

Home Pages

2009-10 Residence Hall Handbook

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Resident Education and Development

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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). Our staff looks forward to working with you throughout the coming year. Best wishes for your academic and personal success at the University of Cincinnati.

Sincerely,



Dawn E. Wilson

*Director, Resident Education and Development
Assistant Dean of Students
Department of Student Life
Division of Student Affairs and Services
University of Cincinnati*

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 produces world-renowned scholarship and nurtures innovation in and out of the classroom. As well, faculty staff, and administrations support an education setting of excellence, opportunity, and service.

In embracing our roles within this learning community, we subscribe to the defining purposes, traditions, and diversity of the University of Cincinnati. Through our actions, we will strive to make the University of Cincinnati a more caring and just community.

As members of this community, we will

Pursue Learning and Scholarship

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

Strive for Excellence

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

Celebrate the Uniqueness of Each Individual

by respecting individual differences and promoting common interests

Practice Civility

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

Embrace Freedom and Openness

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

Seek Integrity

by aspiring to the highest moral and ethical standards

Promote Justice

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

Accept Responsibility

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

ACADEMIC TIP

Learning and 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:

HINTS FOR SUCCESSFUL ROOM/SUITE RELATIONSHIPS

- **Have realistic expectations.** It isn't necessary to be best friends to have a comfortable roommate relationship.
- **Keep an open mind.** Approach sharing a room and building a roommate relationship with an open mind.
- **Don't let annoyances accumulate.** When something bothers you, speak up to your roommate(s) about it calmly and privately. Don't let annoyances accumulate.
- **"Check in" occasionally.** To see how the relationship is going from your roommate's perspective, ask what you can 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.

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.



ACADEMIC TIP

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



ACADEMIC TIP

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

- The right to expect that one's personal property will be respected and that reasonable security of one's room will be maintained, and the responsibility to afford such respect and security to one's roommates.
- The right to a reasonably clean environment and the responsibility to do one's fair share in maintaining such an environment.
- The right to free access to one's room and the responsibility to afford the same courtesy to one's roommates.
- The right to a reasonable level of personal privacy and the responsibility to respect roommates' privacy.
- The right to host guests in accordance with residence hall rules and regulations and the responsibility to ensure that one's guests and oneself demonstrate respect and courtesy for roommates.
- The right to expect that residence hall rules and regulations will be followed in the room such that no person is put at risk of harm and the responsibilities to follow rules oneself and report violations appropriately.
- The right to be free from pressures, intimidation, physical or emotional harm, and behavior that demeans or disrespects one's identity and the responsibility not to engage in any such behavior toward others.
- The right to address grievances and needs constructively, privately or with the assistance of hall staff, and the responsibility to communicate one's concerns appropriately and to participate in norm-setting or conflict resolution measures whenever necessary.
- The right to expect compromise in the negotiation of standards and the settling of conflicts and the responsibility to demonstrate compromise.
- The right to timely, respectful communication of any concerns and the responsibility to respond in an open, approachable manner.
- The right to experience and to appropriately articulate one's feelings when desired and the responsibility to respect others' feelings.
- The right to make mistakes and the responsibilities to be honest about those mistakes and to work to learn from them.

Community Safety & Emergency Information

Shortly following move-in, all residents 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. Doors are locked 24 hours a day. Only residents, their escorted guests, and authorized persons are permitted to enter the halls.

You must show your University ID with a properly affixed hall security sticker upon request to verify that you are a resident. Misrepresentation or dishonesty associated with entry or guest escort will result in disciplinary action.

Guests must be checked into the halls during specified hours. (The resident must leave a University ID and each guest must leave an approved photo ID during check-in hours). 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).
- Room searches may be conducted by residence hall staff in conjunction with Public Safety officers.

When University employees enter student rooms for authorized purposes, any materials or behavior in plain view that violate law or University policy may be subject to judicial and/or criminal action.

INSURANCE

The University and its offices do not assume responsibility to residents or other persons for the loss of money or valuables, damage to property, or injuries on the premises including but not limited to damage from electrical overload, water, fire, or smoke.

If you are not covered under your parents' or guardians' homeowners'/tenants' insurance, we strongly recommend that you arrange insurance and protection against such losses.

SAFETY TIPS

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

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

ACADEMIC TIP

Try to recall information through constant practice and repetition.



ACADEMIC TIPS

Each night take a couple of minutes to go over your daily lists to see if you've completed your tasks.

CELL PHONES & SAFETY

When using your personal cell phone or UC Mobile cell phone on campus, please remember these tips.

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

MEDICAL MATTERS & EMERGENCIES

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

Illnesses or injuries of an emergency nature or conditions that need attention outside of UHS hours require hospital care. Students may call 911 directly or ask for staff assistance. In some cases, hall staff may call for an ambulance even if one is not requested. Residence hall staff members may accompany a student in an ambulance upon request, but they are not allowed to transport a student to the hospital under any circumstances.

Students who have Student Health Insurance and require hospital treatment 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 residence hall front desk*) cannot transport students but will attempt to help students identify alternate means of return.

HEALTH INFORMATION

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

- Wash your hands frequently with soap and warm water.
- When soap and water are unavailable, use a hand-sanitizer product.
- Cough or sneeze into the bend of your elbow rather than the palm of your hand.
- Limit your contact with others when you are ill. Stay home from class or work if you can.
- Protect your immunity with sensible nutrition, rest, and exercise.
- Have health supplies (*e.g.*, sanitizer, thermometer, prescription and non-prescription medicines, tissues) on hand.

If you become ill and need assistance, notify your RA or the front desk of your hall or complex so that they can help you get in contact with appropriate resources. “Sick trays” can be obtained from the dining halls with the help of a friend or roommate—see your RA or a food service manager for more information.

FIRE

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

- In 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.



ACADEMIC TIP

In tests always leave time to review your work.



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.

- If you see fire or smoke in your residence hall, activate the nearest pull station immediately and evacuate the building. Report what you saw and did to an RA, ARC, PIA, or RC.
- Avoid fire risks associated with other policy violations by observing rules about candles, incense, cooking, and extension cords.
- Tampering with or misusing any life-safety equipment—including but not limited to extinguishers, detectors, and sprinkler heads—is prohibited.
- If you are present where a fire starts and it cannot be extinguished with available equipment, leave the room—closing the door behind you.
- In most residence halls and in houses at Stratford, if you need evacuation assistance because of a permanent or temporary disability, remain in your room with the door closed and telephone **911**. *In the Campus Recreation Center Hall only, there are designated areas of rescue assistance in the stairwells.*
- Once you have evacuated a room or hall, never re-enter.

Residents may re-enter their hall and room only upon the permission of the hall staff after re-entry is approved by the fire department and the system is reset.

SEVERE WEATHER/TORNADOES

In a weather emergency, follow the instructions communicated via the public address system or those given to you by hall staff or safety personnel.

In the event a tornado or severe thunderstorm warning, weather sirens and automated messages sound in most halls. Stay indoors. Move to a designated severe weather shelter area. In most halls, shelter areas are found at the lowest levels of the halls or in interior stairwells. Avoid windows. Remain in the designated area until the “all-clear” is given.

SHELTER-IN-PLACE WARNING

“Shelter-in-place” refers to an emergency situation in which potentially hazardous materials have been released into the outdoor air. If a shelter-in-place warning is issued, an announcement will be made over your hall’s public address system or you will be informed by staff. You will be instructed to close all windows and exterior doors, and you may be instructed to turn off air conditioning or

heating fans in your room. Remain indoors and follow the instructions given over the emergency announcement system and by your hall's staff members. Unless informed otherwise, it is safe to continue all other normal indoor activity as usual during a shelter-in-place warning.

In the event of a building evacuation (fire alarm) during a shelter-in-place situation, the residence hall staff and Public Safety officials will direct you to an alternate indoor location in another building.

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 **513-556-COPS (513-556-2677)**. UC Police jurisdiction includes Stratford Heights.

SEXUAL ASSAULT RESPONSE SERVICES

If you are the survivor of a sexual assault on or near campus, you are encouraged to report the crime to UC Police at **911** or **556-1111** and to seek medical care. The decision to report or not is yours and will be honored. *Reporting the crime does not require that you pursue prosecution.*

In addition, the Sexual Assault Response Coordinator (SARC) is available 24 hours per day at **513-218-9531**. The SARC is an advocate and support person for the survivor and assists in coordinating appropriate University services if desired. Services of the SARC and of trained peer advocates are free and confidential.

SARC and peer advocate support is also available in cases of domestic violence, partner abuse, and stalking.

REGISTERED SEX OFFENDER INFORMATION

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

STUDENT RIGHT TO KNOW

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

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.

Residence Hall Info & Services

STAFF MEMBERS

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

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

ACADEMIC TIP

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

Desk Operations Staff. Each residence hall desk operation functions during designated hours and at the discretion of the hall's RC or ARC during emergencies. Desk operations staff members 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 or complex has at least one (1) Assistant Residence Coordinator (ARC) who is a full-time graduate student with a residence hall assistantship. ARCs usually supervise the desk operation and advise the hall government. ARCs report to the RC.

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

Campus Services IT Staff. Staff members from Campus Services IT support visit the computer stations in the residence hall lobbies on a daily basis to insure the PCs are fully operational. Additionally, the Campus Services IT staff are responsible for support of the Bearcat Campus Card readers for vending and laundry services and for IT support to the residence hall offices.

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

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

HALL OFFICES

Residence hall or complex front desks generally operate:

Weekdays: Monday-Thursday 8 am to 8 pm

Weekends: Friday 5 pm to Monday 8 am

Also, the Jefferson Complex desk, located in Turner lobby, and the Stratford Heights desk, located on the ground floor of the community building, are staffed at all other times. Once most halls' office operations close at 8 pm on weeknights, residence hall front desk phones will be answered at Jefferson Complex desk. Whenever desk service is unavailable directly at a hall, the names and contact information for designated resident advisors (RAs) on duty will be posted in each hall lobby.

In the Dabney-CRC Complex, office operations are managed only at Dabney Hall; there will be no desk operation in CRC Hall. ID check/guest check-in stations will operate in Calhoun, Dabney, Daniels, Siddall and Turner halls during the weekend hours listed above. There are no ID check/guest check-in stations in CRC Hall, Schneider Hall, or Stratford Heights.

ACADEMIC TIP

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

For more information on ID checks and guest check-in, see the guest policy described in this document beginning on pp. 33–35. We reserve the right to implement additional ID checks and guest check-in hours in any or all halls without advanced notice if necessary.

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

Calhoun	513-556-8595
CRC/Dabney	513-556-6484
Daniels	513-556-8596
Turner/Schneider	513-556-3925
Siddall	513-556-8281
Stratford Heights	513-558-7000



ACADEMIC TIP

Quiz yourself daily over exam notes.

MAIL

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

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

For security reasons, packages are distributed only during specified hours. Check with the hall office for package hours in your hall.

Materials advocating political positions or soliciting for commercial or non-commercial activity are not placed in student mailboxes unless they have been received via the U.S. mail with proper addresses. Mailbox “stuffing” by other offices, groups, or organizations is prohibited.

Resident Education and Development reserves the right not to distribute materials which violate local, state, or federal laws or University policy. Resident Education and Development’s policy on sales, solicitation, and advertising is available from that office, 203 Scioto Hall, or from any residence coordinator (RC).

Please advise your relatives or friends of these suggestions concerning mail to your residence hall address:

TIPS FOR MAIL & PACKAGE SERVICE

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

Address mail and packages as follows:

Name
Room #, Hall Name
Address (see below)

Hall	Address
Calhoun Hall	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
Stratford Heights	2634 Stratford Avenue Cincinnati, OH 45220-2809
Turner Hall	45 W. University Avenue Cincinnati, OH 45219

ACADEMIC TIP

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

Mail is delivered and distributed once per day to the students' locked mailboxes, Monday through Saturday. For packages and special delivery items (registered mail, postage-due, express mail, telegrams, flowers, balloons, etc.), students receive a written notice in the mailbox and must present their UCID and package slip to retrieve the item during posted pick-up hours. Mail is held at the hall office during break periods and is not forwarded. Mail (not including bulk rate items) is forwarded during summer 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.



ACADEMIC TIP

Increase reading speed by looking for important information first.

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 **513-56-6461**.

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

TELEPHONE SERVICE

Residents who want to “opt-in” for land-line telephone service (at an additional fee) please contact a UCit Telephone Coordinator at **513-556-9378** for more information.

LAUNDRY ROOMS

Each residence hall has at least one laundry room. The washers and dryers in these spaces operate by 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 2009–10, 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.	24-hour Quiet	Daniels 12
	CCM Men	Calhoun 5 & 6
	CCM Women	Calhoun 4
	CCM Coed	Stratford
	Center for Community Engagement	Stratford
	COMMUniversity (Communication)	Stratford
	Criminal Justice	Stratford (Tower 1)
	DAAP	Daniels 7 & 8; Stratford
	Delta Tau Delta Fraternity	Stratford
	Gen-1	Stratford
	Honors/HonorsPLUS	Daniels 3–4; Turner A & B wings
	Kappa Delta Sorority	Stratford
	Phi Delta Theta Fraternity	Stratford
	Social Justice	Dabney 5
	STEMM Men	Calhoun 9 & 10; Dabney 8
	STEMM Coed	Stratford
	Substance Free/Recovery	Stratford
	Taft Center	Stratford
	Trinity House	Stratford
	UC Spirit (Bearcat Band & RallyCats)	Stratford
Valentine Language Immersion	Stratford	

*All halls are smoke-free.

OVERFLOW HOUSING

In periods of very high occupancy, spaces not normally used to house residents may be converted to temporary “overflow” accommodations. Every effort is made to provide furnishings and services comparable to those in standard rooms. Students are given permanent assignments as vacancies open throughout the halls. Therefore, we cannot guarantee that students will receive permanent assignments in their first-choice hall. The order in which students are reassigned from overflow to permanent spaces is determined by a variety of factors. Once given a permanent assignment, overflow occupants are required to move according to the instructions provided at that time. Remaining in an “overflow” space as a permanent assignment is not an option.



ACADEMIC TIP

Anticipate your instructor's questions and answers.

Campus Information

MAINSTREET

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

MainStreet elements include but are not limited to:

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.

Tangeman University Center

- Catskellar Game Room
- CINCO Financial Center
- Connection Center
- MainStreet Cinema
- MainStreet Express Mart
- Quick Mick's
- TUC Food Court
- UC Bookstore

Steger Student Life Center

- Campus Wellness
- Ethnic Programs and Services
- LGBTQ Space
- Meyers Gallery
- Office of Student Life
- Starbucks
- Student Activities and Leadership Development
- Student Government
- Subway
- University Judicial Affairs
- UC Women's Center

Campus Recreation Center

- CenterCourt Dining
- Market on Main
- Stadium View Café

MainStreet is a place to live, learn, work, and play, with something for everyone. For more information, visit www.uc.edu/mainstreet or call the MainStreet Connection Center at **513-556-2831**.

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**; 607 Swift Hall). The Ombuds Office is charged with helping students navigate a large and sometimes complex environment.

JUST CONVERSATIONS MEDIATION PROGRAM

The Just Conversations Campus Mediation Program is a dispute resolution resource for the UC community. Trained student mediators provide confidential, informal and impartial assistance with conflicts such as roommate disputes, student organization issues and group project concerns. The mediation process is a free, fair, and an effective way to find agreements and solutions that work. For more information on the Just Conversations Student Mediation Program, contact the Ombuds Office at **513-556-5956**.

ONESTOP STUDENT SERVICES

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



ACADEMIC TIP

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

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

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

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. Revisions to the Code are pending at the time of publication of this document; once approved, the new Code takes effect as specified at that time. Students are responsible to observe the Code that is in effect at any time. The complete Student Code of Conduct is available on-line at www.studentlife.uc.edu/conduct and from the Office of Judicial Affairs and the Office of Resident Education and Development.

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

- 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

ACADEMIC TIP

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

- University Keys, Misuse of
- University Policies or Rules, Violation of
- Weapons

RESIDENCE HALL RULES & REGULATIONS

Resident Education and Development and Housing & Food Services established the following regulations for the residence halls, presented in alphabetical order, in support of an education and safe residential community.

These rules and regulations (as well as the Housing Agreement and other published residence hall information) are incorporated in the UC Student Code of Conduct. Violations will result in disciplinary action.

The following definitions apply to all UC residence hall rules and regulations:

ACADEMIC TIP

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

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

Guest. Anyone visiting or signed in by a resident in his/her residence hall, whether in that resident's room, another resident's room in the hall, or a semi-public area.

Note: Residents from other halls are considered guests.

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

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

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

Overnight. The hours between 2 am and 7 am.

I. ALCOHOL

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 unlawful. Additionally, consideration for the welfare of others in and support of a group living environment is important.

The University and the residence hall system foster an environment where excessive consumption or drunkenness is not condoned, where intoxication is not an excuse for misconduct or infringing upon the rights of others: where alcohol use is not the primary focus of individual or group social activity, where choosing not to use alcohol is as socially acceptable as choosing to use it, and where the moral implications of use are determined by the individual. To this end, Resident Education and Development (RED) will not approve, endorse, authorize, or sponsor any student-based events involving alcohol in residence hall or dining facilities under the authority of Resident Education and Development.

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

In Schneider or CRC Halls, alcohol is permitted as stipulated in the University Alcohol Policy. 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

ACADEMIC TIP

Turn off all distractions that impede learning.

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 only 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) are allowed in the residence halls.

In Stratford Heights, alcohol is prohibited in all residential buildings except the Taft House. Alcohol use in the Pavilion, Building #16, is permitted only in catered functions on the third floor, and the University's Alcohol Policy applies to those events. All other houses and Tower Hall are considered alcohol-prohibited unless alcohol privileges have been granted within that academic year and such permission is posted. Permission for alcohol privileges within a house or within Tower Hall must be requested through a petition process.

Guidelines for the Stratford Petition Process

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

- The petition must be signed (includes signature, UCID number and date of birth) by all residents living in the house at the time of the petition. Signature is not an endorsement but an acknowledgement of receiving information that an alcohol privileges effort is underway.
- Petitions will be reviewed within ten (10) business days by a committee to determine whether alcohol privileges will be granted. The committee shall be composed of three (3) RED senior staff members (residence coordinators and/or assistant residence coordinators), one (1) member of the RED management team (Assistant Director or Director), and two (2) student members, at least one (1) of whom must be a

ACADEMIC TIP

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

resident in another Stratford Heights facility. The review committee meeting will be advertised at least seven (7) calendar days before the meeting.

- The committee will accept written comment and residents' public comments for or against alcohol privileges at the meeting. The review committee will issue its ruling within three (3) calendar days. The ruling of the committee is final.
- Petitions for house-wide alcohol privileges can be obtained at the Stratford Heights office.
- The permission to use alcohol in your house is a privilege. Violations of the Student Code or Residence Hall Rules and Regulations related to alcohol in your house may result in revocation of the privilege.
- Violation of the policy of a specific house by residents of that house or a visitor in that house may result in immediate termination of the privileges for the duration of the academic year.
- Once granted, alcohol privileges will be reviewed quarterly by the senior staff of Stratford Heights and RED assistant directors to assess the community's ability to execute its privilege appropriately. Communities will be notified of the outcome in writing without undue delay, usually within three (3) business days.
- If privileges are to be revoked, the community may appeal the revocation to the Director of Resident Education and Development in writing within five (5) business days of the revocation notice. Privileges remain revoked during the appeal process.

II. APPLIANCES

Rationale. The safety and comfort of residents require the careful and balanced use of electrical appliances. The University's practice is to provide at least one (1) small refrigerator in every room or suite. The type number of units provided varies based on room capacity.

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)

ACADEMIC TIP

In tests always leave time to review your work.

of their residence hall. The RC will consult with Housing & Food Service and the Disability Services Offices as appropriate. In the case of approved exceptions, no additional refrigerator may exceed 4.0 cubic feet and no additional microwave may exceed 600 watts.

In Stratford Heights, each resident is provided a small refrigerator, and an ample number of microwaves are provided throughout the buildings. Additional refrigerators and in-room microwaves are prohibited. 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 microwave may exceed 600 watts.

ACADEMIC TIP

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

In Turner, Schneider, and Campus Recreation Center (CRC) Halls, one (1) additional microwave per suite is permitted. The microwave must not exceed 600 watts. Within the suites of these halls, one (1) additional small refrigerator per bedroom is permitted, regardless of how many residents are assigned to that bedroom. Any additional refrigerator may not exceed 4.0 cubic feet. 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. Exceptions for medical reasons will be considered in consultation with the Disability Services Office.

- Air conditioners
- Broilers
- Candles
- Electric skillets, non-UC-provided outdoor and indoor grills (including George Foremans), griddles, sandwich makers, and woks
- Fryers
- Halogen lamps
- Hot plates
- Hot oil popcorn poppers

- Laser sights/lasers
- 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 (1) appliance per cord and one (1) cord per appliance. Using multiple cords in sequence is prohibited. Electrical cords, extension cords, and string lights may not be wound around or otherwise attached to personal or university property. Public Safety and hall staff reserve the right to require that person(s) discontinue the use of certain appliances, cords, or configurations.

III. COMPLIANCE

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

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

IV. DINING 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:

- By UC policy, smoking in the dining halls is prohibited.
- 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.
- Throwing of food and tableware or other disruptive conduct in the dining hall is prohibited.
- Food may not be removed from the dining hall unless it is being consumed at that time (*e.g.*, fruit, ice cream).
- Rollerblades, skates, and bicycles are prohibited in dining centers.

ACADEMIC TIP

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

- 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 UC officials.

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 any elevator. Lower limits as posted must be observed. 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, biking, 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. In halls with community restrooms, residents may not use or enter the facility when custodial or maintenance staff are working in the restroom, regardless of gender.

VI. FURNITURE

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 or impede testing/service of safety-related equipment.

ACADEMIC TIP

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

- B. All furnishings in the room at check-in must remain in the room. Changing the settings of multi-position beds, where applicable, must be performed only by designated facility staff.
- C. Residents must comply with procedure requiring the re-setting of multi-position beds. *In Stratford, no re-setting is permitted.* In other other halls, re-setting may be performed only by the Physical Facilities staff with the approval of Housing & Food Services.
- D. Current residents must maintain any room vacancies so the space is available to new arrivals at all times.
- E. All personal furnishings and items must be removed from the halls at the end of the contract period.
- F. Water-inflated beds, chairs, or other water-inflated items are not permitted.
- G. Weights or weight-lifting equipment exceeding twenty (20) pounds are prohibited in the residence halls.
- H. Furniture may not be transferred from one room to another or exchanged between rooms or suites. Extra furniture resulting from a vacancy may not be removed.
- I. Furniture may not be moved from public or semi-public areas (*e.g.*, lobbies, lounges). This may be considered theft.
- J. The University reserves the right to limit the number of times that bed configuration changes can be accommodated. Students must not manipulate multi-position beds without appropriate staff approval and assistance.

ACADEMIC TIP

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

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 expects roommates and suitemates to discuss the issues surrounding visitation not covered by Resident Education and Development policies and to

develop mutually acceptable guidelines regarding when guests will and will not be allowed in the room.

A. Guest Policy

1. Guests are expected to abide by the policies and procedures of the University of Cincinnati and residence halls.
2. Guests who do not live in the same residence hall as the host must be escorted at all times. The host must be in and out of the room with guest at all times except as outlined in #A-7.
3. A guest visiting another room/suite in his/her own residence hall is subject to all guest policies but is not required to be checked in or to be escorted within common areas of the hall.
4. Each floor community will determine, at the beginning of the school year, floor norms regarding opposite-gender use of community bathrooms. A secret ballot unanimous vote will be necessary to permit use by 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 persons or loss of guest/visitation privileges.
5. An individual may be a guest or visitor of a particular host in the residence hall no more than two (2) consecutive or non-consecutive nights in any seven-day period. Extensions of this policy may be granted by the RC of the hall, who will discuss the situation with the host and his/her roommate(s). "Overnight" hours are defined as any time between 2 am and 7 am or any portion thereof.
6. Guests who violate these policies or procedures may be asked to leave the hall by the residence life staff or by Public Safety.

ACADEMIC TIP

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

7. Hosts must be with their guests in their rooms. Hosts may leave a guest in the room for a five-minute courtesy period (*e.g.*, going to the restroom or laundry). 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. 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 apprise all guests who do not live in the same residence hall of the hall policies.
2. A resident with guest(s) in his/her room has the responsibility to ensure that the behavior of guests does not inhibit other room residents from sleeping or studying.
3. Hosts must stay with their guests as explained in items #A-3 and #A-7.
4. Hosts are held responsible for any violations of policy and procedure by their guests. In addition, hosts are required to report any violation of University or residence hall rules and regulations by their guests to the appropriate Resident Education and Development or Public Safety staff.

C. Visitation Policy

1. Visitation is generally permitted at any time, but other parameters may apply based on hall and circumstance. In exceptional circumstances, visitation may be suspended.
2. In Calhoun, Dabney, Daniels, Siddall and Turner halls, guests must be formally checked in between the hours of 5 pm Friday and 8 am Monday. Guests check in during this time must formally check out by 8 am Monday, though they may re-enter immediately if they are properly hosted and do not subsequently exceed the two-overnights per seven (7) days limit.
3. In Campus Recreation Center, Schneider Hall, and Stratford Heights guest check-in is normally not required. Residents must observe all other policies regarding escorting, overnight limitations, etc.



ACADEMIC TIP

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

4. In exceptional circumstances, guest check-in may be required in any hall at any time at the discretion of the full-time or graduate assistant staff in charge at the time if such measures are deemed necessary. Hosts and guests must carry appropriate ID with them at all times.

D. Check-In Policy

1. When checking in a guest, the host must present a current UCID with the appropriate security sticker.
2. Residents who lose their ID have two (2) business days to obtain a new one.

During the two-day period, they may be issued a guest pass to use for access to their own hall, but they may not gain access to other halls or check in guests using the pass.

3. When checking in as guests, guests must present a valid driver's license, current state ID, or valid ID from another college or university. IDs that appear forged, altered, or otherwise suspicious will be turned over to UC Public Safety.
4. Guests may be issued a guest pass in lieu of the requirements of D-2 above, if they fall into one or more of the following categories:
 - a. Guests under age 16;
 - b. Guests 16–18 without an ID only if accompanied by their parent/legal guardian with proper ID for check-in or guest pass;
 - c. Guests with a current military ID;
 - d. Guests with a passport; and/or
 - e. Parent/legal guardian.

During guest check-in periods, guests who do not have proper ID as defined above and are not eligible for a guest pass will be denied access.

E. Room Capacity

1. A single resident may check in a maximum of three (3) guests at one time. (However, it may not be possible for all residents of a room or suite to have the maximum number of individual guests at the same time).

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.

2. The number of persons allowed in a particular room or suite is limited for safety reasons. The maximum capacity of each room or suite (*as determined by fire code*) is as follows:

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

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

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

IX. HARASSMENT

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.

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.

ACADEMIC TIP

Study as if you were practicing to take a test.

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.
- 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, sprinkler head, or carbon monoxide monitor;
 - 2. Deliberate discharging of a fire extinguisher without proper cause;
 - 3. Deliberate pulling of a fire alarm without proper cause;
 - 4. Deliberate activation of a pull-station cover without proper cause;
 - 5. Removing, damaging, tampering, or interfering with the alarm system; and
 - 6. Removing, damaging, or interfering with fire extinguishers or exit signs.
- D. Making a false report of a fire, bomb, or other emergency is prohibited.
- E. You must evacuate a building when the alarm sounds or when you are instructed to do so by authorized persons such as residence life staff, University officials, police, fire marshals, or any other safety official. You should identify multiple evacuation routes in advance.
- F. Whether intentional or through negligence, interference with a building evacuation is prohibited;
- G. Whether intentional or through negligence, interference with emergency personnel—police, fire fighters, safety officials, ambulance attendants, or others—is prohibited.
- H. Exits (room, suite, building) may not be blocked in any way. Fire doors, stairwell doors, and locked doors may *not be blocked or propped open for any reason*.
- I. Candles, incense, and any open flame are prohibited. Candles and incense may be used for religious rites only in the designated public areas scheduled in advance with the Residence Coordinator.

- J. Items may not be hung from ceilings. Items may not cover more than 30% of wall space 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. Lights or other electrical devices must not be placed in any location or manner that pressures or distorts the cord (*e.g.*, under rugs or between bed frames or mattresses) or are otherwise deemed to be unsafe. Residence hall and other appropriate university officials may direct the removal of lighting or other decorations as needed.
- N. Extension cords (UL-approved only) may be used, *but their use is limited to one (1) appliance per cord and one (1) cord per appliance*. Multiple cords may not be used in sequence. “Octopus plugs” and adapters are prohibited. Power strips (*UL-approved only*) are preferred.
- O. Electrical cords of *any* type may not be wrapped around/between two (2) surfaces, such as between the mattress and bed frame.
- P. The collection and storage of paper or other flammable materials for recycling is prohibited.
- Q. The storage of gasoline or other flammable materials is prohibited.
- R. Halogen lamps are prohibited.
- S. Laser sights are prohibited.

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. Protecting your keys, card,

and security sticker is important to your safety and the safety of others. Access to one's home is a reasonable adult responsibility.

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 purpose contradicting the Student Code of Conduct, other residence hall policies, or local, state, or federal laws. 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 or access cards are collected. Temporary or "loaner" key services may not be abused.*

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. Temporary keys/lock-outs

Residents are responsible to carry their keys at all times. Each resident is permitted two (2) "free" lock-out accommodations per quarter, which will be recorded. Judicial referral will begin with the third lock-out or lost key. This limitation applies to "five-minute" keys for immediate-term lock-outs, two-day loaner keys, and/or lost keys.

B. 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 when ID checks are in effect. This pass will be valid for only two (2) 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.

C. Lost IDs/Access Cards (CRC, Turner-Schneider, or Stratford)

If a CRC, Turner, Schneider or Stratford Heights resident loses his/her ID, he or she must obtain a new University ID from the Department of Public Safety (Edwards Center Four) during business hours and must report the loss immediately to the front desk of their hall/complex. Outside of business hours and at all times in Stratford Heights, 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 with others, usually among all residents of their room/suite. Residents are responsible for retrieving mail each day it is delivered and responding as directed to residence hall 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 twenty (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.
- 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 9 pm to 9 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 that residents can control (e.g., voices, music, televisions) 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.
- D. Some courtesy guidelines are outlined below:
 1. Play music at a level that will not disturb others. Use headphones whenever possible.
 2. Keep the door closed to your room and lounge areas closed when you are entertaining guests, watching TV, or playing music that might disturb others.
 3. Refrain from disruptive noise such as yelling or loud conversation when walking in the halls.
- E. The Office of Resident Education and Development is committed to the academic development of students. **Priority is given to students' academic needs—maintaining a quiet study and sleeping environment—over the wishes to socialize 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, escort those persons just as any other guest, and remain 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. Sales in common areas are prohibited.

Placing items under student doors, on knobs, or in mailboxes is prohibited.

XVIII. SIGN POSTING

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

Policy. Signs posted in any hall must have the approval of the RC and be marked with approval. 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, designee, or central office personnel 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 (**513-556-6476**) 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. University policy also prohibits smoking outdoors within 25 feet of all entrances, exits, ventilation fans, air intake units, and operable windows.

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 weapons 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, DECKS, PATIOS & PORCHES

Rationale. Individual and community safety requires these basic policies for windows, ledges, porches, decks, and patios.

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 the RA for documentation.
- B. Throwing, dropping, discharging, or in any manner ejecting anything (liquid or solid) in or out of windows, roofs, or any elevated surface is prohibited. Suspending any item, including but not limited to clothing, flags, and banners from windows, ledges, porches, or railings (regardless of height) 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, and other disruptions from buildings are prohibited.
- E. Entering or exiting via windows except in a life/safety emergency is prohibited. Climbing on ledges or railings is also prohibited.

Residence Hall & University Judicial Processes

DISCIPLINARY AUTHORITY

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

The University reserves the right to take necessary and appropriate action to protect the safety and well being of the residence hall community. In noted situations, direct intervention may be deemed appropriate by the Director of Resident Education and Development or a designee. The Director will consult, when possible, with the Director of University Judicial Affairs and the Dean of Students before taking such action.

Students have significant responsibilities in the residence hall disciplinary system; however, final authority in disciplinary matters is vested in Resident Education and Development and the University administration.

Resident Education and Development reserves the right to refer violations to the Office of University Judicial Affairs.

DEFINITION OF TERMS

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

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

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

INTERIM RESTRICTIONS OR REMOVAL

The Director of Resident Education and Development or a designee may remove students from their residences and deny access to the residence and/or dining halls for an interim period pending residence hall/University disciplinary proceedings or medical evaluation. Interim removal or restriction occurs when the Director determines, in consultation (when possible) with the Dean of Students and the Director of University Judicial Affairs, that there is evidence that the continued presence of the person(s) in their residences poses a substantial threat to the person, to others, or to the safety, stability and continuance of normal residence hall functions or University property. Interim restriction or removal is effective immediately upon informing the person.

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

- Reliability of the information concerning the resident's conduct, including the matter of students' identity; and/or
- Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the resident(s) poses a substantial threat to the student, to others, or to the stability of normal University or residence hall functions.

Unless otherwise determined by the Director of Resident Education and Development or a designee, such interim restriction or removal shall remain in effect until a disciplinary hearing is held and an outcome is determined.

The residence hall community is not designed or equipped to rehabilitate persons who pose a substantial threat to themselves and others. It may be necessary to remove them from the residence halls and to sever the relationship.

Rights & Responsibilities of the Referred Student

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

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

A referred student has the responsibility to do the following:

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

Student Groups & Organizations

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

DISCIPLINARY PROCESS

INCIDENT

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

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—located on the second floor of Scioto Hall—is open Monday through Friday, 8 am to 5 pm. Staff can answer questions regarding your housing agreement, meal plans, room and board fees, and room reservations.

Information on the Terms and Conditions of the Housing Agreement can be found on-line at www.uc.edu/housing in the “self-service” area or at the Office of Housing & Food Services (513-556-6461).

University Dining Services

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

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

Meal plans offer a block of meals for use over the quarter. Meals can be eaten at CenterCourt, Stadium View, or MarketPointe at any time and can include guests. Bearcat Campus Card dollars can be added to any of the meal plans.

Meal Plan	Description	Cost/Quarter	Cost/Year
209 Value Plan <i>(19 meals per week)</i>	209 meals/qtr*	\$1,301	\$3,903
154 Plan <i>(14 meals per week)</i>	154 meals/qtr*	\$1,237	\$3,711
132 Plus Plan <i>(12 meals per week)</i>	132 meals/qtr* \$100 BCC dollars	\$1,301	\$3,903

* Additional BCC dollars can be added to any of these plans.

Independent Meal Plans, serving the needs of upper class are also available. Please visit our Web site for further details at www.uc.edu/food.

Students who wish to change their meal plan for the current 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, second floor Scioto Hall (513-556-6461) or by email at uchousing@uc.edu.

FOOD SERVICE OPTIONS DURING ILLNESS

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

CenterCourt	513-556-4113
MarketPointe	513-556-2115

Important Dates

AUTUMN 2009

September 23	Classes begin
September 30	Last day to withdraw with 100% refund
September 30	Last day to change meal plan for Autumn '09
October 9	Last day to waive Student Health Insurance for Autumn '09
November 11	Veterans' Day; UC offices closed
November 13	Last day to petition for release from Housing Agreement for Winter '10
November 26–27	Thanksgiving holidays; UC offices closed; halls remain open
December 12	All-University Autumn Commencement
December 12	Halls close 12 pm (noon)
December 24–25	Christmas holidays; UC offices closed

WINTER 2010

January 3	Residence halls open, 10 am
January 4	Classes begin
January 11	Last day to change meal plan for Winter '10
January 11	Last day to withdraw with 100% refund
January 18	Martin Luther King holiday; UC offices closed
January 22	Last day to waive Student Health Insurance for Winter '10
February 15	Last day to petition for release from Housing Agreement for Spring '10
March 20	Halls close 12 pm (noon)

SPRING 2010

March 28	Residence halls open, 10 am
March 29	Classes begin
April 5	Last day to change meal plan for Spring '10
April 5	Last day to withdraw with 100% refund
April 16	Last day to waive Student Health Insurance for Spring '10
May 31	Memorial Day; UC offices closed
June 12	All-University Commencement
June 12	Halls close 12 pm (noon)

SUMMER 2010

June 20	Summer school, hall opens 10 am
June 21	Classes begin
July 5	Independence Day (observed); UC offices closed
July 9	Last day to waive Student Health Insurance for Summer '10
TBD	Summer school hall/ assignments/12-month housing closes
September 6	Labor Day; UC offices closed

Important Telephone Numbers

Arts and Sciences Advising	556-5875
Arts and Sciences Records/Undergraduate Affairs	556-5860
Arts and Sciences Writing Center/Lab	556-3912
Academic Computing Services	556-3785
Admissions	556-1100
African American Cultural and Research Center	556-1177
Army ROTC	556-3660
Athletics/Administration and Business Office	556-5601
Bearcat Campus Card Office	556-2000
Bookstore	556-1700
Bursar, Student Accounts	556-5505
Cable TV Services	1-800-472-2054
Cafeteria (CRC)	556-4117
Cafeteria (MarketPointe)	556-2115
Calhoun Hall	556-8596
Campus Information	556-2831
Campus Police/Public Safety (non-emergency)	556-1111
Campus Recreation Center (member services)	556-0604
Career Development Center	556-3471
Cashier/Student Bills	556-4252
Center for Access and Transition	556-1661
Center for Exploratory Studies	556-6540
Center for Information and Technology (UCIT)	558-3526
CINCO Credit Union	281-9988
Counseling Center	556-0648
CRC Hall	556-6484
Dabney Hall	556-6484
Daniels Hall	556-0676
Dean of Students Office	556-5250
Disability Services	556-6823
Equal Opportunity	556-5503
Ethnic Programs and Services	556-6008
Financial Aid Office, Student	556-6982
Food Services (Aramark)	556-4108
Health Services	556-2564
HelpDesk (UCit)	556-3785
Hillel Jewish Student Union	221-6728
Housing & Food Services	556-6461
Jefferson Complex	556-3925
Judicial Affairs	556-6812
Lost and Found (West)	556-4962
MainStreet Connection Center	556-2831
Mediation Program, Just Conversations	556-5956
Ombuds	556-5956
OneStop Student Services Center	556-1000
Parking Services (West)	556-2283

Police/Fire/Ambulance (emergency)	911
Recreation/Intramurals	556-2831
	556-5706
Registration	556-6505
Residence Hall Association (RHA)	556-6481
Resident Education and Development	556-6476
Siddall Hall	556-8281
Sexual Assault Response Coordinator (emergency service)	218-9531
Shoemaker Center (Information)	556-2170
Shuttle Service	556-0045
Stratford Heights	558-7000
Student Government	556-6107
Student Life	556-5250
Student Activities and Leadership Development	556-6115
Telephone Repair (UCit)	558-3526
Turner-Schneider	556-3925
Tutorial Services	556-2486
University Information	0
Wellness, Campus	556-6124
Women's Center	556-4401