

Home Pages

2005-06 Residence Hall Handbook

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Resident Education and Development

Department of Student Life
University of Cincinnati
PO Box 210045
Cincinnati, OH 45221-0045
513.556.6476 (ph)
513.861.6816 (fx)
www.uc.edu/resed

Student Affairs & Services
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 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). All of the residence hall 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

ACADEMIC TIP

Study regularly. Always fit time into your schedule to study—at least one hour per hour of class time.

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 produced 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

ACADEMIC TIP

Grades come with effort—understand the instructor's expectations and develop a plan to succeed in the class.

Philosophy of the Residential Community

MISSION STATEMENT

Resident Education and Development provides a safe living environment that is conducive to learning and personal development. We collaborate with students, staff, and faculty to promote student success and enhance the University experience. We honor diversity and strive to build respectful communities where responsible citizenship is practiced.

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 members share responsibility for the quality of life in any residence hall environment. Residents and staff members at all levels must be partners in establishing and maintaining an environment that fosters 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 also be challenges, however, in learning to live with others. Conflict must be managed constructively. To help each set of roommates and suitemates avoid unnecessary conflict and ease 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.

ACADEMIC TIP

Always know the quarter calendar of classes. Write down expected due dates and tests to help prepare you for the future.

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

THE UC ROOMMATE BILL OF RIGHTS AND RESPONSIBILITIES

- **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 do to 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.



ACADEMIC TIP

Get into the habit of making a daily list with scheduled activities and important things to do that day.

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 to 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 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.

ACADEMIC TIP

Learn to take lecture notes that are well-organized and make sense.

- 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 are expected to complete an on-line safety education course to provide valuable information about campus and residence hall safety and security. Residents are responsible for completing the course 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. The course can be completed easily from one's room or from any campus computer. 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. Desks in each hall are staffed and doors are locked 24 hours a day. Only residents, their registered guests, and authorized persons are permitted to enter the halls.

You must show your University ID with a properly affixed hall security sticker as you enter the residence hall each time to verify that you are a resident. Misrepresentation or dishonesty associated with entry or guest check-in will result in disciplinary action.

Guests must be checked into the halls. (The resident must leave a University ID and each guest must leave an approved photo ID). All guests must be escorted at all times. Please apprise all potential guests, including family members, of this policy in advance.

For full details on residence hall visitation policies, see the section of this Handbook on "guests."



ACADEMIC TIP

To decide what is important, know your week's schedule using some type of form or system (hint: try your RC for assistance)!


ACADEMIC TIP

When reading learn the SQ4R strategy—Survey, Question, Read, Recite, Write, and Review.

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 stereos, 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., quarter break room checks).
- To conduct a room search. 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 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.
- 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 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 **6.1111**.
- 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 **6.1111**.
- From a cell phone, contact UCPD at **566.1111**. Cell phone “911” calls will reach city, not University, Police.

ACADEMIC TIP

Grades come with effort—know the instructor's expectations for each course and develop a plan to succeed in the class.

MEDICAL MATTERS & EMERGENCIES

The University Health Services are located in Scioto Hall on the second floor. The service is generally open Monday-Friday, 8:30 a.m. to 4:30 p.m. Call **6.2564** for information on services available, scheduling appointments, and walk-in services.

Illnesses or injuries of an emergency nature or conditions that require attention outside of Health Services' 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 staff members may not transport a student to the hospital under any circumstances.

ACADEMIC TIPS

Each night take a couple of minutes to go over your daily lists to see if you've completed your tasks.
Make a checklist before you study to determine how you will achieve your study goals.

Students who have Student Health Insurance and require hospital treatment should request that the ambulance transport them specifically to University Hospital.

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 front desk of the residence hall) cannot transport students but will attempt to help students identify alternate means of return.

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 the event of a general fire alarm, put on shoes and weather-appropriate clothing, bring keys and ID, lock your door, and immediately evacuate the hall.
- Evacuation during fire alarms is required by law. Failure to evacuate can result in criminal and judicial action.
- 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 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.
- In most residence halls, 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.

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. 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.

CRIME & PUBLIC SAFETY

The Uptown west campus 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 **556.COPS (556.2677)**.

ACADEMIC TIP

Information can't be remembered when not learned well.

ACADEMIC TIP
Give yourself a reward for following your study checklist, such as calling friends, watching TV, going to a movie, or an activity that you would enjoy.

SEXUAL ASSAULT RESPONSE SERVICES

If you are the survivor of a sexual assault on or near campus, you are encouraged to seek report the crime to University Police at **911** or **556.1111** and to seek medical care. The decision to report or not is yours and will be honored. Remember that reporting the crime does not require that one pursue prosecution. In addition, the Sexual Assault Response Coordinator (SARC) is available 24 hours per day at **513.218.9531**. The SARC serves as an advocate and support person for the survivor and can assist in coordinating appropriate University services if desired. Services of the SARC are free and confidential.

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**.

STUDENT RIGHT TO KNOW

The University's Right to Know Information is available from the Web site of University Police at www.uc.edu/police.

Residence Hall Information & Services

STAFF MEMBERS

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

Resident Advisor (RA). The RA is every resident's first resource. Each residence hall floor or living unit has a peer leader and helper known as the RA. RAs are carefully selected and trained to help other students with personal concerns, interpersonal conflicts, academics, and personal adjustments, enforce policies, and provide leadership and guidance. RAs help to provide programs and events and support the development of a positive community among students. RAs receive free room and board and a monthly stipend (salary). RAs are supervised by the residence coordinator (RC) in each hall.

Desk Operations Staff. Each residence hall desk operation functions 24 hours a day when the residence hall is open. Desk operations staff members check the IDs of persons entering the hall and check in guests. They also

answer questions, monitor safety and security equipment, and assist residents and staff as necessary. Desk operations staff members are generally supervised by an assistant residence coordinator (ARC), who then 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 has one or two assistant residence coordinators (ARCs) who are full-time graduate students with an assistantship working in residence halls. ARCs usually supervise the desk operation and advise the hall government. ARCs report to the RC.

Computer Monitors. In halls that offer computer labs or kiosks sponsored by the Office of Housing & Food Services (Calhoun, Dabney, Daniels and Siddall), monitors may be present during operating hours to assist in the maintenance of equipment and referral of problems as needed. Computer monitors are employees of Housing & Food Services and report to an Information and Technology Analyst for Campus Services.

Facilities Management Staff Members. Members of the Maintenance and Operations staff in Administrative and Business Services, residence hall custodians, maintenance staff, and tradespeople help to 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 4th floor of Dabney 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).

ACADEMIC TIP

When a test is returned, get the correct answers for any questions you missed. Review these before the midterm or the final exam.

HALL OFFICES

The front desk in each residence hall or complex is open 24 hours a day. You should contact the front desk if you need to borrow a temporary key, lose your key, need to schedule an appointment with your RC or ARC, need to pick up a package, need to request maintenance work in your room, or have other questions for the staff.

Phone numbers for the front desks of residence halls:

Calhoun	6.8595
CRC Housing	8.3031
Dabney	6.6484
Daniels	6.0676
Siddall	6.8281
Turner-Schneider	6.3925

ACADEMIC TIP

Read your assigned readings to find questions and answers for an upcoming exam.

MAIL

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

- 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 Residence Hall Association (RHA) or the hall government of the building
- Other materials deemed appropriate by a combined selection of hall government and hall staff

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 that 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, 420 Dabney Hall, or from any residence coordinator (RC).

Please advise your families and relatives of the following suggestions mail and packages coming to your residence hall address:

TIPS FOR MAIL & PACKAGE SERVICE

- Let your student know a package is en route.
- Always mark your items with your return address and mail them so that the return address and postmark are consistent.
- Address the package properly (see below). 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 would create a bulge, lump, or stain or items that could leak liquid or powder. If sending a liquid or powder is essential, pack the item in a spill-proof, sealed bag to contain any spill.
- 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 your student is missing mail or packages, start by having a trace put on the items by the sender at the point of origin.
- If the trace indicates the item reached the University and the student has not received it, she/he should file a report with University Police by calling **6.1111**. The student should also file an incident report with the Residence Coordinator (RC) at the front office of the residence hall.



ACADEMIC TIP

To reduce forgetfulness in studying or day-to-day activities, always use a checklist.

Address mail and packages as follows:

Name
Room #, Hall Name
Address (see below)

Hall	Address
Calhoun Hall	240 Calhoun Street Cincinnati, OH 45219-3509
Campus Recreation Center Housing	2840 Bearcat Way Cincinnati, OH 45219
Dabney Hall	101 W. Daniels Street Cincinnati, OH 45219-3911
Daniels Hall	45 W. Daniels Street Cincinnati, OH 45219-3912
Schneider Hall	60 W. Daniels Street Cincinnati, OH 45219
Siddall Hall	2540 Corbett Drive Cincinnati, OH 45219-3914
Turner Hall	45 W. University Avenue Cincinnati, OH 45219

ACADEMIC TIP

Quiz yourself
daily over exam
notes.

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 UC ID 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 quarter, 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.

COMPUTER LABS & RESOURCES

Housing & Food Services provides computer labs in four locations. Labs are available for use on a first-come, first-served basis for residents of the halls. The residence hall labs are located as follows:

Calhoun Lab	1305 Calhoun Hall	6.8987
Daniels Lab	11th floor Daniels Hall	6.0___
Siddall Lab	Lobby 2, Siddall Hall	6.8279

In halls where labs are not equipped with printers, a terminal and printer for residents' use may be available in the hall lobby. Check with your front desk for more information.

Each room contains a number of data jacks equal to the maximum capacity for that room (e.g., double rooms have two jacks). Access to the UC network and the Internet is free. Residents and their guests are responsible use of technology and for observing all information technology-related policies. Information on policies and on how to configure your systems on your own can be accessed at <http://www.uc.edu/resnet/guides.htm>.

Student email accounts are free and available to any registered student. Visit the Bearcat Online Home Page at <http://email.uc.edu>. Online, you can apply for an email account and get help, documentation, and software.

UC provides access to computing services of many types. General help and referral may be obtained from the campus Helpdesk at **513.556.3785**. A resource web page is <http://www.ucit.uc.edu/students.asp>. Public computing labs are available. Options available may include scanners, printers, and zip drives. Locations and schedules can be found at <http://labs.uc.edu/>. Students may also choose to take computer-related training sessions via UC Libraries.

Instructors may put class materials online for you to access via the Blackboard system, which provides "virtual" student class space on the web. For more information, please see <http://blackboard.uc.edu>.

ACADEMIC TIP

Give difficult subjects preferred times with the fewest possible interruptions and distractions.

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, contact the College Cable office at **800.472.2054**.

If you experience trouble with your cable service or equipment, contact Housing & Food Services at **556.6461**.

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

ACADEMIC TIP

Increase reading speed by looking for important information first.

TELEPHONE SERVICE & VOICE MAIL

A telephone and local telephone service are provided in each room, suite, or apartment at no additional cost. Residents are responsible for their own long-distance service arrangements. Collect telephone calls may not be accepted at residence hall room phones. Telephone problems or repair requests should be directed to UCit at **513.556.3785**.

Voice mail is available for subscription from UCit as well. Each room or suite phone line with voice mail can accommodate up to four (4) separate voice mailboxes.

LAUNDRY ROOMS

Each residence hall has at least one laundry room. The washers and dryers in these spaces operate by coin or by Bearcat Campus Card. The facilities are for use by residents only. Residents may remove unattended loads whose cycles are complete if no other machines are available. 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.




ACADEMIC TIP

Know the “time-wasters” in your life—e.g., watching tv, sleeping, chatting with drop-in visitors, and listening to music.

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 the 2005–06 year, special interest housing options are as follows:

	Content Area	Halls/Floors
 ACADEMIC TIP Organize a study group of two or more people to create sample questions for the exams.	Business	Daniels 10
	CAS Men & Women	Dabney 6
	CCM Men	Siddall 1–2
	CCM Women	Siddall 3–4
	CECH Men	Siddall 9
	CECH Women	Siddall 8
	DAAP	Daniels 7 & 8
	Engineering	Dabney 5; Calhoun 8, 10 & 11
	Health Professions	Daniels 6
	Honors	Turner 1–5; Daniels 3–5; CRC 5–6
	HonorsPLUS	Turner 1–5; CRC 5–6
	Pathways Community (Undeclared)	Daniels 6
	WISE (Women in Science & Engineering)	Siddall 10
	24-hour Quiet Men	Siddall 11
24-hour Quiet Women	Calhoun 12	

*All halls are smoke-free.

Campus Information

PROGRAMS & EVENTS

Students can learn about campus events through many media. One of the newest resources is the MainStreet website at www.uc.edu/mainstreet. The calendar of events at this site is updated frequently. Residence halls students will also find programs sponsored in residence and dining halls by staff members, hall governments and Residence Hall Association (RHA).

COMMENTS & CONCERNS

Students are encouraged to provide suggestions and feedback about University services at www.feedback.uc.edu.

UNIVERSITY OMBUDS OFFICE

Students may also acquire guidance in problem-solving from the University Ombuds Office ([513.556.5996](tel: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](tel: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.



ACADEMIC TIP

Anticipate your instructor's questions and answers.

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 educational goals and missions.

ACADEMIC TIP

Spend less time with true-and-false questions. They are usually smaller in points. It is better to allocate more test-taking time to sections that carry more weight on the final score—essay and short-answer questions.

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.studentlife.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 behaviors considered unacceptable and not permitted for all students of UC while on University-owned or controlled property, while on professional practice assignment, or while representing the University in the community. The complete Student Code of Conduct is available on-line at www.studentlife.uc.edu/conduct, and will be available 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:

- Cheating, Fabrication, or Plagiarism (Academic Misconduct)
- Aiding and Abetting Misconduct
- Alcoholic Beverages, Unauthorized Use of
- Destruction of Property
- Dishonesty and Misrepresentation
- Disruption/Obstruction
- Disturbing the Peace
- Drugs or Narcotics
- Failure to Comply or Identify
- Failure to Comply with Sanctions
- False Charges/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/Stolen Property
- Trespass/Unauthorized Access
- University Keys, Misuse of
- University Policies or Rules, Violation of
- Weapons

ACADEMIC TIP

Information does not transfer from short-term to long-term memory without repetition, effort, and practice.

RESIDENCE HALL RULES & REGULATIONS

Resident Education and Development and Housing & Food Services have 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 the 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 residents of the hall 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 a.m. and 7 a.m.

I. ALCOHOL

Rationale. The laws of the State of Ohio state that the purchase, possession, and consumption of alcohol by persons under 21 and the distribution of alcohol to persons under 21 are illegal. Additionally, consideration for the welfare of others in and support of a group living environment is important.

ACADEMIC TIP

First eliminate obvious "wrong" answers in a multiple choice exam, then go for the right one!

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 will not approve, endorse, authorize, or sponsor any student-based events involving alcohol in residence hall or dining facilities.

Policy. In Calhoun, Dabney, Daniels, Siddall and Turner Halls, no alcoholic beverages or alcoholic beverage containers (cans, cartons, bottles) are permitted on the premises. This includes cans or bottles used for decoration. In CRC and Schneider Halls, alcohol is permitted as stipulated in the University Alcohol Policy. Consistent with Ohio law, 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 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 in CRC 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) will be allowed in the residence halls.



ACADEMIC TIP

Organize a study group of two or more people to come up with practice questions for the exams.



ACADEMIC TIP

In essay tests, always make a brief outline of what information you plan to include in your final answer.

II. APPLIANCES

Rationale. The safety and comfort of residents require the careful and balanced use of electrical appliances. The University's practice is to provide one combination microwave-refrigerator ("microfridge") in every room or suite. The following policy is effective September 1, 2005.

Policy. Additional microwaves, refrigerators, or microfridges are prohibited in Calhoun, Dabney, Daniels, and Siddall Halls due to the electrical capabilities of those residence halls. Residents who, for medical circumstances, need to request an exception to this policy should direct their request, in writing, to the residence coordinator (RC) of their residence hall. In the case of approved exceptions, no additional refrigerator may exceed 4.0 cubic feet, and no additional microwave may exceed 600 watts.

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

Residents are responsible for the cleaning of all microfridges, microwaves, and refrigerators in their rooms or suites throughout the term of their housing agreement.

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
- Broilers
- Electric skillets, outdoor and indoor grills (including George Foremans), griddles, sandwich makers, and woks
- Fryers
- Halogen lamps
- Hot plates
- Hot oil popcorn poppers
- Laser sights
- Space heaters
- Toaster ovens
- Waffle irons/makers

Overloading circuits is prohibited. After consulting with Public Safety, other appliances may be removed for safety reasons. Extension cord use is limited to one appliance per cord and one cord per appliance (e.g., multiple cords may not be used in sequence). Public Safety and hall staff reserve the right to require that person(s) discontinue the use of certain 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 HALLS

Rationale. To provide a clean, comfortable environment and to avoid unnecessary costs to students, policies regarding behavior in the dining halls are necessary.

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 used trays and 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.
- F. Removal of tableware and other cafeteria 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 halls.
- H. Students and guests must comply with the directives of food service staff as with those of all University officials.



ACADEMIC TIP

Turn off all distractions that impede learning.

ACADEMIC TIP
During a lecture think about what questions the instructor is trying to answer.

V. ELEVATORS, HALLWAYS & RESTRICTED AREAS

Rationale. The safety of residents and the maintenance of facilities is a basic community need.

Policy. The following regulations have been established:

- A. No more than ten (10) individuals may occupy an elevator. Misuse of elevators or elevator equipment or tampering with elevators accelerates the deterioration of the elevators, and is strictly prohibited. "Joyriding" on top of elevators is life-threatening and is prohibited.
- B. 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 e.g., throwing balls, rollerblading, bike riding, Frisbee, or running.
- C. 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.

VI. FURNITURE

Rationale. The Offices of Resident Education and Development and Housing & Food Services must maintain records of all furnishings including their location. Storage space for student room furnishings is not available. Common area furnishings are intended for the use of all residents and the removal of furniture deprives others of its use.

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.
- B. All furnishings in the room at check-in must remain in the room and the University beds must be restored to their original condition at the end of the school year.
- C. Current residents must maintain any room vacancies such that the space is available to new arrivals at all times.

- D. All personal furnishings must be removed from the halls at the end of the contract period.
- E. Water-inflated beds and chairs are not permitted.
- F. Weights or weight lifting equipment exceeding ten (10) pounds must be stored and used only in designated weight rooms. Resident Education and Development cannot assume responsibility for such personal weights, however.
- G. 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 semi-public areas (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 may not manipulate multi-position beds without appropriate staff assistance.

VII. GAMBLING

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

VIII. GUESTS

Rationale. The policy regarding residents having guests is designed to emphasize that the residence hall is a living and learning environment. Residents' desire to entertain guests in their living area must be balanced with provisions for an environment conducive to study, to sleep, security, and reasonable amount of privacy.

The Resident Education and Development staff expect roommates to discuss the issues surrounding visitation not covered by Resident Education and Development policies and to agree on guidelines regarding when guests will and will not be allowed in the room.

ACADEMIC TIP

In tests always leave time to review your work.



ACADEMIC TIP

Show notes to your instructors to see whether they think you are grasping important details.

A. Guest Policy

1. Guests are expected to abide by the policies and procedures of the University of Cincinnati and Housing.
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 the room with guest at all times except as outlined in #A-7 below.
3. A guest visiting another room in his/her own residence hall is subject to all guest policies but does not have to be checked in or escorted in public areas.
4. Each floor community will determine, at the beginning of the school year, whether opposite-sex guests may use the restroom and shower facilities on the floor. A secret ballot unanimous vote will be necessary to permit use by opposite-sex guests. If the use by opposite-sex guests has not been approved and posted, opposite-sex 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 opposite sex.
5. An individual may be a guest or visitor of a particular host in the residence hall no more than three (3) consecutive or non-consecutive nights per any seven (7) days. 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 guests may not occupy any residence hall bed without the written permission to whom the bed is assigned.
6. Guests who violate these policies or procedures may be asked to leave the hall by the residence life staff or by Public Safety.
7. Hosts must be with their guests in their rooms. Hosts may leave a guest in the room for a five-minute courtesy period for such purposes as going to the restroom or laundry room. However, a host may not leave the guest in the room more than five (5) minutes. This policy applies to all room types, including single rooms and to all guests, regardless of where the guest lives.

B. Host Policy

1. Host must properly check in and check out all guests who do not live in the same residence hall and apprise them 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 on the previous page.
4. Hosts will be held responsible for any violations of policy and procedure by their guests. In addition, hosts are required to report any violation by their guests of University or residence hall rules and regulations to the appropriate Resident Education and Development staff.

C. Visitation Policy

1. Any resident is allowed to sign a guest in or out at any time. Although 24-hour visitation is allowed, there is a maximum number of persons allowed to be in a particular room or suite. In addition, each resident may have only a total of three guests signed in at a time.

The maximum capacity of each room (as determined by fire code) is:

Single	Up to 4 people (resident + 3 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)

2. These guest limits apply to the room capacity, not to individual residents. In addition, staff have the discretionary authority to decide at any time that there are too many people in a room and to require any number of the guests to leave.
3. During the fire alarm in an adjacent building, the RC, ARC or PIA may restrict guest registration.

ACADEMIC TIP

In multiple choice tests, never leave an answer blank unless there's a penalty for guessing.

D. Check-In Policy

1. Hosts must leave a UC Student ID and guests must leave a UC ID or a picture ID (valid driver's license, state ID, or other college/university ID). No other pieces of identification, including high school ID, will be accepted. However, if a resident has a guest who fits one of the following categories, the guest may be issued a visitation pass in lieu of approved identification:

- a. Guest under 16 years of age (not a licensed driver)
- b. Guest with a military ID
- c. Guest with a passport
- d. Parent/legal guardian without identification

Guests who do not have any picture ID or do not fit any of these categories may be denied access to the hall. Any altered or false ID may be turned over to UC Public Safety.

2. Residents who have lost their ID have two (2) business days to obtain a new one (see ID policy). The form issued in the interim period may not be used to check in to other halls or to check in guests.

3. The Office of Resident Education and Development requires that all guests must be properly checked in and escorted at all times. It is strictly prohibited to leave a guest in your room for more than a five-minute period. The "five-minute rule" is intended to accommodate a host's need to use the restroom, retrieve laundry, or complete similar errands within the building.

IX. HARASSMENT

Rationale & Policy. Harassment of any individual for any reason will not be tolerated. Harassment includes but is not limited to the infliction of mental or emotional abuse, ridicule, embarrassment, or intimidation. Such behavior interferes with the fundamental goals of the residence hall community and its members and is unacceptable.

If you experience harassment, report it to your RA or RC immediately for guidance and support.

ACADEMIC TIP

Recognize that memorizing notes is ineffective; develop questions to improve your recall of information.

X. HEALTH & SAFETY

Rationale. Safety is a major concern and responsibility for the residence hall community and its members.

Observing the residence hall safety and emergency regulations is essential to your safety and the protection of the community. Please review and learn these regulations so you can respond safely and appropriately if a fire or other emergency should occur.

Safety equipment and regulations are maintained for the protection of all residents and residence hall facilities, in accordance with the appropriate laws. Policies and regulations are strictly enforced. Violations are subject to disciplinary action and may result in criminal prosecution.

Policy. The following constitute the regulations concerning health and safety:

A. Residents are required to complete safety education programs as instructed by residence hall staff. The standard safety education module is available on-line at www.uc.edu/housing.

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 fire fighting equipment, safety devices, or other emergency/safety equipment is prohibited. This includes the following:

1. Deliberate or negligent activation of a smoke detector or sprinkler head;
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 life staff, University officials,

ACADEMIC TIP

Always ask intelligent questions that begin with—
“describe the function of...,”
“identify the following...,”
and “list the important aspects of...”

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—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 according to fire codes. 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. Extension cords (UL-approved only) may be used, but their use is limited to one appliance per cord and one cord per appliance. Multiple cords may not be used in sequence. “Octopus plugs” and adapters are prohibited. Power strips (UL-approved only) are preferred.

N. The collection and storage of paper or other flammable materials for recycling is prohibited.

O. The storage of gasoline or other flammable materials is prohibited.

P. Halogen lamps are prohibited.

Q. Laser sights are prohibited.

ACADEMIC TIP

Often instructors generate test questions from their lecture notes. Keep this in mind when taking notes during class.

XI. KEYS/ACCESS

Rationale. Keys, security stickers, University IDs and access cards are the property of the University and are assigned for the sole use of the designated resident. Your keys, security sticker, University ID, and any access card are not to be used by others.

Policy. Residents are responsible for the security of the keys, security sticker, University ID and access card issued to them. No key, security sticker, ID card or access card may be duplicated, sold, passed on to others, or used for any illegal or prohibited purpose. Keys, security stickers, 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 quarter when residents' keys are collected.

Once issued, the ID sticker may not be removed or altered in any way. The sticker is considered University property. Tampering with or altering a University ID, access card, or security sticker will be considered a violation of the University Student Code of Conduct.

A. Lost security stickers (All Halls)

If a security sticker becomes defaced or unusable for any reason, residents must secure a new one from the residence hall desk immediately. In order to be issued a replacement sticker, residents must present a valid University ID and the remnants of the old sticker. If the University ID is lost, residents are required to obtain a replacement immediately. 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. This pass will be valid for only two business days; after that time it is expected that residents will have obtained a replacement ID and sticker. Failure to maintain a usable security sticker or 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.

B. Lost IDs/Access Cards (CRC, Schneider & Turner Halls)

If a CRC, Turner or Schneider Hall resident loses his/her ID, he or she must obtain a new University ID from the Department of Public Safety (Edwards Center Three)

ACADEMIC TIP

In multiple choice questions, first eliminate the obvious incorrect answers.

during business hours and must report the loss immediately to the front desk of their hall/complex. Outside of business hours, the resident must notify the front desk and obtain a temporary access card.

XII. MAIL

Rationale. Effective communication is essential to the functioning of the residence hall community. Residents' comfort and sense of security are enhanced by respect for their personal property.

Policy. Residents are provided a designated mailbox assigned either to them individually or shared among all residents of their room. Residents are responsible for retrieving mail each day it is delivered and responding as directed to residence hall issues. Tampering with mail or in any way interfering with receipt of mailbox contents is prohibited.

XIII. PETS

Rationale. The confined nature of a residence hall room does not allow for proper care of most pets. Health, damage, and nuisance factors affect other residents in the facility.

Policy. Fish are the only pets residents are permitted to have in the residence halls. Fish tanks must not exceed 20 gallons.

XIV. PHOTOGRAPHIC & RECORDING EQUIPMENT

Rationale. Residents' comfort and the living-learning environment to be provided in residence halls are enhanced by a reasonable degree of privacy and freedom from unregulated monitoring.

Policy. The following regulations have been established:

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.

ACADEMIC TIP

Always practice re-learning lecture notes that day and through the week. Reserve time for leisure activities. Do not study during this time.

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

Rationale. The residence halls are designed to enhance residents' total educational experience. Residents should be able to study or sleep in their rooms without significant distractions. Consideration for others is an essential part of community living. Designated quiet floors are available to meet the needs of students who have expressed a desire to live in an area where a quiet study atmosphere is continually maintained.

Policy.

A. Quiet hours are from 10 pm to 10 am, Sunday through Thursday, and from midnight to 10 am, Friday and Saturday, on all floors except those otherwise designated. During final exam week of each quarter, 24-hour quiet hours begin at midnight the Saturday morning before exam week.

Quiet hours are defined as conditions under which virtually no noise which residents can control (e.g., voices, music, televisions, etc.) may be heard in another room, lounge, or hallway.

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 expected 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.

ACADEMIC TIP

Study as if you were practicing to take a test.

D. Some courtesy guidelines are outlined below:

1. Play music at a level that will not disturb others.
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. The Office of Resident Education and Development is committed to the academic development of students.

Priority will be given to the academic needs of students—maintaining a quiet study and sleeping environment—over the wishes to socialize and listen to music.

XVI. RESTROOMS

Rationale. Appropriate cleanliness and privacy of restrooms is essential for residents' health, comfort, and safety.

Policy. No person 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.

XVII. SALES & SOLICITATION

Rationale. Security and privacy are compromised by in-hall solicitation.

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 check in those persons using usual guest check-in procedures, and the host remains responsible for the guest's observance of all policies. Sales events hosted by residents may not be advertised and may be held only in the host's room.

XVIII. SIGN POSTING

Rationale. Resident Education and Development has established posting policies for concerns about appearance and damages. In addition, we ask that everyone join in the development of a community that welcomes all members by being sensitive to the effects of advertisements and postings and use good judgment in displaying materials.

Policy. Signs posted in any hall must have the approval of the RC. Advertised events must be University-related and hall guidelines may limit the number of signs to be posted.

Approved signs will be stamped “approved” by the RC and posted in designated areas on individual floor bulletin boards and in building lobbies. Designated areas in lobbies differ from hall to hall; some are near elevators, some are in other locations.

Unapproved signs or approved signs posted in inappropriate areas will be removed by residence life staff. Additional information regarding policies pertaining to sales, solicitation, and advertising in residence halls can be obtained from the Office of Resident Education and Development (6.6476) upon request.

XIX. SMOKING

Rationale. Smoke-free environments promote the health and safety of residents, guests, and staff members.

Policy. Smoking is prohibited in all residence halls, including all student rooms and common areas.

XX. WATER FIGHTS/GAMES

Rationale and Policy. For safety and facility damage concerns, both water fights and water games are forbidden anywhere within any residence hall and on the grounds surrounding each hall.

XXI. WEAPONS & FIREWORKS

Rationale & Policy. In the interest of community safety, the possession and/or use of firearms, ammunition, knives, or any dangerous items that could be used as a weapon or appear to be weapon are prohibited. The use of any permitted item (e.g., baseball bat) as a weapon is prohibited. The possession and/or use of fireworks, bombs, or any explosive is prohibited and is also violation of city and state law..

XXII. WINDOWS, LEDGES & SUNROOFS

Rationale. Individual and community safety requires these basic policies for windows, ledges, and sunroofs.

Policy.

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

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, 4th floor Dabney 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.

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). 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 their 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. 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, 420 Dabney Hall. The appropriate Assistant Director (one who does **not** supervise the daily operations of the hall where the 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 is located on the fourth floor of Dabney Hall. The office is open Monday through Friday, 8 am to 5 pm. Staff members there can assist you with questions regarding your housing agreement, meal plans, computer labs, room and board fees, and room reservations for the next academic year.

Terms & Conditions of the Housing Agreement 2005–06

The Residence Hall Agreement is a legally binding contract between you and the University of Cincinnati. When the Agreement is signed, serious legal and financial obligations are created. Please review the Terms and Conditions described below. If you are under 18 years of age, you must review this information with your parents, and their signature is required on the Housing Agreement. In order to reside in the Residence Hall community, Residents must be enrolled in University classes. The Housing Agreement is a legally binding Contract for the **academic year**, similar to a lease. **All unmarried first-year students, or transfer students not transferring 45 credit hours or more, who are not residing with their parents inside a 50-mile radius of the Clifton campus, are required to live in the residence halls during their first academic year.** *Please note, the Office of Housing & Food Services (HFS) reserves the right to change a room assignment whenever necessary. In unusual circumstances temporary housing assignments may be made for up to one quarter.*

I. ROOM RESERVATION & HOUSING AGREEMENT DURATION

A. Room Reservation. A \$150 room reservation fee is to be submitted with any new Housing Agreement. When HFS receives the signed Housing Agreement and the \$150 room reservation fee, a space is reserved. Current Residents, who are submitting a Housing Agreement for a new contract year, are excluded from this requirement. For current students, the \$100 damage deposit, which was submitted as part of the student's \$150 room reservation fee for the current year, will be retained by HFS and applied to the new contract year as the student's damage deposit and all cancellation and refund terms listed hereafter remain in effect. Any damages assessed at checkout from the previous contract year will be billed to the student at their address of record and must be paid in full within 30 days of billing. Failure to meet this requirement may result in the cancellation of this Housing Agreement and will result in the full forfeiture of the damage deposit or the full damage amount, whichever is greater. All Residents' room, hall and roommate requests are subject to availability. Fifty dollars of the \$150 is a non-refundable processing fee. The balance

of the fee will be held as a damage deposit and refunded, less any damage and/or improper checkout charges, within 30 days of the contract termination date. If the Housing Agreement is cancelled prior to occupancy, a \$100 refund of the \$150 will be made in the following circumstances:

All Housing Agreements cancelled prior to 5 pm May 30, 2005	\$100 refund of Room Reservation Fee
Housing Agreements cancelled prior to 5 pm July 1, 2005 & within fifteen (15) days of submittal	
All Housing Agreements cancelled within three (3) business days of submittal & prior to taking occupancy	
Housing Agreements submitted prior to June 16 and cancelled prior to 5 pm July 1, 2005	No Refund
Housing Agreements cancelled after 5 pm July 1, 2005 and prior to taking occupancy.	No Refund of Room Reservation Fee & \$125 Penalty

For additional information on the cancellation policy, see Section III, Conditions for Termination of the Housing Agreement.

B. Housing Agreement Duration. The Housing Agreement is effective and binding for the full academic year, Fall through Spring quarters inclusive, or the portion of the year remaining at the time of the assignment, for all **except co-op students and those Residents holding 12-month contracts.** The dates for 2005–06 are: Summer qtr. (June 19 – September 2, 2005), Fall qtr. (September 21 – December 10, 2005), Winter qtr. (January 1 – March 19, 2006), and Spring qtr. (March 27 – June 9, 2006). Co-op students who sign a Housing Agreement are required to reside in the halls during their academic terms. They are not required to do so during their appropriate work sections. Co-op students may also live in the residence hall but be released from their meal plan during their co-op quarter. The Resident is required to bring his/her co-op assignment letter to HFS with a completed petition form, and if leaving the residence halls, to check-out properly. *The co-op academic year is Fall through Summer quarters, inclusive.* **The Housing Agreement cannot be cancelled except under conditions described herein.**

II. TERMS & CONDITIONS OF THE HOUSING AGREEMENT

The University agrees to provide the Resident use of the facilities in the residence halls and dining halls during times classes and final exams are held, in accordance with the established University calendar. During recess periods between quarters (June 11, 2005 through June 18, 2005, September 3, 2005 through September 20, 2005, December 11, 2005 through December 31, 2005, March 20, 2006 through March 26, 2006 and June 10, 2006 through June 18, 2006) housing and dining services are not provided. Additionally, meals are not provided during the Thanksgiving break. Under special circumstances (determined by HFS) room accommodations may be provided during the break periods at an additional cost for Residents who do not sign a 12-month contract.

A. Resident Behavior/Agreement Termination.

Residents are expected to participate in the residence hall educational activities designed to enhance the quality of life. Residents agree to abide by the Rules of the University of Cincinnati, including the University Student Code of Conduct, as well as federal, state, and local laws. Residents agree to abide by the regulations of HFS, Resident Education and Development, the Residence Hall Handbook, and other posted residence hall regulations. The University may reassign or remove any Resident from the residence halls in accordance with established procedures as a consequence of the Resident's violation of University rules, policies, residence hall regulations, or the Terms & Conditions of the Housing Agreement. Violations of University, Rules or regulations may be grounds for termination of the Housing Agreement and forfeiture of associated costs. Unless otherwise indicated in this Agreement, termination of the Housing Agreement prior to the expiration of the term of the Agreement shall conform to the University Student Code of Conduct.

B. Enrollment Status/Delinquency of Fees.

Residents residing in the residence halls **must** be enrolled in classes and have all Housing and Food service fees and charges paid. Any Resident who is not enrolled, is delinquent in his/her Housing and Food service fees or any part thereof, or has failed to sign a Housing Agreement, will receive an eviction letter

requiring them to enroll, pay their fees, or sign the Housing Agreement immediately or vacate the residence hall premises. Termination of the Housing Agreement under this Section, and prior to the expiration of the term of the Agreement, shall conform to the University Student Code of Conduct and the Residence Hall Handbook and Regulations. If a Resident does not properly check out of the residence hall, the room locks will be changed and the Resident's account will be charged appropriately for the new core and for all of the new keys for that room.

C. Furnishings. Residents' rooms are furnished with the appropriate number of beds, mattresses, desks, chairs, and waste baskets. Residents must provide their own bed linens, pillows, towels, area rugs, and other personal items.

D. Right of Privacy/and Room Entry. The University respects Residents' rights to privacy in their rooms and will make a reasonable effort to give at least 24 hours notice for damage, maintenance or cleanliness inspections. The University regards room entry for purposes of improvements, maintenance, cleaning, recovery of unauthorized university-owned property, and fire and safety inspections as necessary for the health and general welfare of all residents. Such entry is agreed to and authorized by the Resident as part of this Agreement. Entry without notice will occur in emergencies to ensure protection of life, limb and/or property, and upon a Resident's request for maintenance services. Entry and inspections of rooms by University or law officials for purposes of discovering violations of University rules and regulations, or local, state, or federal law shall be reasonable and in accordance with University policy and state and federal law.

E. Buyout. When space is available, HFS may offer the Residents an option for reduced occupancy in the room or suite. There is an additional charge for Residents who live in rooms which are not occupied to capacity but wish to retain the reduced occupancy to give the remaining resident(s) additional space. The reduced occupancy option may include a two-person room used as a super-single room, or any four-, five-, six- or seven-person room used at a lesser capacity. HFS may restrict the number of reduced bed spaces allowed per room. For further information on buyout, contact HFS.

F. Consolidation. It is not the policy of HFS to move students from one assignment to another unnecessarily. However, situations do arise that warrant relocation. Residents are expected to cooperate fully in all occasions where moves are required, such as consolidation, reassignment due to maintenance requirements, administrative moves, and other similar circumstances. Consolidation means that the Resident may be paired with a new roommate so that additional space may be freed up in the facility to accommodate new residents or single room requests. Consolidation necessitates someone moving in with the Resident or the Resident moving in with someone else. When this occurs, the Resident will be notified of the date someone will be moving in or the date by which the Resident is required to move to the new room assignment.

G. Care of Facilities.

1. Damages & Special Services. The Resident agrees to be directly and financially responsible for keeping assigned space and furnishings clean and free from damage. The Resident agrees to pay established charges or actual costs, for room damages, special housekeeping, or maintenance services necessary due to misuse or abuse of facilities (beyond normal wear and tear). The Resident is responsible for an equal portion of the charges assessed to all occupants of the Residents' room. The Resident agrees to pay established charges or actual costs, for damages to common areas (areas not in the confines of the Residents' rooms) or special housekeeping or maintenance services necessary due to misuse or abuse of facilities or equipment for which the Resident is responsible. The Resident is responsible for an equal portion of charges assessed to all Residents of a floor/hall when those responsible cannot be identified. Damage charges are payable upon assessment. When a Resident withdraws from the residence hall system, any unpaid damage assessments in excess of the \$100 security deposit will be charged to the Resident's University account.

2. Keys. The Resident is assigned the room and hall keys, and agrees to: not have keys duplicated, not transfer use of the keys, and surrender the keys at the end of each quarter if required, or when the Resident officially checks out of the residence hall. The Resident agrees to

immediately report the loss of an assigned key and to pay any associated cost for replacement of lost keys. Replacement cost for a lost or stolen key is \$30 per key. Lost keys found prior to the changing of the lock core should be reported immediately to the Hall Public Inquiries Assistant (PIA) to stop the replacement process if possible.

3. Access Card. Resident agrees not to transfer card to any other persons for building access. Resident agrees to immediately report any lost card to HFS. Once a Resident has checked out of a residence hall they may only reenter the building as a guest of a current resident.

4. Personal Long Distance Code. Only the person to whom a personal long distance code is issued may use that code. The unauthorized use of a long distance code is a violation of the Student Code of Conduct (Theft) that will result in disciplinary proceedings, and may also expose you to civil liability and criminal prosecution. The fact that you have access to a code does not, standing alone, constitute authorization to use it. Where circumstances warrant, all residents of a room may be held financially responsible for unauthorized calls that originated from that room.

H. Liability. The University does not carry liability insurance for any Resident or Resident's property and, therefore, does not assume responsibility to Residents or other persons, including guests, for the loss of money or valuables, damage to property, or injuries sustained on the premises. Criminal activity, personal injury and theft occur, and the risk exists for such future occurrences, specifically within and around Housing and University Dining service facilities. Therefore, the University recommends the Residents make their own arrangements concerning insurance and protection against such losses.

III. CONDITIONS FOR TERMINATION OF THE HOUSING AGREEMENT

A. Prior to Occupancy. Cancellations from returning Residents will be accepted, but only in the event the cancellation is made in writing by the Resident, and sent directly to HFS in accordance with the schedule outlined below. All cancellations are subject to the terms of this agreement. Cancellations are to be mailed to the Office of Housing & Food Services, ATTN: Cancellations, PO Box 210045, Cincinnati, Ohio 45221-0045. **Cancellations sent to any other University office will not cancel the Housing Agreement.** HFS will strictly enforce the cancellation dates. When the cancel date is in question, the date of the postmark will be used as the official date. HFS will refund the room reservation fee according to the schedule listed in I.A. Residents who are not required to live in the residence halls and those entering partial-year housing agreements are subject to the following cancellation schedule for 2005-06: Winter quarter contracts signed prior to December 10, 2005 must be cancelled by December 10, 2005; other Winter quarter contracts must be cancelled within five (5) days after the contract is received at HFS and prior to taking occupancy of the room. Spring quarter contracts signed prior to March 11, 2006 must be cancelled by March 11, 2006; other Spring quarter contracts must be cancelled within five (5) days after the contract is received at HFS and prior to taking occupancy of the room. **A change in quarter arrival does not negate the Housing Agreement, nor change the cancellation dates. The student must abide by the cancellation schedule that is in effect when the Housing Agreement is initially returned to HFS.**

B. After Occupancy. HFS is aware that unforeseen circumstances may prevent a Resident from fulfilling the Housing Agreement, and agrees to work individually with these Residents. In these circumstances, the Resident is responsible for contacting HFS and should be prepared to discuss and document, in specific terms, their inability to fulfill the Housing Agreement. Petitions to be released from the Housing Agreement must be received in HFS by the dates specified to be considered for the following quarter: Fall quarter (August 13, 2005); Winter quarter (November 12, 2005); Spring quarter (February 18, 2006).

C. Residents who are not required by University policy to live in a residence hall may terminate their contracts for subsequent quarters without cause upon payment of a termination fee equal to \$750 multiplied by the number of quarters remaining on their agreement.

IV. FINANCIAL CONDITIONS

A. Fees & Payment Schedule. The Resident agrees to pay all applicable University housing and meal plan fees. Residence hall charges, per quarter, are included on the University Schedule/ Bill and are payable **in full** on or before the due date on the bill. The Resident agrees to make all payments due each quarter before moving into the residence hall. Residents who are evicted during the quarter for disciplinary reasons are responsible for that quarter's full residence hall fees. The Resident agrees to discuss payment problems with HFS in advance of any due date. Failure to make payments as prescribed does not relieve the Resident from the Housing Agreement obligations. Non-payment will result in denial of residence hall services, in cancellation of current Resident enrollment and in denial of subsequent University registration/enrollment until the amounts owed are paid. Residents enrolled in the University but failing to check into their assigned residence hall space, while the Housing Agreement is in effect, will continue to be assessed residence hall fees. Residents who leave the residence hall during the term of the Housing Agreement without the written consent of HFS, but still enrolled in the University will continue to be liable for residence hall fees.

B. Refunds. Refunds of room and board charges are based on the date the Resident checks out and are contingent upon proper check-out from the residence halls. Residents must complete the formal check-out process to be eligible for a refund and are responsible for all room and board charges until the formal check-out process has been completed. The Resident must check out with a Resident Advisor or the Resident Coordinator. The following three steps must be completed.

1. Resident Advisor (RA) must examine the room for damages and complete the check-out portion of the check-in/check-out form. This form is then signed and dated by both the RA and the Resident. A copy of the check-in/check-out form is given to the Resident upon completion of all three check-out steps.
2. Resident must turn in all keys to the RA, sign, and date a key card.
3. Resident must complete a proper check-out form summarizing the reason(s) for leaving. If the RA is unavailable, the Resident must contact the Resident Coordinator or PIA to summon another RA to complete the process. Failure to complete a proper check-out may result in the assessment of an administrative fee. Residents will be refunded room and board fees in accordance with the University policy outlined in the following schedule:

ROOM CHARGE REFUNDS*

Prior to check-in	100%
First week of the quarter	80%
Second week of the quarter	60%
Third week of the quarter	40%
After the third week	None

BOARD CHARGE REFUNDS*

Prior to check-in	100%
First week	90%
Second week	80%
Third week	70%
Fourth week	60%
Fifth week	50%
Sixth week	40%
Seventh week	30%
Eighth week	20%
Ninth week	10%

* A week shall be the first day of the quarter through the following Sunday and thereafter Monday through Sunday. All meal plans containing Bearcat Campus Card dollars will have the full amount of these dollars deducted from the refund.

For the Super 78 and Super 78 Plus meal plans, the refund will be the per meal cost multiplied by the smaller of either eight (8) meals per week for the remaining number of weeks in the quarter or the exact number of unused meals.

Any outstanding financial obligation with the University will be deducted from the refund check, which requires up to 12 weeks for processing. No refunds will be made to any Resident receiving academic credit for the Quarter or for absences from the residence halls. In the event provision of the services described herein is beyond the control of the University due to extraordinary circumstances, refunds of prepaid room and board fees will be determined by the University of Cincinnati Board of Trustees.

V. FOOD SERVICE & MEAL PLANS

Food services are provided for Residents in the Dining Halls as part of the Housing Agreement. **All First Year Residents** are required to be on a meal plan.

Upperclassmen residents are not required to be on a meal plan. Meal plans are for the entire academic year or the duration of the Housing Agreement. Residents agree to observe all published and posted rules concerning Food Services and Dining Halls. The financial obligations concerning Food Service payments are part of the Housing Agreement and are subject to the same schedules and requirements.

A. Meal Plan Changes. Requests for meal plan changes must be made in writing and must be received in HFS within five (5) days from the first day of classes of the quarter to be effective for that quarter. Requests may be submitted via email to UCHousing@uc.edu and must include student name, ID number, current meal plan and desired meal plan.

B. Dining Schedules. There are no refunds for or rescheduling of missed meals. Residents who have classes or work schedules that prevent arriving at the Dining Hall during posted serving hours should discuss their situation with HFS. Dining facilities may be consolidated and serving hours reduced during low demand periods.

C. Special Diets. Residents who require a specific diet for medical reasons should consult the Office of Housing & Food Services. The Resident must have a letter from his/her physician describing the medical need and specific food and/or preparation required.

Note: Please retain a copy of this document for your records.

University Dining Services

There are numerous on-campus facilities available for dining. Sander Dining Center and the MarketPointe at Siddall serve meals that are part of residents' board plan. Retail facilities on campus (CAS Café, CCM Café, and DAAP Café) accept Bearcat Campus Card, either from residents' meal plans or from a separately established account. Sander Dining Center and MarketPointe@Siddall hours of operation are as follows:

Monday – Friday

Hot breakfast	7 – 10 am
Continental breakfast	9 – 11 am
Hot lunch	11 am – 2 pm
Light lunch	2 – 4:30 pm
Dinner (M –Th)	4:30 – 8 pm
Dinner (Friday)	4:30 – 7 pm (Sander Dining) 4:30 – 8 pm (MarketPointe)

Saturday & Sunday

Brunch	10:30 am – 1:30 pm
Dinner	4:30 – 7 pm

Residence hall students may choose from among the following meal plan options:

- Ultimate 19** 19 meals per week plus 10 guest passes per quarter
- Supreme 14** 14 meals per week plus 10 guest passes per quarter
- 12 Plus** 12 meals per week plus \$100 of Bearcat Campus Card credit for use at any on- or off-campus dining venue that accepts Bearcat Cards
- Super 78 Plus** Any 78 meals throughout the quarter (for use by the student or the student's guests) plus \$65 of Bearcat Campus Card credit for use at any on- or off-campus dining venue that accepts Bearcat Cards
- Super 78** Any 78 meals throughout the quarter (for student use or by the student's guests).

Students who wish to change their meal plan for the current quarter may do so up through the fifth day of classes in the quarter for which the change is effective at the Office of Housing & Food Services, 4th floor Dabney Hall (513.556.6461) or by email at housing@uc.edu.

Hours of operation at on-campus dining venues that accept Bearcat Campus Card are as follows:

Campus View Café Monday – Friday	University Hall 7:30 am – 3:30 pm
CAS Café Monday – Friday	2220 Victory Parkway 8 am – 2 pm
CCM Café Monday – Friday	4215 Corbett 8:45 am – 4 pm
DAAP Café Monday – Thursday Friday	4435 Aronoff Center 7 am – 7 pm 7 am – 5 pm
Freshens Monday – Friday	TUC 8 am – 7 pm
Gold Star Monday – Friday Saturday	TUC 10 am – 8 pm 10 am – 5 pm
Pizza Hut Express Monday – Friday Saturday	TUC 10 am – 7 pm 10 am – 5 pm
Ray's Cafe Monday – Friday	Raymond Walters, Blue Ash 7:30 am – 2 pm
Mick & Mack's Monday – Friday	TUC 11 am – 2 pm
Quick Mick's Monday – Friday	TUC 7:30 am – 2 pm
Starbucks Monday – Friday Saturday Sunday	Steger Student Life Center 7 am – 8 pm 8 am – 3 pm 9 am – 2 pm
Subway Monday – Thursday Friday Saturday Sunday	Steger Student Life Center 10 am – 10 pm 10 am – 9 pm 10 am – 8 pm 10 am – 6 pm
Tortilla Fresca Monday – Thursday Friday	TUC 10:30 am – 5 pm 10:30 am – 3 pm
Wendy's Monday – Friday Saturday	TUC 7 am – 7 pm 9 am – 2 pm

Hours subject to change

Important Dates

AUTUMN 2005

September 21	Classes begin
September 28	Last day to withdraw with 100% refund
September 30	Last day to change meal plan for Autumn 2005
October 7	Last day to waive Student Health Insurance for Fall 2005
November 11	Veterans' Day; UC offices closed
November 14	Last day to petition for release from housing agreement for Winter 2005
November 24–25	Thanksgiving holidays; UC offices closed; halls remain open
December 10	All-University Autumn Commencement
December 10	Halls close 12 pm (noon)
December 22–23	Christmas holidays; UC offices closed

WINTER 2006

January 1	Residence halls open only for students outside 50 miles who need early arrival, 3 pm
January 2	Residence halls open, 10 am New Year's holiday; most UC offices closed
January 3	Classes begin
January 9	Last day to change meal plan for Winter 2006
January 10	Last day to withdraw with 100% refund
January 16	Martin Luther King holiday; UC offices closed
January 20	Last day to waive Student Health Insurance for Winter 2006
February 20	Last day to petition for release from housing agreement for Spring 2006
March 18	Halls close 12 pm (noon)

SPRING 2006

March 26	Residence halls open, 10 am
March 27	Classes begin
April 3	Last day to change meal plan for Spring 2006
April 3	Last day to withdraw with 100% refund
April 14	Last day to waive Student Health Insurance for Spring 2006
May 21	Last day to petition for release from housing agreement for Summer 2006
May 29	Memorial Day; UC offices closed
June 10	All-University Commencement
June 10	Halls close 12 pm (noon)

SUMMER 2005

June 18	Summer school, hall opens 10 am
June 19	Classes begin
July 4	Independence Day; UC offices closed
July 7	Last day to waive Student Health Insurance for Summer 2006
TBD	Summer school hall/ assignments/12-month housing closes
September 4	Labor Day; UC offices closed

Important Telephone Numbers

Arts and Sciences Advising	6.5875
Arts and Sciences Records/Undergraduate Affairs	6.5860
Arts and Sciences Writing Center/Lab	6.3912
Academic and Career Services (U College)	6.1704
Academic Computing Services	6.3785
Admissions	6.1100
African American Cultural and Research Center	6.1177
Army ROTC	6.3660
Athletics/Administration and Business Office	6.5601
Bearcat Campus Card Office	6.2000
Bookstore	6.1700
Bursar, Student Accounts	6.5505
Cable TV Services	1.800.472.2054
CAD/CAM Lab	6.2728
Cafeteria (Sander)	6.4117
Cafeteria (MarketPointe)	6.2115
Calhoun Hall	6.8596
Campus Information	6.2831
Campus Police/Public Safety (non-emergency)	6.1111
Career Development Center	6.3471
Cashier/Student Bills	6.4252
Center for Information and Technology (UCIT)	8.3526
CINCO Credit Union	281.9988
CRC Hall	8.3031
Dabney Hall	6.6484
Daniels Hall	6.0676
Disability Services	6.6823
Educational Services	6.3244
Equal Opportunity	6.5503
Ethnic Programs and Services	6.6008
Financial Aid Office, Student	6.6982
Food Services (Aramark)	6.4108
Health Services	6.2564
HelpDesk (UCit)	6.3785
Hillel Jewish Student Union	221.6728
Housing & Food Services	6.6461
Jefferson Complex	6.3925
Judicial Affairs	6.6812
Lost and Found (West)	6.4962
MainStreet Connection Center	6.2831
Ombuds	6.5956
OneStop Student Services Center	6.1000
Parking Services (West)	6.2283
Police/Fire/Ambulance (emergency)	911
Post Office	6.4949
Psychological Services Center	6.0648

Recreation/Intramurals	6.2831/ 6.5706
Registration	6.6505
Residence Hall Association (RHA)	6.6481
Resident Education and Development	6.6476
Siddall Hall	6.8281
Sexual Assault Response Coordinator (emergency service)	218.9531
Shoemaker Center (Information)	6.2170
Shuttle Service	6.0045
Student Government	6.6107
Student Life	6.5250
Student Activities and Leadership Development	6.6115
Telephone Repair (UCIT)	8.3526
Tutorial Services	6.2486
University Information	0
Wellness, Campus	6.6124
Women's Center	6.4401