement may be re-negotiated at any time. A new agreement must be developed fully whenever a new resident moves into the room or suite. Failure to participate promptly and constructively in the process to negotiate agreements may result in judicial action.

The following strategies may be helpful in building and maintaining a successful room or suite relationship:

HINTS FOR SUCCESSFUL ROOM/SUITE RELATIONSHIPS

- **Have realistic expectations.** It isn't necessary to be best friends to have a comfortable roommate relationship.
- **Keep an open mind.** Approach sharing a room and building a roommate relationship with an open mind.
- **Don't let annoyances accumulate.** When something bothers you, speak up to your roommate(s) about it calmly and privately. Don't let annoyances accumulate.
- **"Check in" occasionally.** To see how the relationship is going from your roommate's perspective, ask what you can to do be a better roommate.
- **Don't make assumptions.** Don't assume that you and your roommate were raised with similar expectations or habits. Be prepared for residence hall life to be a little different.
- **Listen.** Listen openly and carefully to your roommate.
- **Negotiate.** Be willing to compromise.
- **Respect.** Demonstrate courtesy toward your roommates (and their guests) consistently.
- **Use available resources.** If you need help in managing a disagreement, bring in your RA instead of neighbors, friends and family members, which may escalate the situation unnecessarily.
- **Be patient.** Acknowledge that conflict management is an on-going process. Like any other relationship, roommate relationships require continuing care, attention, and effort on everyone's part.

THE ROOMMATE BILL OF RIGHTS & RESPONSIBILITIES

Residents have certain rights and responsibilities in their roles as a roommate or suitemate. The Roommate Bill of Rights and Responsibilities communicates what is expected of everyone who lives in residence halls.

- The right to read, study, and sleep free from undue disturbance by roommates and guests, and the responsibility to afford the same courtesy to one's roommates.
- The right to expect that one's personal property will be respected and that reasonable security of one's room will be maintained, and the responsibility to afford such respect and security to one's roommates.
- The right to a reasonably clean environment and the responsibility to do one's fair share in maintaining such an environment.
- The right to free access to one's room and the responsibility to afford the same courtesy to one's roommates.
- The right to a reasonable level of personal privacy and the responsibility to respect roommates' privacy.
- The right to host guests in accordance with residence hall rules and regulations and the responsibility to ensure that one's guests and oneself demonstrate respect and courtesy for roommates.
- The right to expect that residence hall rules and regulations will be followed in the room such that no person is put at risk of harm and the responsibilities to follow rules oneself and report violations appropriately.
- The right to be free from pressures, intimidation, physical or emotional harm, and behavior that demeans or disrespects one's identity and the responsibility not to engage in any such behavior toward others.
- The right to address grievances and needs constructively, privately or with the assistance of hall staff, and the responsibility to communicate one's concerns appropriately and to participate in norm-setting or conflict resolution measures whenever necessary.

- The right to expect compromise in the negotiation of standards and the settling of conflicts and the responsibility to demonstrate compromise.
- The right to timely, respectful communication of any concerns and the responsibility to respond in an open, approachable manner.
- The right to experience and to appropriately articulate one's feelings when desired and the responsibility to respect others' feelings.
- The right to make mistakes and the responsibilities to be honest about those mistakes and to work to learn from them.

Community Safety & Emergency Information

Shortly following move-in, all residents may be expected to complete safety education to provide valuable information about campus and residence hall safety and security. Residents are responsible for completing the program by the deadline, and failure to comply with this expectation may result in consequences including but not limited to the shutdown of computer connections and referral for judicial action. All matters of safety and security in residence halls are a shared responsibility between residents and staff members.

HALL SECURITY

Residence hall security policies help protect everyone's personal safety.

- Doors are locked 24 hours a day. Only residents, their escorted guests, and authorized persons are permitted to enter the halls.
- Carry your University ID (UCID) at all times. You must show your University ID upon request. Misrepresentation or dishonesty associated with entry or guest escort will result in disciplinary action.
- All guests must be escorted at all times. Please apprise all potential guests, including family members, of this policy in advance. We reserve the right to institute guest check-in procedures as needed. When in effect, guest check-in may require both host and guest(s) to surrender IDs while checking into a UC hall.
- For full details on residence hall visitation policies, see the section of this Handbook on "guests."

ROOM ENTRY

Staff of the Office of Resident Education and Development, the Office of Housing & Food Services, or Facilities Management have the right to enter student rooms—after knocking, announcing their job role, and allowing time for a response—for the following reasons:

- To make repairs.
- To turn off unattended music, televisions, alarms or other noise sources.
- Upon reasonable suspicion of danger or health risk to residents, guests, and/or University property.
- To perform emergency procedures, confirm evacuation (*e.g.*, fire alarm room checks), or verify compliance with safety standards (*e.g.*, room checks at breaks).
- Room searches may be conducted by residence hall staff in conjunction with Public Safety officers.
- When University employees enter student rooms for authorized purposes, any materials or behavior in plain view that violate law or University policy may be subject to judicial and/or criminal action.

INSURANCE

The University and its offices do not assume responsibility to residents or other persons for the loss of money or valuables, damage to property, or injuries on the premises including but not limited to damage from electrical overload, water, fire, or smoke. If you are not covered under your parents' or guardians' homeowners'/tenants' insurance, we strongly recommend that you arrange insurance and protection against such losses.

SAFETY TIPS

Safety is a shared responsibility among residents and UC staff members. While no one can guarantee your safety, you can enhance your personal safety and security. Suggestions include the following:

- Keep your room locked whenever you are out—no matter how briefly—or sleeping.
- Keep your keys and University ID with you at all times.
- Report lost or stolen keys or access cards to the front desk of your hall immediately.
- If you have a Bearcat Campus Card account and lose your ID, cancel your account immediately via the Web or during business hours, by calling **513-556-2000**.
- Record serial numbers and manufacturer of valuables.
- Record credit card and bank account numbers and company names and telephone numbers so you can promptly cancel any lost or stolen cards.
- Mark textbooks with your name or other distinct information in a consistent and hard-to-see place to increase the chances of recovering them at buyback.
- Keep money, checkbook, credit cards, and other valuables in a secure location. In almost every room, some lockable space is available for each resident. Get a combination or key lock and use it.
- Avoid carrying or keeping large amounts of cash.
- Be alert for unescorted persons in the residence halls; report instances to the hall staff.
- Avoid walking alone and using ATMs at night.
- When you leave for evenings or weekends, tell a roommate or friend where you are going and when you plan to return.
- If you receive harassing/obscene calls, keep a log of this activity, notify a staff member, write an incident report, and report the activity to UCPD at **566-1111**.
- Remember the UCPD anonymous tip line, **556-COPS (556-2677)**.
- If you observe suspicious activity or experience/witness a crime, call UCPD and notify a staff member.
- For emergencies, dial **911**. For non-emergencies, dial **566-1111**.

CELL PHONES & SAFETY

When using any cell phone on campus, please remember these tips:

- From a cell phone, contact UCPD at **556-1111**. Cell phone “911” calls reach city—not University—police.
- 911 reaches an area dispatcher—not one at UC. Clearly state you are on the UC campus and need UCPD.
- Give your exact location—including building, floor and room; when outdoors be as specific as possible.
- In your room, know where your phone is (especially at night) and keep it charged.
- In the event of a major emergency in the area, cell phone systems are likely to be overwhelmed. Work out a secondary notification system in advance (*e.g.*, email or Web communication) to let family and friends know you are safe.
- In the residence hall, there is a campus phone on each floor. In Stratford houses, there may be lobby phones instead. From those phones, you can reach UC’s Public Safety by dialing 911 or 6-1111.

MEDICAL MATTERS & EMERGENCIES

The University Health Services (UHS) are located in The Lindner Center. The service is generally open Monday-Friday, 8:30 am to 4:30 pm. Call **513-556-2564** for available services, appointment scheduling, and walk-in services.

Non-emergency care may not be available based upon insurance and/or status; emergency care may be referred to a local hospital. Illnesses or injuries of an emergency nature or conditions that need attention outside of UHS hours require hospital care. Students may call 911 directly or ask for staff assistance. In some cases, hall staff may call for an ambulance even if one is not requested. Residence hall staff members may accompany a student in an ambulance upon request, but they are not allowed to transport a student to the hospital under any circumstances. Students who have Student Health Insurance and require hospital treatment have service at any emergency room but will have the lowest out-of-pocket expenses by using UC

Medical Center. Upon release from the hospital, students are responsible for their own transportation back to the residence hall.

Students are encouraged to retain emergency funds for cab fare in such circumstances. Students are discouraged from walking back from any hospital. Residence hall duty staff members (*reached through Public Safety or the residence hall front desk*) cannot transport students but will attempt to help students identify alternate means of return.

For more information on student health insurance and non-hospital urgent care centers that accept UC Student Health Insurance, see www.uc.edu/uhs.

HEALTH INFORMATION

Residence halls have a high number of students concentrated in close quarters. The following tips help everyone to promote good health:

- Wash your hands frequently with soap and warm water.
- When soap and water are unavailable, use a hand sanitizer product.
- Cough or sneeze into the bend of your elbow rather than the palm of your hand.
- Limit your contact with others when you are ill. Stay home from class or work if you can.
- Protect your immunity with sensible nutrition, rest, and exercise.
- Have health supplies (*e.g.*, sanitizer, thermometer, prescription and non-prescription medicines, tissues) on hand.
- If you become ill and need assistance, notify your RA or the front desk of your hall or complex so that they can help you get in contact with appropriate resources. “Sick trays” can be obtained from the dining halls with the help of a friend or roommate—see your RA or a dining center manager for more information.

FIRE

Familiarize yourself with fire evacuation routes and the locations of emergency devices such as pull stations and fire extinguishers. Residents and their guest are responsible to comply with the following fire safety rules and procedures:

- In a fire alarm, put on shoes and weather-appropriate clothing, bring keys and ID, lock your door, and immediately evacuate the building.
- Evacuation during fire alarms is required by law. Failure to evacuate can result in criminal and judicial action.
- In most residence halls and in houses at Stratford, if you need evacuation assistance because of a permanent or temporary disability, remain in your room with the door closed and telephone **911**. *In the Campus Recreation Center Hall only, there are designated areas of rescue assistance in the stairwells.*
- Once you have evacuated a room or hall, never re-enter. Residents may re-enter their hall and room only upon the permission of the hall staff after re-entry is approved by the fire department and the system is reset.
- Evacuate to the designated outdoor gathering area for your building.
- To prevent the spread of smoke in any fire, keep fire doors closed at all times.
- Immediately report any fire to **911** before making an attempt to extinguish it.
- If you see fire or smoke in your residence hall, activate the nearest pull station immediately and evacuate the building. Report what you saw and did to an RA, ARC, PIA, or RC.
- Avoid fire risks associated with other policy violations by observing rules about candles, incense, cooking, and extension cords.
- Tampering with or misusing any life-safety equipment—including but not limited to extinguishers, detectors, and sprinkler heads—is prohibited.
- If you are present where a fire starts and it cannot be extinguished with available equipment, leave the room—closing the door behind you.

SEVERE WEATHER/TORNADOES

In a weather emergency, follow the instructions communicated via the public address system or those given to you by hall staff or safety personnel. In the event a tornado or severe thunderstorm warning, weather sirens and automated messages sound in most halls. Stay indoors. Move to a designated severe weather

shelter area. In most halls, shelter areas are found at the lowest levels of the halls or in interior stairwells. Avoid windows. Remain in the designated area until the “all clear” is given.

SHELTER-IN-PLACE WARNING

“Shelter-in-place” usually refers to an emergency situation in which potentially hazardous materials have been released into the outdoor air. If a shelter-in-place warning is issued, an announcement will be made over your hall’s public address system or you will be informed by staff. You will be instructed to close all windows and exterior doors, and you may be instructed to turn off air conditioning or heating fans in your room. Remain indoors and follow the instructions given over the emergency announcement system and by your hall’s staff members. Unless informed otherwise, it is safe to continue all other normal indoor activity as usual during a shelter-in-place warning. In the event of a building evacuation (fire alarm) during a shelter-in-place situation, the residence hall staff and Public Safety officials will direct you to an alternate indoor location in another building.

In some campus or neighborhood emergency situations, such as a shooting, you may be advised to remain in your residence hall, and you may be further advised to stay in your room or suite behind a locked door. In most cases like this, a long, steady alarm tone is followed by an announcement with instructions.

Stratford Heights and some satellite housing locations do not have the same alarm system as other UC halls. Contact your hall staff for more information.

CRIME & PUBLIC SAFETY

The Uptown west campus proper is one of the safest areas in the city. However, precautions are always appropriate. No area is 100% safe or risk-free. If you experience a crime on campus, notify UC Police Department at **911** (emergencies) or **513-556-1111** (non-emergencies). You can report crimes anonymously at **513-556-COPS (513-556-2677)**. UC Police jurisdiction includes Stratford Heights. In some cases, UCPD jurisdiction may extend to off-campus locations due to a mutual aid agreement with the city.

Emergency Alert System And Campus Safety Network

For more information on subscribing/registering for these text and email services, see <http://www.uc.edu/publicsafety/police/CampusSafetyNetwork.html>

CONFIDENTIAL CONTACT FOR CAMPUS HOUSING STUDENTS OF MISSING STATUS

Federal law requires the university to maintain procedures for responding to reports of students missing from campus housing facilities such as residence halls. Students have the right and option to register with us the name of a confidential contact person (CPP) to be contacted within 24 hours if you are determined to be missing. The CCP’s name is confidential and is accessible to appropriate university employees only in furthering an investigation of your missing status. If you are under age 18 but not emancipated, the UCPD is required to notify your parent/guardian in addition to the CPP. If you are reported as missing to an employee, it is university policy to notify UCPD. Registration is available after move-in at <https://hfs.uc.edu/red/contact/>. For additional details on this policy, or if you experience difficulty accessing the registration, contact the RED office at 556-6476.

SEXUAL ASSAULT RESPONSE SERVICES

If you are the survivor of a sexual assault on or near campus, you are encouraged to report the crime to UC Police at **911** or **556-1111** and to seek medical care. *Reporting the crime to the police does not require that you pursue prosecution.* However, University employees (including resident advisors—RAs) are required by law to report alleged felonies, including sexual assault. The University investigates all allegations of sexual assault. The Sexual Assault Survivor Advocate (SASA) or a RECLAIM peer advocate is available 24 hours per day at **513-218-9531**. The SASA is an advocate and support person for the survivor and assists in coordinating appropriate University services if desired. Services of the SASA and of trained peer advocates are free. SASA and peer advocate support is also available in cases of domestic violence, partner abuse, and stalking. The university’s Title IX coordinator can be reached at **513-556-5503**.

REGISTERED SEX OFFENDER INFORMATION

Information regarding registered sex offenders is available from the Web site for the Hamilton County Sheriff's Office at www.HCSO.org or by calling **513-946-6222**. All University of Cincinnati residence halls are within 1,000 feet of local schools. Registered sex offenders are responsible to comply with relevant laws.

STUDENT RIGHT TO KNOW

The University's Right to Know information is available at www.uc.edu/righttoknow/.

Residence Hall Info & Services

STAFF MEMBERS

Residence halls staff members available to assist you include the following persons:

Resident Advisor: The Resident Advisor (RA) is your first resource. Each residence hall floor or living unit has a peer leader known as the RA. Carefully selected and trained, RAs help students with personal concerns, interpersonal conflicts, academics, and personal adjustments; enforce policies; and provide leadership and guidance. RAs provide programming that supports the development of a positive community. RAs receive a room and board scholarship and a bi-weekly stipend (salary). RAs are supervised by the Residence Coordinator (RC) in each hall.

Desk Operations Staff: Each residence hall desk operation functions during designated hours and at the discretion of the hall's RC or ARC during emergencies. Desk operations staff members answer questions, monitor safety and security equipment, and assist residents and staff as necessary. They may conduct guest check-in when needed, and they enforce University and residence hall policy. Desk operations staff members are generally supervised by an Assistant Residence Coordinator (ARC), who reports to the RC.

Public Inquiries Assistant: Each hall office is staffed during business hours by a full-time employee with clerical and receptionist responsibilities. PIAs coordinate key records and lock changes, maintain accurate hall records, answer questions, and distribute mail. The PIA reports to the RC of the hall.

Assistant Residence Coordinator: Each hall or complex has at least one (1) Assistant Residence Coordinator (ARC) who is a full-time graduate student with a residence hall assistantship. ARCs usually supervise the desk operation and advise the hall government. ARCs report to the RC.

Residence Coordinator: The person responsible for the general management of each hall or complex is the residence coordinator (RC), a full-time staff member who lives in the residence hall. RCs supervise the PIA, ARC, and RAs. They also meet with students regarding individual concerns, roommate issues, and judicial matters.

Campus Services Operations (CSO) Staff: CSO staff are responsible for support of the Bearcat Campus Card readers for building entry, vending and laundry services and IT support to the residence hall offices.

Facilities Management Staff Members: Members of the Maintenance and Operations staff in Facilities Management, residence hall custodians, maintenance staff, and tradespeople keep residence halls in clean, safe, working condition. They perform routine maintenance and daily cleaning. Students share the responsibility to take good care of the facilities and equipment in residence halls.

Central Office Staff: Located on the 2nd floor of Scioto Hall, the Office of Resident Education and Development and the Office of Housing & Food Services are staffed by a variety of employees. Residence Coordinators from the halls report to Assistant Directors (ADs) of Resident Education and Development; those ADs report to the Director of Resident Education and Development (**513-556-6476**). Staff members in Housing & Food Services report to the director of that unit (**513-556-6461**).

RESIDENCE HALL STAFF'S ROLE IN STUDENT PRIVACY AND CONFIDENTIALITY

Residence hall staff members care about you—your safety, your academic success, health, and personal development. Staff members at all levels are here to help and support you, and that includes being available and willing to listen to you. Staff members like RAs, ARCs and RCs are often able to give information about campus resources and answer questions about policies and procedures in many kinds of situations.

You can trust staff members to treat your personal information as *private*, but not always absolutely *confidential*. For example, an RA may speak with his or her supervisor for guidance in some situations. Remember that your RA is a student—a peer helper, not a trained counselor. In some other circumstances, a staff member may be required to notify a supervisor or other University official, especially if someone's safety may be at risk. Finally, Ohio law requires that certain types of alleged crimes be reported to police.

In most situations, staff members will not repeat to anyone what you share with them—consulting or reporting is usually not needed. A staff member may sometimes *need* to reveal information to a more qualified person or be required to report an incident to a higher authority. However, staff members will NOT reveal your personal information to other students or other employees who do not have a direct need to know. The staff member will be honest with you about whether he/she must inform anyone else and why.

In summary

Staff members will

- Listen openly and respectfully
- Act within the scope of their role and only within the limits of their expertise
- Keep personal information private unless absolutely necessary
- Reveal information to their supervisor or other qualified resource person only if
 - A situation is beyond their skill level
 - They believe there is a risk of serious harm to someone
 - They are required by law to do so

Staff members will not

- Judge, laugh at, dismiss or disrespect you
- Repeat your information to friends, neighbors, roommates, etc.
- Share other information about you that is not relevant to the situation at hand

HALL OFFICES

Residence hall or complex front desks generally operate: Weekdays: Monday-Thursday 8 am to 8 pm and Weekends: Friday 5 pm to Monday 8 am. Also, the Jefferson Complex desk, located in Turner lobby, the Morgens Hall desk, and the Stratford Heights desk, located on the ground floor of the Stratford community building, are staffed at all other times. Once most halls' office operations close at 8 pm on weeknights, residence hall front desk phones will be answered at Jefferson Complex desk. Whenever desk service is unavailable directly at a hall, the names and contact information for designated resident advisors (RAs) on duty will be posted in each hall lobby. In the Dabney-CRC Complex, office operations are managed only at Dabney Hall; there will be no desk operation in CRC Hall except as posted for package pick-up. Staff reserves the right to implement ID checks and guest check-in hours in any or all halls without advanced notice if necessary.

Hall/complex front desks can be reached at the following numbers:

Calhoun	513-556-8595
CRC/Dabney	513-556-6484
Daniels	513-556-0676
Morgens	513-556-7500
Turner/Schneider	513-556-3925
Siddall	513-556-8281
Stratford Heights	513-558-7000

SATELLITE FACILITIES

When needed, Housing & Food Services may lease blocks of rooms with non-UC facilities in the area and make those spaces available under the Terms and Conditions of the Housing Agreement. Residents in such circumstances are provided with similar services to that of all halls and are subject to all relevant policies in this publication unless apprised otherwise in writing by the office of Resident Education and Development.

MAIL

Mail is delivered to residence halls Monday – Saturday. Items permitted in residence hall mailboxes include:

- U.S. Postal Service or UC campus mail correctly addressed to the resident(s)
- Official University, Resident Education and Development, or Housing & Food Services information
- Notices regarding activities sponsored by RHA or the hall government of the building
- Other materials deemed appropriate by a combined selection of hall government and hall staff

For security reasons, packages are distributed only during specified hours. Check with the hall office for package hours in your hall. Materials advocating political positions or soliciting for commercial or non-commercial activity are not placed in student mailboxes unless they have been received via the U.S. mail with proper addresses. Mailbox “stuffing” by other offices, groups, or organizations is prohibited. Resident Education and Development reserves the right not to distribute materials which violate local, state, or federal laws or University policy. Resident Education and Development’s policy on sales, solicitation, and advertising is available from that office, 203 Scioto Hall, or from any residence coordinator (RC). Please advise your relatives or friends of these suggestions concerning mail to your residence hall address:

TIPS FOR MAIL & PACKAGE SERVICE

- Residents are responsible for communicating address changes and facilitating mail forwarding with correspondents, vendors, and/or the US Postal Service.
- Ask the sender to tell you if a package is enroute.
- Mark items with a return address and check that the return address and postmark are consistent.
- Do not use “UC” or “University of Cincinnati” in the address, as this misdirects and delays delivery.
- Do not send cash through the mail.
- Do not send items that create a bulge, lump, or stain or items that leak liquid or powder.
- Pack items carefully and use appropriate insurance.
- When shipping battery-operated devices, remove the batteries before shipping.
- Consult the shipper before sending any potentially hazardous materials such as flammable liquid, chemicals, or pressurized canisters.
- If a student is missing mail or packages, ask the sender to put a trace on the items (at point of origin).
- If the trace indicates the item reached UC and it has not been received by the student, the student should file a report with University Police (**513-556-1111**). He/she should also file an incident report with the RC at the front office of the residence hall.

Address mail and packages as follows:

Name
Room #, Hall Name
Address (see below)

Hall Address

Calhoun Hall
Campus Recreation Center Housing
Dabney Hall
Daniels Hall
Morgens Hall
Schneider Hall
Siddall Hall
Stratford Heights
Turner Hall

240 Calhoun Street, Cincinnati, OH 45219-3509
2840 Bearcat Way, Cincinnati, OH 45219
101 W. Daniels Street, Cincinnati, OH 45219-3911
45 W. Daniels Street, Cincinnati, OH 45219-3912
2931 Scioto Street, Cincinnati, OH 45219-3912
60 W. Daniels Street, Cincinnati, OH 45219
2540 Corbett Drive, Cincinnati, OH 45219-3914
2634 Stratford Avenue, Cincinnati, OH 45220-2809
45 W. University Avenue, Cincinnati, OH 45219

Mail is delivered and distributed once per day to the students' locked mailboxes, Monday through Saturday. For packages and special delivery items (registered mail, postage-due, express mail, telegrams, flowers, balloons, etc.), students receive a written notice in the mailbox and must present their UCID and package slip to retrieve the item during posted pick-up hours. Mail is held at the hall office during break periods and is not forwarded. Mail (not including bulk rate items) is forwarded during summer term, if the student moves to another residence hall, if the student is released from the housing agreement, or if the student leaves the University. Students are responsible for leaving a proper forwarding address and for notifying senders of the new address.

CABLE TELEVISION

Basic cable television service is provided in each room/suite/apartment at no additional cost. Premium channels (HBO and Showtime) are available for subscription. For more information on cable television services, if you experience difficulty with your cable jack, or other cable-related concerns, contact the College Cable office at **800-472-2054**. A complete list of cable channels is available in the "resident self-service" section of www.uc.edu/housing; channels are subject to change without notice.

PERSONALIZING AND DECORATING YOUR ROOM

Residents are encouraged to personalize their room space to the extent reasonably possible. The following items are prohibited in the decorating of student rooms:

- Double-stick tape or any adhesive that leaves residue or damages the surface finish;
- Nails, screws, bolts, tacks, and anything that makes holes in the surface;
- Adhesive-mounted items on the ceilings, such as glow-in-the-dark stars;
- Any item or activity that damages University property, violates policies, or poses undue safety risks.

The following options may help to enhance room appearance and minimize or prevent damage:

- Mattress pads
- Slipcovers for University couches and chairs
- "Sticky-tac" or "poster putty" for posters
- Carpeting or area rugs
- Ironing boards (please do not iron on tables, desks, counters, floors)
- Regular cleaning and trash removal

TELEPHONE SERVICE

Residents who want to "opt-in" for land-line telephone service contact a UCit Telephone Coordinator at **513-556-9378** for more information.

LAUNDRY ROOMS

Each residence hall has at least one laundry room. The washers and dryers in these spaces operate by Bearcat Campus Card (BCC). The facilities are for use by residents only. Residents may remove unattended loads whose cycles are complete if no other machines are available as long as they do so in a respectful, courteous manner. Residents are asked to demonstrate courtesy by not monopolizing all machines and by not leaving completed loads in the machines. Please report any problems with laundry facilities to the front desk of the residence hall.

ADDITIONAL FACILITIES

Residence halls offer varying amenities including but not limited to study lounges, classrooms, social lounges, pool tables, ping-pong tables, tvs, pianos, ice machines, and vending machines. Consult a staff member or the front desk of the residence hall for more information.

SPECIAL INTEREST HOUSING & LIFESTYLE UNITS

Resident Education and Development offers a number of special interest and lifestyle units throughout residence halls. These units are designed to foster students' academic success or to meet particular needs.

For 2013-14, special interest housing options are as follows:

Content Area Halls/Floors/Houses

Bearcat Bands	Stratford 13
Business	Dabney 4
CCM Men	Siddall 2
CCM Women	Siddall 3
CCM Coed	Stratford 15
Center for Community Engagement	Stratford 19
DAAP	Daniels 7 & 8
Engineering	Morgens 6
Gen-1	Stratford 7, 8, and 9
Honors/HonorsPLUS	Daniels 9; Turner A & B wings; Stratford 1 & 2
i-House	Stratford 17
Kappa Delta Sorority	Stratford 3
Gamma Phi Beta Sorority	Stratford 6
Pi Beta Phi Sorority	Stratford 18
STEMM Men	Calhoun 9 & 10
STEMM Coed	Stratford 4 & 5
STEMM Women	Calhoun 11
STEMM/Nursing	Daniels 2; Morgens 8
Substance Free	Stratford 21
Sustainability House	Stratford 14
Transition & Access Program (CECH)	Stratford 20

*All halls are smoke-free.

Problem-Solving in Residence Halls

Problem-solving is a skill to be mastered like any other—playing a sport or instrument, learning material in a class, or speaking another language. It requires practice and patience.

An approach to problem-solving with examples

1. Stay as calm as you can; take a deep breath; think.
2. Identify the problem as clearly and specifically as you can.
3. Assess the situation for its seriousness.
 - Emergency: There is a current risk of serious harm to person(s) or a threat to the community. Report emergencies to 911 or 6-1111.
 - Urgent: There is a risk of harm to property, a disruption in basic service such as heat or water, or a situation that is getting worse very quickly. Report it to an RA face-to-face or to the front desk.
 - Important: There is not a need for immediate action, but the situation should be discussed promptly—the next business day or within a few days. Consult an RA or the front desk for guidance, or make an appointment at the front desk to meet with your RC.
 - Routine: A dripping faucet, clogged sink, light bulb out, etc. Report these to the front desk.
4. Take action. If the problem is not resolved satisfactorily, seek the next resource “upward.”
5. Remember that there is a 24-hour desk operating at Turner (6-3925); the staff there can reach duty RAs or supervisory staff depending on time of day. A residence hall staff member somewhere can ALWAYS be reached.
6. After the problem is resolved, reflect on your choices, what you learned, or what you can take away from the experience for future benefit.

Always begin as close to the origin of the problem as possible. For example, if you have a concern about your roommate, talk to your roommate first before seeking staff help. If you have a concern about a situation on your floor, speak with your RA. If you are unsure of where to begin, the best starting points are your own floor’s RA, any other RA, your hall’s RC, or the front desk of the hall. Ample help is available in each hall. If you have a concern with a university employee, speak with that person’s supervisor.

As a student, you have the right to address concerns or complaints wherever you like. However, the quickest solution is usually found by working “up” the staff chain. Contrary to popular belief, “Going straight to the top” usually involves both more time and less convenience for you as officials gather information or delegate the situation to the person closest to the situation.

The chain of authority or help in residence hall is generally RA, duty RA, front desk, ARC, RC, central office RED staff, Dean of Students. Life-threatening or seriously dangerous situations can always be reported to UCPD at 911 or 6-1111.

Below are some situations that you might encounter and where you can begin seeking help as needed.

Issue	Where to make a report or find help as directly as possible
Crime	UCPD at 6-1111, then notify an RA
Fire or smoke	911 or UCPD at 6-1111, then evacuate
General question (map, directions, etc.)	RA or front desk
Illness	911 for immediate help. RA for sick tray, general awareness
Leak, spill, or unsafe condition	RA, duty RA, or front desk of the hall
Lost room key or UCID	Front desk of the hall
Mad at roommate	ROOMMATE, then RA of the floor
Missing mail or package	Front desk or PIA of the hall, then the RC
Noisy neighbor	Neighbor. If unresolved, consult RA
Not sure what to do	RA or front desk
Out-of-order equipment	Front desk of the residence hall during business hours
Policy violation occurring	Remove yourself from the situation; notify an RA or front desk.
Repair needed in your room	Front desk of the residence hall during business hours
Stuck in elevator	Elevator emergency phone or 556-1111 from a cell
Suspicious person or stranger	UCPD at 556-1111 and then notify any staff member
Theft of property	UCPD at 556-1111, then RA

Campus Information

MAINSTREET

Beginning at University Pavilion and extending to the Jefferson Complex’s Turner and Schneider Halls, MainStreet is the corridor through the heart of campus—the hub of activity and campus life. From the comprehensive service delivery of OneStop to the programs, organizations, and retail options in Tangeman University Center (TUC) and Steger Student Life Center (SSLC) to the state-of-the-art facilities of the Campus Recreation Center—MainStreet is the center of 24-hour activity for the community.

MainStreet elements include but are not limited to:

Steger Student Life Center

Campus Wellness
Ethnic Programs and Services
LGBTQ Center
Meyers Gallery
Office of Student Life/Dean of Students
Professional Practice
Starbuck’s
Student Activities and Leadership Development
Student Wellness
Subway
University Judicial Affairs

Tangeman University Center

Catskeller
MainStreet Cinema
MainStreet Connection Center
Mainstreet Express Mart
Mick and Mack’s Contemporary Café
PNC Bank
Quick Mick’s Café
TUC Food Court
UC Bookstore

Campus Recreation Center

Aquatics
Climbing Wall
Group Fitness Classes
Pilates Reformer
Pro Shop

For more information, visit www.uc.edu/mainstreet or call the MainStreet Connection Center at **513-556-2831**.

CAMPUS SHUTTLE SERVICES AND METRO BUS SERVICES

Two shuttle systems provide services on or near campus. **Campus Transit System (CTS)** operates shuttles on campus; these are available to all students, staff, and faculty. **Bearcats Transportation System (BTS)** operates shuttles on off-campus routes, exclusively for use by UC students. UC Shuttle Tracker displays real-time route and shuttle data to a mobile phone or PC browser.

Transportation Services **513-556-4424**
UCit (for help with ShuttleTracker) **513-556-HELP (4357)**

For more detailed information, including routes, maps and schedules, see <http://www.uc.edu/af/facilities/services/shuttle.html>

For information on student access to Cincinnati's Metro buses, see <http://www.uc.edu/af/facilities/services/ucmetro.html>

COMMENTS & CONCERNS

The best audience for most concerns is the person or staff member most closely associated with that issue. A good starting point is always an RA or the hall's front desk. However, a few other options exist for expressing concerns and suggestions. These include the following:

- Anyone can obtain and complete a residence hall incident report and fill it out, at any time, for any reason. The incident report should be given back to the front desk to the attention of the RC. Students who do not wish to use their front desk may turn incident reports in at the RED office on the second floor of Scioto Hall.
- Students are encouraged to provide suggestions and feedback about University services to *UC is Listening* at www.feedback.uc.edu.
- The university uses EthicsPoint, Inc. to provide an anonymous reporting hotline for the university community to report activities that may involve **illegal, unethical or inappropriate behavior in violation of UC policies**. This anonymous reporting hotline is **NOT** intended for reporting general complaints or matters involving student conduct. Harassment, fraud, theft, research misconduct, NCAA noncompliance are some examples of serious issues that could be reported through UC's hotline.
 - Toll-free telephone number: 1-800-889-1547
 - Web page: <https://secure.ethicspoint.com/domain/media/en/gui/22314/index.html>

UNIVERSITY OMBUDS OFFICE

Students may also acquire guidance in problem-solving from the University Ombuds Office (**513-556-5996**; 607 Swift Hall). The Ombuds Office is charged with helping students navigate a large and sometimes complex environment.

ONESTOP STUDENT SERVICES

The One Stop Student Service Center is located on the second floor of University Pavilion and can be reached at **513-556-1000**. Services are available 24 hours a day via the Web at www.onestop.uc.edu. You can use One Stop to register for classes, accept your financial aid award, pay your bill check your grades, and other services.

Student Behavior & Residence Hall Rules & Regulations

INTRODUCTION

All University of Cincinnati students are expected to obey federal, state, and local laws as well as abide by the rules and regulations of the University. The University and Resident Education and Development have established policies and regulations to help you understand the standards and expectations for student behavior within the residence hall community. They are based on respect for the rights of others and a commitment to an environment that reflects the University's mission and educational goals. This document contains the University rules and policies administered under the authority of the Board of Trustees with direct significance for student behavior. The complete rules of the University are available at the Office of the Secretary of the Board of Trustees. In addition, the complete Student Code of Conduct is available from the Office of Judicial Affairs, the Office of Student Life, the Office of Resident Education and Development and via the Web at www.uc.edu/conduct. This document also includes the specific residence hall rules and regulations. If you have questions about policies or your responsibilities, consult your resident advisor (RA), assistant residence coordinator (ARC), or residence coordinator (RC).

AMENDMENT TO FAMILY RIGHTS & PRIVACY ACT

The University of Cincinnati may notify the parents or guardians of any student who is under the age of 21 and who has been found to be in violation of The Student Code of Conduct with respect to any federal, state, or local law or University policy governing the use or possession of alcohol or a controlled substance. Students will receive copies of notification letters sent to their parents or guardians. This policy is in keeping with the Amendment to the Family Educational Rights and Privacy Act—20 USCA § 1232 (i).

STUDENT CODE OF CONDUCT

The Student Code of Conduct identifies behavior considered unacceptable and not permitted for all students of UC. The complete Student Code of Conduct is available on-line at www.uc.edu/conduct and from the Office of Judicial Affairs and the Office of Resident Education and Development.

The Student Code of Conduct defines these behaviors—and aiding or abetting these behaviors—as misconduct:

Academic Misconduct

- Aiding and Abetting Misconduct
- Cheating
- Fabrication
- Plagiarism

Non-Academic Misconduct

- Aiding and Abetting Misconduct
- Alcoholic Beverages, Unauthorized Use of
- Destruction of Property
- Dishonesty and Misrepresentation
- Disruption or Obstruction
- Disturbing the Peace
- Drugs or Narcotics
- Failure to Comply or Identify
- Failure to Comply with Sanctions
- False Charges or Statements
- False Report of Emergency

- Harassment
- Hazing
- Identification, Misuse of
- Information Technology, Misuse of
- Law, Violation of
- Physical Abuse or Harm
- Probation, Violation of
- Property or Services, Unauthorized Use of
- Public Endangering
- Residence Hall Rules and Regulations, Violation of
- Retaliation, Intimidation
- Safety Equipment, Misuse of
- Smoking Policy, Violation of
- Theft or Receipt of Stolen Property
- Trespass and Unauthorized Access
- University Keys, Misuse of
- University Policies or Rules, Violation of
- Weapons

RESIDENCE HALL RULES & REGULATIONS

Residence halls exist to promote the educational mission of the University and to foster the development of students. By living in community, students learn more about themselves and others and work toward common goals, including but not limited to their academic success. All residence hall rules and regulations have rationales and purposes. Rationales fall into the following categories:

- **Comfort:** As a home, the residence hall should be reasonably comfortable for those who live there and those who help to maintain the facility.
- **Community:** A strong, positive sense of community enhances living and learning.
 - **Communication:** Communication is essential to the development and maintenance of community.
 - **Consideration for others:** Living in a community setting requires that members show respect for one another and for employees performing University functions
 - **Respect for people and property:** Respect is an element of civility, a core University principle.
- **Cost management and conservation of resources:** Responsible management of financial and physical resources is in the best interest of current and future students.
- **Education:** Residence halls exist to support the academic mission of the University.
- **Law:** Students and the University are responsible for obeying laws.
- **Health:** Promotion of good health is in the best interests of self and others.
- **Privacy:** A reasonable level of privacy enhances the quality of life.
- **Safety and security:** Safety and security are basic human needs and support higher functions such as learning and personal development.
- **Student development:** Residence halls foster the cognitive, psychosocial, and moral development of student; promote students' development of their adult identity; and help prepare students for independent living and civic participation.
- **Welfare of self or others:** Residents are responsible for themselves and responsible to all other members of the hall community . Community members are interdependent.

Resident Education and Development and Housing & Food Services established the following regulations for the residence halls, presented in alphabetical order, in support of an education and safe residential community. These rules and regulations (as well as the Housing Agreement and other published residence hall information) are incorporated in the UC Student Code of Conduct. Violations will result in disciplinary action. The following definitions apply to all UC residence hall rules and regulations:

Resident. The student who has a Housing Agreement with Housing & Food Services and has been assigned to a specific space within a residence hall. Persons living in the residence halls who violate residence hall or University policies while not a student as defined by the Student Code of Conduct may be subject to immediate removal from the hall and criminal prosecution for those violations.

Guest. Anyone visiting or signed in by a resident in his/her residence hall, whether in that resident's room, another resident's room in the hall, or a semi-public area. Note: Residents from other halls are considered guests.

Host: A resident who has a guest(s) in the hall.

Public Areas. Areas in the residence hall for the use of all hall residents and their guests, unless otherwise designated. (Some hall lounges may be reserved for the use of residents only.) There are no true "public" areas in any residence hall since residence halls are not open to the general public, only to hall residents and their guests.

Semi-public Area. Areas in the residence hall that have been reserved. Additionally, individual suites or rooms with doors open constitute semi-public areas.

Overnight. The hours between 2 am and 7 am.

I. ALCOHOL

Rationales: Law; consideration for others.

The University and the residence hall system foster an environment where

- excessive consumption or drunkenness is not condoned,
- where intoxication is not an excuse for misconduct or infringing upon the rights of others:
- where alcohol use is not the primary focus of individual or group social activity,
 - where choosing not to use alcohol is as socially acceptable as choosing to use it,
 - and where the moral implications of use are determined by the individual.

To this end, Resident Education and Development (RED) will not approve, endorse, authorize, or sponsor any student-based events involving alcohol in residence hall or dining facilities under the authority of Resident Education and Development.

Policy. In Calhoun, Dabney, Daniels, Siddall and Turner Halls, no alcoholic beverages or alcoholic beverage containers (cans, bottles) are permitted on the premises. This includes cans or bottles used for decoration. In CRC, Morgens and Schneider Halls, alcohol is permitted as stipulated in the University Alcohol Policy. Persons possessing alcohol must be 21; alcohol is permitted in the room or suite with the door closed. The University Alcohol Policy and residence hall regulations include the following points:

- A. Individuals must be 21 years old to purchase, possess, and/or consume beer and intoxicating liquor.
- B. No opened containers of any alcoholic beverages are permitted in any public place indoors or outdoors unless there is a permit allowing their purchase for consumption on the premises. Individual students, faculty, and staff may purchase, possess, or consume an alcoholic beverage (defined as intoxicating liquor under the Ohio Revised Code) and/or beer on campus and in campus facilities having permits issued by the Ohio Department of Liquor Control. Alcoholic beverages may be subject to confiscation and/or disposal by residence hall staff and Public Safety. Other illegal drug use will be referred to Public Safety for their confiscation and disposal. Individuals of age can possess or consume alcohol within the confines of individual residence hall rooms only in CRC, Morgens and Schneider Halls with the door closed; this does not include hallways, lobbies, lounges, or other public or semi-public areas. No tappable containers (*e.g.*, kegs, beer balls, wine boxes, coolers) are allowed in the residence halls. In

Stratford Heights, alcohol is prohibited in all residential buildings. Alcohol use in the Pavilion, Building #16, is permitted only in catered functions on the third floor, and the University's Alcohol Policy applies to those events. All other houses and Tower Hall are considered alcohol-prohibited unless alcohol privileges have been granted within that academic year and such permission is posted. "Alcohol-prohibited" means that no alcoholic beverages or alcoholic beverage containers (cans, bottles) are permitted on the premises. This includes cans or bottles used for decoration.

- C. Permission for alcohol privileges within a house or within Tower Hall must be requested through a petition process.

Guidelines for the Stratford Petition Process

Petitions for fall semester privileges are due no later than the third Fridays of the term.; petitions for spring privileges must be submitted by the third Friday of spring semester. There are no summer term alcohol privileges regardless of the facility's status in the past spring or in the upcoming fall.

- The petition must be signed (includes signature, UCID number and date of birth) by all residents living in the house at the time of the petition. Signature is not an endorsement but an acknowledgement of receiving information that an alcohol privileges effort is underway.
- Petitions will be reviewed within ten (10) business days by a committee to determine whether alcohol privileges will be granted. The committee shall be composed of three (3) RED senior staff members (residence coordinators and/or assistant residence coordinators), one (1) member of the RED management team (Assistant Director or Director), and two (2) student members, at least one (1) of whom must be a resident in another Stratford Heights facility. The review committee meeting will be advertised at least seven (7) calendar days before the meeting.
- The committee will accept written comment and residents' public comments for or against alcohol privileges at the meeting. The review committee will issue its ruling within three (3) calendar days. The ruling of the committee is final.
- Petitions for house-wide alcohol privileges can be obtained at the Stratford Heights office.
- The permission to use alcohol in your house is a privilege. Violations of the Student Code or Residence Hall Rules and Regulations related to alcohol in your house may result in revocation of the privilege.
- Violation of the policy of a specific house by residents of that house or a visitor in that house may result in immediate termination of the privileges for the duration of the academic year.
- Once granted, alcohol privileges will be reviewed a minimum of one time per semester by the senior staff of Stratford Heights and RED assistant directors to assess the community's ability to execute its privilege appropriately.
- Communities will be notified of the outcome in writing without undue delay, usually within three (3) business days.
- If privileges are to be revoked, the community may appeal the revocation to the Director of Resident Education and Development in writing within five (5) business days of the revocation notice. Privileges remain revoked during the appeal process.

II. APPLIANCES and EXTENSION CORDS

Rationales: Safety; comfort.

Policy. The University's practice is to provide at least one small refrigerator or microfridge in each room or suite and to provide a refrigerator/freezer in each apartment. The type and number of appliances provided vary based upon room style and capacity.

In Calhoun, Dabney, Daniels, and Siddall Halls, additional microwaves, refrigerators, or microfridges are prohibited due to the electrical capacities of these halls and to space limitations.

In Stratford Heights, each resident is provided a small refrigerator, and an ample number of microwaves are provided throughout the buildings. Additional refrigerators and in-room microwaves are prohibited due to space limitations and care of facilities.

In Turner, Schneider, and Campus Recreation Center (CRC) Halls, one (1) additional microwave per suite is permitted. The microwave must not exceed 600 watts. Within the suites of these halls, one (1) additional

small refrigerator per bedroom is permitted, regardless of how many residents are assigned to that bedroom. Any additional refrigerator may not exceed 4.0 cubic feet.

In Morgens Hall, additional microwaves are prohibited. One additional refrigerator per bedroom is permitted, regardless of how many residents are assigned to that bedroom. Any additional refrigerator may not exceed 4.0 cubic feet.

In all halls, residents are responsible for the cleaning of all microfridges, microwaves, and refrigerators in their rooms or suites throughout the duration of their housing agreement.

Residents who, for medical circumstances, need to request an exception to the policy should direct their request, in writing, to the residence coordinator (RC) of their residence hall. The RC will consult with Housing & Food Services and the Disability Services Offices as appropriate.

In the case of approved exceptions, no additional refrigerator may exceed 4.0 cubic feet and no additional microwave may exceed 600 watts.

All approved appliances with heating elements must have the elements enclosed and both the appliance and the cord must have UL or equivalent certification. Consult hall staff if you have questions about appliances. The following appliances/devices are prohibited.

- | | |
|---|---------------------------|
| ▪ Air conditioners | ▪ Halogen lamps |
| ▪ Broilers | ▪ Hot plates |
| ▪ Candles | ▪ Hot oil popcorn poppers |
| ▪ Electric skillets, non-UC-provided outdoor and indoor grills (including George Foremans), griddles, sandwich makers | ▪ Laser sights/lasers |
| ▪ Freezers | ▪ Space heaters |
| ▪ Fryers | ▪ Toaster ovens |
| | ▪ Waffle irons/makers |
| | ▪ Woks |

Overloading circuits is prohibited. After consulting with Public Safety, other appliances may be removed for safety reasons. Extension cord use is limited to one (1) appliance per cord and one (1) cord per appliance. Using multiple cords in sequence is prohibited. Electrical cords, extension cords, and string lights may not be wound around or otherwise unsafely attached to personal or university property. Public Safety and hall staff reserve the right to require that person(s) discontinue the use of certain appliances, cords, or configurations.

III. COMPLIANCE

Rationale. Community is based on group norms and their support. Compliance with requests and disciplinary sanctions demonstrates a desire to be and remain a productive community member.

Policy. Residents must follow all reasonable directives issued by authorized representatives of Resident Education and Development, Housing & Food Services, or other UC officials. Residents must comply with sanctions received in the disciplinary process or be subject to a new violation.

IV. DINING Centers

Rationales: Health, comfort, and cost containment.

Policy. The following regulations apply:

- A. By UC policy, smoking in the dining halls is prohibited.
- B. Students and guests must clear their own tables and return dishes to the appropriate locations, and are expected to report any spills or breakage to a dining hall staff member.
- C. Throwing of food and tableware or other disruptive conduct in the dining hall is prohibited.
- D. Food may not be removed from the dining hall unless it is being consumed at that time (*e.g.*, fruit, ice cream).
- E. Rollerblades, skates, and bicycles are prohibited in dining centers.
- F. Removal of tableware and other dining center supplies is prohibited and will constitute theft.
- G. Radios, portable stereos/TVs, or other sources of loud noise may not be brought into the dining centers.

H. Students and guests must comply with the directives of food service staff as with those of all UC officials.

V. ELEVATORS, HALLWAYS & RESTRICTED AREAS

Rationales: Safety, community.

Policy. The following regulations have been established:

- A. No more than ten (10) individuals may occupy any elevator. Lower limits as posted must be observed.
- B. Misuse of elevators or elevator equipment or tampering with elevators accelerates the deterioration of the elevators and is strictly prohibited. Accessing any part of the elevator shaft or inappropriately opening any portion of the elevator cab itself is prohibited.
- C. Hallways and lobbies are not to be used for activities that may endanger individuals, equipment, or facilities. Public areas are not to be used for any sports, including but not limited to throwing balls, rollerblading, biking, Frisbee, or running.
- D. Residents are not permitted in restricted areas. Areas officially closed, areas limited to designated individuals, and any place where safety and welfare of residents would be endangered are included as restricted areas.
- E. In halls with community restrooms, residents may not use or enter the facility when custodial or maintenance staff are working in the restroom, regardless of gender.

VI. FURNITURE

Rationales. Comfort; consideration for others; cost management

Policy. The following regulations have been established:

- A. Residents may arrange their furniture within their rooms in a reasonable manner as long as the arrangements do not violate safety or fire regulations or impede testing/service of safety-related equipment.
- B. All furnishings in the room at check-in must remain in the room. Changing the settings of multi-position beds, where applicable, must be performed only by designated facility staff.
- C. Residents must comply with procedure requiring the re-setting of multi-position beds. *In Stratford, resetting is prohibited.* In other halls, re-setting may be performed only by the Physical Facilities staff with the approval of Housing & Food Services.
- D. Current residents must maintain any room vacancies so the space is available to new arrivals at all times.
- E. All personal furnishings and items must be removed from the halls at the end of the contract period.
- F. Water-inflated beds, chairs, or other water-inflated items are not permitted.
- G. Weights or weight-lifting equipment exceeding twenty (20) pounds are prohibited in the residence halls.
- H. Furniture may not be transferred from one room to another or exchanged between rooms or suites. Extra furniture resulting from a vacancy may not be removed.
- I. Furniture may not be moved from public or semipublic areas (*e.g.*, lobbies, lounges). This may be considered theft.
- J. The University reserves the right to limit the number of times that bed configuration changes can be accommodated. Students must not manipulate multi-position beds without appropriate staff approval and assistance.

VII. GAMBLING

Rationale: Law

Policy. Any form of gambling is prohibited in the residence halls in accordance with State of Ohio laws.

VIII. GUESTS

Rationales: Consideration for others; education; safety and security; privacy.

Policy. The following limitations and expectations apply:

A. Guest Policy

- 1. Guests are expected to abide by the policies and procedures of the University of Cincinnati and

residence halls.

2. Guests who do not live in the same residence hall as the host must be escorted at all times. The host must be in and out of the room with guest at all times except as outlined in #A-7.
3. A guest visiting another room/suite in his/her own residence hall is subject to all guest policies but is not required to be escorted within common areas of the hall.
4. Each floor community will determine, at the beginning of the school year, floor norms regarding opposite gender use of community bathrooms. A secret ballot unanimous vote will be necessary to permit use by other-gender guests. If the use by other-gender guests has not been approved and posted, other gender guests must use the restrooms designated for their own sex. If opposite-sex restroom use is approved and posted, the restroom must be empty before the guest enters and the host must wait for the guest to leave the restroom. Showers may be used by only one person at a time; showering together is prohibited in floor community restrooms. This applies to any combination of residents or guests. Failure to observe these rules may result in the immediate cancellation of permission for use by the other gender persons or loss of guest/visitation privileges.
5. An individual may be a guest or visitor of a particular host in the residence hall no more than two (2) consecutive or non-consecutive nights in any seven day period. Extensions of this policy may be granted by the RC of the hall, who will discuss the situation with the host and his/her roommate(s). "Overnight" hours are defined as any time between 2 am and 7 am or any portion thereof.
6. Guests who violate these policies or procedures may be asked to leave the hall by the residence hall staff or by Public Safety.
7. Hosts must be with their guests in their rooms/suites. Hosts may leave a guest in their room for a five-minute courtesy period (*e.g.*, going to the restroom or laundry). However, a host may not leave the guest unattended in the common area of the suite or in any room or suite area for more than five (5) minutes. This policy applies to all room types (*including single rooms and to all guests*) regardless of where the guest or host lives.

B. Host Policy

1. The host must apprise all guests who do not live in the same residence hall of the hall policies.
2. A resident with guest(s) in his/her room has the responsibility to ensure that the behavior of guests does not inhibit other room residents from sleeping or studying.
3. Hosts must stay with their guests as explained in items #A-3 and #A-7.
4. Hosts are held responsible for any violations of policy and procedure by their guests. In addition, hosts are required to report any violation of University or residence hall rules and regulations by their guests to the appropriate RED or Public Safety staff.

C. Visitation Policy

1. Visitation is generally permitted at any time, but other parameters may apply based on hall and circumstance. In exceptional circumstances, visitation may be suspended at the discretion of hall staff.
2. In exceptional circumstances, guest check-in may be required in any hall at any time at the discretion of the full-time or graduate assistant staff in charge at the time if such measures are deemed necessary. Hosts and guests must carry appropriate ID with them at all times.

D. Check-In Policy (When in Effect)

1. Guests are required to check into the hall upon arrival out of the hall at departure. When checking in a guest, the host must present a current UCID.
2. Residents who lose their ID have two (2) business days to obtain a new one. During the two-day period, they may be issued a guest pass to use for access to their own hall, but they may not gain access to other halls or check in guests using the pass.
3. When checking in as guests, guests must present a valid driver's license, current state ID, or valid ID from another college or university. IDs that appear forged, altered, or otherwise suspicious will be turned over to UC Public Safety.
4. Guests may be issued a guest pass in lieu of the requirements of D-2 above, if they fall into one or more of the following categories:

- a) Guests under age 16;

- b) Guests 16–18 without an ID only if accompanied by their parent/legal guardian with proper ID for check-in or guest pass;
- c) Guests with a current military ID;
- d) Guests with a passport; and/or. Parent/legal guardian. During guest check-in periods, guests who do not have proper ID as defined above and are not eligible for a guest pass will be denied access.

F. Room Capacity

1. A single resident may have a maximum of three (3) guests at one time. (However, it may not be possible for all residents of a room or suite to have the maximum number of individual guests at the same time).
2. The number of persons allowed in a particular room or suite is limited for safety reasons. The maximum capacity of each room or suite (*as determined by fire code*) is as follows:

Single	Up to 4 people (resident + 3 total guests)
Double	Up to 6 people (residents + 4 total guests)
Triple	Up to 9 people (residents + 6 total guests)
Quad	Up to 12 people (residents + 8 total guests)
Five person	Up to 15 (residents + 10 total guests)
Six person	Up to 18 people (residents + 12 total guests)
Seven person	Up to 21 people (residents + 14 total guests)
Eight-person	Up to 24 people (residents + 16 total guests)

When room and suite capacities appear to be contradictory, the lower limit shall be applied.

3. In exceptional circumstances, staff members may require guests to leave a room or suite even when capacity is not exceeded.

IX. HARASSMENT

Rationales: Consideration for others; education; safety.

Policy: Harassment is a violation of the Code of Conduct and will not be tolerated.

X. HEALTH & SAFETY

Rationales: Consideration for others; health; safety; security.

Policy: The following limitations and expectations apply:

- A. Residents are required to complete safety education programs as instructed by residence hall staff.
- B. Arson—setting a fire of any size—is a serious criminal offense as well as a violation of University rules.
- C. Inappropriate or unauthorized use of firefighting equipment, safety devices, or other emergency/safety equipment is prohibited. This includes the following:
 1. Deliberate or negligent activation of a smoke detector, sprinkler head, or carbon monoxide monitor;
 2. Deliberate discharging of a fire extinguisher without proper cause;
 3. Deliberate pulling of a fire alarm without proper cause;
 4. Deliberate activation of a pull-station cover without proper cause;
 5. Removing, damaging, tampering, or interfering with the alarm system; and
 6. Removing, damaging, or interfering with fire extinguishers or exit signs.
- D. Making a false report of a fire, bomb, or other emergency is prohibited.
- E. You must evacuate a building when the alarm sounds or when you are instructed to do so by authorized persons such as residence hall staff, University officials, police, fire marshals, or any other safety official. You should identify multiple evacuation routes in advance.
- F. Whether intentional or through negligence, interference with a building evacuation is prohibited;
- G. Whether intentional or through negligence, interference with emergency personnel—police, fire fighters, safety officials, ambulance attendants, or others—is prohibited.
- H. Exits (room, suite, building) may not be blocked in any way. Fire doors, stairwell doors, and locked doors may *not be blocked or propped open for any reason*.
- I. Candles, incense, and any open flame are prohibited. Candles and incense may be used for religious rites only in the designated public areas scheduled in advance with the Residence Coordinator.

- J. Items may not be hung from ceilings. Items may not cover more than 30% of wall space. Students are responsible to monitor wall covering amounts and random fire inspections may occur. Resident Education and Development and Public Safety reserve the right to require removal of items for safety purposes.
- K. All floor coverings—carpets, rugs—and furniture must be made of flame-retardant materials.
- L. All “holiday” decorations must be non-combustible. Live greens and branches, combustible cotton, and angel hair are prohibited. Lights may be used in rooms if wiring and lights have UL- or equivalent certification; they are not permitted in hallway locations—doors, bulletin boards, walls—because hallways are part of the exit system.
- M. Lights or other electrical devices must not be placed in any location or manner that pressures or distorts the cord (*e.g.*, under rugs or between bed frames or mattresses) or are otherwise deemed to be unsafe. Residence hall and other appropriate university officials may direct the removal of lighting or other decorations as needed. Decorations may not be attached to or interfere with the safe operation of lights, light globes, or safety equipment.
- N. Extension cords (UL-approved only) may be used, *but their use is limited to one (1) appliance per cord and one (1) cord per appliance*. Multiple cords may not be used in sequence. “Octopus plugs” and adapters are prohibited. Power strips (*UL-approved only*) are preferred.
- O. Electrical cords of *any* type may not be wrapped around/between two (2) surfaces, such as between the mattress and bed frame.
- P. The collection and in-room storage of paper or other flammable materials for recycling is prohibited. Residents should use the recycling containers provided in designated locations.
- Q. The storage of gasoline or other flammable materials is prohibited.
- R. Halogen lamps are prohibited.
- S. Laser sights and inappropriate use of laser devices are prohibited.

XI. KEYS/ACCESS

Rationales: Safety and security; student development.

Policy. Keys, University IDs and access cards are the property of the University and are assigned for the sole use of the designated resident. Residents are responsible for the security of the keys, University ID and access card issued to them. No key, ID card, or access card may be duplicated, sold, passed on to others, or used for any purpose contradicting the Student Code of Conduct, other residence hall policies, or local, state, or federal laws. Keys and access cards issued to residents must be surrendered to the Office of Resident Education and Development or University authorities upon request. *This includes breaks between semesters or other times when residents’ keys or access cards are collected. Temporary or “loaner” key services may not be abused.* Tampering with or altering a University ID or access card will be considered a violation of the University Student Code of Conduct. The following limitations, expectations, and procedures apply:

A. Temporary keys/lock-outs

Residents are responsible to carry their keys and ID at all times. Each resident is permitted two (2) “free” lock-out accommodations per semester, which will be recorded. Judicial referral will begin with the third lock-out or, in the event of a lost key, the second lost key. This limitation applies to “five-minute” keys for immediate term lock-outs, two-day loaner keys, and/or lost keys. Residents are required to attempt to access the room/suite by contacting roommate(s) before requesting staff assistance.

B. Lost UCIDs

Residents who lose their UCID should obtain a new UCID within two (2) business days. They may obtain a temporary access card for their hall from the hall’s front desk. Until the new ID is obtained, the resident may be issued a guest visitation pass by the hall desk. This pass and another photo ID must be presented for hall entry when ID checks or guest check-in are in effect. This pass is valid for two (2) business days; after that time it is expected that residents will obtain a replacement ID. *Failure to maintain a usable University ID may be cause for judicial action.* During the two-day valid period, the form may not be used to check in guests or to check into other halls.

XII. MAIL

Rationales: Communication; privacy; security.

Policy. Residents are provided a designated mailbox assigned either to them individually or shared with others, usually among all residents of their room/suite. Residents are responsible for retrieving mail each day it is delivered and responding as directed to residence hall and University matters. Tampering with mail, packages or other delivery items or in any way interfering with receipt of mailbox contents is prohibited.

XIII. PETS

Rationales: Consideration for others; cost containment; health.

Policy. Fish are the only permitted to have in the residence halls. Fish tanks must not exceed twenty (20) gallons. Service animals require consultation and approval by the Office of Disability Services are permitted in accordance with the law.

XIV. PHOTOGRAPHIC & RECORDING EQUIPMENT

Rationales: Consideration for others; privacy; safety.

Policy. The following limitations and expectations apply:

- A. Unauthorized use of video, photographic, listening device, and recording equipment (including but not limited to Web cameras, camera phones, and tape recorders) in common areas (including but not limited to hallways, lounges, stairwells, and restrooms) of residence halls is prohibited.
- B. Video, photographic, listening device, and recording equipment may be used within residents' own rooms and suites only with the verbal consent of all residents and/or visitors of the room or suite. Notification must be made when such devices are in use.
- C. Photographic and recording equipment in a student room or suite may not be used to view, eavesdrop, broadcast or record any material from another student room or suite or non-public area. Such equipment in a student room or suite also may not be used to view, record, eavesdrop, broadcast or record any material from any residence hall common area without the verbal consent of all students, visitors, and/or employees.
- D. The University reserves the right to authorize the use of such equipment in residence halls, in a manner permitted by applicable laws, when necessary or advantageous to enhance community responsibility and to maintain safety and security.

XV. QUIET HOURS & NOISE

Rationales: Consideration for others; education; health.

Policy. The following limitations and expectations apply:

- A. Quiet hours are from 9 pm to 9 am, Sunday through Thursday, and from midnight to 10 am, Friday and Saturday. During final exam week of each semester, 24-hour quiet hours begin at midnight the Saturday morning before exam week. **Quiet** means that virtually no noise that residents can control (*e.g.*, voices, tvs, music) may be heard in the hallway, from rooms, or in a lounge or other area of the floor/house.
- B. All hours not designated quiet hours are designated courtesy hours, which means that you are expected at all times to be considerate of others' needs to sleep and study. If another resident asks you to be quiet during courtesy hours, you are required to comply.
- C. The floor members, with the help of the RA, monitor quiet and courtesy hours. If you encounter a noise problem, ask the other resident(s) to be quiet. If noise persists, contact the RA or the staff member on duty for assistance.
- D. Some courtesy guidelines are outlined below:
 - 1. Play music at a level that will not disturb others. Use headphones whenever possible.
 - 2. Keep the door closed to your room and lounge areas closed when you are entertaining guests, watching TV, or playing music that might disturb others.
 - 3. Refrain from disruptive noise such as yelling or loud conversation when walking in the halls.
- E. Resident Education and Development is committed to the academic development of students. **Priority is given to students' academic needs—maintaining a quiet study and sleeping environment—over the wishes to socialize or participate in other recreation.**

XVI. RESTROOMS

Rationales: Comfort, consideration, respect, privacy, safety.

Policy. No person (regardless of gender) may use any portion of a restroom facility that is currently being serviced by maintenance or housekeeping staff or is posted as closed. Additional regulations regarding restroom designation and use are included in the section of this document addressing guest and visitation policies. In suite-style housing where suite bathroom cleaning is provided, students are responsible for complying with the schedule and preparation standards and may not interfere with or refuse routine service. In suite-style housing where suite bathroom cleaning is not provided, students are responsible for maintaining reasonable cleanliness throughout the semester.

XVII. SALES & SOLICITATION

Rationales: Security, privacy.

Policy. Permission for sales and solicitation in the residence halls is only granted by the Office of Resident Education and Development. Permission may be granted for residence hall organizations and Resident Education and Development groups sponsoring their own products or products of an outside vendor. Sales and solicitation permission will not be granted for individuals sponsoring their own products or those of an outside vendor or for outside vendors independently sponsoring their own products. Residents who invite salespersons to their room must escort those persons just as any other guest and observe all visitation and guest policies. Sales events hosted by residents may not be advertised and may be held *only* in the host's room. Sales in common areas are prohibited. Placing items under student doors, on knobs, or in mailboxes is prohibited with the exception of RED-affiliated activities as approved by the RC of the hall.

XVIII. SIGN POSTING

Rationale: Communication; cost containment; education; privacy.

Policy: Posting (anywhere other than student room doors) on residential floors (e.g., beyond the lobby area) is limited to items marked "approved" as part of the educational program of residence halls and the publicizing of University-sponsored events and resources. In each hall, a designated area is provided for posting of other items. Posting outside of designated areas is prohibited.

XIX. SMOKING

Rationales: Health; safety.

Policy. Smoking is prohibited in all residence halls, including all student rooms and common areas. University policy also currently prohibits smoking outdoors within 25 feet of all entrances, exits, ventilation fans, air intake units, and operable windows.

XX. WATER FIGHTS/GAMES

Rationales: Cost containment; respect; safety.

Policy. Water fights and water games are prohibited anywhere within any residence hall and on the grounds surrounding each hall. Students may not access University water sources for recreational activities except as authorized through scheduled and pre-approved events.

XXI. WEAPONS & FIREWORKS

Rationales: Safety; law.

Policy. Possession and/or use of firearms, ammunition, knives, martial arts implements, or any dangerous items that could be used as a weapon or appear to be weapons are prohibited. Possession or use of toy "weapons" is prohibited. Use of any permitted item (e.g., baseball bat) as a weapon is prohibited. Possession and/or use of fireworks, bombs, or any explosive is prohibited and is also violation of city and state law.

XXII. WINDOWS, DOORS, LEDGES, DECKS, PATIOS & PORCHES

Rationale: Safety.

Policy. The following limitations and expectations apply:

- A. Window screens, stops, and seals may not be tampered with or removed. If a screen is removed by weather, report it immediately to an RA for documentation.
- B. Throwing, dropping, discharging, or in any manner ejecting anything (liquid or solid) in or out of windows, roofs, or any elevated surface is prohibited. Suspending any item, including but not limited to clothing, flags, banners or plants from windows, ledges, porches, or railings (regardless of height) is prohibited.
- C. Advertisements of any commercial agency through written or oral communication through windows, doors or sunroofs are not allowed.
- D. Directing stereo speakers, yelling, and other disruptions from buildings are prohibited.
- E. Entering or exiting via windows except in a life/safety emergency is prohibited. Climbing on ledges or railings is also prohibited.
- F. Decks, patios and porches may be subject to load limits.
- G. Doors may not propped open or otherwise misused.

Residence Hall & University Judicial Processes

DISCIPLINARY AUTHORITY

Students may be accountable to both civil authorities and to the University for activities which constitute violations of local, state, and/or federal law. Students also are subject to disciplinary action for violating the Student Code of Conduct and residence hall rules and regulations. Disciplinary action at the University may proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving same incident have been dismissed or reduced.

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the residence hall community. In noted situations, direct intervention may be deemed appropriate by the Director of Resident Education and Development or a designee. The Director will consult, when possible, with the Director of University Judicial Affairs and the Dean of Students before taking such action. Students have significant responsibilities in the residence hall disciplinary system; however, final authority in disciplinary matters is vested in Resident Education and Development and the University administration. Resident Education and Development reserves the right to refer violations to the Office of University Judicial Affairs.

DEFINITION OF TERMS

Community Commission. A group of residence hall students, selected through an application process and trained appropriately, who are authorized to act as a peer review board. The commission is advised by a residence hall staff member and is sworn to confidentiality to the extent allowed by law.

Internal Hearing. A hearing regarding alleged violation(s) of any portion of residence hall rules and regulations and/or the University Student Code of Conduct, conducted by an authorized residence coordinator (RC) or assistant director of Resident Education and Development.

Residence Hall Rules and Regulations. Policies and procedures specific to residence halls and communicated by University staff members and media (*e.g.*, written materials, Web page, posters).

INTERIM RESTRICTIONS OR REMOVAL

The Director of Resident Education and Development or a designee may remove students from their residences and deny access to the residence and/or dining halls for an interim period pending residence hall/University disciplinary proceedings or medical evaluation. Interim removal or restriction occurs when the Director determines, in consultation (when possible) with the Dean of Students and the Director of

University Judicial Affairs, that there is evidence that the continued presence of the person(s) in their residences poses a substantial threat to the person, to others, or to the safety, stability and continuance of normal residence hall functions or University property. Interim restriction or removal is effective immediately upon informing the person.

Residents removed or restricted on an interim basis will be given an opportunity to appear personally before the Director of Resident Education and Development or a designee within five (5) business days from the notice of the effective date of the interim removal or restriction, in order to discuss only the following issues:

- Reliability of the information concerning the resident's conduct, including the matter of students' identity; and/or
- Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the resident(s) poses a substantial threat to the student, to others, or to the stability of normal University or residence hall functions. Unless otherwise determined by the Director of Resident Education and Development or a designee, such interim restriction or removal shall remain in effect until a disciplinary hearing is held and an outcome is determined.
- The residence hall community is not designed or equipped to rehabilitate persons who pose a substantial threat to themselves and others. It may be necessary to remove them from the residence halls and to sever the relationship.

Rights & Responsibilities of the Referred Student

In the disciplinary system, referred students have a right to the following:

- A fair hearing;
- Written notice of the charges and disciplinary actions;
- Bringing an advisor to hearings;
- Reasonable access to the case file prior to and during the hearing;
- Opportunity to respond to evidence presented against them and to call witnesses on their behalf;
- Appeal on specified grounds; and
- Reasonable confidentiality to the extent allowed by law.

A referred student has the responsibility to do the following:

- Follow the designated time frame;
- Schedule and attend proceedings;
- Read residence hall policies and procedures;
- Make every reasonable effort to collect any evidence prior to the hearing;
- Refrain from retaliation against students or staff members involved in the process;
- Refrain from attempting to influence parties in the process outside of the hearing; and
- Honor confidentiality.

Student Groups & Organizations

Student groups and organizations can be charged with violations of University and residence hall rules and regulations. The hearing process will involve responsible officers of the organization and/or key individuals deemed to be acting in a position of responsibility or leadership at the time of alleged violation. Sanctions can be imposed against groups including but not limited to a suite, wing, floor, hall government, and organizations visiting the residence hall for programs or activities. In these situations, an Assistant Director of Resident Education and Development or a designee will serve as the hearing officer or the case may be referred to University Judicial Affairs.

DISCIPLINARY PROCESS

INCIDENT

An incident can be reported by any student, hall or University staff member, or visitor. Incident reports can be obtained from any residence hall front desk, from any resident advisor (RA), or from the central office of Resident Education and Development, second floor of Scioto Hall. Completed incident reports should be returned to the front desk to the attention of the residence coordinator (RC). The RC has the authority to

decide whether an incident is referred for any judicial actions. "Incident reports" may be used to communicate any information to the staff and do not necessarily require judicial action. Anyone may complete an incident report at any time for any reason.

STATEMENTS OF CONCERN

The RC may choose to make a statement of concern instead of referring a student for formal judicial follow up. The statement of concern is an informal, non-judicial action consisting of a discussion between the student and the RC (or the RC's designee) about a policy/disciplinary matter. This meeting is summarized in a follow-up letter from the staff member to the student. A copy of this letter is maintained in the student's residence hall file and may be used in background information if additional or similar violations are committed by the student(s).

REFERRAL FOR DISCIPLINARY ACTION

If the RC refers an incident for disciplinary action, a notification letter is sent to the student without unnecessary delay. The notification letter contains the following information:

- Summary of the violation;
- Reference to rights and responsibilities; and
- Deadline for scheduling or summons to a pre-scheduled meeting.

Meetings may take the form of an internal hearing or community commission hearing. A hearing shall be scheduled and occur within ten (10) business days of receipt of the notification letter. If a scheduled appointment cannot be kept, it is the responsibility of the referred student to arrange an alternative meeting time at least 48 hours in advance of the meeting. A hearing or meeting may be rescheduled by the referred student only once. If the student fails to appear for a scheduled hearing, a decision may be rendered in the student's absence.

VENUE

To help assure fairness, the venue in which a case is heard is usually determined by the nature of the alleged violation. However, the assignment of hearings for all alleged violations of the Student Code of Conduct and residence hall rules and regulations may vary and are determined by the Resident Education and Development staff in consultation with the Office of University Judicial Affairs.

Cases involving alleged violations *usually* referred to the Office of University Judicial Affairs include the following:

- Alcoholic beverages, unauthorized use of and/or possession of
- Drugs or narcotics
- False report of emergency
- Information technology, misuse of
- Law, violation of
- Probation (University), violation of
- Theft/Stolen Property
- Weapons

Cases involving alleged violations that *may be* heard by an internal hearing officer or assistant residence coordinator include the following:

- Destruction of property
- Residence Hall Rules and Regulations, violation of (Compliance, elevators, hallways and restricted areas; gambling; harassment; keys/access; photographic and recording equipment; windows, ledges, and sunroofs)
- Identification, misuse of
- Safety equipment, misuse of
- Trespass or forcible entry
- University keys, misuse of
- Residence Hall Rules and Regulations, violation of (Appliances, compliance, guests, quiet hours and noise, restrooms, smoking)

Cases involving alleged violations *usually* heard by a community commission include the following:

- Residence hall rules and regulations, violation of (Appliances, dining halls, furniture, guests, health and safety, quiet hours and noise, sales and solicitation, sign posting, smoking, and water fights/games)
- Smoking policy, violation of

Residence Hall Judicial Hearings

PROCEDURES

The focus of disciplinary proceedings is to determine whether standards of conduct and/or University or residence hall policies have been violated, and if so, what sanction is an appropriate response to that violation. The following procedural guidelines apply to internal and Commission hearings:

- Most cases will be heard in the hall where the student lives unless the designated hearing officer is involved in the original incident or chooses to recuse himself/herself for reasons of objectivity.
- The referred student is presumed to be not responsible for the alleged violation until proven responsible.
- Hearings are closed to all but the persons or groups involved.
- In cases involving multiple referred students, requests for individual hearings shall be granted.
- Witnesses other than the complainant may be excluded from the hearing during other testimony.
- Disciplinary hearings are not criminal or civil proceedings; formal rules of evidence are not applicable.
- No recommendation for the imposition of sanctions shall be based solely on the failure of the referred student(s) or group(s) to participate in or appear at the hearing. Evidence concerning the charges shall be presented and considered in the absence of the referred.
- A referred student shall not be required to answer to the residence hall or University judicial processes twice for the same alleged violation.
- Community Commission deliberations are closed sessions.
- The referred student(s) or group(s) may bring an advisor to hearings for support and consultation. The advisor will not be allowed to represent or speak for the referred student or to question witnesses in the hearing.

Information on procedures for hearings conducted by the Office of University Judicial Affairs is available in that office (745 Steger Student Life Center).

OUTCOMES

Through the disciplinary hearing, the hearing officer or commission determines the degree of responsibility, if any, that the referred student holds, and when a student is found to be responsible for a violation, imposes (or recommends) a sanction. Written notice of hearing outcomes and sanctions, if applicable, is sent to the student without unnecessary delay.

SANCTIONS

Sanctions are tailored to fit the particular incident. In recommending or imposing a sanction, hearing officers and commissions consider the following:

- nature of the offense;
- severity of damage, injury, or potential harm;
- effect on the community; and
- the student's disciplinary record and currently demonstrated attitude regarding the incident.

One or more of the following sanctions can be recommended or imposed for violations. Sanctions become part of the student's University record. Failure to comply fully with sanctions may result in further judicial action.

Educational Sanctions. These measures are individualized based on the situation. Examples of educational sanctions include but are not limited to the following:

- Restoration of damaged property;
- required removal of stereos or other items related to the violation;
- written papers;
- presentations to student groups;
- community service to the affected population(s);
- written or personal apologies;
- interviews with appropriate experts or authorities;
- completion of a written behavioral contract;
- attendance at a program, service, or event; and
- preparation of educational materials (*e.g.*, signs, posters, brochures)

Reassignment. This sanction may be recommended by any hearing unit and imposed only with the approval of the Director of Resident Education and Development or designee. Under this sanction, the student may be issued a new room assignment and required to complete the move in a specified time frame.

Reprimand. Written notice that the student has violated a standard of conduct or rule and is expected not to repeat the violation.

Restitution. Required replacement of or payment for loss or damage associated with the violation.

Residence Hall Probation. A specified period of time during which any further violations may be subject to intensified sanctions and may subject the student to removal or termination of the housing agreement. Additional probationary conditions may be imposed, including but not limited to loss of guest privileges, loss of room/hall change and buy-out privileges, and forfeiture of participation in residence hall activities and hall government functions.

Termination of Housing Agreement. This sanction may be recommended by any hearing unit and imposed only by the Director of Resident Education and Development or the Director of University Judicial Affairs and their designee(s). Termination may be permanent or for a specified period of time. Under this sanction, the student is unconditionally restricted from all University residence halls and hall activities, effective when the sanction is communicated. When the agreement is terminated as a judicial sanction, the resident may continue to be held responsible for all financial obligations in the agreement and may not be issued any refunds or waiver of fees; terms and conditions of the Housing Agreement may apply. Sanctions in addition to termination of the Housing Agreement may be imposed by the Office of University Judicial Affairs.

APPEALS

Outcomes of cases heard by internal hearing officers and community commissions, students may appeal based only upon one or more of the following grounds:

- Procedural error or irregularity that results in significant prejudice to the referred student or the University resulted and affected the outcome of the hearing;
- New evidence not available at the time of the hearing; and
- Undue harshness of the sanction in proportion to the violation.

Students have three (3) business days from receipt of the notice of the outcome to file an appeal. An appeal takes the form of a written letter outlining the reasons for the appeal request, and may be accompanied by any supporting documentation (*e.g.*, witness statements, other evidence). The request is forwarded to the Assistant Directors for Resident Education and Development, 203 Scioto Hall. The appropriate Assistant Director (one who does **not** supervise the daily operations of the hall where the accused student lives) will review the request and if necessary, meet with the student and any other parties. She or he will respond to the appeal within five (5) working days. The Assistant Director has the following options in responding to the appeal:

- Uphold the finding and the sanction;
- Uphold the finding and modify the sanction;

- Overturn the finding; and
- Remand the case for a new hearing.

When a new hearing is required, any sanction assigned through the new hearing may not be lengthened in duration or heightened in severity, but different or additional educational sanction elements may be imposed. All appeal decisions except those involving a sanction of termination of the housing agreement are final. In the case of termination of the housing agreement, the final appeal rests with the Dean of Students.

Housing & Food Services

The Office of Housing & Food Services—located on the second floor of Scioto Hall—is open Monday through Friday, 8 am to 5 pm.

Staff can answer questions regarding your housing agreement, meal plans, room and board fees, and room reservations. Information on the Terms and Conditions of the Housing Agreement can be found on-line at www.uc.edu/housing in the “self-service” area or at the Office of Housing & Food Services (513-556-6461).

University Dining Services

There are numerous on-campus dining options for students and their guests. CenterCourt and Stadium View at the Campus Recreation Center and MarketPointe at Siddall serve those with meal plans while also offering a retail option. Please visit our Web site www.uc.edu/food for hours of operation and menu information. All locations welcome the Bearcat Campus Card. Retail facilities on campus include our Campus Cafes and the many eateries along Main Street. All locations accept the Bearcat Campus Card.

- Meal plans offer a block of meals for use over the semester.
- Meals can be eaten at CenterCourt, Stadium View, or MarketPointe (according to posted schedules) at any time and can include guests. Bearcat Campus Card dollars can be added to any of the meal plans.
- Residence hall students who are required to have a meal plan (e.g., first-year students) may choose from two meal plan options:

Meal Plan	Description	Cost/Semester	Cost/Year
<i>Unlimited</i>	<i>Includes an unlimited number of visits by the student plus 15 guest passes per semester, plus \$150 BCC.</i>	<i>\$ 2070</i>	<i>\$ 4140</i>
<i>186 Block</i>	<i>Includes 186 meals for use by the plan holder and his/her guests.</i>	<i>\$ 2050</i>	<i>\$ 4100</i>

Additional BCC dollars are always available for purchase separately. Campus Dining Passes, serving the needs of upperclass students and other members of the University community, are also available. Please visit our Web site for further details at www.uc.edu/food.

Students who wish to change their meal plan for the current semester may do so up through the fifth day of classes in the semester for which the change is effective at the Office of Housing & Food Services, second floor Scioto Hall (513-556-6461) or by email at uchousing@uc.edu.

FOOD SERVICE OPTIONS DURING ILLNESS

You can still use your meal plan even if you are so ill that you should not venture out of your residence hall room/suite. To do so, give a designated friend or roommate your UCID and instructions about your food needs. Your designee should request a “to go box” to fill from the day’s selections according to your preferences. Your ID will be swiped to deduct a meal from your meal plan. If you have specialized needs during your illness, you or your designee should talk via phone with the manager of the nearest dining center, who will work with you to meet your needs to the best of our ability. Managers can be reached at the following numbers:

CenterCourt 513-556-4113

MarketPointe 513-556-2115

Important Dates

FALL 2013

August 26	Classes begin
August 30	Last day to change meal plan change for Fall 2013
October 7-8	Fall Reading Days
November 11	Veterans' Day; UC offices closed
November 28–29	Thanksgiving holidays; UC offices closed; halls remain open
December 14	All-University Autumn Commencement
December 14	Halls close 10 am
December 24-25	Christmas holidays; UC offices closed

SPRING 2014

January 5	Residence halls open, 10 am
January 6	Spring semester classes begin
January 10	Last day to change meal plan for Spring 2014
January 20	Martin Luther King holiday; UC offices closed
March 14	Halls close for spring break at 6 p.m.
March 23	Halls re-open at 10 a.m.
April 26	Halls close 10 am

SUMMER 2014

May 14	Summer school, hall opens 10 am
May 26	Memorial Day; UC offices closed
July 4	Independence Day (observed); UC offices closed
August 9	Summer school hall/assignments/12-month housing closes at 10 am

Important Telephone Numbers

Academic Excellence & Support Service.....	556-3244
Arts and Sciences Advising.....	556-5875
Arts and Sciences Records/Undergraduate Affairs.....	556-5860
Admissions.....	556-1100
African American Cultural and Resource Center.....	556-1177
Army ROTC.....	556-3660
Athletics/Administration and Business Office.....	556-5601
Bearcat Campus Card Office.....	556-2000
Bookstore.....	556-1700
Bursar, Student Accounts.....	556-5505
Cable TV Services.....	1-800-472-2054
Calhoun Hall.....	556-8596
Campus Information.....	556-2831
Campus Ministries Association:	
• American Baptist Campus Ministries.....	751-5237
• Baptist Student Union.....	281-6403
• Chi Alpha Christian Fellowship.....	221-6152
• Hillel Jewish Student Center.....	221-6728
• Lutheran Campus Ministry.....	221-4109
• Newman Campus Center.....	381-6400
• University Christian Fellowship.....	241-2140
• Episcopalians at Old St. George.....	751-5237
• University YMCA.....	556-4937
• Wesley Foundation.....	861-2929
Campus Park (possible satellite housing site)	
Campus Police/Public Safety (non-emergency).....	556-1111
Campus Recreation Center (member services).....	556-0604
Career Development Center.....	556-3471
Center for Exploratory Studies.....	556-6540
Center for Information and Technology (UCit).....	558-3526
Counseling and Psychological Services (CAPS)	556-0648
CRC Hall.....	556-6484
Dabney Hall.....	556-6484
Daniels Hall.....	556-0676
Dean of Students Office.....	556-5250
Dining Center (CenterCourt).....	556-4117
Dining Center (MarketPointe).....	556-2115
Disability Services.....	556-6823
Emergency.....	911
Equal Opportunity.....	556-5503
Ethnic Programs and Services.....	556-6008
Financial Aid Office, Student.....	556-6982
Food Services (Aramark).....	556-4108
Health Services.....	556-2564
HelpDesk (UCit).....	556-3785
Housing & Food Services.....	556-6461
International Services.....	556-4278
Jefferson Complex.....	556-3925
Judicial Affairs, University	556-6812
Learning Assistance Center.....	556-3244
LGBTQ Center.....	556-4329/4001
Lost and Found (West).....	556-4962
MainStreet Connection Center.....	556-2831
Morgens Hall.....	556-7500
Ombuds.....	556-5956
OneStop Student Services Center.....	556-1000

Parking Services (West).....	556-2283
Police/Fire/Ambulance (emergency).....	911
RECLAIM Peer Advocates (sexual assault survivor support).....	218-9531
Recreation/Intramurals.....	556-2831/5706
Registration.....	556-6505
Residence Hall Association (RHA).....	556-8251
Resident Education and Development.....	556-6476
Siddall Hall.....	556-8281
Sexual Assault Survivor Advocate (emergency service).....	218-9531
Shoemaker Center (Information).....	556-2170
Shuttle Service.....	556-0045
Stratford Heights.....	558-7000
Student Government.....	556-6107
Student Health Insurance (SHI).....	556-6868
Student Activities and Leadership Development.....	556-6115
Telephone Repair (UCit).....	558-3526
Turner-Schneider.....	556-3925
University Health Services (UHS) (Lindner Clinic).....	556-2564
University Information.....	0
University Park Apartments.....	558-3000
Wellness, Student.....	556-6124
Women's Center.....	556-4401

UC Acronyms and Expressions

AACRC—African American Cultural and Resource Center
 AESS—Academic Excellence and Support Services, pronounced “ace.”
 ARC—Assistant Residence Coordinator
 A&S—McMicken College of Arts & Sciences
 BTS—Bearcat Transportation System
 CCM—College Conservatory of Music
 CDC—Career Development Center on the ground floor of University Pavilion
 CECH—College of Education, Criminal Justice and Human Services
 CoB—Pronounced as three separate letters. Refers to the Lindner College of Business.
 CRC—Campus Recreation Center. Refers to either the fitness facility and its services or to the residence hall portion and its services. To refer to the dining center in the same location, say “Center Court.”
 CTS—Campus Transportation System
 DAAP—College of Design Architecture, Art and Planning.
 DSO—Disability Services Office, University Pavilion, 2nd floor
 EPS—Ethnic Programs and Services, Steger Student Life Center, 5th floor
 HFS—Housing & Food Services, Scioto Hall, 2nd floor
 ISSO—International Student Services Office
 J-Plex—Jefferson Complex, comprising Turner and Schneider residence halls
 LAC—Learning Assistance Center, French Hall West, 2nd floor
 LGBTQ—Lesbian, Gay, Bisexual, Transgender, and Queer center, Steger Student Life Center, 5th floor
 Lucy—The live binturong from the UC Zoo, also known as a bearcat
 MainStreet—The central pedestrian corridor extending from University Pavilion to Turner Hall
 Mick and Mack—The lion statues in front of McMicken Hall.
 Mick and Mack's—A restaurant open to students, faculty, staff and the public in Tangeman University Center, 3rd floor
 NRHH—National Residence Hall Honorary
 Oscar—The statue of UC's men's basketball great Oscar Robinson outside Lindner (Varsity Village)
 PIA—Public Inquiries Assistant, full-time employee at each hall's front desk M-F
 RA—Resident Advisor, the peer leader in charge of each residence hall floor, section, or house.
 RAPP—Racial Awareness Program,
 RC—Residence coordinator, the full-time staff member supervising each residence hall.
 RED—Resident Education and Development, Scioto 2nd floor.

RHA—Residence Hall Association, the umbrella student leadership group for the entire residence hall community.

SALD--Student Activities and Leadership Development, Steger Student Life Center, 4th floor

SOL—Student Orientation Leader.

SSLC—Steger Student Life Center, named for UC’s President from 1984-2003, Joseph A. Steger

The Bearcat—The large statue of the Bearcat. May also refer to the mascot who appears in public. The live “bearcat” binturong from the Cincinnati Zoo is named Lucy.

The Shoe—Myrl H. Shoemaker Center, found inside 5/3 Arena.

TUC—Tangeman University Center

UCit

UCPD—University of Cincinnati Police Department

UCWC—UC Women’s Center, Steger Student Life Center, 5th floor.

U-Hall—University Hall, home of various administrative units including Human Resources. Located next to Kingsgate Marriott Hotel

UJA—University Judicial Affairs, Steger Student Life Center, 2nd floor

UP—University Pavilion, location of One Stop Student Service Center, Student Financial Aid, the registrar, and many other offices. Pronounced as two separate letters, not as the word, “up.”

Index

- Access card (key card) 6, 24
- Addresses 11
- Alcohol 18-19
- Ambulance transport 6, 23, 36
- Appliances 19-20, 29-30
- Arrangement 21
- Candles 7, 21, 23
- Check-in 5, 9-10, 22-24
- Cleaning of restrooms 22-23, 26-27, 29
- Containers 18, 20, 25
- Courtesy hours 23, 25-26
- Damage 5, 13, 30-32
- Delivery 9-10, 12-13, 26
- Desk 6-7, 9-10, 13-15, 28, 36
- Disability assistance 20, 25, 35-36
- Entry during cleaning or service 9, 26
- Equipment 9, 14, 17, 21, 23, 25, 29
- Escort 5-6, 22, 26
- Evacuation 5, 7-8, 23
- Extension cords 7, 19-20, 24
- Finals week 25
- Fire 7-8, 21, 23-24, 36
- Five-minute courtesy period 22, 24
- Forwarding 11-12
- From ceilings 12, 24
- Front 6-7, 10, 12-15, 24, 28, 36
- Furniture 21, 24, 30
- Guests 4-5, 18, 20-25, 29-30, 33
- Hanging items 12
- Holiday decorations/lights 12, 24
- Hospital return 6-7
- Host responsibility 4-5, 22, 26
- Illness 6, 14, 33
- Indoor 7-8
- Inspection 24
- Insurance 5-7, 36
- Keys 6-7, 17, 24, 29
- Lasers 20
- Lockouts 24
- Lost, stolen or replacement 14, 24, 35
- Mail 11-12, 14, 25-26
- Meal plan accommodation 33-34
- Medical emergencies 6, 8
- Microwaves 19-20
- Opposite sex use 22
- Outdoor 7, 18, 26
- Overnight 18, 22
- Packages 11-12, 25
- Personal property 4
- Quiet hours 25, 30
- Refrigerators 19-20
- Removal 12, 20, 24, 27-28, 31
- Reporting 8, 15
- Restitution 31
- Restrooms 21-22, 25
- Room capacity 23
- Safety 5-10, 17, 19--20, 23, 35
- Severe weather 7
- Sex offenders 9
- Sexual assault reporting and response 8, 36
- Shelter-in-place 8
- Showers 22
- Smoke detectors 23
- Smoking 17, 20, 26, 29
- Staff transport 7, 15, 36
- Stratford petitions 19
- Student health and insurance 6-7, 36
- UCIDs 5, 12, 22, 24, 33
- UC Property 20, 24, 28
- University Health Services 6, 36
- Visitation 5, 22, 26
- Walls 24
- Weapons (guns, toy weapons) 17, 26, 29