



LOVE WHERE YOU LIVE



CAMPUS LIVING HANDBOOK

UNCW HOUSING & RESIDENCE LIFE

Campus Living Handbook
Housing and Residence Life
UNC Wilmington

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I. GENERAL INFORMATION

a. PURPOSE

The Office of Housing & Residence Life's (HRL) *Campus Living Handbook* outlines the rights, rules, and responsibilities of students living in on-campus residences. The information contained herein exists in an effort to prevent the infringement of rights of others living in or visiting on-campus residents. Information contained in the *Campus Living Handbook* is subject to amendment and revision. Timely notice will be provided to current on-campus students if any significant changes are made to information provided in the *Campus Living Handbook*. Students must adhere to these and other rules and responsibilities as outlined by the [Code of Student Life](#) and all state and federal laws.

b. HRL MISSION

Housing and Residence Life at the University of North Carolina Wilmington offers students safe, affordable, and well-maintained residential facilities, complemented by exceptional customer service from highly trained staff. The department fosters inclusive communities for holistic student learning by promoting personal responsibility, offering intentional programming, and providing leadership development opportunities. We value efficient use of resources, technological innovation, sustainable practices, and continuous improvements to better serve our residential community.

c. UNIVERSITY VALUES STATEMENT

Seahawk Respect Compact

In the pursuit of excellence, UNC Wilmington actively fosters, encourages, and promotes inclusiveness, mutual respect, acceptance, and open-mindedness among students, faculty, staff and the broader community.

We affirm the dignity of all persons.

We promote the right of every person to participate in the free exchange of thoughts and opinions within a climate of civility and mutual respect.

We strive for openness and mutual understanding to learn from differences in people, ideas and opinions

We foster an environment of respect for each individual, even where differences exist, by eliminating prejudice and discrimination through education and interaction with others.

Therefore, we expect members of the campus community to honor these principles as fundamental to our ongoing efforts to increase access to and inclusion in a community that nurtures learning and growth for all.

d. HRL CONTACT INFORMATION AND STAFF DIRECTORY INFORMATION

Office of Housing and Residence Life
University of North Carolina Wilmington
601 South College Road
Wilmington, NC 28403-5959
Phone: 910-962-3241
Fax: 910-962-7032
Email: housing@uncw.edu

Housing & Residence Life Hours of Operation
 Regular Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.
 Summer Hours: Monday – Thursday 7:30 a.m. – 5:00 p.m. Friday 7:30 a.m. – 11:30 a.m.

[HRL Professional Staff Directory](#)
[Residence Life Staff Directory \(live-in staff\)](#)

Contact information for Residential Communities

Building	Residential Community	Info Desk	Residence Coordinator	Assistant Residence Coordinator
Belk Hall	Belk & Graham-Hewlett	910-962-5101	910-962-4291	910-962-7051
Cornerstone Hall	Tri-House	910-962-8615	910-962-8616	910-962-7376
Galloway Hall	Galloway	910-962-3972	910-962-3976	910-962-2596
Graham Hall	Belk & Graham-Hewlett	910-962-5401	910-962-3973	910-962-3198
Hewlett Hall	Belk & Graham-Hewlett	910-962-5401	910-962-3973	910-962-3198
Keystone House	Tri-House	910-962-5801	910-962-8616	910-962-7376
Innovation House	Tri-House	910-962-5901	910-962-8616	910-962-7376
Pelican Hall	Pelican			
Sandpiper Hall	Sandpiper			
Schwartz Hall	Schwuites	910-962-3907	910-962-5738	910-962-7787
Seahawk Crossing	Seahawk Crossing	910-962-2863	910-962-2862	910-962-2861
Seahawk Landing	Seahawk Landing	910-962-2342	910-962-1552	910-962-1546
Seahawk Village	Seahawk Village	910-962-8872	910-962-8874	910-962-8875
University Suites	Schwuites	910-962-3907	910-962-5738	910-962-7787

e. HOUSING & RESIDENCE LIFE STAFF (WHO'S WHO)

Housing and Residence Life staff members include: a Director of Housing and Residence Life; three Associate Directors (Business Services, Residence Life and Communications, and Housing Operations); and four Assistant Directors: Residence Life, Facilities Operations and Technology. There are also eight professional live-in Residence Coordinators. Housing and Residence Life is a unit of the Division of Student Affairs. Residence Coordinators, assisted by Assistant Residence Coordinators and Resident Assistants, supervise the residential areas.

Residence Coordinator

Your Residence Coordinator (RC) is a full-time, live-in professional. These individuals are assigned to administer a specific residential community; supervise a graduate student (Assistant Residence Coordinator); multiple undergraduate students (resident assistants, desk receptionists, office assistants, and peer mentors); coordinate educational, social, and recreational programs; and enforce university policies. RCs also share a 24/7-duty responsibility for UNCW students. Each RC is a campus conduct officer who adjudicates student discipline. It is the responsibility of the RC to work actively with staff and students to promote a positive community environment.

Assistant Residence Coordinator

Your Assistant Residence Coordinator (ARC) is a current graduate student at UNCW. The ARC serves in a residential area and assists the RC by co-supervising the RA staff. Additional responsibilities include desk staff supervision, staff training and development, area council advising, counseling, and crisis management.

Resident Assistant

One of the most helpful and resourceful persons you will interact with is your Resident Assistant (RA). The RAs are UNCW students of sophomore standing or above who have been selected for this leadership position. Each RA is responsible for providing leadership, assistance, and support to you and the other members of your community. The RA is your primary resource for information and assistance with any type of concern. Resident Assistants are responsible for: (1) getting to know each person in their assigned area within the residential community (2) familiarizing students with HRL and university rules and regulations, (3) assisting with the enforcement of these rules and regulations, (4) helping residents to maintain an environment conducive to studying and learning, (5) acting as a liaison between residents HRL, (6) facilitating student-to-student and student-to-staff interaction, (7) assisting in the development of educational and social programs and (8) serve a duty rotation in the evenings Sunday - Thursday from 5:00 p.m. until 8:00 a.m. and on the Friday and Saturday 24 hours.

Desk Receptionist & Security Guard

A desk receptionist (DR) or security guard is the first staff member that you will interact with when entering a traditional residence hall. DRs are student staff members and security guards are contracted employees who works at one of the front desks in each residential community. They are responsible for answering the front desk telephone, registering guests, issuing supplies and work as a resource. By maintaining an awareness of residents and others entering and leaving the building, these staff members are also responsible for providing security in the community. These staff members will ask you to show a UNCW ID and may inspect your bags/backpacks as you enter the building. This is done for the safety of the community and all guests are expected to comply or risk being denied entry.

II. RIGHTS AND RESPONSIBILITIES

Students share in the responsibility for maintaining an environment in which the rights of each member of the community are honored. All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected. When any university office asks a student report to their office, a student is expected to appear at the time specified or make prior arrangements for another appointment.

a. FOUNDATIONAL RIGHTS OF COMMUNITY MEMBERS

- The right to sleep during the night undisturbed
- The right to study in one's room free of unreasonable noise and distractions during quiet hours
- The right of access to one's room and facilities as outlined in HRL contract.
- The right to a clean room and clean common areas
- The right to privacy and to have one's belongings respected
- The right to redress grievances

b. COMMUNITY STANDARDS

During the first weeks of each semester, a resident's floor/apartment/suite/pod/building will develop a living agreement called a Community Standards Agreement. This document will outline residents' responsibilities to each other. The Community Standards Agreement will be updated as the year progresses to meet the needs of the area in which the resident lives and provides residents with an opportunity to discuss and agree upon specific standards to support a positive living environment. These standards cannot supersede the UNCW Code of Student Life or the Housing and Residence Life policies. All residents are expected to follow through with agreements stated in this document.

All residents are expected to address concerns/grievances regarding the agreed upon community standards by first addressing the student(s) who is not upholding the standards. In the event this conversation is not productive, then the student should notify the resident assistant (RA) or another appropriate Housing and Residence Life staff member for additional assistance. Please Understand that anonymity is not a foundational element to this process and is never guaranteed.

c. ADDRESSING COMMUNITY AND POLICY CONCERNS

Students and guests should feel empowered to bring any concerns to the attention of staff or authorities at any time. Housing & Residence Life has staff available 24/7 whenever residents are residing in an area / building and can be reached by contacting the service desk in your community. Imminent threats or dangers should be brought to the attention of University Police by dialing 911.

Residents have a responsibility to assert their rights when they are being infringed by another. Students are encouraged to communicate directly with other community members regarding any infringement on expectations, community standards, or policy. However, Housing & Residence Life staff are available to assist when direction communication has not been successful. Below are suggested steps to addressing community and policy concerns:

1. Communicate with Respect & Courtesy

Community members should always communicate with respect and courtesy. A resolution may not be immediate and may come with additional conversation between the parties involved.

Here are some steps to consider when addressing community members:

- **Identify the concern.** Figure out the specific behavior or attitude that is bothering you and why it is

impacting you. Think about the degree of and how often this behavior is a concern. Avoid postponing conversations about the behavior for prolonged periods of time.

- **Look at the relationships.** Examine how the person interacts with others: Are they only behaving in this manner with you or with everyone? Step back and try to put yourself in the other person's shoes. Consider possible causes of their behavior, which may help you see the situation objectively and find solutions to the concern.
- **Determine the costs.** How does that behavior affect others? Does it cause you/people to lose morale? Does it affect productivity? Does it make you/others uncomfortable? If yes, consider evaluating an approach to having a conversation. If not, a conversation may not be beneficial at this point. However, continue to attend to your needs in the relationship.
- **Plan an approach.** Once you identify that the person's behavior does affect you or others, have a discussion with the person. Plan an approach that fits the nature of the problem, the personality of the person involved and your relationship with that person. Be sure to consider how the time and place may impact the conversation.
- **Describe the behavior.** When you meet with the person, describe the behavior in a non-accusatory manner and explain how/why it impacts you. The best approach is to use "I" statements in describing the behavior. For example, "Last weekend, when you borrowed my sweater without asking, I felt disrespected."
- **State what you want.** Next be clear about what you want. "I hope that the next time you need to borrow something you will just ask."
- **Seek commitment.** Be sure the person understood what you communicated and try to get commitment from them to change. "Are we able to come to an understanding?"
- **Consider updating your community standards/roommate agreement.** Your RA will have a copy of your community standards/roommate agreement should you feel it is important to document your newly agreed upon expectation(s).

2. **Notify the Resident Assistant (RA)**

If conflict or disagreement still exists or if the rights listed above are still being violated, then the resident must notify their Resident Assistant. Resident Assistants can be reached in person, by email, or by contacting your service desk in the event of an immediate concern after hours. While on-call, RAs are typically walking through the areas, sitting at the front desk/lobby area, or can be reached by phone at the front desk of each area. Please be aware that our staff are unable to assist if we are not aware of the concerns.

3. **Mediation Meeting**

RAs are trained mediators that can assist residents in resolving conflict. In facilitating a mediation, the RA will talk with each party individually to gain an understanding of the situation. The RA will then bring the residents involved in the conflict together to engage in a mediation meeting.

4. **Agreed Upon Rules**

In most mediations, the RA will likely use the community standards and/or roommate agreement in facilitating the discussion and agreed upon rules from the beginning of the academic year.

5. **Facilitated Intentional Conversation**

The RA will facilitate an intentional conversation in hopes to increase communication between roommates/hallmates that will ultimately lead to a successful resolution.

6. **Follow-Up**

The RA will follow-up with the involved parties within a few days after the mediation to check-in on the status of the newly agreed upon resolution.

7. Additional Options

Further follow-up from the RC and/or ARC may also occur. If the students involved still desire more information, mediation, etc. then the resident may also work with the RA to meet with the RC and/or ARC to discuss the situation and any additional options.

III. PROCESSES AND POLICIES (IN ALPHABETICAL ORDER)

a. ABANDONED PROPERTY

Residents are responsible for all personal belongings. Students should appropriately donate or dispose of any unwanted items. Items found in student spaces after the conclusion of the student's contractual agreement will be categorized as abandoned property and handled accordingly. Perishable items will be bagged and disposed. Items will be stored for *30 days after the current year housing agreement ends*. After 30 days, the University or Auxiliary Services will be authorized to remove and donate any item including bicycles. Other items will be disposed of or auctioned as determined by the University.

b. ADDRESS (MAILING AND PHYSICAL)

All residential students are provided access to a campus mailbox through the UNCW Post Office. This address should be utilized for mail or parcel shipments. Students should not have gifts, mail, or packages sent through USPS, parcel services, or courier to the physical building in which they live. All residential buildings have an assigned physical address. This address is listed on signage on or near each building as well as published on the Housing & Residence Life website. Physical address should be used for food delivery, state issued identification, voter registration, etc. Additional information about [UNCW mail](#).

c. CHECK-IN, CHECK-OUT AND ACCESS

Check-In and Check-Out of your room must be scheduled with and completed by an RA (preferably your RA). Failure to checkout with an RA, may result in a fine of at least \$25.00 for improperly checking out. Students are required to vacate whenever their residential communities are closed. Designated closing times correspond to the academic calendar. Failing to leave the building during break periods can result in a late check-out charge of \$25.00 per hour for each hour the student is late, and a packing/removal fee may be applied. Students in traditional hall areas (Belk, Cornerstone, Galloway, Graham, Hewlett, Honors, Innovation and Schwartz) do not have access to their rooms during break periods, unless otherwise posted by Housing and Residence Life. Students should check out 24 hours after their last final.

d. CLEANLINESS

It is important that a reasonable level of cleanliness be maintained in residential areas. If it is determined that the level of cleanliness in a room, suite or apartment is unacceptable, the resident(s) may receive a written notice to have the space cleaned within 24 hours or be charged for cleaning and trash removal. A similar notice and charge apply to excessive trash in any living areas. Trash/belongings in the exterior or common areas of the building may be removed immediately and cleaning charges assessed without warning. All roommates will be charged if the responsible party cannot be determined. Any violations of the HRL Campus Living Handbook and/or Code of Student Life in the common rooms of the residential facilities are the responsibility of the residents that have access to the space. Unless someone assumes responsibility, all residents can be held responsible.

e. DAMAGES

Damages to student rooms are the responsibility of the occupant(s). Damage charges will be shared equally by all

roommates unless residents provide written notice to the Residence Coordinator of a particular student who may be responsible for the damage. In order to prevent misinterpretation, it is suggested that students inspect their rooms thoroughly when completing the Room Condition Report (RCR) upon taking occupancy of a room. This task should be taken seriously and completed in detail.

Room Condition Report (RCR)

All students should receive and complete an RCR whenever occupying a new residential space. The purpose of this document is for students to assess the current state of their room at check-in by documenting observable wear and tear. Any items not in workable or useable condition should be entered as a maintenance request for repair or replacement. Students should return completed RCRs to a residence life staff member within 48 hours of occupying the residential space and request a carbon copy of this document. Students who do not submit a completed RCR and/or who cannot show proof of a completed RCR will have a blank RCR placed on file and may be subject to any damage identified upon check-out.

Group Billing & Responsibility for Common Areas

Excessive room or common area damage may result in the reassignment of the housing contract of those individual(s) found to be responsible. If the responsible individual(s) cannot be determined, the entire community may share the cost of this damage, whether that be a wing/pod, floor or whole building. Damage charges are used to assist in repairing or replacing damaged items. Those repairs or replacements that are not completed before the next academic year begins will be completed relative to the availability of personnel and/or additional funds necessary to accomplish the repairs or replacement of items. Faulty equipment and damage should be reported to a staff member. If there is damage in a room, do not attempt to repair it yourself because this often increases the cost and University personnel are available for that purpose. Common area damage assessments are determined based upon the time, materials and the administrative expense required to correct unusual cleaning or damage situations.

Student Common Area Damage and Billing Assessment

In the event there is damage to a common area (lounge, kitchen, bathroom, and/or its university- owned furniture and fixtures) then the Housing and Residence Life staff will follow these steps:

1. The Residence Life staff will begin to assess the damage and investigate the cause of the damage.
2. Pictures and information will be gathered and forwarded to Operations and Maintenance staff who will assess the cost to repair damages or replace items.
3. The student(s) who accepts responsibility will be notified of the amount that will be charged to their UNCW student account.
4. If no student(s) accept responsibility, Housing and Residence Life will continue to review the situation to identify responsible parties.
5. If no responsible party is identified, the community using the space will share the cost of repair/replacement. The bill will be split evenly among those students in the community.
6. Any damage deemed intentional will be considered vandalism. Residence Life staff will also refer the student(s) to the Office of the Dean of Students for a review.

Alterations to Premises

Student will leave the Premises at the end of the contract term, or any renewal or extension thereof, in as good condition as received, reasonable wear and tear excepted, and will not, without written permission of UNCW, make any alterations, additions or improvements (including changing locks, adding additional lock chains or other fasteners, painting, and papering) to the Premises. Any alterations, additions or improvements of a permanent nature, which may be made to the Premises shall be the property of UNCW and shall remain with the Premises. Student will be fully responsible for all costs of returning the apartment to its

original condition. UNCW reserves the right to restore the premises to the original condition immediately upon discovery of alterations. Furniture from common areas, lounges, and study areas are not permitted in student rooms. All furniture provided by UNCW must remain in the room for the duration of residency. Residents may not remove, store or trade furnishings from their assigned room.

f. DISABILITY RELATED HOUSING ACCOMMODATION REQUESTS

UNCW provides equal opportunity in all its programs, activities and services, as required by the American's with Disability Act and other applicable laws. We are committed to assisting qualified students to accomplish their educational goals as well as assuring equal opportunity to derive all of the benefits of campus life, including university housing. On-campus residence halls can provide modified accommodations for students with disabilities and are generally accessible, with elevators throughout

Policies and procedures concerning housing accommodations, including the presence of animals, due to disability considerations are located on the Disability Resource Center website. www.uncw.edu/disability > For Students > Interested in Registering > Policies and Procedures

1. Housing accommodations for students with documented disabilities are determined based on the need for equal opportunity; this determination is not made based on a perceived benefit to the student. Disability related accommodations must be approved in advance by submitting documentation to the Disability Resource Center for verification
2. Upon review of the request, Disability Resource Center will provide a determination to Housing and Residence Life office, who will communicate with, and as appropriate work with, the student and Disability Resource Center to best determine how to meet approved accommodations.
3. At times accommodations for various disabilities and chronic health conditions can take time to implement. All housing assignments are prioritized based on date of application with housing generally reaching 100% capacity before the start of the summer term for the following fall. Because of this and limited room availability, Housing and Residence Life asks that your request and supporting documentation for the fall semesters be submitted no less than 60 days before the date of move-in.
4. Requests must be submitted annually. However, it may not be necessary to submit additional documentation unless the nature of accommodations requested are not addressed in previously provided materials.
5. Appeals may be submitted in writing to the Department of Housing and Residence Life and will be reviewed by the Assistant Vice Chancellor for Student Affairs.
6. Residents approved to have an assistance animal as defined by UNCW policy, agree to the following responsibilities and conditions:
 - The owner is responsible for the safety, health, behavior and actions of the animal at all times.
 - The owner is required to maintain full control of the animal at all times.
 - The owner is financially responsible for the actions of the animal including bodily injury or property damage. Owner's responsibilities include, but are not limited to, replacement costs of furniture (beyond normal wear), carpet, windows, wall covering, etc. Owner is expected to pay for these costs at the time of the repair and/or move-out date. The owner is responsible for assuring the animal does not unduly interfere with the activities of the residence hall community or cause difficulties for residents who reside there.
 - The owner must keep the animal under control at all times, which in most instances requires a leash or lead.
 - The animal may not be left in the care of another student or HRL staff member. Animals must be taken with the owner if the owner leaves campus overnight or leaves for a prolonged period of time.
 - The animal must not obstruct or disturb any space or activity of the living or academic environment.

- The animal must not engage in behaviors or noises that are disruptive to others including but not limited to: excessive barking, excessive whining, excessive growling, excessive grooming, excessive sniffing of people, or intrusion into the personal belongings of others.
- The animal may be excluded from the university campus when the animal's behavior poses a direct threat to the health or safety of others
- The animal may be restricted from locations where its presence is deemed to be unsafe or creates a health risk (for the animal or other persons).
- The owner is responsible for cleanup of the animal's waste. Indoor animal waste, including cat litter, must be placed in a sturdy plastic bag and securely tied before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that waste is not tracked onto carpets, surfaces, or other flooring.
- A service animal may travel freely with its owner throughout university housing (and other areas of the university). Approved animals other than service animals must be contained within the privately assigned residential area (room, suite, or apartment) at all times, except when transported outside the private residential area in an animal carrier or controlled by a leash or harness.
- Local licensing requirements for animals must be followed as well as local ordinances and regulations for immunization against diseases common to each specific type of animal. North Carolina law (G.S 130A-185) requires that all dogs, cats, and ferrets on campus are required to have current rabies vaccines and wear rabies vaccination tags. All dogs, cats and ferrets living on campus as Emotional Support Animal must have current registration with New Hanover County Animal Service Unit.
- The owner's residence may be inspected for fleas, ticks or other pests as needed. Housing and Residence Life will schedule the inspection. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved methods by a university approved pest control service. The owner will be financially responsible for the expense of any pest treatment above and beyond standard pest management in the residence halls.
- All roommates or suitemates of the owner must agree to room with the approved animal. In the event that one or more roommates or suitemates do not agree, either the owner and animal or the non-approving roommate(s) or suitemate(s), as determined by the Department of Housing and Residence Life, may be moved to a different location.
- Housing and Residence Life has the ability to relocate an owner and approved animal as necessary according to contractual agreements.
- A reasonable accommodation in the living environment which may constitute an exception to the Campus Living Handbook, that otherwise would prohibit an animal in the living environment on campus does not constitute an exception to any other policy in the Campus Living Handbook or any part of the UNCW Contract for University Housing.
- Other regulations as defined by Housing and Residence Life may be further defined, dependent on the approved animal. Resident students will be informed of these and will acknowledge by signature all of the assistance animal's regulations as outlined in section 4 of the Campus Living Handbook.

g. HOUSING AGREEMENT APPEAL PROCESS

Students are responsible for adhering to their contracted obligations and following all housing policies and procedures. If extenuating circumstances arise then the Department, at its discretion, will consider appeals related to the Housing Agreement. Appeals should be submitted in writing by the student (unless they are under the age of 18) with specific reasons and documentation as to why an exception should be made. A decision will be made by the Director of Housing and Residence Life or by his/her designee. Should the student wish to appeal the

Director's decision they can do so in writing by submitting an additional appeal and justification. A final appeal will be reviewed by the Housing Agreement Review Board. The Review Board representatives may include but are not limited to members from the offices of Admissions, Financial Aid, Student Health, Transition Programs, and the Office of the Dean of Students. ***Decisions rendered by this board are final with no additional appeals available.***

h. HEALTH & SAFETY INSPECTIONS

Health & Safety Inspections are conducted several times throughout the year to ensure a clean and safe living environment. Students will receive notification during the week in which inspections are to occur. Residents are expected to work together to promote healthy living for themselves and members of the community by contributing to the general cleanliness of both the building and their individual rooms. Excessive trash, clutter, and any concerns which contribute to health concerns or policy violations are subject to documentation, fine, or other accountability measure. Any violations, which require re-inspection, will receive notice and re-inspection will occur within 3-5 business days.

i. PEST CONTROL MANAGEMENT

As a part of a comprehensive pest control management program, the premises are treated on a regular schedule by a licensed pest control technician. UNCW will provide students notice of the treatment schedule prior to any application. It is the responsibility of the student to follow all instructions in the notification in order to appropriately prepare the premises for treatment. Failure to appropriately prepare the premises may result in a rescheduling and retreatment charge. If a pest control application is needed between the scheduled treatments, the student should submit a written request to the office in a timely manner. The student may be charged the cost of additional pest control treatments if it is determined that the pest issue is associated with student behavior. Examples could include not removing personal trash, appropriately maintaining the cleanliness of the premises, or has failed to follow remediation instructions provided to the student by the staff.

The student must notify Housing and Residence Life promptly of any known or suspected bed bug infestation or presence in the unit, or in clothing, furniture or personal property. If Housing confirms the presence or infestation of bed bugs, the student must cooperate and coordinate with Housing to treat and eliminate the bed bugs. The student may be required to pay all reasonable costs of cleaning and pest control treatments. In addition, if Housing confirms the presence or infestation after the student vacates the unit, the student may be responsible for the cost of cleaning and pest control treatments.

j. PHOTO RELEASE

Residents hereby grant UNCW permission to record the student's participation and appearance on videotape, audiotape, film photograph or any other medium; use the student's name likeness, voice and biographical material in connection with such recordings; exhibit or distribute such recordings in whole or in part without restrictions or limitation for any legal purpose, including without limitation educational or promotional purpose, which and those acting pursuant to its authority deem appropriate; and copyright such recordings in its own name or to publish, to market and to assign without consideration, compensation or report to the student. The student hereby waives any right to inspect or approve the finished electronic, photograph, or printed matter that may be used in conjunction with them now or in the future. The student expressly releases UNCW, its agents, employees, licensees and assigns from any and all claims which the student may have for invasion of privacy, right of publicity, defamation, copyright infringement, or any other causes of action arising out of the use, adaptation, reproduction,

distribution, broadcast or exhibition of such.

k. PRIVACY POLICY OF RESIDENTS AND GUESTS

Privacy of the individual is of the utmost concern to Housing and Residence Life and the university; however, controlling the entry into a residence hall or staff entering student rooms and apartments at times is necessary.

1. **BUILDING ENTRY:** Housing and Residence Life reserves the right to verify the identity and age of all persons entering the residential facilities. In an effort to maintain the safety of residents and enforcement of policy, backpacks, coolers and other containers may be subject to inspection prior to entering a residential facility. When requested, individuals may be denied entrance if they fail to cooperate.
2. **ROOM ENTRY:** University officials may enter a room under the following conditions:
 - a. When there is sufficient reason to believe that an emergency situation or policy violation exists that poses immediate danger to the occupants and/or to the facility.
 - b. For routine maintenance, cleaning and health/safety inspections.
 - c. To deal with disturbances which are in violation of university regulations and/or violating the rights of other students within the residence hall, apartment complex or suite complex.
 - d. When a student who is a resident gives voluntary consent. The student's consent may be freely given and must not be based on coercion or threats by the university, and must not be occasioned by a student's fear of reprisal for failure to give consent.
 - 1) The intrusion by the employee must be limited to the consent given by the student; for example, if the student consents to entry by the employee, the employee is not entitled to search the student's belongings without obtaining further consent to do so.
 - 2) Any student who is a resident of the room, suite or apartment may consent to entry of the university employee and to a search of that student's personal belongings. However, no student may consent to the search of another student's bedroom, closets, locker, suitcases or other areas under the primary control of another student.
 - e. Materials found during entry as described in this section may be used in any university disciplinary proceeding if said material is found in plain sight or during the course of performing the objectives described in a, b, c and d. Materials found beyond the scope of such entry shall constitute a search as defined below and may not be admitted if found in violation of that section. Any unauthorized materials found during an entry may be impounded.
3. **ROOM SEARCH:** Searches of student-occupied premises or a student's personal possessions shall be only as authorized by law. A student's room is considered private; a search of residence hall rooms will be guided by the following principles:
 - a. University officials and/or University Police may search a room only upon obtaining a legal warrant or consent of the occupants.

Searches of university residence hall rooms by external law enforcement officials will be regarded as a matter between the student and law enforcement officials involved. The university's interest will be limited to requesting that it be notified of impending searches.

l. ROOM CHANGE

Depending on on-campus occupancy, approximately one to four weeks after classes begin, a designated time will be set aside for room changes and room swaps. Students will be notified via their UNCW email account of this timeline and procedures. These changes will be made through Housing and Residence Life when space is available. A student may make a maximum of 3 changes per year. If a student makes a room change within a 24- hour period of having made another change, they need to speak with an assignments coordinator. Any student

making non-approved room changes (any change not approved by the Office of Housing and Residence Life) will be charged a fine of at least \$100.00 and these students may be required to move back to their original room.

m. ROOM RE-KEY

If a student is aware their room key has been lost, the student has a responsibility to immediately notify their area's service desk to request a re-key. A re-key charge will be placed on the student's account for the cost of changing the lock and/or replacing the key(s). This is in an effort to maintain the security of the community.

n. STUDENT STATUS VERIFICATION

Student expressly warrants and represents that at the time a student occupies of their room he/she is or will be a matriculated student making reasonable progress towards the completion of a degree at the University of North Carolina Wilmington. To ensure this the Division of Student Affairs will verify all resident's student status with the Office of Academic Affairs. If a resident is not classified as an enrolled student or if a resident loses his/her status as a student at the University of North Carolina Wilmington during the term hereof, the resident shall be in default of contract hereunder and UNCW shall be entitled to exercise all rights and remedies provided for herein or that are available under law or in equity. Loss of student status during the term of the contract will not automatically terminate the University Housing Agreement.

IV. HRL RULES AND REGULATIONS (IN ALPHABETICAL ORDER)

The following section outlines the rules and regulations that any resident (and their visiting guests) must follow while visiting or living within a Housing & Residence Life (HRL) space. Any student who fails to comply with these rules and regulations will face disciplinary action from HRL or the Office of the Dean of Students as outlined in the UNCW Code of Student Life. Residents are ultimately responsible for the actions that take place in their living spaces and should take necessary steps to prevent and discourage any behaviors not congruent with the UNCW Code of Student Life and policies outlined by Housing and Residence Life.

a. ACCESS TO RESIDENCE HALLS (KEY, UNCW ONE CARD)

Students should carry their UNCW One Card and key at all times for ID verification and access to their residential community. UNCW One Card and room keys are not transferrable and should not be shared. In addition, a student or guest should not use a UNCW One Card or room key that does not belong to them. Students with lost/misplaced UNCW One Card or room key should request temporary access or a loaner key by contacting their area's 24/7 service desk. Please note there is a fee associated with this courtesy service. No resident, student or guest shall enter any residential space that they are not authorized to access.

b. ALCOHOL

Housing and Residence Life encourages responsible decision making within our communities. All residents should understand that they are ultimately responsible for the actions that take place in their living spaces and should take necessary steps to prevent and discourage any behaviors not congruent with the UNCW Code of Student Life and policies outlined by the Office of Housing and Residence Life.

The University of North Carolina Wilmington abides by North Carolina State laws and statutes. Students 21 years of age and older may possess and consume beverages within the privacy of their bedroom or private living area. Students suspected of underage possession/consumption and/or other alcohol policy violations will be referred to the Office of the Dean of Students. Below outlines expectations in regards to alcohol usage in the residential buildings:

- Residents who are not 21 are not permitted to possess/consume alcohol.
- Residents 21 years or older are allowed to possess/consume alcohol.
- Non-students and off-campus students are not permitted to bring alcohol onto campus.

- Alcohol is not permitted in public areas: hallways, lounges, balconies/porches, pool and other outdoor areas.
- Alcohol beverages sales on the UNCW campus is prohibited.
- Communal containers of alcohol are not permitted. This includes, but is not limited to, kegs and other large containers.
- Games/activities which encourage binge drinking are not permitted. This includes but is not limited to beer/water pong, flip cup, card games, etc. Paraphernalia associated with such games/activities are also prohibited.
- Residents who are under 21 years of age are not allowed to host people with alcohol regardless of guest's age.

Additionally, those who are of legal drinking age have a responsibility to hold themselves as well as their peers accountable for acceptable drinking behavior(s), which include:

- Of age residents should never purchase/provide alcohol to underage persons
- Of age residents should never be in the presence of underage consumption
- Of age residents should label their alcohol if it is kept in a common area shared with an underage room/apartment-mate.
- Of age residents should account for alcohol purchased/owned
- Of age residents should never exhibit behavior attributed to over consumption of alcohol. This includes but is not limited to vomiting, slurred speech, need of physical/medical assistance, inability to carry out bodily functions, etc.

Housing and Residence Life staff reserves the right to stop people from bringing alcohol into the building(s). A student and their guest may be asked to open all backpacks, bags, coolers and other containers when entering residential facilities. This procedure is a safety and security measure, which prevents unwanted or unauthorized items from being brought into the residence. All students' cooperation with staff requests is expected and appreciated. A resident and their guests may be denied entrance if they choose not to cooperate with this request.

c. BIKES AND OTHER ALTERNATIVE MODES OF TRANSPORTATION

Bike racks are located near the majority of residential facilities to provide for proper bike storage. Bikes can be stored indoors in a student's residential space during breaks as long as the bike does not impede the entry and exit of the residential space. Any indoor storage of bikes during the academic term must be reviewed by the residence coordinator. Bicycles, skateboards, scooters, or any other motorized vehicle (unless medically needed) should not be ridden inside the university facilities. All bicycles must be registered for use on campus through the Parking & Transportation. Bicycles or scooters left after the residence facilities close for the academic term will be considered abandoned property.

d. 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. This action is subject to University Police investigation and referral to the Office of the Dean of Students. Additional information about University drug policy can be found in the [Code of Student Life](#)

e. FIRE SAFETY

Residents are responsible for maintaining the safety of residential spaces by not having items which may pose a fire or safety risk. Candles (ceremonial, decorative, or display), incense, bongos, hookahs, fireworks and non-fire-retardant material used to decorate are strictly prohibited. No items may be hung on the ceiling or in doorways,

including fabric, banners, tapestries, posters, beads, or flags. All curtains must be flame- retardant and have the appropriate designation. Wall coverings should take up no more than 50% of a wall space. Due to safety concerns, halogen lamps, lava lamps, scooters, electronic skateboards\hover boards are not permitted in residence halls at any time. Never store flammable materials (charcoal, lighter fluid, gasoline, fireworks etc.) inside residential facilities. Fire safety equipment and associated mechanisms should never be tampered with by residents or guests. This equipment includes but is not limited to smoke detectors, sprinkler heads, pipes, fire panel displays, etc. Any activity that prevents the designed operation of fire safety equipment is prohibited.

f. GENERAL BEHAVIORAL CONCERNS

Students are expected to observe the following general behavioral concerns:

- i. Violation of visitation as outlined in the *UNCW Code of Student Life* or posted in the residence halls, apartments and suites.
- ii. Tampering with, destroying, defacing or removing public property within the residence life area, including furniture, doors, screens, walls, elevators, vending machines, ceiling tiles, games, etc.
- iii. Destroying or tampering with fire alarm systems and/or firefighting or emergency equipment.
- iv. Loaning or using unauthorized entrance door keys, room keys or student IDs.
- v. Throwing objects from the windows of residence halls/apartments/suites.
- vi. Undermining the security of hall residents and property (e.g., intentionally leaving doors propped open, climbing through open windows).
- vii. Cooking in residence hall rooms.
- viii. Walking or laying on building or apartment roofs.
- ix. Obstructing hallways and/or entrances (e.g., bicycles parked in these areas).
- x. Driving motorized vehicles on the sidewalks and/or grass in the residence life areas.
- xi. Providing false or misleading information to housing staff.

g. HALL SPORTS

Activity that poses a safety risk or may cause injury to residents or facilities is prohibited. Such activities include, but are not limited to, any competitive or non- competitive use of sporting equipment, including skateboards, balls, rackets, bats, Frisbees, and other objects, as well as racing, wrestling, horseplay, water balloons/guns, and other sporting activity.

h. NOISE

Residents are expected to use discretion with noise in and around all residential buildings using the following guidelines:

- i. Excessively loud noise is prohibited at all times. If amplified noise is played out of a window or a problem around room, suite, apartment or residential building then the owner risks removal of the amplified device. Due to their loud nature , drums and amplified sound equipment are not allowed in any residential building.
- ii. Quiet hours are from 8:00 p.m. to 10:00 a.m. on Sunday through Thursday and on the weekend from 12:00 a.m. to 10:00 a.m. Noise (including talking, music and other miscellaneous sounds) outside a resident's room must be kept at a minimum level so that they cannot be heard inside of a resident's room. During final examinations staff will enforce quiet hours 24 hours a day.
- iii. Otherwise courtesy hours are always in effect. During curtesy hours, the living environment should be conducive of a student's right to study and sleep in their room. Students should comply to a resident's request to lower any noises that interfere with their ability to study or sleep in their room.

If a resident has a concern with the level of noise, the first step is for her/him to talk to the resident(s) about the concern. If the noise continues after you share your concern, the RA on duty should be contacted.

i. PET POLICY

Residents are permitted to have fish in a 20 gallon tank or smaller as long as the tank is maintained in a sanitary condition. Fish are categorized by their need to live wholly under water. Expressly prohibited pets include, but are not limited to, cats, dogs, rabbits, snakes, hermit crabs, insects, reptiles, amphibians, birds, gerbils, rodents, etc. Paraphernalia indicative of prohibited pets should not be maintained in residential spaces (cages, pet containers, pet food, etc). A fine may be assessed to each student who possesses a pet in the student residences. Residents will be assessed for the cost of cleaning and extermination services required due to presence of pets. Any pets found in violation of this policy may be removed immediately and turned over to the local animal control center or another animal rescue agency.

j. POSTING POLICY

Space outside the interior of rooms/apartments (e.g., hallways, lobbies, stairwells, exterior walls) are common spaces maintained by University Housing. Only staff of Housing and Residence Life may post in these spaces. In addition, nothing may be posted or hung within two feet of a fire protection system component (i.e., manual pull station, smoke detector, bell/horn/strobe, sprinkler, fire extinguisher, exit sign, emergency lighting, and fire exit) or attached to or hung from any windows in any room, apartment or lobby. Student organizations may have their materials or advertising approved and posted in the residence halls by Housing and Residence Life staff. Official HRL content and viewpoint-neutral posting procedures, posting dimensions, and permissible flier/poster quantities may be obtained from the front desk at the Office of Housing and Residence Life.

k. RECYCLING & TRASH REMOVAL

Students are encouraged to participate in UNCW's recycling program by appropriately sorting and disposing recyclable materials in the approved receptacles. Indoor and outdoor recycling stations are located throughout residential communities. Recyclable items not collected in residential communities can be disposed of at the Recycling Depot at the intersection of Plyer Drive and Lionfish Drive (near the UNCW Police Station). During closing periods, donation events are held with community organizations to collect unwanted non-perishable food, clothing, and salvageable furniture.

Students are responsible for all trash and unwanted items. Trash should be disposed of in the appropriate locations and dumpsters. Students should never attempt to force oversized items down trash chutes or in dumpsters. During closing periods, large dumpsters are delivered to communities for students to dispose of bulk or oversized items. Students may contact residence life staff of their community for guidance on proper disposal of items during the regular academic term. Students intentionally interfering with the recycling program or not disposing of items properly are subject to disciplinary action.

l. SMOKING

UNCW is a smoke-free campus as it applies to all academic, student-support and residential buildings. This means that smoking is not permitted in buildings at any time. Smoking is defined as burning any type of tobacco product including but not limited to, cigarettes, electronic and/or vaporized devices, cigars, cigarillos, pipes and bidis. Further, there is a 25 ft. no-smoking zone at all UNCW facility entrances and windows. Students found in violation of this policy will be fined at least \$25.00 for their first violation and at least \$50.00 for each subsequent violation.

m. SOLICITATION

In order to maintain the privacy of students living in campus housing, non-residents are prohibited from door-to-door solicitation, distributing flyers, and/or canvassing (including petitioning). University-owned housing may not be used to raise money for any individual or organization other than an officially registered campus organization, and only with the written permission of the Director of Housing and Residence Life or designee.

n. VISITATION

The following temporary adjustments to visitation will be made for ALL on-campus housing during the current pandemic:

- There will not be a vote to expand hours as outlined in the Campus Living Handbook until the end of the pandemic. We deeply believe in the concept of shared governance, and we would prefer to have visitation less restricted to encourage community development, but we recognize that these policies (as much as we don't like to have to implement them) are one of the ways we keep ourselves and by extension our friends and family safer.
- Visitors, with the exception of current students also living on campus, will not be permitted. *For example, a friend attending another university or student who lives off-campus is not permitted to visit an on-campus resident.*
- The maximum number of people in any room is one additional person per occupied bed. *For example, in a double room that has two residents, there cannot be more than 4 people. In a single room with one occupant, there cannot be more than 2 people.*
- Only one guest per resident can be checked in between the hours of 11 a.m. to 11 p.m.
- Overnight guests are not permitted.

~~The visitation program in the UNCW student residences creates a structure for residents to bring guests into their rooms. In full support of the educational mission of the university, students living on campus are expected to view academic responsibilities as their primary goal. Studying, therefore, takes precedence over socializing in the student residences on weekday nights. On weekends, there is a greater amount of leisure time and social activities that are usually more prominent. The guidelines for visitation are grounded in this academic schedule and are designed to balance a student's responsibilities with individual and group needs.~~

~~All students have the opportunity to accept or reject participation in the visitation program at a building-wide vote that takes place during the first two weeks of classes in the fall. If sufficient interest exists from an area for a "no visitation area", specific arrangements will be made to accommodate that request. In the event that there are not enough requests to satisfy various options, no person will be forced to participate in a more liberal visitation policy originally outlined. The changes to visitation will go into effect as prescribed and advertised by Housing and Residence Life but most often within five days of voting completion.~~

- ~~**1. VISITATION PHILOSOPHY:** The visitation policies were developed through deliberate study by staff and student groups. Certain underlying assumptions are reflected in the visitation program at UNCW:
 - ~~a. The purpose of a student's room is primarily for study and sleep, which take precedence over social privileges.~~
 - ~~b. The nature of the physical facilities, particularly in the traditional residence halls, places certain limitations on the visitation program.~~
 - ~~c. There is a legitimate need for, and benefit from, providing greater opportunity for contact between students.~~
 - ~~d. The hours of the program accommodate, as best they can, the divergent lifestyles of students and variety of housing styles available on campus.~~
 - ~~e. Respect for the wishes and well-being of one's roommate(s) is more important than someone's desire to have guests.~~
 - ~~f. Cohabitation is not permitted in any university housing facility.~~~~

- ~~**2. PARTICIPATION:** All students have the opportunity to learn more about the visitation program at a building-wide vote that takes place during the first two weeks of classes in the fall. If sufficient interest in a non-visit area exists, specific arrangements will be made to accommodate that request. In the event that there are not enough requests to satisfy various options, no person will be forced to~~

participate in a more liberal visitation policy than he or she wants.

- 3. REGISTRATION OF GUESTS:** It is the responsibility of each resident to attend to the registration of a guest. A resident may host no more than three guests at a time. Furthermore, it is the responsibility of each resident to escort the guest(s) at all times while the guest(s) remains in the building. Guests must carry a valid picture ID when visiting residential facilities. State, government, and military issued IDs are acceptable forms; library cards, debit/credit cards, etc. will not be accepted. Guests must present a valid picture ID to the desk receptionists when checking in. The guest may be required to surrender this ID depending on technology available. This identification will be returned when the guest leaves the building. False identification will be turned over to University Police for appropriate action. Hosts are responsible for guests' behavior, for any damages incurred, and for the adherence to all university policies and procedures.
- 4. LOSS OF PRIVILEGES:** Residents should understand that visitation is not a right, but rather a privilege that may be suspended at any time for violations of Office of Housing policies or *UNCW Code of Student Life* violations. Visitation privileges may be suspended administratively by Housing and Residence Life or by conduct review from the Office of the Dean of Students.
- 5. DAYS AND HOURS:** At the beginning of the fall semester all residential facilities originally begin with visitation hours set to 11:00 a.m. to 11:00 p.m. on Sunday through Thursday and 11:00 a.m. to 2:00 a.m. on Friday and Saturday. Within the first two weeks of the fall semester, residents will have the opportunity to vote on one of three visitation options that they prefer for the remainder of the academic year. Each option has percentage requirements (based upon total residence hall occupancy) that must be met.
 - Option 1: Keep the visitation hours as originally set (allowing for visitation hours from 11:00 a.m. to 11:00 p.m. on Sunday through Thursday and 11:00 a.m. to 2:00 a.m. on Friday and Saturday).
 - Option 2: Increase the original visitation times to be one hour earlier and one hour later (allowing visitation hours from 10:00 a.m. to midnight on Sunday through Thursday and 10:00 a.m. to 3:00 a.m. on Friday and Saturday).
 - Option 3: Extend the weeknights by an hour (allowing visitation hours from 10:00 a.m. to midnight on Sunday through Thursday) and have open visitation on Friday and Saturday nights, understanding students are still expected to respect their roommate's rights and follow the overnight guest policy.

In all residential communities (including apartment and suite style communities), residence life staff regulate the visitation policy through 24-hour service desks and guest registration program. Additionally, residents are expected to hold themselves and peers accountable for this and all policies outlined by Housing and Residence Life and the *UNCW Code of Student Life*. If residents feel peers are not adhering to expectations outlined in the policy, residents have a responsibility to communicate violations to the appropriate staff in a timely manner. Community Standards and other peer agreements cannot supersede HRL or university policies.

Each building may also choose to accept extended in-hall visitation privileges during the vote, which takes place in the fall semester. Extended in-hall visitation allows residents of a building free access to visit other residents within the building. This is in addition to the normal visitation hours that apply to outside guests. These hours may be extended to include up to 24 hours per day, seven days per week.

- 6. OVERNIGHT GUESTS:** Residents may register guest overnight guests who are of the same sex at their Front Desk. A guest may not be registered overnight more than three nights in a two-week period. Overnight

~~guests in apartment and suite communities are subject to the same expectations outlined in this section. Violations of this policy should be reported to appropriate residence life staff.~~

~~**7. ESCORT POLICY:** Resident students are responsible for escorting their guests within the building at all times. In addition, residents must supervise their guest within their room / suite / apartment. The resident is responsible for informing their guest(s) of all university policies and regulations. Hosts are responsible for any policy violations committed by guest.~~

~~**8. MINOR GUESTS:** Visiting non-student minors (under 18 years of age) must be accompanied at all times by the resident they are visiting, must present a photo I.D. or written parental permission for the visit. Non-student minors may only stay overnight when hosted by a sibling who resides in the building but their parent must provide advance notice and valid parent/guardian phone number to the Residence Coordinator. The minor children or dependents of residents are not permitted to permanently live in a resident's room.~~

o. WEAPONS

To provide for the safety and well-being of all members of the residential community, possession of weapons of any type (including paintball guns, BB guns and bows and arrows, or any other weapons prohibited under North Carolina law) are strictly prohibited in residential communities.

V. Appendix

a. Prohibited items

Things NOT to bring	
Prohibited Items	<ul style="list-style-type: none">• double-sided sticky tape• wall-mountable items such as bookshelves/mirrors/pictures frames• electrical appliances that provide a high fire risk such as deep fryers, electric skillets, toaster ovens, oil popcorn poppers• gas or charcoal grills• lava lamps• recreational/toy guns such as paintball, water, Nerf• space heaters• ceiling fans• pets, with the exception of fish• candles (ceremonial, decorative, or display)• halogen lamps• road/traffic signs or safety cones• extension cords• any type of firearm, weapons, explosives or bullets• wireless routers• third party bed lofts• incandescent bulbs (LED or CFL bulbs preferred)• hover boards