



# 2024 – 2025 HANDBOOK



## ABOUT HOUSING & RESIDENTIAL EDUCATION

### **WHY STATEMENT**

We believe that strong communities and relationships are transformative.

### **VISION STATEMENT**

We envision an intentional and inclusive community focused on healthy relationships and student success.

### **MISSION STATEMENT**

In alignment with Rowing Not Drifting this office's central mission is to equip students with the tools to

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engage in the transformative power of personal relationships and communities. We work with students, families, and our campus community to create a sense of home through intentional programming, one on one interactions, and serving as a connection point for students to campus resources. Through a social justice lens and experiential learning, we empower students to grow, learn, lead, and achieve.

### **OUR VALUES**

- **Inclusivity:** We recognize that the diverse communities and unique personal experiences of our students enhance our campus community. With this understanding we work to create environments where all students, families, and support people feel at home and welcome.
- **Integrity:** Truth, authenticity, and transparency are the foundation of the relationships we foster and the decisions we make.
- **Service:** As a referential resource, we provide thoughtful individualized assistance in an effort to empower our students to advocate for themselves and contribute to our campus communities. We apply the concept of “Servingness<sup>1</sup>” in interactions with our students, their support people,

## RESIDENT INFORMATION

Note: Topics are arranged alphabetically.

### **ABANDONED PROPERTY**

Resident understands and agrees personal property left at or in the formerly assigned room by resident following check-out and/or removal from housing is abandoned property and can be treated as such by Housing & Residential Education staff. Resident shall be charged for any costs incurred by HRE in moving or removing abandoned property from the previously assigned room. Abandoned materials will be subject to disposal at HRE staff's discretion. Unlicensed or inoperable vehicles left, at any time, in parking lots, or adjacent parking areas will be towed at the expense of the former resident. All costs associated with packing, disposal and/or towing will be billed to the former resident.

It is the resident's responsibility to check their space at check-out for all items. The Hall staff completing the check-out will make reasonable efforts to remind residents of items they did not pack. Items not found by Hall staff (e.g., In Closets, or left after a Conference will be bagged up in a trash bag with the Hall/Facility Name and Room Number where it was found as well as the date it was found and brought to the storage area behind the Neighborhood desk. Abandoned items will be stored for 30 days. After 30 days have elapsed, the items will be auctioned or discarded.

### **ANIMALS & PETS**

Students may bring the following animals or pets on campus:

- Cats or dogs approved through the Pet Friendly Residence Community in Belford Hall, Harrison Hall (Pet Friendly Floor) or Lawrenson Hall (Pet Friendly Floors). Students are permitted to have one pet per bedroom and must have a roommate who agrees to the terms and conditions of living in the Pet Friendly Community.
- Support Animals approved via the Disability Resource Center
- Fish, Shrimp, or other water-bound animals living in an aquarium, of 20-gallons or less. \*
- Service Animals or Service Animals in Training. Note: Service Animals living with students in University Housing must have up to date vaccination information on file with the Housing office.

\* Note aquatic animals such as frogs, tortoises, turtles, etc. That may live outside of the water are not allowed.

It is a violation of the UNC Student Code of Conduct Student Code for any student to provide knowingly false information about whether they have a disability for any purpose including, but not limited to, a request to be allowed to keep an animal on campus. Such violations subject the person to disciplinary outcomes under the Student Code. Among other things, providing false information regarding one's disability status adversely affects the ability of the University to respond to the legitimate needs of persons with disabilities.

Students living on campus who bring a Service Animal or Service Animal in Training must provide their Animal's vaccination records with HRE to comply with local municipal code. Students with a Service animal may complete a voluntary notification with the Disability Resource Center. All animals on campus except Service Animals and Fish (as described above) require approval through the Pet Friendly Residence Community process or Disability Resource Center. Students with unapproved animals will be required to remove the animal immediately and charged an unapproved animal fee of \$200. This fee will be applied to their student account. Upon discovery, an animal must be immediately removed to an off-campus location. HRE staff can provide contact information for a local animal boarding facility which may provide a student discount.

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The unapproved animal charge will be used to cover the cost of deep cleaning the facility. This charge only covers the cost of cleaning the facility. Any repairs or replacements of items will be charged beyond this fee. The animal owner is required to pay all such costs, even if the amount exceeds the amount of their deposit. Animal owners assume all responsibility for damage to university buildings, furnishings, and grounds caused by their animal(s). In the event that there are two animals or more approved or unapproved living in a residential space where damage from the animals has occurred, all residents should provide information to HRE staff about which animal caused damage. If HRE staff is unable to identify which animal is responsible for the damage, both residents may be charged for the damage. Damage charges are assessed on the severity of the damage, as well as the items that were damaged.

All animals, including service animals and service animals in training, should be crated, as applicable and as outlined in ESA and Pet Friendly Residence Community policies, when an animal is in a student's room when the student is not present. This will help to ensure that an animal is not let out should room entry occur from HRE, Facilities Management, IM&T, or other UNC staff.

If an animal is found in a facility in the event of an emergency, HRE staff will make efforts to ensure the animal is safe and secure. This may be by leaving an animal crated if that area of the facility is not specifically in danger. HRE staff will also make efforts to notify known animal owners if they are not present when an emergency occurs. In the event an animal needs to be removed to respond to an emergency, UNC staff may choose to remove it from University Housing, and the animal may be boarded off-campus at the student's expense.

In the event of an emergency, the university has designated tornado staging areas in all resident halls that can be found in every building. Know these locations and make sure there is plenty of room for you and your pet. These can be viewed on Ursa under the Safety Tab. There are some considerations to keep in mind when sheltering in place with a pet. Many of the university tornado staging areas are primarily in hallways of residents' halls or small rooms. Many animals feel nervous when they feel trapped or crowded, please be aware of this and try and keep pets' calm. In some cases, a muzzle or crate might be needed for the safety of other residents.

Emergency personnel (first responders) will do their best to rescue pets during a fire, but their priority is to rescue people first. If a situation is too dangerous to get a pet out safely then emergency personnel might not be able to check on the animal. If you are able to evacuate with your pet, then do so. Do not go back to your resident room to get your pet during an evacuation or emergency. 7 If there is an emergency, on-campus housing residents will not be permitted to reenter the building to get their pets until emergency/UNC personnel have re-opened the facility and it is safe to reenter.

See Also: Support Animals, Entry into Student Rooms, Inspection Of University Premises, Personal Property Insurance, Pets, Repairs, Maintenance & Work Orders, Service Animals

### **BIDETS**

Residents that choose to have a bidet attachment for their toilet in a room or apartment with a private or semi-private bathroom may do so with this product Chicago Faucets 442-83044CP Wall Mounted Bidet Fitting <http://bit.ly/2HVHdBq>, which is roughly \$320 to purchase the product.

Any other proposed bidet models will need to be presented to the UNC: Housing office which requires a full spec sheet delivered via email to ([Housing@unco.edu](mailto:Housing@unco.edu)) before purchase. Other bidets will be reviewed for durability, quality, code compliance and will require written approval from UNC Housing Services. Residents living in facilities with community bathrooms must also seek approval from UNC Housing Services prior to requesting an installation of a bidet in a community restroom to determine the most appropriate way to accommodate this desired addition without disrupting the community.

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UNC Facilities Management plumbing staff must install and remove approved, and owner purchased bidets by request at a cost of \$290 total for installation and removal. The cost will be billed to the resident and the bidet is yours to keep upon move-out. **Residents are responsible for water damage if bidets are misused or self-installed.** The total cost for the approved Chicago brand bidet with installation and removal is approximately \$600. This charge includes the following:

1. Procurement of the University approved bidet Chicago Faucets 442-83044CP Wall Mounted Bidet Fitting <http://bit.ly/2HVHdBq>;
2. Installation of bidet attachment in a fashion that is secure and compliant.
3. Reversing this process at the time that you move out, for no additional charge.
4. All labor is necessary to complete the process.

Due to aesthetics, quality, liability and, most importantly, safety concerns, residents are not permitted to install their own bidet attachment. Persons who choose to install their own bidet attachment will be charged for damages incurred and Facilities Management Staff will be contacted to remove and professionally install the approved bidet at the resident's expense.

### ***Removal Process***

To have the bidet removed, please place a work request using the Work Request Input process to remove the unit as well as the desired removal date (must be a business day between 8 AM – 3:30 PM). UNC staff will do their best to accommodate this requested date, but it may not be possible due to staffing levels, so we recommend residents request the removal well in advance of their desired departure date.

### ***Damage and Neglect Policies***

Residents are responsible for damage to the facility caused by an improperly installed or utilized bidet. Damage and Neglect Policies can be found on the Contract Terms and Conditions located here:

### ***Bicycle Registration***

To register your bicycle, fill out the bicycle registration form on the UNC Parking Services website: <https://www.unco.edu/parking/permits/bicycle-permits.aspx>. After the form is complete bring it to the Parking Services office at the University Center. You will receive a U-lock when you register your bicycle. It is a good way to help prevent bicycle theft. UNC Police recommends the use of a U-lock. UNC recommends cable locks be used as a secondary lock with a U-lock.

### **BREAK HOUSING (THANKSGIVING, WINTER, & SPRING BREAK)**

Residence Halls, Arlington Park Apartments, and University Owned Houses are open over thanksgiving, winter break and spring break. During these times, residents are not required to vacate the residence halls nor remove their belongings in their rooms.

### **BREAK HOUSING (SUMMER BREAK)**

Most residence Halls and University Owned Houses are closed over summer break except Summer School housing facilities. Arlington Park Apartments are open over summer break. In closed facilities, residents are required to vacate their space and remove their belongings even if they have renewed into the same space for the following academic year. Residents needing housing during all or part of summer break should contact the main housing office to make arrangements.

### **CANNABIS/MARIJUANA PROHIBITED**

Federal law classifies marijuana as an illegal drug. There is no exception in federal law for Colorado State recreational marijuana use or medicinal marijuana use. UNC

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to their settings/bunked status.





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- Areas of public assembly or areas of construction
- Photograph, video, or other electronic monitoring of UNC property; and/or
- The use of drones for hobby or recreational use

### **ELEVATORS**

Many of UNC's facilities are equipped with elevators for your use and convenience. It is important that basic safety measures be observed at all times. Please obey load limits, refrain from horseplay in elevators, and do not attempt to stop elevator doors from closing. In case of an elevator failure, please use the call box to call for help. Never attempt to exit a malfunctioning elevator without safety personnel present to assist in your evacuation. Vandalism to elevators, including damage caused by horseplay or willfully disobeying elevator safety guidelines, is considered a violation of HRE Standards of Conduct.

See Also: Repairs, Maintenance & Work Orders

### **ENERGY CONSERVATION**

UNC is proud to help you conserve energy and recycle. Please be energy conscious in your room by observing the following guidelines:

- Turn off appliances and electronics when they are not in use,
- Turn off the lights in your room when you are not there.
- Close and lock the windows when you leave.
- Report leaking faucets/pipes to your Neighborhood desk or through the Work Request System
- Use provided recycling bins.

Note, blue recycling bins are located in each room or suite to help you sort recyclables, these can be disposed of in residential community dumpster enclosures.

There are many ways to help conserve on the UNC campus, so please do your part to help the environment. <https://www.unco.edu/sustainability/what-we-are-doing/recycling.aspx>

See Also: Repairs, Maintenance & Work Orders

### **ENTRY INTO STUDENT ROOMS**

The university reserves the right for university personnel (other than university police, whose access will be described separately below) to inspect all University premises, including student residence rooms.

University personnel may enter student residence rooms:

1. To perform "Scheduled Work" that is either required or requested (e.g., routine cleaning, maintenance, repair, or inspection), or hall closing procedures (for occupied rooms during break periods or summer);
2. To perform emergency repairs (e.g., plumbing leaks, electrical issues, or other life/safety issues);
3. To perform health and safety checks to confirm that standards of cleanliness and fire and life safety guidelines, and UNC property are maintained, to investigate security concerns, or issues regarding the endangerment or well-being of any person, pet, emotional support animal, or service animal; and/or
4. Based upon "reasonable grounds," as described below in this paragraph 4, that a violation of the Student Code of Conduct and/or the Housing & Residential Education Handbook has occurred. Prior to such entry as described in this paragraph 4, an affidavit shall be signed

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by the Executive Director of Housing & Auxiliary Services, or their designee, that states the reasonable grounds that exist to believe that such violation has occurred and that entry into the room is necessary by the university personnel to search for a specified item or items which, if found, may be used as evidence against the student. A copy of the affidavit shall be left in the room at the time of entry.

If reasonable and appropriate, HRE will give residents two business days' notice of all Scheduled Work, which is performed customarily between 9:30 a.m. and 5:00 p.m. Monday through Friday when university-owned student residence rooms are open. When university-owned student residence rooms are closed (such as during break or summer), residents of unoccupied rooms will not be provided two business days' notice, however, all occupied rooms will have an "occupied" sign placed on the door and will be provided two business days' notice before entry for Scheduled Work.

If a student resident needs another person to access their room for check-out, to care for a pet, emotional support animal, or service animal, or other matter that requires entry into their room, the student resident should contact their hall staff (Resident Assistant, Community Assistant, Assistant Residential Coordinator, or Residential Coordinator) to arrange for room access.

A university police officer may enter a student residence room in the following circumstances:

1. With a warrant for the arrest of a resident of the room, or with a search warrant for the room;
2. With the consent or invitation of one or more resident(s) of the room;
3. At the request of the Executive Director of Housing & Auxiliary Services, or their designee, to accompany residence hall staff to protect their safety and that of the residents (including but not limited to examining and/or 2 (y)4(W)-2 (it)2 (y)6 (d) ( 2 ((t)-2 ( (ud)1k)10 (pol) ( H)6 (t)2 (e) Atng a(at)2 (i)6 se ge f ( t)2 Puxyi0 Tc 0 Tw 25.07.78d[A]1 , A p (t)12 ()6 (v)4 o( E)1n20 Tc 0 Tw 25.04.8Td( )TjoEMC 04 Tw -3Tw Tw -33.0.56d[A]1 flv(i)6 e 1

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adjustable to three or more heights “tool-free,” and bunkable with pins available at your Neighborhood desk. Housing & Residential Education staff members can provide you with instructions and rubber mallets for adjusting your bed. Any damage incurred from personal adjustment of the bed is the financial responsibility of the resident. Any alterations to room furnishings, including the curtains, blinds, drapery, beds, desks, or closets, may result in fines to cover the cost of repair or replacement.

The university also provides furniture public and shared areas in residence halls, apartments, and houses as well as exterior furniture; this public area furniture in public areas is to remain in its place for the convenience of all residents and their guests.

See Also: Personal Property Insurance, Repairs, Maintenance & Work Orders

### **KEYS & CARD ACCESS**

Access to your room will be given through a key and/or access added electronically to your UNC ID card. A room key will be issued to you, or your UNC ID card will be encoded for you upon check-in to your housing assignment. It is the resident’s responsibility to carry their UNC ID card and room keys (if applicable) with them so that they may have access to their building and room. Only residents assigned to a particular living assignment should have a key and/or card to that room. **Never lend your key/card to another person.** You should not share your Personal Identification Number (PIN) for your UNC ID with others. Duplication of room keys violates occupants’ right to safety and will result in a charge for a lock change and possible disciplinary action. To protect your belongings and personal safety, always close and lock your door when you are sleeping or away from your room. The University is not liable for personal property loss or damage.

### ***Lockouts, Lost Keys & Cards***

If you become locked out of your room, the neighborhood desk has lock-out keys/cards available for a limited number of check-outs. Only residents of a room may check-out the lock-out keys/cards for that room. If you lose or misplace your key, report this to the Neighborhood desk immediately. You will be charged for a lock change; however, your personal safety and belongings will be protected. If you lose or misplace your card and reside in a room with card access, report this to the Neighborhood desk immediately for a lockout card to be issued. You will need to visit the UNC Card Office to purchase a new UNC ID card and have it re-encoded at the Neighborhood desk. Report any problems with locks or keys to your Neighborhood desk immediately or through the work request system. Intentional jamming or propping of doors and/or locks may result in charges for damages and/or disciplinary action. A charge for a lock change will be assessed if a lock-out key is not returned on time. A charge for a card replacement will be assessed if a lock-out card is not returned on time. Obtaining a lockout key/card may have a fee associated depending on time of year or amount of lockout cards/keys that have been checked out in the past. Any charges for lockout keys/cards will be charged to the student’s account. Residents attempting to access a lockout card/key after their move out date is a violation of the Housing and Residential Education’s standards of conduct.

- Lockouts during the first week of the Fall and Spring semester are “free weeks” and there is no charge for a lockout.
- The 1<sup>st</sup> lockout outside of the “free weeks” has no charge.
- The 2<sup>nd</sup> – 5<sup>th</sup> lockout is a \$10 charge per lockout will be charged to the student’s account.
- The 6<sup>th</sup> – 9<sup>th</sup> lockout is a \$15 charge per lockout will be charged to the student’s account.
- After the 10<sup>th</sup>+ lockout students will meet with their hall staff to discuss strategies

See Also: Personal Property Insurance, Repairs, Maintenance & Work Orders

## **LAUNDRY FACILITIES**

Washers and dryers are available in each residence hall, house, and in Arlington Park Building 1, for those units without in-apartment equipment. Many apartments in Arlington Park have a washer and dryer in the unit. Costs for the operation of the laundry equipment are included in the cost of your Housing contract. It is the resident's responsibility to ensure all laundry is appropriately attended while in shared laundry facilities. We encourage residents to use liquid detergent over laundry pods for the best results in our type of laundry equipment. Note, residents choosing to use laundry pods should put the pod in directly with the clothing rather than in the soap tray. The University is not liable for damaged, lost, or stolen items. Items left in laundry rooms may be considered abandoned property.

### ***Laundry Monitoring***

To check on the status of an equipment in shares laundry rooms in the residence halls or Arlington Park Apartments, check out the UNC App or visit: <https://www.unco.edu/living-on-campus/housing/laundry.aspx> Click your Neighborhood and select your building and laundry room. Set your email or text alert and you are done! To report malfunctioning machines, call JETZ at 1-800-530-5692 or log onto [www.JETZservice.com](http://www.JETZservice.com) or download the Jetz Service App. Please note the building name and machine number for repairs. If you are having trouble reporting malfunctioning machines, you can also submit a work request.

See Also: Abandoned Property, Personal Property Insurance, Repairs, Maintenance & Work Orders

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the package contents would then be considered abandoned property and be donated or discarded. Housing & Residential Education is not responsible for lost, stolen, or misdelivered packages to campus. Our desk staff are unable to receive/sign for mail that is Adult Signature Required.

Note: Amazon deliveries and packages do not allow for forwarding or returning to sender and would immediately follow our process for notifying students of the package and giving the opportunity to claim the package within 30 days.

Lettered mail for residents will be distributed into resident mailboxes. Residents will receive the mailbox combination from the Neighborhood staff on check-in.

For more information on sending mail to campus, finding your residence hall addresses, and more, visit: <https://www.unco.edu/living-on-campus/housing/mail-information.aspx>

See Also: Abandoned Property

### **MISSING PERSON NOTIFICATION POLICY**

When UNC determines that a student who resides in on-campus housing is missing, UNC personnel will notify the UNC Police at 970-351-2245 no later than 24-hours after the time the student is determined missing. UNC personnel will also notify the hall staff (Resident Assistant, Community Assistant, Assistant Residential Coordinator, Residential Coordinator) or on-call staff. In addition to identifying a general emergency contact person listed in the student's housing contract, a student residing in on-campus housing has the option annually to confidentially identify a separate person to be contacted by UNC no later than 24-hours after the student is determined to be missing.

Students are not required to designate a separate individual for this purpose and if they choose not to do so then UNC will assume that they have chosen to treat their general emergency contact as their missing person contact. An optional confidential person can be added at <https://www.unco.edu/housing/forms/>. If the student is under 18 years of age and is not emancipated, the institution is required to notify a custodial parent or legal guardian no later than 24-hours after the time that the student is determined missing, in addition to notifying any additional contact person designated by the student. A student's confidential missing person contact information will be accessible only by authorized campus officials and by law enforcement during the course of an investigation and will not be disclosed outside of a missing person investigation.

### **PARKING**

A parking permit is required to park in all parking lots on campus. No free parking is available in UNC lots. Limited enforcement may happen at the start of the fall semester and the end of the spring semester. Annual parking permits may be purchased online beginning August 1<sup>st</sup>.  
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- find and resolve the issue.
- Click the Save button.

Reporting needed repairs to UNC Laundry Equipment is covered under Laundry Facilities section.

Needed repairs to UNC network infrastructure such as ethernet ports or Wi-Fi access can be reported to the Technical Support Center at <https://help.unco.edu/> please provide details including your facility/building, room or apartment number, Your Full Name, Your preferred contact phone number with area code, and your full UNC email address ending with @unco.edu email in these requests. If you have any issues accessing or completing the form, contact the Technical Support Center (TSC) at 970-351-4357 for assistance.

See Also: Animals and Pets, Entry Into Student Rooms, Laundry Facilities

**ROOM BUY OOC**

## **ROOM CHANGES/MOVES**

If you are having difficulties with your roommates/suitemate, staff members can help you resolve conflicts before a room move is necessary. If you are experiencing roommate conflicts, please speak with your hall staff (Resident Assistant, Community Assistant, Assistant Residential Coordinator, or Residential Coordinator) or Neighborhood desk. Most times, a staff member will be able to help you and your roommate work through difficulties. Remember, living with roommates is an adjustment and part of the adjustment is learning to resolve conflict in a respectful and adult manner. Your staff are here to help you do this.

If you wish to change residence hall rooms, you must have the written approval of your hall staff (Assistant Residential Coordinator, or Residential Coordinator) before moving any of your belongings. If a room move is approved by your hall staff, you must officially check-in to your new room and check-out of your old room. Room and/or board charges will be assessed the day you officially check into your new room, and remaining charges will be prorated for your original building. If you fail to properly check-out from your original residence hall room, you may be billed for this room in addition to the room you are currently occupying until you properly check out of your original room assignment. The Room Move Interest Form will be available here near the start of each semester based on occupancy/availability: <https://www.unco.edu/living-on-campus/forms.aspx#housing>

Students who move without completing this process may be required to move back to their original space and may be charged with violation of the Student Code.

Room moves may affect your meal plan. Contact Dining Services <https://www.unco.edu/living-on-campus/dining/> or 970-351-2652 if you have questions regarding how a room move may affect your meal plan. The University reserves the right to change room assignments to promote the well-being and safety of residents, accommodate students with DRC accommodations, or to manage vacant spaces.

See Also: Check-in Procedures, Check-out Procedures, Consolidating Vacancies, Disability Resource Center Accommodations, Roommates

## **R**



room (i.e., telephone, refrigerator, etc.).

- The right to be free from peer pressure or ridicule regarding your choice to abstain from alcohol consumption or substance use.

## **ROOMMATE AGREEMENT & MEDIATION PROCESS**

UNC is committed to assisting students in developing skills necessary to engage in healthy conflict management. Housing & Residential Education staff address roommate conflicts and room changes. The Dean of Students office is available to assist students in learning skills related to conflict styles and management techniques but is not responsible for the Roommate Agreement or Mediation process. To encourage open, honest, and healthy conflict management, HRE staff will assist students in navigating conflict using the Roommate Agreement and Mediation Process as outlined below. It is also important to note that HRE expects students, not support people, to work through these processes.

Students will be asked to complete a survey prior to talking with roommates and suitemates. This survey is designed to get to think about personal preferences, potential stressors, and boundaries related to the upcoming living situation. Residents will then be asked to complete a Roommate Agreement with individuals that they share a living space with. This process occurs at the beginning of the academic year and/or when new residents are introduced into the space. We expect that all residents of the living space be present and participate in a collaborative process to fill out the agreement. If residents are unable to complete this process in a productive and respectful manner, they are encouraged to reach out to their Resident Assistant (RA)/Community Assistant (CA) for assistance. Once an agreement is formed, and all residents agree to the information that is written in the Agreement, they will submit the Agreement via email to their RA/CA.

When conflict arises, student's RA/CA will provide tips to residents in the rooms regarding healthy and effective communication and managing conflict. If residents are unable to resolve the conflict amongst themselves, Housing & Residential Education staff are available to assist in mediating the conflict. If residents are seeking mediation, they should email their RA/CA to initiate the process. If residents are unable to come to a resolution through the mediation process, the RA/CA will submit an Incident Report to initiate a Formal Roommate Contract process to be coordinated by their Residential Coordinator. Students violating the provisions of the provisions of the formal roommate contract may be required to change rooms and may also be charged with violation of the Student Code. HRE may relocate resident(s) including but are not limited to the following reasons:

Incompatible roommates where there is no clear aggressor, but the safety and wellbeing of each of the residents is of concern.

Roommate issues where students are hostile or passively hostile to each other.

## **SERVICE ANIMALS**

Service Animals or Service Animals in Training living with residents in University Housing must have up to date vaccination information on file with the Housing office. Please notify Housing & Residential Education at [housing@unco.edu](mailto:housing@unco.edu) with animal records including up-to-date vaccination records.

Students are also encouraged to voluntarily notify the Disability Resource Center ("DRC") (s)4 (nr)6 (ous)4 (0 Tw 39.58-37.035 Td1[R)6 (se (S0 (a-4r)7 (c)4 Tc -0.002 Tw 12 0 0.9[w)6 (3 C)6 (t)2 (y)4 0.28 0 Td[h(oom)



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***Dialing Instructions***

- To make a campus call: Dial 1 + the last four digits of the phone number
- To make a local call: Dial 8 + the seven-digit phone number
- To make a long-distance call: Requires the use of a private calling card.

See Also: Repairs, Maintenance & Work Orders

**HEALTH AND S**

***If you are trapped in a fire***

- Remain calm.
- UNC facilities are designed with fire safety materials to withstand a quick-spreading fire.
- Utilize wet towels or bed linens to prevent smoke from entering under the door to your room.
- Open the window. (Rooms on the first floor will be able to vacate this way).
- Use a phone to dial 911 as well as draw attention to yourself through your window by waving a large sheet or towel.
- Stay low in the room to reduce smoke inhalation.
- Plan ahead and think about what you would do in the event of a fire in the residential community. Have a plan in place in the event of an emergency. Knowledge and preparation are your best bets for surviving a fire.

**IMMUNIZATION**

Colorado state law requires all students who were born on or after January 1, 1957, to provide proof of two vaccinations for measles, mumps, and rubella prior to enrollment at UNC. The completed immunization record must:

- Include your name and birth date
- Show proof of two vaccinations for measles, mumps, and rubella (MMR) given no earlier than 4 days before the student’s first birthday. There must be at least twenty-eight calendar days between the two vaccinations.
- Include the day, month, and year of vaccinations.
- Be signed by a doctor, nurse, or school official and dated after the last MMR.

Additionally, college students who live on campus are at increased risk of contracting meningococcal disease. The Centers for Disease Control (CDC) recommends that all incoming students who will be living in the residence halls be vaccinated against these deadly bacteria. Since 2011, the CDC has recommended that if a student has received a meningococcal vaccine before age 16, they should receive a one-time booster dose, preferably between ages 16 and 18. If the first dose was given after the 16th birthday, a booster is not needed. For further information about these and other vaccines see UNC’s Student Health website: <https://www.unco.edu/student-health-center/> .

UNC may require testing for tuberculosis, see <https://www.unco.edu/student-health-center/tuberculosis-testing.aspx>

**PANDEMIC QUARANTINE OR ISOLATION**

Should it be necessary through federal, state, or local issuance of guidance about a public health emergency, students may receive direction on quarantining or isolating. Directions and guidance on this process will be provided to students through a university official, if applicable. Please pay

attention to the Public Health Guid (2025) 21.08 and (2025) 21.02 (T), T (2025) 21.04 (3) and (2025) 21.07 (1) (u) (e)



## **OFFICE OF INSTITUTIONAL EQUITY AND COMPLIANCE PROCEDURES**

When a sexual assault victim contacts the UNC Police, a representative from the Office of Institutional Equity and Compliance (OIEC) will be notified, and, if requested by the student the Assault Survivors Advocacy Program (ASAP) will be notified.

The investigation may be pursued through the criminal justice system and OIEC or only the latter. The determination to file criminal charges will be made during the course of the investigation with opinion from the District Attorney's office. To report a sexual assault and initiate the UNC disciplinary process, students can contact the UNC Police Department at 970-351-2245 or OIEC at 970-351-4899.

The disciplinary process that will be initiated if the accused is a student, is outlined in detail in the Discrimination Complaint Procedures (DCP) and the Student Code. Both the complainant (victim) and respondent (accused) in the disciplinary process have certain rights, including the right to be accompanied by an advisor at all meetings. Both the complainant and respondent will be informed of the outcome of the hearing, and both have the right to appeal the outcome. Students found responsible for committing an act of sexual misconduct may be suspended or expelled from the University.

The UNC disciplinary process is separate from the legal process. Students investigated and judged through the Discrimination Complaint Procedures and Student Code may also face criminal prosecution through the court system

Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault if such changes are reasonably available. An OIEC Case Manager is available to discuss and coordinate room changes, schedule adjustments, and other measures by calling 970-351-4899.

### **SEX OFFENDER - REGISTERED SEX OFFENDERS PROCEDURE**

In accordance with Colorado state law (CRS 18-3-412.5, Failure to register as a sex offender), sex offenders are required to register with the UNC Police immediately upon arrival to the campus. UNC Police will notify HRE administration when a registered sex offender appears to have been assigned to university housing. HRE staff, university administrators, and campus legal counsel, will review the student's ability to live in university housing. The sex offender registry requirement also extends to those that wish to live with a student in Arlington Park apartments, Lawrenson Apartments, or University Owned Houses when the entire apartment / house is rented. Students in Residence Halls are prohibited to have someone else live with them without a housing contract.

### **SEXUAL ASSAULT PREVENTION AND RESPONSE**

UNC is committed to creating a safe environment for visitors, students, faculty, and staff on campus. Below is an overview of UNC's prevention and education efforts and information about how UNC responds to allegations of sexual assault. You will also find resources and information if you or a friend has been affected by sexual assault.

### **RESOURCES AND UNIVERSITY RESPONSE**

If you believe you have been a victim of sexual assault, you may be confused about what has happened to you or where to go for help. You may be hesitant to tell anyone about it or you may want to act as if nothing happened. It is important to seek help and UNC has many resources on campus to assist you.

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Some of these resources are confidential and others are not. If you are unsure about whether a sexual assault has occurred, or if you are not sure you want to report a sexual assault to the police, you should contact one of the confidential resources listed below:

Resource	Contact Phone Number	Website
Assault Survivors Advocacy Program (ASAP)*	970-351-4040 - Hotline 970-351-1490 - Business	<a href="http://www.unco.edu/asap">www.unco.edu/asap</a>
UNC Counseling Center	970-351-2496	<a href="http://www.unco.edu/counseling">www.unco.edu/counseling</a>
Sexual Assault Victim Advocate (SAVA) **	970-472-4200 – Hotline 970-506-4059 – Business	<a href="http://www.savacenter.org">www.savacenter.org</a>
Rape Abuse Incest National Network (RAINN)	800-656-4673 – Hotline	<a href="http://www.rainn.org">www.rainn.org</a>

\* ASAP is a Campus Security Authority (CSA). Information of the victim will stay confidential; however, incident information may be used in a Timely Warning, Daily Crime Log and in the Clery Crime Statistics published annually.

\*\*SAVA is a confidential resource located off-campus in Greeley

By calling the Assault Survivors Advocacy Program (ASAP) at 970-351-4040 (the phone line is staffed 24 hours a day, 7 days a week throughout the year) for confidential information and support, an ASAP advocate can assist you in making important decisions regarding sexual assault and help you contact appropriate resources.

There are other non-confidential resources here to help too, including:

Resource	Contact Phone Number
UNC Police Department (UNCPD)	970-351-2245
Institutional Equity and Compliance	970-351-4899
Dean of Students Office	970-351-2001
Housing & Residential Education	970-351-2721

UNCPD is staffed 24 hours a day, 7 days a week, 365 days a year. The other offices listed are available during normal business hours.

All UNC staff members (except those listed above as confidential resources), including Resident Assistants (RA), Community Assistants (CA), Assistant Residential Coordinators (ARC), or Residential Coordinators (RC) and Professors, are required to report all crimes that occur, including sexual assault, to appropriate law enforcement authorities. If any staff member is informed of a sexual assault, they will report the crime, including names of individuals involved, identifying information of suspects, and details of the crime to UNC Police and the Office of Institutional Equity and Compliance (OIEC).



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**(ASAP) at (970) 351-4040 to seek assistance.**

### **BIAS MOTIVATED INCIDENTS**

Colorado law prohibits bias-motivated crimes. The relevant statute, C.R.S. §18-9-121(2), states:

“A person commits a bias-motivated crime if, with the intent to intimidate or harass another person because of that person’s actual or perceived race, color, religion, ancestry, national origin, physical or mental disability, or sexual orientation, he or she: (a) Knowingly causes bodily injury to another person; or (b) By words or conduct, knowingly places another person in fear of imminent lawless action directed at that person or that person’s property and such words or conduct are likely to produce bodily injury to that person or damage to that person’s property; or (c) Knowingly causes damage to or destruction of the property of another person.”

Any act that constitutes a bias-motivated crime as described in the Colorado statute quoted above is prohibited.

There are many agencies on campus that are prepared to offer support and advice following a bias-motivated incident. Please consider using any of the following campus resources for support:

- Assault Survivor Advocacy Program
- Center for Women’s and Gender Equity
- Counseling Center
- Cultural Centers
- Dean of

## **HOUSING & RESIDENTIAL EDUCATION STANDARDS OF CONDUCT**

The Standards of Conduct below are enforced by HRE in all residential facilities. The Standards of Conduct have been established to support an environment balancing individual expression, personal development, and an academically focused atmosphere. It is your responsibility to abide by these Standards of Conduct. Additionally, certain behaviors and actions may constitute a violation of state and federal statutes and court proceedings may occur as a result. Any outcomes determined by the Dean of Students Office and/or HRE are separate from any fines, damages or other sanctions imposed through the court system. If you have questions regarding any of these Standards of Conduct, it is your responsibility to discuss them with your hall staff (Resident Assistant, Community Assistant, Assistant Residential Coordinator, or Residential Coordinator), and/or the Dean of Students Office.

### **RESIDENTIAL FACILITIES**

The Standards of Conduct apply to all behaviors and actions that

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Guidance, updated UNC policy, capacity signs, and direction from UNC staff and faculty, which may change over the course of the academic year. This site will contain the most up to date information for UNC <https://www.unco.edu/coronavirus/> and updated Housing policies may be

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doorways across corridors, through walls, ceilings, floors, doors, or floor coverings. Any furniture, or materials that block full use of an entryway, are prohibited. Decorations that block or cover light



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conversation cannot be heard outside of the occupied room. Residence Hall staff will contact students about noise levels if the noise can be heard more than one residence hall door away. Shouting down hallways or between rooms is prohibited. Stereos may not be played out of open windows as they may disrupt other residents, students, and campus communities. A City of Greeley noise permit must accompany any amplified sound in or around any residential facility. If you experience an issue with the noise level, you are encouraged to speak directly with the individual(s) responsible. If after doing so, the noise remains at unreasonable levels, seek assistance from your Resident Assistant/Community Assistant.

**(B) Exam Week Quiet Hours:** Quiet hours are enforced 24 hours a day during exam weeks. It is imperative that all residents sleep and study are not interrupted, and that residents respect these needs within the community. HRE is committed to maintaining an enhanced academic environment in the residence halls during exam weeks, and quiet hour violations during this time are serious matters.

**(C) Courtesy Hours:** Residents should always honor the requests of the community

another individual, either inside their residence hall or out of their windows.

**(xi) Prohibited Items.**

**(A) Household Appliances:** Residents may not possess appliances not provided by UNC such as air conditioners, surveillance cameras, dishwashers, doorbells, forced air space heaters/space heaters, ovens/ranges, and washing machines, except for those appliances provided by UNC. Residents are allowed to have approved electric coffee pots, air popcorn poppers, microwaves with a limit of 1250-watts/2 cubic feet and refrigerators under 3 amps/6 cubic feet. All appliances must be approved by Underwriters Laboratories (UL) and bear the UL label.

**(B) Plumbing Fixtures:** Bidets, Faucets, Shower Heads, and Toilets except for those installed by UNC, are prohibited.

**(C) Candles and/or Incense:** The use of candles and/or incense in residential communities is prohibited. Incense and incense burners are prohibited in residential facilities due to the risk of fire and for the consideration of residents with allergies. Decorative candles with the wick cut are allowed in residential facilities and may not be lighted.

**(D) Computer Network Equipment:** Computer network equipment such as routers, switch, and





**(XIV) UNAPPROVED ROOM MOVES.**

Students are prohibited from moving from the room to which they have been assigned until they have completed the Room Move Process and have received written approval from HRE. Students violating this Standard may be required to move back to their original room.

**(XV) UNAUTHORIZED ENTRY**

Accessing spaces, including your residence hall room, prior to the official published date for opening, after the date for closing, or during break periods (Fall, Winter, Spring) without specific authorization is prohibited. Students are not permitted to access empty spaces within their residence hall suite and should not move into a vacant room without completing the room move process. Residents that fail to vacate vacant spaces after receiving notice from HRE staff to vacate will be charged the buyout rate for that space.

**(XVI) VIOLATION OF FORMAL ROOMMATE CONTRACT.**

Failure to comply with standards and provisions as outlined in the formal roommate contract that was facilitated by hall staff (Resident Assistant, Community Assistant, Assistant Residential Coordinator, or Residential Coordinator) or other professional HRE staff member.

**UNC STUDENT CODE OF CONDUCT (“STUDENT CODE”)**

All students enrolled at the UNC are held to the requirements of the Student Code. Residential students who violate the Student Code, regardless of the location of violation, will be subject to disciplinary action through the Dean of Students Office (DOS). Where DOS believes that there is reasonable cause to believe that a student has committed misconduct under the Student Code, they will be provided with Code Due Process to determine if misconduct has occurred. For information regarding Code Due Process, please see the BEAR Code at: <http://www.unco.edu/dean-of-students/pdf/student-code-of-conduct.pdf>.