



RESIDENT HANDBOOK

2026-2027



HOUSING &
RESIDENCE LIFE

TABLE OF CONTENTS

SECTION 1 - ABOUT HOUSING & RESIDENCE LIFE

SECTION 2 - HOUSING REQUIREMENTS & ASSIGNMENTS

SECTION 3 - SAFETY, SECURITY & EMERGENCY PROCEDURES

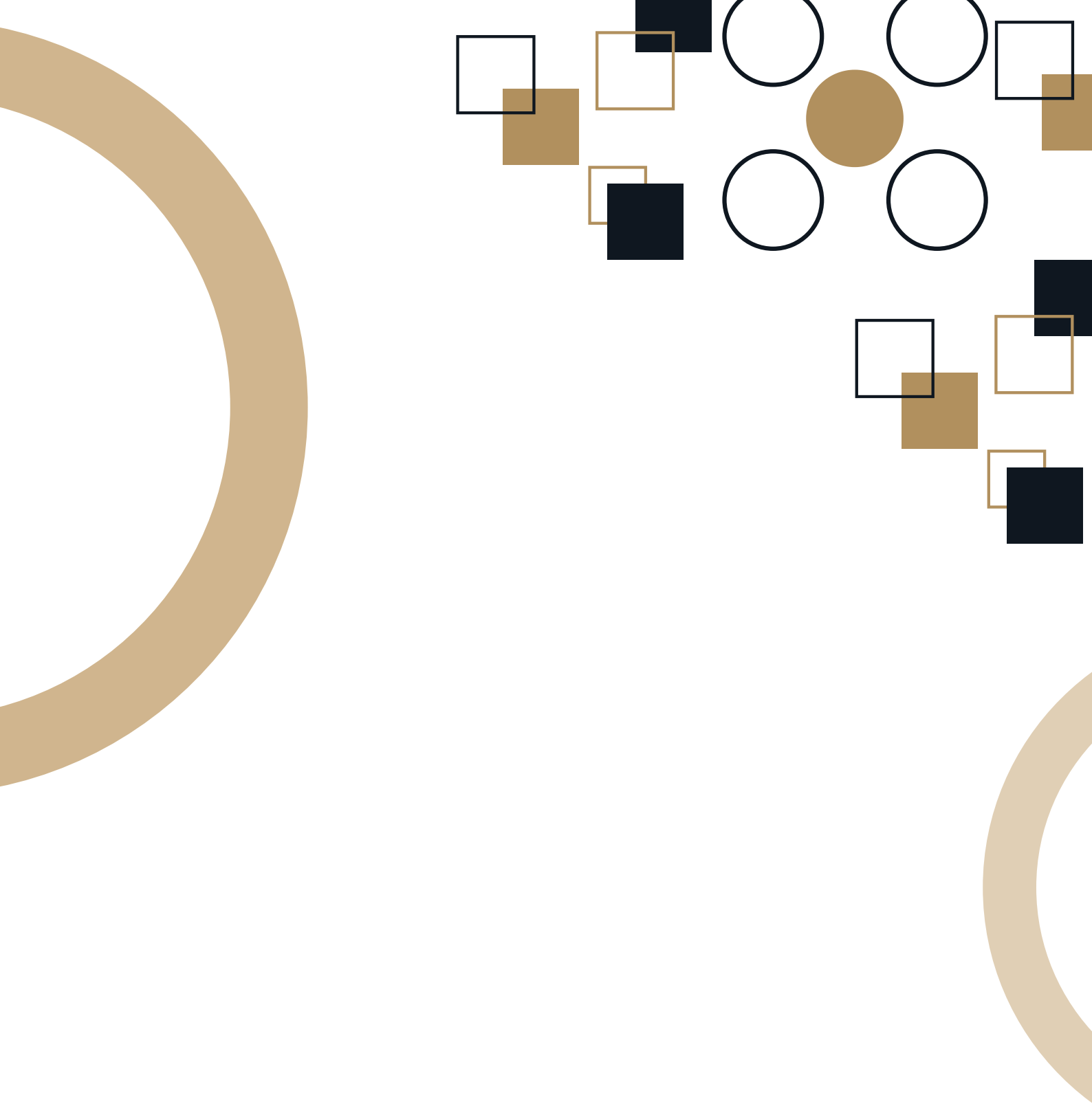
SECTION 4 - HOUSING POLICIES

- FIRE & LIFE SAFETY
- BUILDING SECURITY & ACCESS
- COMMUNITY LIVING STANDARDS
- ROOM, FACILITY, & PROPERTY CARE
- POLICY COMPLIANCE AND APPEALS

SECTION 5 - OTHER HOUSING POLICIES

- ALCOHOL/DRUGS
- GAMBLING & BUSINESS ENTERPRISES
- COMMON AREAS, FURNITURE, & DECORATIONS
- RIGHT OF ENTRY/SEARCH POLICY
- LOCKOUTS/LOST KEYS





SECTION 1

ABOUT HOUSING &
RESIDENCE LIFE



ABOUT HOUSING & RESIDENCE LIFE

MISSION

We provide a vibrant and inclusive living environment on campus that fosters academic, educational, and social growth and development. Through maintaining cleanliness, ensuring safety, and promoting interaction, we strive to create a supportive community where students thrive.

VISION

Our vision is to cultivate the UNCP Brave Experience by fostering a dynamic and inclusive residential community where students feel empowered to explore their academic, personal, and social potential. Through a commitment to cleanliness, safety, and meaningful engagement, we aim to inspire lifelong connections and transformative learning experiences that prepare students to become confident leaders and engaged citizens in a diverse and ever-evolving world.

CORE VALUES

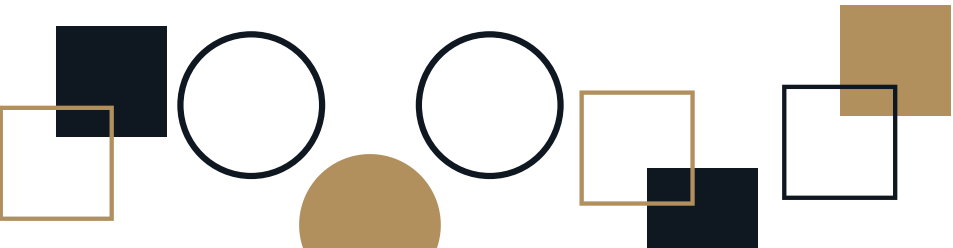
Housing & Residence Life's core values are Belonging, Learning, Well-Being, and Community, and are defined below:

- **Belonging:** We create a vibrant and inclusive living environment that fosters a sense of belonging and connection among residents, staff, and the broader campus.
 - **Learning:** We provide opportunities for academic, personal, and social development and empower students to explore their potential and pursue their goals.
 - **Well-being:** We promote a culture of respect, responsibility, and accountability to ensure health and safety.
 - **Community:** We promote meaningful engagement and interaction among residents through intentional programming, activities, and opportunities for dialogue, collaboration, and relationship-building.
- 



HOUSING & RESIDENCE LIFE CONTACTS

Hall/Office	Contact
Cypress RA On-Call	910-785-3603
Cypress RLC Office	910-775-4506
North & Belk RA On-Call	910-785-3602
North/Belk ARLC Office	
Pine RA On-Call	910-733-4711
Pine RLC Office	
Oak RA On-Call	910-785-3600
Oak RLC Office	910-775-4251
Courtyard Apartments RA On-Call	910-785-3609
Courtyard Apartments RLC Office	910-775-4516
Housing & Residence Life Main Office	910-775-4253



HOUSING & RESIDENCE LIFE STAFF



Dr. Kyle Smith
Associate Vice Chancellor
& Dean of Students



Evan Long
Director of Housing &
Residence Life



John Strahl
Associate Director
Residence Life



Ed Wittenberg
Associate Director
Housing Operations



Katonya Alford
Housing Assignments
Coordinator



Chenoa Chavis
RLC - Pine Hall



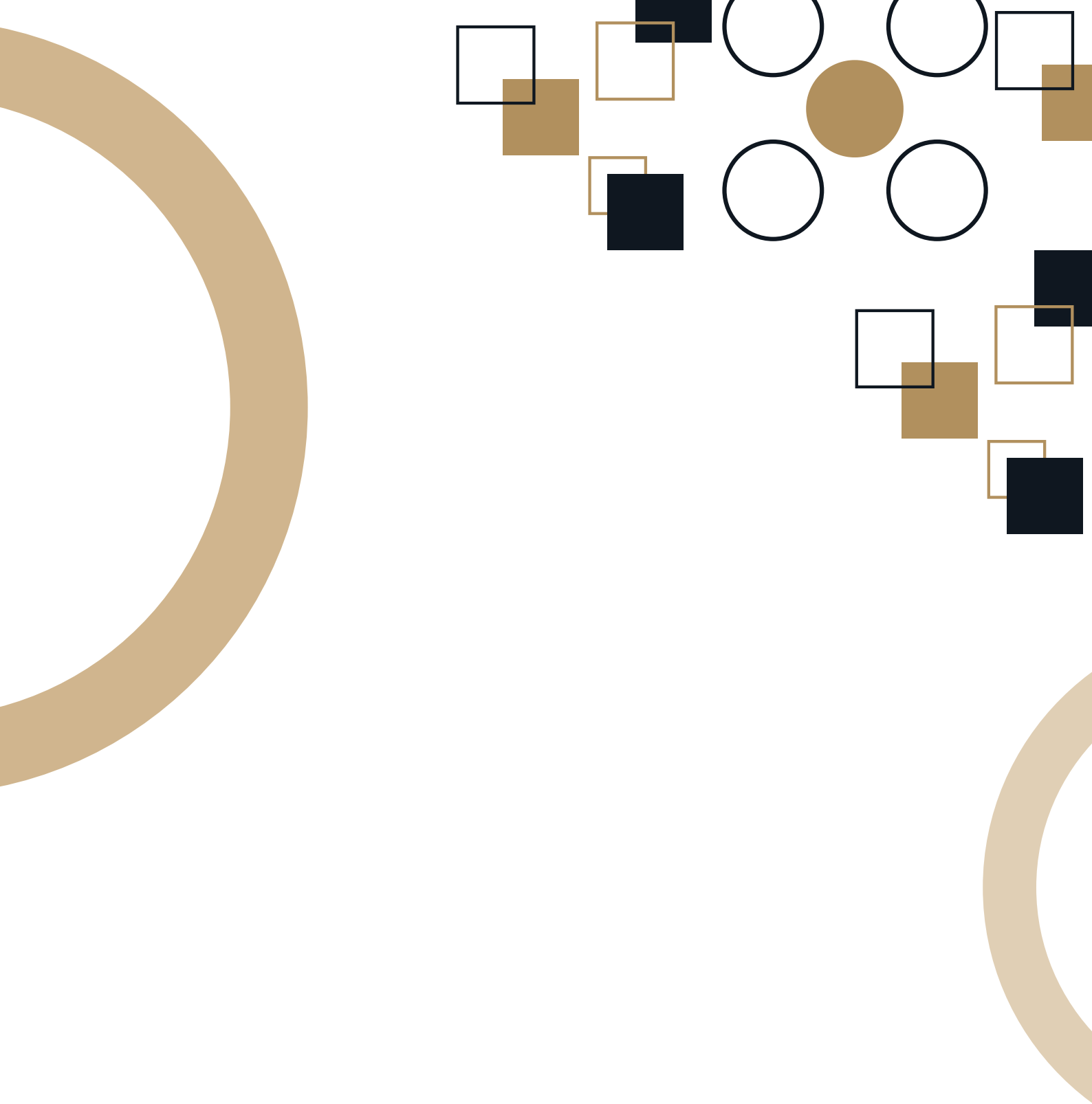
Shauna Wentworth
RLC - Oak, North, Belk
Halls



Geshon Pratt
RLC - Cypress Hall



Alex Johnson
RLC - Courtyard
Apartments



SECTION 2

HOUSING REQUIREMENTS & ASSIGNMENTS

FRESHMAN & SOPHOMORE RESIDENCY REQUIREMENTS

RESIDENCY REQUIREMENT

Per UNCP regulation 11.25.02, Freshmen & Sophomore students at UNCP are required to reside on campus during their first two academic years as members of the University.

WHO FALLS UNDER THIS CATEGORY?

For this requirement, a freshman or sophomore residential student is defined as any student (incoming or transfer) who will not be 21 years of age before the initial enrollment year and is registered for a course load of 6 credit hours or more.

HOUSING EXEMPTION & PROCESS

Students may request an exemption if they meet certain criteria such as: permanent residence of their parent or guardian live within a 40-mile radius from campus, legally married, parent or guardian with legal custody of children, veteran, 21 years of age before August 1 (fall semester start) or January 1 (spring semester start), or a student with a special need (documentation will be reviewed on a case-by-case basis). The deadline is July 31st for the fall semester and December 31st for the spring semester. The steps a student should follow are:

- Complete the "Petition for Housing Exemption" form found on the Housing Portal.
 - **Note:** The form requests two different forms of documentation for your exemption request.
- A committee will render a decision based on the information provided regularly.
- If you are unhappy with your decision, you may appeal to the Director of Housing & Residence Life for a final and conclusive decision.

NOTE: Freshmen & Sophomores who meet the residency requirements, but do not submit a Housing Agreement or are not approved for exemption, will automatically be assigned on-campus housing and will be required to pay for the room and meal plan for the academic year to satisfy the residency requirement.

PETITION FOR CONTRACT RELEASE

Students who have already signed and completed a Housing Agreement may request a contract release. Contract releases are considered in cases of significant, unforeseen circumstances that prevent a student from fulfilling their housing obligations. Submitting the form does not guarantee approval, and students remain responsible for all housing costs unless officially released.

Housing contract release petitions may be considered for the following reasons: marriage, veteran status, enrollment in a fully online program (verified through student account details), or other significant, unforeseen hardship.

ROOM ASSIGNMENTS & CHANGES

ROOM ASSIGNMENTS

UNCP considers student application information for living accommodations, but specific hall and roommate requests are based on space availability. Bed assignments are based on housing application date and available space. Room preferences are not guaranteed.

ROOM CHANGES

Room changes are offered in the first few weeks of each semester. This process allows students to move to another space on campus, based on availability. This is a helpful process for students who may not like their room assignment and would feel comfortable in a new space. Announcements regarding the process are sent out via email each semester. Students are encouraged to monitor their Bravemail for more information regarding the room change period each semester.

SPECIAL ACCOMMODATIONS

We are committed to providing reasonable accommodations to students with special needs. Students with a documented short/long-term medical condition may request special housing arrangements. If you have individual needs or circumstances that warrant special consideration, your request will be sent to and reviewed by the Accessibility Resources Center for approval/disapproval.

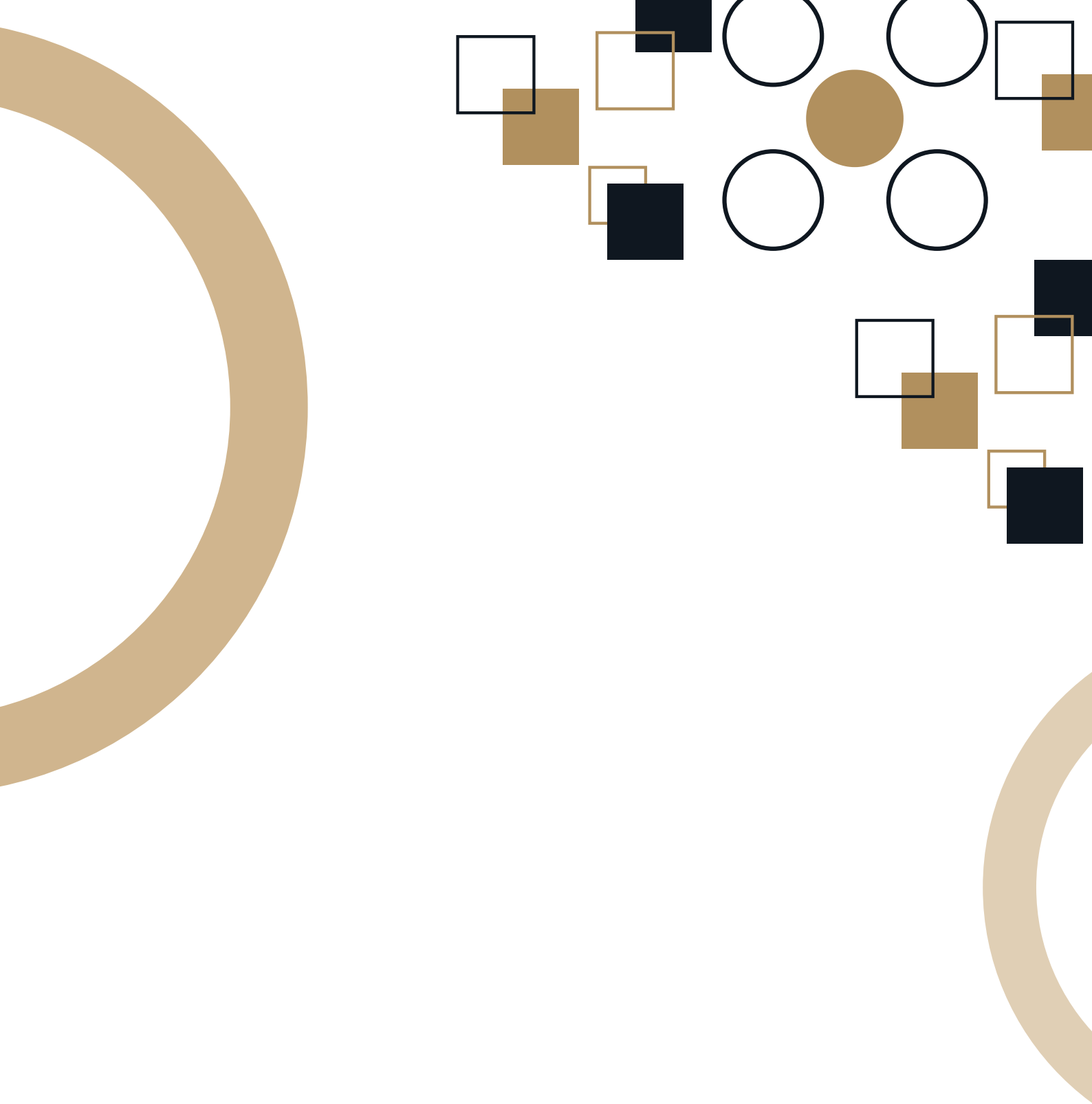
ROOM CONSOLIDATION

Housing & Residence Life reserves the right to consolidate vacancies in assigned rooms. If a vacancy occurs in an assigned room, the remaining resident (s) may be moved into another room or hall and paired with a roommate, or the student can pay additional charges based upon lowered occupancy of the room (if available). Consolidation can take place in the fall, spring, and summer semesters.

TERMINATION OF HOUSING CONTRACT

Campus housing is a privilege and not a right. The University will terminate a student's Housing Agreement when their behavior is disruptive or when their actions are abusive to the facilities. Violations that compromise the safety and security of residents will result in exclusion from the residence facilities and termination of the Housing Agreement. Termination of the Housing Agreement is not disciplinary in nature but is an administrative function consistent with providing safe and comfortable accommodations to all residents. However, termination of the Housing Agreement does not preclude disciplinary action by the University for violations of university rules, nor does it preclude civil or criminal proceedings in the courts where such action is appropriate.

Any appeal of the decision to terminate the Housing Agreement must be made to the Vice Chancellor for Student Affairs, whose decision shall be final. The Vice Chancellor's decision will be based upon the merits of each individual case.



SECTION 3

SAFETY, SECURITY & EMERGENCY PROCEDURES

ROOM INSPECTIONS & FACILITIES

HEALTH & SAFETY INSPECTIONS

Health & Safety inspections are completed twice a semester. Rooms are inspected by the Residence Life Staff, who visually inspect for cleanliness, prohibited items, and potential safety hazards. Staff will not uncover personal items without the resident's permission, except in cases of apparent violations or safety concerns. Rooms that do not meet standards are reinspected within 48 hours, and non-compliant students may be documented, referred to student conduct, or have fines imposed.

Although advance notice is not required, as a courtesy, Housing and Residence Life staff will endeavor to give advance notice of the window of Health and Safety Inspections. See Right of Entry/Search Policy for more information.

PEST CONTROL

Housing and Residence Life implements a proactive pest control program targeting ants, roaches, and other bugs in and around residence halls.

Students must grant exterminators access to the room and ensure there is clear access for spraying the floor and wall space, ensuring personal rugs or carpets are lifted away from the walls. Effective spraying requires dust-free floor areas. This treatment happens monthly and/or whenever needed. Residents cannot deny entry for this routine service.

Pine Hall - First Wednesday 10am-12pm

Cypress Hall - First Wednesday 1pm-3pm

Oak Hall - First Thursday 10am-12pm

Belk Hall - Second Wednesday 8am-10am

North Hall - Second Wednesday 10am-12pm

Courtyard Apartments - Third Wednesday 10am-12pm

MAINTENANCE & WORK ORDERS

All non-emergency maintenance requests (ex., burned out lights, dripping faucets) should be submitted through the housing portal or reported to a Housing and Residence Life staff member. If you are unable to contact a staff member, contact the Housing & Residence Life Office between the hours of 8:00am - 5:00pm Monday through Friday at 910.775.4253. To submit a work request, you must complete the following steps:

1. Log in to the Housing Portal by going to my.uncp.edu and search Housing & Residence Life.
2. Select the 3 dashes on the top left side. Under forms, select "Submit a Work Request"
3. Fill out all the requested information. Please be detailed and include a photo whenever possible.

Emergency maintenance requests should be reported **IMMEDIATELY** to Housing and Residence Life Staff. Emergencies can include but are not limited to: leaks, broken door locks, full power outages, no hot water, no A/C, or no heat.

Please remember that Housing staff are authorized to enter all residence hall rooms and apartment units to make repairs no earlier than 9:00am. This authorization also applies to non-requested repairs and preventative maintenance.

HOUSEKEEPING

Students are required to clean the common space and bathroom (if applicable). Housekeeping is not responsible for cleaning these spaces.

FIRE SAFETY

The following information provides a standardized process for evacuating a building. Students are encouraged to locate fire alarm pull stations, fire extinguishers, and the nearest exit route.

Here are the steps you should follow:

- If you smell smoke or other unusual odors suggesting a possible fire or conditions favorable for fire, immediately call 911 and Campus Police at 910.521.6235.
- Upon discovering a fire, immediately pull the building fire alarm pull station to sound the alarm.
- Upon activation of the building fire alarm, building occupants should evacuate using the nearest safe exit route. **DO NOT USE THE ELEVATOR.**
- Mobility-impaired individuals on upper floors should proceed to the nearest "fire-safe" stairwell for assistance by emergency response personnel. Contact Campus Police at 910.521.6235 and provide the location for rescue assistance.
- Building occupants should evacuate to the designated assembly location at least 150 feet from the building and report their location to your supervisor.
- Each building evacuee shall not re-enter the building until authorized personnel indicate it is safe to re-enter.

FIRE SAFETY EVACUATION PLAN

Each residential area has designated safe areas during fire alarms.

Cypress Hall

- Primary: The grassy area south of Cypress Hall.
- Secondary: The grassy area located near the west emergency exit door.

North & Belk Halls

- Primary: The sidewalk area directly in front of the main entrance to the Education Center.
- Secondary: The sidewalk directly in front of the Pine Hall Cul-de-sac.

Oak Hall

- Primary: The grassy area south of Oak Residence Hall, behind the Education Center.
- Secondary: The outside basketball court south of Oak Residence Hall.

Pine Hall

- Primary: The sidewalk south of Pine Hall in front of the entrance to the Joseph Administration.
- Secondary: The sidewalk directly in front of the Pine Hall Cul-de-sac.

Courtyard Apartments

- **Building 1000**
 - Primary: The grassy area southwest of the building near the entrance off of University Road.
 - Secondary: The basketball court located northwest of the building.
- **Building 2000**
 - Primary: The grassy area near the shelter located northeast of the building.
 - Secondary: The basketball court located southeast of the building.
- **Building 3000**
 - Primary: The grassy area north of the building, located between 3000 and 4000 buildings.
 - Secondary: The grassy area south of the building, near the entrance off of University Road.
- **Building 4000**
 - Primary: The grassy area north of the building, located between 4000 and 5000 buildings.
- **Building 5000**
 - Primary/Secondary: The grassy area southeast of the building, located between 4000 and 5000 buildings.

- **Building 6000**
 - Primary/Secondary: The parking lot is located north-northwest of the building.
- **Building 7000**
 - Primary/Secondary: The grassy area northeast of the building, near the maintenance shed.
- **Building 8000**
 - Primary: The grassy area northeast of the building.
 - Secondary: The grassy area northwest of the building.
- **Building 9000**
 - Primary: The grassy area southwest of the building.
 - Secondary: The grassy area northwest of the building, near the west entrance of the 8000 building.
- **Building 10000**
 - Primary: The grassy area northeast of the building, near the east entrance of the 7000 building.
 - Secondary: The grassy area northwest of the building, near the west entrance of the 7000 building.

FIREARMS & OTHER WEAPONS

No student shall possess or use firearms, explosive devices, or weapons of any kind on University property (residence halls) or at an event sponsored or supervised by the University or any recognized University organization. Such weapons may include, but are not limited to, guns, BB guns, air pistols, rifles, knives, martial arts devices, and bows.

North Carolina law, General Statute 14-269.2, prohibits any person, including a concealed handgun permit holder, from carrying a firearm, openly or concealed, on educational property or at a curricular or extracurricular activity sponsored by the university.

A person may legally possess a firearm on campus if the following exist:

- Must be a valid concealed carry permit holder;
- Must have a permit with you at all times;
- The weapon in question is a handgun only.
- Must be in your vehicle with the doors locked and placed in a secure container

INCLEMENT WEATHER

During periods of inclement weather, there may be certain periods of time when it is necessary for the University to be closed or class schedules altered. On the day(s) when the University is closed or the schedule revised, that decision will be made, if practicable, by 5:30am. Such a decision will be communicated to local radio and television by that time. For the latest information, please utilize the Emergency Notification Hotline at 910-521-6888 or visit the website at www.uncpalert.com.

HURRICANE

If weather is severe enough to warrant the evacuation of residents from the rooms, the following locations have been established:

Building	Location
Cypress Hall	Congregate along ground-level corridor of the Sampson Building
North & Belk	Congregate at the ground-level of Locklear Hall
Oak	Move from rooms to ground-level hallways, staying clear of glass hallway windows
Pine	Move from rooms to the ground-floor hallways, staying clear of glass hallway windows
Courtyard	Congregate along ground-level corridor of the Health Science Building

TORNADO

Persons are instructed to crouch, facing interior walls, with their hands behind their heads and their heads between their knees. They are to remain in this position until the all-clear signal is heard. The Campus Police are to notify persons when danger is over.

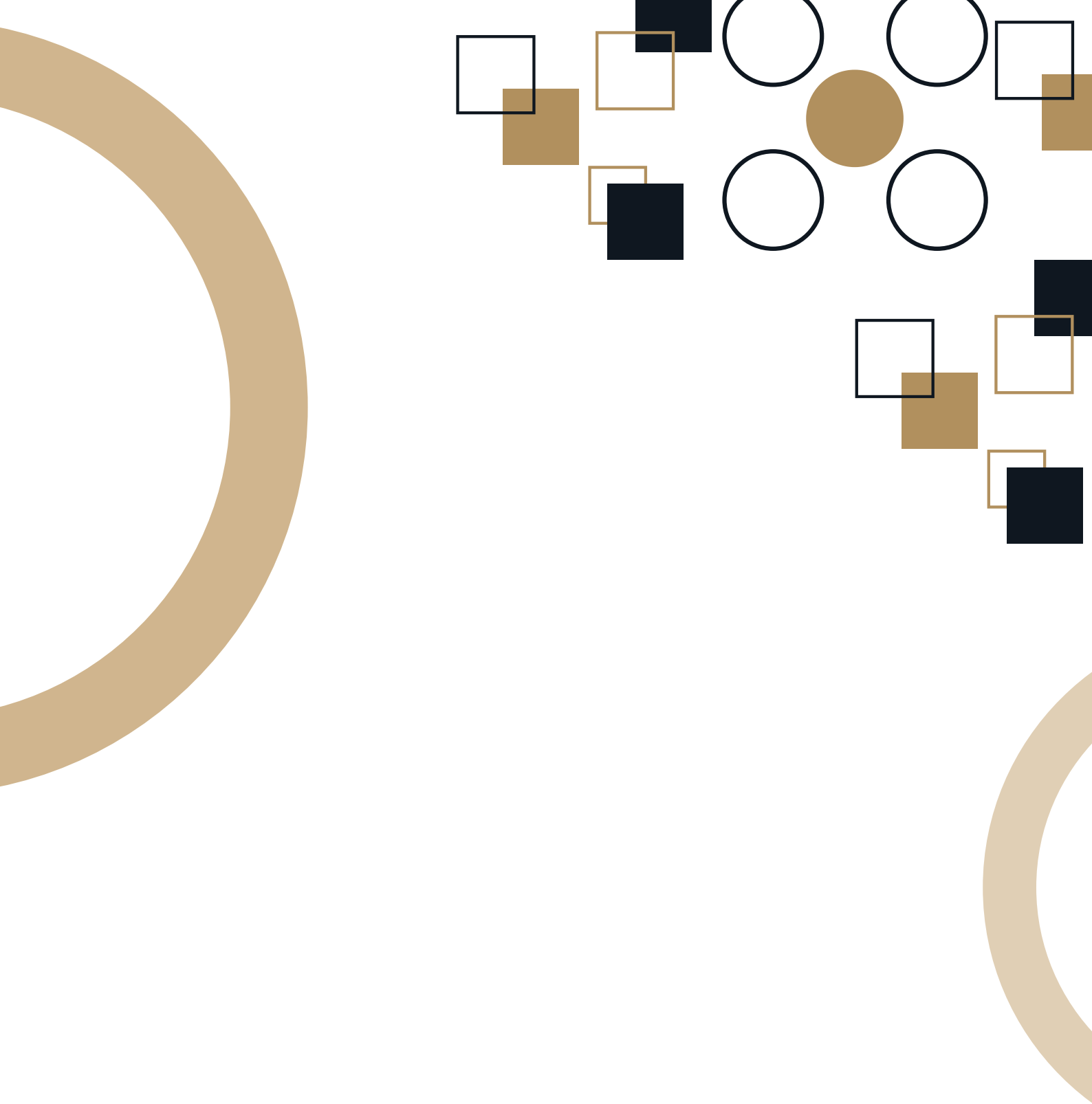
Students should close windows and doors and follow the procedures for the following locations:

Building	Location
Cypress Hall	Move from rooms to the ground-level and second-floor hallway and stairwells, staying clear of glass hallway windows and doors
North & Belk	Congregate along the second and third floor hallways, bathrooms, and stairwell
Oak & Pine	Move from rooms to ground-level and second-floor hallways and stairwells, staying clear of glass hallway windows and doors
Courtyard	Move to a ground-level unit and congregate in the living room area, staying clear of glass windows. Do not congregate in the stairwells.

SAFETY & SECURITY TIPS

1. **Secure Your Room:** Always lock your door when leaving, even if it's just for a short period. Ensure windows and doors are closed and locked when you're not present.
2. **Be Mindful of Strangers:** Don't prop open exterior doors or allow strangers into the building without verifying their identity. If someone you don't know asks to enter, direct them to contact building security or staff for assistance.
3. **Stay Vigilant:** Report any suspicious activity or individuals to campus police (910-521-6235 or 911) or residence hall staff immediately. Trust your instincts and avoid isolated or poorly lit areas, especially at night. As always, if you **see** something, **say** something.
4. **Keep Valuables Secure:** Keep laptops, tablets, and other valuable items out of sight when not in use. Consider using a laptop lock or securing items in a locked safe. Keep track of all serial numbers on your personal devices.
5. **Get to Know Your Neighbors:** Establishing a friendly relationship with your neighbors can foster a sense of community and provide additional support in case of emergencies. Look out for one another and communicate about any concerns or issues that arise.

By following these safety tips and staying aware of your surroundings, you can help create a safer living environment for yourself and your fellow residents.



SECTION 4

HOUSING POLICIES

FIRE & LIFE SAFETY

Open Flames and Flammable Materials (Candles, Incense, Grills, etc.)

Open flames and flame-producing or flammable items are not permitted inside or within 150 feet of all residence halls or apartments. Prohibited items include the use or storage of candles, candle warmers, incense, hookahs, propane stoves, gas/electric grills, charcoal grills, propane and gas canisters, charcoal, lighter fluid, and fireworks.

Cooking Equipment

The following items and activities are **prohibited** in residence hall rooms: electric frying pans, open-coil appliances, pressure cookers, gas, electric, and charcoal grills, deep-fat fryers, cooking with or extracting hot grease, and open-coil air fryers.

The following items are **permitted** in residence hall rooms: microwaves up to 1,200 watts, hot pots, hot plates, coffee makers, tea makers, closed-coil air fryers, and air popcorn poppers. These items must be attended and monitored at all times while in use.

In apartments and community kitchens, cooking appliances may be used only in the kitchen area and must be attended and monitored at all times while in use.

Electrical Appliances and Equipment

The following items and practices are prohibited in residence halls and apartments:

- Refrigerators exceeding 4.5 cubic feet and possession of more than one refrigerator per resident;
- Extension cords; surge protectors must be used instead;
- Daisy-chaining electrical devices or surge protectors;
- Electric or kerosene heaters; and
- Halogen lamps, oil lamps, heat lights, and lava lamps.

Battery Operated Recreational Micro-Mobility Devices

Micro-mobility devices, including electric scooters, electric bicycles, hoverboards, electric skateboards, and similar items, are prohibited inside all residence halls and apartment buildings. This prohibition includes bringing such devices into a building for storage, charging, or use. Batteries associated with these devices also may not be stored or charged inside residence halls or apartments.

Bicycles and Recreational Devices

The use of bicycles, scooters, rollerblades, skateboards, and similar recreational devices inside any residence hall or apartment building is prohibited. These devices may be stored in residential rooms with the approval of all occupants of the residential space. Motorized vehicles are prohibited inside residential buildings.

Hazardous Materials

Internal combustion engines, acids, automobile batteries, gasoline, and other fuels are prohibited in residence halls and apartments.

Fire Alarms and Evacuation

All residents must evacuate the residence hall or apartment whenever a fire alarm sounds. Residents must use the stairs and the nearest exterior exit door and must never use an elevator during an alarm.

Fire Safety Violations

Serious fire safety violations – including, but not limited to, tampering with fire safety equipment, covering smoke detectors, maliciously or negligently activating a fire alarm, or committing arson—are subject to a \$250 fire safety fee, may be referred to Student Conduct, and are subject to criminal charges.

Smoking

Smoking is prohibited within the residence halls and apartments. Violations of this policy will at minimum result in the following fees and actions:

- First violation: \$50 fee
- Second violation: \$100 fee
- Third violation: \$150 fee and immediate termination of the housing agreement.

BUILDING SECURITY AND ACCESS

Unauthorized Building Access

To maintain the security of campus housing, residents may not:

- Open secured outside entrance doors to allow individuals who are not residents of the facility into the building;
- Deliver, surrender, or otherwise relinquish possession of a room key, building key, or building access card to any other person; or
- Use a key or building access card to enter a building in which they are not a resident, or assist another person in doing so.

Windows, Screens, and Balconies

Window screens may not be removed, opened, or tampered with at any time, except in situations of imminent danger or when authorized personnel are installing air conditioners. Windows may not be used to enter or exit a building except during an emergency. Throwing or dropping objects from windows, balconies, breezeways, or porches is prohibited. Windows must remain closed and locked when the room is vacant.

Emergency Exits

Emergency exits in Housing and Residence Life facilities may not be used for routine entry or exit unless otherwise communicated by a University official. Placing combustible materials or obstructions in egress corridors or stairwells in campus housing is strictly prohibited by fire code. Access to the roof of any Housing and Residence Life building is strictly prohibited at all times.

COMMUNITY LIVING STANDARDS

Community Standards and Common Courtesy

The University operates on-campus student housing to provide students with a convenient, comfortable, and congenial living environment. Courtesy, respect for others, and personal responsibility are necessary to fulfill this purpose. Residents are expected to observe common courtesies, such as knocking before entering a room.

Visitation Policy

All residential facilities have open visitation. Open visitation means that roommates and suitemates establish restrictions based on each person's rights and needs. Respect for the wishes and well-being of one's roommate or roommates takes precedence over an individual's desire to host guests. Student housing facilities are restricted to residents and their guests. Each resident must immediately report any unauthorized visitor. Each resident of a room may host up to two guests at any given time. No more than 12 people may be present in a room at any given time.

Overnight Guest

Overnight guests are permitted only with the agreement of the roommate or suitemate. Overnight guests must be of the same gender and must be approved by the Residence Life Coordinator for the facility. Requests for overnight guests must be submitted at least 48 hours in advance. An overnight guest may not stay more than three consecutive nights or more than six nights during a semester. An overnight guest is any guest who remains in a residence hall or apartment between 1:00 a.m. and 6:00 a.m.

Responsibility for Guests

A guest is any student or non-student who is present in a residence hall, residence hall suite, or apartment at the invitation of, or while being hosted by, a resident. The host must ensure that each guest is escorted at all times while inside the residence hall. Each resident is responsible for the behavior of their guests. The host must ensure that each guest understands and complies with all University and Housing and Residence Life rules and regulations. If a guest is involved in a violation of any rule or regulation, both the host and the guest may be subject to administrative action, including visitation restriction, as well as referral to student conduct.

Quiet and Courtesy Hours

Quiet hours are in effect from 10:00 p.m. to 9:00 a.m., Sunday through Friday, and from 1:00 a.m. to noon on Saturday and Sunday. Quiet hours are in effect 24 hours a day during exam week. Courtesy hours are in effect at all other times. Students are expected to exercise common courtesy during courtesy hours. Violations of quiet or courtesy hours may result in mandated room change, visitation restrictions, and/or termination of housing agreement for multiple violations.

Shared Responsibility

Living in a residence hall is a shared community experience. Residents are expected to contribute to a safe, respectful, clean, and welcoming environment for all community members. Each resident shares responsibility for maintaining community standards, caring for common areas, respecting the rights of others, and promoting the safety and well-being of fellow residents. Residents may be held accountable for policy violations that occur in shared spaces—including suites, apartments, hallways, lounges, bathrooms, and other common areas—when responsibility cannot reasonably be attributed to a specific individual. In such cases, all residents assigned to the space may share responsibility for the violation and any associated charges, damages, or sanctions.

Surveillance or Recording

Engaging in surveillance or any form of recording without the subject's knowledge or consent in an area where there is a reasonable expectation of privacy, or broadcasting or distributing such material, is prohibited. The Code of Student Conduct prohibits making an audio, photographic, or video record of an individual without the individual's knowledge or effective permission in a place where the individual has a reasonable expectation of privacy when the recording is objectively likely to cause injury, embarrassment, or distress.

Pets and Animals

The student housing environment is not conducive to the presence of animals. Therefore, the University prohibits pets, including the pets of guests and visitors, except for freshwater fish, service animals, and emotional support animals approved by the Accessibility Resource Center (ARC). Items associated with unauthorized pets or animals—including food bowls, toys, bedding, cages, litter boxes, and similar supplies—are prohibited in residence halls and apartments. The resident is responsible for expenses incurred for damages and any necessary extermination of the resident's room and adjoining rooms.

Aquariums must be smaller than 10 gallons and are limited to one per room. During extended holiday breaks, power may be shut off, which could affect heating and lighting in student rooms. The University is not responsible for fish during these periods.

Violations of this policy will result in the following fees and required actions:

- First violation: \$50 fee and personal removal of the animal within 24 hours;
- Second violation: \$150 fee and personal removal of the animal within 24 hours; and
- Third violation: \$250 fee, immediate personal removal of the animal, and immediate termination of the housing agreement.

Recreational Activity

Casual recreational activity, such as playing catch, must take place outside residential facilities in a safe, unobtrusive, and non-disruptive manner. To protect residents, guests, visitors, and University property, team sports and activities that are organized or have the potential to become organized or physical must be relocated to an appropriate recreational area.

ROOM, FACILITY, AND PROPERTY CARE

Obstruction of Common Areas

Bathrooms, hallways, and breezeways must be kept clear of personal belongings and other objects that create a safety hazard.

Vandalism or Damage to Property

An administrative fee of \$50 will be assessed for any act of vandalism. This fee is in addition to the cost of repairs or replacement and any student conduct action.

Room Condition and Cleanliness (Including Trash)

Residents must maintain their living space in a reasonably clean and orderly condition. A violation occurs when a living space is found in a state that poses health or safety concerns or violates community cleanliness standards, including excessive trash, dirty dishes, food left out, or an accumulation of dirt, mold, or other unsanitary conditions. This standard applies to private rooms, shared common areas within a suite or apartment, and building common areas. All residents of a suite or apartment share responsibility for shared spaces; where individual responsibility cannot be determined, charges may be divided equally among the residents of the suite or corridor.

Trash must be properly disposed of in a designated trash receptacle or dumpster. Leaving bags of trash, litter, clutter, or discarded materials in common areas, hallways, breezeways, patios, or on adjacent grounds is prohibited.

Apartment and Room Personalization

All rooms in housing facilities contain standard furnishings, which must remain in the designated room. Students are responsible for the care of all University-provided furnishings. Furniture designated for indoor use must remain inside and may not be placed in hallways, breezeways, or on balconies. A \$25 fee, in addition to the cost to repair or replace damaged furniture, will be assessed for violations.

Unapproved Room Change

Residents may not move from one room to another without permission from Housing and Residence Life. A \$100 improper room change fee will be assessed, and the resident will be required to return to the originally assigned space.

Elevators

Each resident is responsible for the proper use and care of Housing and Residence Life elevators. Residents may not overload elevators or force elevator doors. Residents may not vandalize elevator buttons or remove lights from elevators. Behavior that causes an elevator to stop—including, but not limited to, excessive jumping inside an elevator car or holding elevator doors open—is prohibited.

POLICY COMPLIANCE

Inappropriate Use of Technology

Using a resource owned or controlled by the University, or using an information technology resource, for an illegal, threatening, or intentionally destructive purpose is prohibited. Prohibited conduct includes, but is not limited to, circumventing system or network security, committing copyright infringement, transmitting unsolicited email, sharing a University-issued password, falsifying an email header, and using resources for personal financial gain or profit.

Failure to Complete a Sanction

Residents must comply with the reasonable instructions of University officials, including Residence Life student and professional staff, acting in the performance of their duties. Failure to comply with such instructions or to complete administrative actions or obligations resulting from a prior housing violation may result in additional action, including termination of the housing agreement and/or referral to Student Conduct.

APPEAL PROCESS

Grounds for Appeal

A resident who receives a housing violation charge or fine may appeal the decision based on one or more of the below grounds for appeal.

Grounds for appeal are limited to:

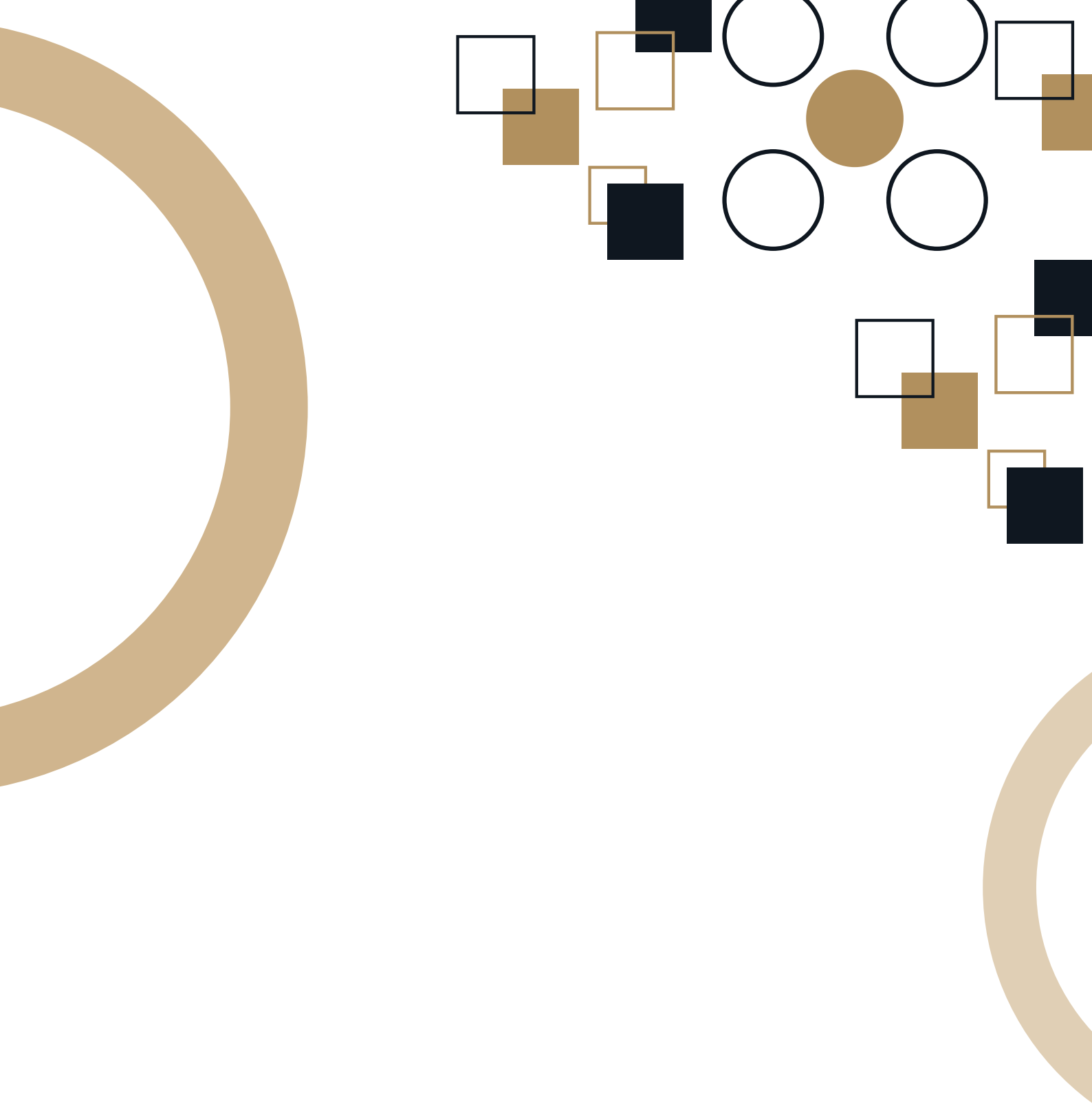
- A violation of the rights of the student has occurred.
- The fine(s) and/or imposed actions/restrictions are extraordinarily disproportionate to the violation(s).
- The discovery of new and significant information that would have affected the initial imposition of the fine(s) or imposed actions/restrictions and that was not known or could not reasonably have been discovered and/or presented prior to the appeal.

Documented warnings are not able to be appealed.

Appeal Procedure

A student that wishes to appeal must submit an appeal via email to *housing@uncp.edu* within 3 business days after receiving notice of the imposed fine(s) and/or imposed actions/restrictions. The appeal should separately state each ground upon which the appeal is based and should include all information the student feels pertinent to support their claims. Failure to submit an appeal within the set timeframe or failure to meet the grounds will render the decision of the imposition of fine(s) and/or imposed actions/restrictions final and conclusive.

Upon request, Housing and Residence Life will provide access to all information regarding the case to the student for the purpose of preparing an appeal. Housing and Residence Life will redact any such copy to exclude confidential records, including confidential information about other students.



SECTION 5

OTHER POLICIES

Alcohol

All individuals on campus or University property must comply with all applicable laws, regulations, and HRL and University policies regarding the possession, sale, distribution, and consumption of alcohol. Students, regardless of age, may not possess or consume alcoholic beverages within Oak Hall or Pine Hall.

- Alcohol is not permitted in bed spaces, suites, or apartments of residents who are ALL under 21.
- Those 21 or older may possess or consume alcohol in their room, suite, or apartment or in another space, suite, or apartment with an assigned resident who is also 21.
- Alcohol is permitted in suites or apartments when one or more residents assigned to the unit are 21, as long as those under 21 are not the owners of the alcohol and are not consuming it.
 - Bedrooms in an apartment or suite of a mixed-age unit take on the age of the resident assigned to that space. For example, if the student in Bed A is 22 and the student in Bedspace B is 20, then alcohol is only permitted in Bedspace A.

Drugs

The illegal use, possession, sale, delivery, and/ or manufacture of drugs (illicit or prescription) is not permitted. Possession of drug-related paraphernalia is also not permitted. Drug possession, use, or sale in or around residence halls is subject to Campus Police investigation and referral to the office of Student Conduct. Additional information can be found in UNCP's Drug and Alcohol Policy.

Gambling

UNC Pembroke expects students to comply with all laws prohibiting illegal gambling. Such prohibited activity includes but is not limited to: betting on, wagering on, sponsoring raffles, and selling tickets in the residence halls.

Business Enterprises

Students are not permitted to use residential living facilities for commercial activities, internet-related business, or operating a business out of university-provided housing.

Common Areas in the Residence Hall

No individual or group should engage in an activity that prevents the use of these common areas by assigned residents unless a reservation for the room is approved in advance by the Residence Life Coordinator (RLC).

Students are required to remove all trash and return all furniture to its original location before leaving the common area. The hall staff may restrict access to common areas if they are not being used and/or maintained properly by students.

Decorations

While students are encouraged to make their residence hall room feel like home, decorations (e.g., posters, flags, signs, writings, stickers, banners, clotheslines, suspended lights, etc.) must be utilized with care and consideration of the following standards:

Students are prohibited from:

- using nails or screws. Students are permitted to use command strips or tacks for hanging decorations.
- painting any part of the room.
- placing decorations on the sprinkler system, or in a way that causes tripping hazards, blocks egresses, or otherwise poses a safety concern.
- Decorations displayed within mutually assigned spaces must be agreed upon by all assigned residents of that space.
- displaying or storing items that pose a health or safety risk.
- removing any university furniture from the assigned room
- Placing décor on ceilings or egress doors.

NOTE: University staff have the discretion to remove or ask students to remove decorations, and students may be financially responsible for any damages.

University Furniture

Each resident is responsible for the loss or damage to furniture and other equipment in his or her room.

Since furniture has been inventoried to your room, furniture may not be transferred from one room to another or exchanged between rooms or suites. Bed risers are not to be used and are prohibited in the residence halls.

Furniture in the lobbies, student kitchen lounges, study rooms, etc., should not be moved from those areas under any circumstances. Disciplinary action and a moving charge of no less than \$50 may be assessed for any furniture or university property removed from public areas or resident rooms.

Right of Entry/Search Policy

The university reserves the right to enter a space for the following reasons without prior notice or permission of the resident:

- For the purposes of facility inspection, occupancy verification, maintenance, or repairs, including, but not limited to regularly scheduled health and safety inspections and pest control treatment;
- For the purpose of investigating suspected policy violation(s) based on observations or information obtained prior to entry;
- For the purpose of inspecting for firearms, explosives, weapons, or any substances, materials, or goods that may constitute a danger to persons in the residence halls or where their possession is a breach of this contract, of the standards and regulations of the University or the laws of North Carolina; and
- When there is reason to believe that the occupants may be in serious physical or psychological danger or distress, including the completion of safety wellbeing checks.

University Liability

The university does not assume any obligation or liability for loss or damage to items of personal property, which may occur in its buildings or on its grounds, prior to, during, or subsequent to the terms of the housing contract. This includes, but is not limited to, damage, loss, water damage, fire, theft, flooding, etc.

No interruption of utility services, heating, and cooling shall be deemed as an eviction or disturbance of students' use of facilities or render the university liable for damages unless the university willfully refuses to supply said services without cause or excuse. The student is strongly encouraged to carry insurance for protection against such losses and claims.

Solicitation/Signage Posting

Solicitation in the residence hall is prohibited. This includes posting on doors and sliding information under doors. Posted materials in residence halls must be approved by the Office of Housing & Residence Life. See UNCP Solicitation Policy for more information.

Lockout/Lost Key

Each resident will be issued only one room/apartment key. If the resident loses the key, promptly notify the Housing Office, Resident Life Coordinator, or RA. For security reasons, lost keys require the replacement of the lock and key. The cost for a lost key is \$65. Each resident will be allowed (2) complimentary key-ins per semester.

The following procedures have been established for students who become locked out of their rooms during weekdays and weekends/holidays:

Weekdays 8:00 AM to 5:00 PM: Attempt to contact a staff member at the front desk or the Residence Life Coordinator Office. If you were unsuccessful, please contact the main Housing office at 910-775-4253.

After-Hours, Weekends, and Holidays/Closures

Lockouts will be completed by the on-call Resident Advisors.