

# 2020-2021 HOUSING AND RESIDENTIAL LIFE HANDBOOK

UAFS | UNIVERSITY OF ARKANSAS  
FORT SMITH



# IMPORTANT NUMBERS

Unless noted otherwise, all numbers have area code 479.

## EMERGENCY

Emergency Medical Services.....	911
University Police.....	788-7140
24-Hour Crisis Hotline .....	1-800-273-TALK (8255)
Child Abuse Hotline.....	1-800-482-5964
Arkansas Sexual Assault Crisis Response Hotline.....	1-800-977-5776
Crisis Intervention Center 24-Hour Hotline .....	1-800-359-0056

## HOUSING & RESIDENTIAL LIFE NUMBERS

Housing Office and Sebastian Commons .....	788-7340
Lion's Den Front Desk South Building .....	788-7347
Lion's Den Front Desk North Building .....	788-7344
Sebastian Commons After Hours Resident Assistant On Call.....	650-7924
Lion's Den After Hours Resident Assistant On Call.....	221-0380
Lion's Den Resident Director.....	788-7348
Sebastian Commons Resident Director.....	788-7341
Director of Housing & Residential Life .....	788-7334

## STUDENT SERVICES AND OTHER HELPFUL NUMBERS

Academic Advising .....	788-7400
Academic Success Center.....	788-7675
ADA Services.....	788-7577
Bookstore.....	788-7320
Cashier .....	788-7060
Counseling Center.....	788-7398
Financial Aid.....	788-7090
Information .....	788-7000
Library.....	788-7200
Powell Student Health Clinic .....	788-7444
Registrar.....	788-7230
Student Activities .....	788-7699



# Welcome!

Welcome to your home at the University of Arkansas - Fort Smith! We are glad you have decided to live on campus. This handbook is a supplement to your housing contract. You have been given the responsibility to live cooperatively and with civility in our diverse residential community. This important information will establish the foundation for you to have a successful time living on campus.

The Office of Housing and Residential Life's mission is to provide the figurative and literal framework to assist in your college career. We firmly believe you will be a more successful student because of your on-campus experience. By living on campus, you will interact with other residents who share similar and unique ideas and values as your own, yet you will also experience an environment that enables progressive conversations and personal growth.

This academic year will present many challenges as we work to maintain a safe physical distance while trying to build community. Be patient with yourself and with each other. Our goal for you this year is to create a culture of respect. To assist in creating this community, there will be specialized programs and opportunities for you to become involved and grow as an individual. Your RA will make an effort to get to know you, so please feel free to reciprocate. A staff member is never too far away, and we can connect you to all the resources and involvement opportunities the university has to offer. You may even find your niche by joining our Residence Hall Association, which is a voice for the residents.

From the Resident Assistants to the Resident Directors, the Housing and Residential Life staff are excited to support you while living on campus and challenge you to reach your highest potential as engaged and responsible campus students. If you ever need anything, please do not hesitate to contact a staff member. We are excited to have you as a resident, and our office doors are always open. Have a great year! Be safe!

Living. Learning. Leading.

A handwritten signature in black ink that reads "Elizabeth R. Eppinger". The signature is fluid and cursive, with a large, stylized 'E' and 'P'.

**Elizabeth R. Eppinger**

Director

Housing and Residential Life



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## IMPORTANT INFORMATION

### Important Dates

Residents are required to check out of their rooms within 48 hours of their last final exam of the spring semester. The Lion's Den will officially close on May 8, 2021. Sebastian Commons residents who signed an academic contract will be required to move out on or before May 9, 2021.

**Winter Break:** Dec. 12, 2020–Jan. 9, 2021

**Spring Break:** March 20–28, 2021

The Lion's Den will be closed for Winter Break starting at 5 p.m. on Dec. 12, 2020, and will reopen at noon on Jan. 9, 2021. Food service will be closed during extended breaks.

### Mission Statement

The Office of Housing and Residential Life at UAFS is committed to providing safe, well-maintained, quality on-campus residential opportunities. The department promotes a spirit of community, develops programs which support student retention and success, and extends student learning beyond the classroom.

## GENERAL INFORMATION

Housing and Residential Life is the department that oversees the operations of all student residential facilities and programming on the UAFS campus. Resident Assistants and Resident Directors are key personnel who assist students with residential concerns. A student may call or visit the Office of Housing and Residential Life from 8 a.m. to 5 p.m. Monday through Friday, with extended hours during the fall and spring semesters. UAFS offers two living facilities for students. The Lion's Den Residence Hall is a suite-style complex where first-year students and upperclassmen may live in a community setting complete with community lounges and an on-site dining hall. Sebastian Commons Apartments is for our upperclassmen who are seeking a quiet and convenient home that also offers opportunities to interact with other students. The Housing Office, located within Sebastian Commons, is closed when classes are canceled due to inclement weather. The front desk at both the North and South buildings of the Lion's Den also serves as an information area.

### Community Living Creed

Living on campus means living in a community of students. This community is a dynamic place composed of a variety of people with differing values, cultures,

lifestyles, and attitudes. As a member of the community, you must strive to understand the individuality and life choices of those around you. You learn best from one another in an atmosphere of positive encouragement and mutual respect. You must possess a genuine desire to learn from those around you, and you must give others the respect you desire. Each student is unique and rich in experiences, and therefore each resident offers something for the benefit of everyone.

The on-campus community incorporates the following values:

**Education:** To ensure that teaching and learning takes place beyond the classroom.

**Openness:** For ideas and thoughts to be discussed freely.

**Respect:** To ensure that individuality is honored so diversity may be pursued.

**Responsibility:** So that the individual accepts obligations to the community and is held accountable for individual actions.

**Civility:** To ensure that the individual's well-being is supported and community service is encouraged.

**Involvement:** So that all individuals have a voice in decisions concerning their community.

**Ownership:** To ensure that all individuals care for their building facilities and adjacent property.

**Celebration:** So that UAFS history and culture are promoted and university traditions are shared.

**Integrity:** Unified adherence to ethical, truthful, and factual conduct.

**Quality:** To provide excellence through a complete range of services, programs, and personnel.

**Vision:** To value opportunities for learning, innovation, and positive change.

**Cooperation:** To work together to achieve common goals.

**Collaboration:** To work with others to better campus life.

**Benefits** in our community include the ability to:

- socialize among other residents.
- sleep and study without disturbance.
- live in a supportive and stimulating community.
- live in a safe, secure, healthy, and clean environment.





- enjoy access to a variety of programs, services, and facilities.
- be involved with others in promoting an educational, open, respectful, responsible, caring, involving, and celebrative community

**Responsibilities** in our community include the need to:

- consider the needs of other residents and balance them with your own needs.
- promote care of physical facilities, equipment, and services.
- communicate with other residents and staff members when others are disturbing you.
- demonstrate a commitment to the community by getting involved.
- promote campus and individual safety.
- uphold the policies and procedures of Housing and the university.
- demonstrate respect for all individuals.

## Residents' Rights

UAFS requires that residents are familiar with and abide by the rules and regulations set forth in the **Student Handbook and Student Code of Conduct** and the policies listed in this Housing and Residential Life Handbook. Residents who are charged with a violation are encouraged to refer to those publications for an explanation of the regulations and their rights.

Residents are required to adhere to and respect the directives and requests of RAs and other university officials. Disciplinary action will be taken against residents

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who violate the rules and regulations listed in this Housing and Residential Life Handbook, the Housing Contract, and the Student Handbook and Student Code of Conduct.

## **Rights of Others**

The rights of other students, faculty, staff, and any other person on the university campus must be honored. Violation of the rights of others includes, but is not limited to, participating in acts that are degrading or harmful, holding another against their will, making written or oral threats, and participating in the physical or verbal abuse of another person. These acts are specifically prohibited. Please refer to the Discrimination and Harassment policies for further information.

## **Student ADA Services**

UAFS seeks to make every effort to offer equal educational opportunities for all students. To ensure a total university experience for all students with disabilities, UAFS provides reasonable accommodations and services to students who have physical, emotional, and/or learning disabilities. A student with temporary or permanent disabilities may present validation of the disability and request services by contacting the Student ADA Services Office at 479-788-7577 or [ada@uafs.edu](mailto:ada@uafs.edu).

## **TITLE IX**

### **Title IX: What to do if You Experience Harassment, Discrimination, Retaliation or Sexual Harassment/Violence**

Title IX, part of the Education Amendments of 1972, is a federal law that prohibits sex discrimination in education. It reads: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Title IX is often thought of as a law that applies only to athletics programs. In reality, it probably applies to every program and activity at UAFS.

Sex discrimination, as currently interpreted, includes behaviors such as sexual harassment, sexual assault, and all forms of sexual violence. We must respond similarly to allegations of domestic violence, dating violence, and stalking. Title IX also provides rights to students who are pregnant. If sex discrimination behaviors occur, we need to stop the behavior, prevent its recurrence, and remedy its effects to the greatest extent possible. UAFS will strive to respond to complaints in a manner that maintains or restores a safe and productive learning environment while looking into the complaint in a prompt, thorough, and impartial fashion.

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The first priority is to report the incident. This can be done by calling the Title IX Coordinator, Dr. Lee Krehbiel, at 788-7310 or Deputy Coordinator for Students Kathryn Janz at 788-7413. If you prefer to speak with a woman (or a man), we will do our best to accommodate that request. If you are unsure about reporting, the coordinator can refer you to persons who can listen to your story and offer confidentiality, such as a crisis counselor, pastor, or licensed counselor. You will be given a packet of information outlining your options and offering personal assistance as needed with making appropriate contacts. Interim measures are another possibility, such as re-working living or classroom arrangements or issuing no contact orders. These are put in place to facilitate your ability to continue your academic pursuits. We will also help you report the incident to the police if you so desire.

### **Informal Complaint Process**

An Informal Complaint Process is available, but only after a formal complaint is filed, and both parties must agree in advance to the procedures. Either party may withdraw up to the point that an agreement is reached. The university does not require any party to utilize the Informal Complaint Process if doing so is impracticable or unsafe, or if the party believes that the conduct cannot be effectively addressed through informal means. However, where it is practical and safe to do so, every reasonable effort should be made to constructively resolve issues with students, faculty, staff and administrators before pursuing the Formal Complaint Process. Under the Informal Complaint Process, the parties may elect to resolve the complaint by discussing it with the other party, again if both parties agree. If the offending party is an employee and satisfactory resolution cannot be reached after discussion, the complainant may also contact the individual's direct supervisor to resolve the complaint. If these efforts are unsuccessful, the Formal Complaint Process may be initiated. The informal process is not available if the complaint involves an allegation that an employee sexually harassed a student.

### **Formal Complaint Process**

Upon receiving a report of alleged or possible violation of the UAfS Campus Policy and Procedure for Discrimination, Harassment, Retaliation and Sexual Misconduct Complaints, the Title IX coordinator and/or deputies (hereafter the Title IX coordinator) will evaluate the information received and determine what further actions should be taken. The Title IX coordinator will follow the procedures described in the policy. The Title IX coordinator will take steps, either directly with the complainant or through a reporting employee, to provide information about the university's Complaint/ Grievance Procedure, as well as available health and advocacy resources and options for criminal reporting. The full policy is in the Student Handbook, which can be located at [\*campuslife.uafl.edu/student-handbook\*](http://campuslife.uafl.edu/student-handbook).

## **What If I Am Accused of Violating This Policy?**

Many of the protections and rights outlined above also apply to those who are accused. These include meeting with a Title IX Coordinator or Deputy and receiving the comprehensive packet of information. You will learn about options, support mechanisms and resources, and receive regular updates on how the process is proceeding. You may choose to have an advisor with you during meetings. You have the right to a written notice of the charges against you, including sufficient details, and sufficient time to prepare a response before any initial interview. The notice will include the identities of the parties involved, the specific section of the Title IX Policy and Procedures document allegedly violated, the specific conduct allegedly constituting the potential violation, and the date and location of the alleged incident. The notice will also affirm that the University presumes a party to be not responsible for a policy violation until a preponderance of evidence shows otherwise. You will also be protected from harassment or retaliation. If the case goes to a hearing, you may have an advisor represent you in asking questions of the other party and witnesses, or UAFS will appoint one for you.

## **Harassment, Assault, and Discrimination**

Direct threats, intimidation, physical or verbal abuse, sexual harassment, unlawful discrimination, hazing, and stalking are expressly prohibited. Also prohibited is other conduct that threatens or endangers the health or safety of any specific person or that clearly creates a hostile living, learning, or work environment. UAFS has developed a policy with respect to unlawful harassment or discrimination and does not tolerate such behavior undertaken against any student, employee, or individual who is a legitimate part of the campus community. Roommates are expected to treat each other with civility and respect, and if that is not occurring, a change of room assignment or eviction could occur. Students who feel aggrieved because of these behaviors should report their complaints promptly to a Housing staff member or UPD. See the Student Code of Conduct for more detailed definitions.

## **STUDENT CONDUCT**

### **Amnesty**

As stated in the Student Code of Conduct, amnesty may be offered to students who report a serious incident who may be in fear they will be charged with a minor policy violation, such as underage drinking, from the time of the incident.

### **Alcohol**

UAFS, including all residential buildings, prohibits the possession, distribution, manufacture, or use of alcoholic beverages on its property. This includes students who are 21 or older. Alcohol bottles or containers, including boxes, may not be in

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the residential area or displayed as decoration ***even if they are empty***. Students may also not be in the presence of alcohol while on campus. Anyone violating these policies will be subject to the conduct process.

Alcohol and other substance abuse is a university concern. Refer to the Student Code of Conduct regarding the campus alcohol policy.

## Drugs

The university prohibits manufacturing, possessing, selling, transmitting, using, or being party to any illegal drug, controlled substance, or drug paraphernalia on campus. Drug paraphernalia includes hookahs, bongs, pipes, grinders, scales, and rolling papers. If a student is found to be using or providing a legal substance, including prescription medication, as an addictive drug or in excess amounts, sanctions may be incurred. Students must be able to immediately provide proof of their prescriptions to university personnel upon request. Recreational or medical marijuana is not permitted on campus. Please refer to the Student Code of Conduct for the full regulations and sanctions for violations. Residents found violating these policies may be evicted from their campus housing.

Information concerning the possession, sale, use, etc., of drugs on campus must be brought to the attention of Residential Life staff or University Police. University Police will conduct an appropriate and confidential investigation.

## Tobacco-Free and Portable Vaporizer Policy

UAFS is a tobacco-free campus. According to Arkansas Code Title 6, Chapter 60, use of tobacco is prohibited on each campus of state-supported institutions of higher education. “Campus” means all property, including buildings and grounds, that are owned or operated by a state-supported institution of higher education. In addition, the use of any tobacco product is prohibited on the grounds of UAFS in order to establish a healthier and more beautiful learning environment. The tobacco-free environment includes all university property, which according to state statute 25-17-301, “shall include all highways, streets, alleys, and rights-of-way that are contiguous or adjacent to property owned or controlled by the institution.”

Use of electronic cigarettes is also banned from campus property. This includes all portable and handheld vaporizers. Students found smoking/vaporizing or using tobacco in or around the residential facilities will be subject to the conduct process.

## Emergency Equipment

Tampering with, damaging, or inhibiting the use of emergency equipment, including exterior doors, propping any exterior or stairwell door, or tampering with any surveillance camera is strictly prohibited. Residents should be advised

that surveillance cameras are in use at the Lion's Den and Sebastian Commons. Residents may not use emergency equipment for any purpose other than emergency use. This includes fire extinguishers, heat and smoke detectors, exit signs, sprinklers, or any other emergency equipment. Damage caused by the student's action or negligence will be charged to the student. Fire extinguishers may only be used for their intended purpose. If a resident misuses a fire extinguisher, the resident will face the conduct process. For Sebastian Commons, if an alarm is triggered while one is cooking, residents are still responsible for making sure the alarm remains in working order. ***The detectors must always be working, and violations will go through the conduct process.*** Because of the potential safety threat, residents found responsible for tampering with or damaging emergency equipment may be removed from on-campus housing. ***Residents may not access the fuse box or breaker box for their living area unless under advisement from a university staff member.***

According to Arkansas Code 5-71-210, communicating a false alarm is a Class A misdemeanor if no one gets hurt or there is no damage to property. Two or more times, then it's a Class D felony. It's a Class D felony if property damage results or if it is a bomb threat to a private or public educational institution. Communicating a false alarm is a Class C felony if there is physical injury.

## Firearms, Explosives, Hazardous Materials

The possession or use of firearms on university property or at university-sponsored events is prohibited by state law and may result in suspension or expulsion from the university. The exception to possession is for those persons who have successfully obtained official state mandated training and the correct licenses per the Arkansas enhanced conceal carry laws. Any exceptions for educational purposes must be authorized by the Chief of Police and the Vice Chancellor for Student Affairs and Enrollment Management. The possession or use of fireworks, explosives, or other weapons on university property is also prohibited and may result in sanctions up to suspension or expulsion from the institution.

The storage or use of the following items, but not limited to the following items, in and around campus housing is **prohibited**: fireworks, explosives, explosive materials, weapons, lighter fluid, ammunition, devices capable of casting a projectile (such as bows and/or slingshots), swords, brass knuckles, or any type of gun (including but not limited to handguns, BB guns, stun guns, air guns, paint guns, pellet guns, or toy weapons that look like real weapons).

Students who, because of law enforcement work, find it necessary to carry a weapon, must obtain an authorization for the temporary possession of such items from the Chief of University Police and the Vice Chancellor for Student Affairs and Enrollment Management. Failure to obtain written permission may result in disciplinary action and/or criminal prosecution.

An exception under Arkansas law is that persons with a valid concealed-carry permit may have their licensed handgun on their person while inside their

vehicle, even on campus, and they may leave the handgun inside their properly locked vehicle, even while on campus.

## Electrical Appliances

The capacity of the residential facilities' electrical systems is limited. Students must only use UL (Underwriters Laboratory) approved extension cords.

The following electrical appliances **ARE** permitted:

- Single-cup automatic coffee makers **WITHOUT** an open hot plate
- Computers
- Radios/stereos
- TV/DVD/Blu-Ray players
- Desk lamps with low-wattage bulbs (less than 60W)
- Hair dryers and other hair items
- Small refrigerators (less than **4** cubic feet capacity)
- Microwaves (less than **1.0** cubic foot and less than **1,000** watts)
- Sebastian Commons kitchens **ONLY**: toasters, toaster ovens, enclosed electric grills (e.g., George Foreman grills)

The following electrical appliances are **NOT** permitted in campus housing:

- Open element appliances (such as hot plates, broilers, open grills)
- Space or kerosene heaters
- Air conditioners (personally owned units)
- Outside antennas or satellite dishes
- Halogen or sun lamps
- Air fryers or regular fryers

## Hazing

UAFA prohibits hazing. According to Arkansas Code 6-5-201 and 6-5-204, hazing includes, but is not limited to, any of the following events which occur on or off campus: acts done for the purpose of intimidating the student attacked by threatening them with social or other ostracism; playing abusive or truculent tricks with the purpose of scaring; acts done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked; acts of striking, beating, bruising, maiming, or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student.

## Pranks

Pranks that result in disturbances or distress to others or cause damage to university or personal property are prohibited. Students will be responsible for paying for the damage at minimum.

## Projectiles

For obvious reasons of health and safety, propelling devices such as rockets, catapults, slingshots, surgical tubing, or any device, whether bought or homemade, for the purpose of launching an object is prohibited. Darts and dartboards are not permitted in residential buildings due to the potential for personal injury and property damage.

## Compliance with University Officials

Failure to comply with a request by an authorized university official, including failure of a student to present his or her university identification card when requested by an authorized university official, may result in disciplinary action. Additionally, actions toward any university employee or authority, including Resident Assistants, that are manifestly unreasonable in time, place, and manner and may disrupt the fulfillment of their duties may result in disciplinary action.

## Animals

Fish are the only pets allowed in campus residential buildings. They must be kept in an aquarium smaller than 10 gallons. All other animals (except service and assistance animals) are not permitted at any time for any reason. This does not apply to professional staff apartments. Students are also not permitted to encourage strays to stay on campus by methods such as leaving food outside apartment doors. Any student found to have an unapproved animal must immediately remove the animal and will be charged \$100. ***This also means no animal may visit inside the facility for any length of time.*** The apartment or suite will be professionally cleaned after the resident moves out. An egregious first offense or a second offense may result in eviction. The room will be randomly inspected to ensure the animal is gone.

***A service or assistance animal must first be registered with Student ADA Services and go through the approval process***



***before it is brought to campus.*** Contact ADA Services at 479-788-7577 to start the process. This policy also applies to permanent non-student residents (i.e., spouses). If you see an animal and are concerned it is not registered, please call the RA on call.

## Candles and Incense

Burning candles and incense, as well as kerosene lamps and other flammable liquid fueled devices, is prohibited on campus, including in common living areas. Decorative candles must have non-burned, clipped wicks, or be wickless. Residents may use candle warmers as long as they are conscious of placement.

## Electronic Imaging

Use of cameras or other electronic imaging devices to transmit live images or videos from residence hall rooms or apartments is limited to the capture of that resident's contracted portion of the room unless written permission is obtained by all contracted residents of the room. Any activities that infringe on the rights of others or violate policies or laws are prohibited. Ring™ doorbell systems and other similar external camera and monitoring systems will not be allowed to be installed anywhere in the facilities. This is due to the significant wiring and intrusive methods required to install a system like this and also because of privacy concerns for other reasons with this external-facing technology.



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## Guest and Visitation Policies

Guest visitation hours are 8 a.m. to midnight.

Until the COVID-19 pandemic is done, **NO non-UAFS visitors except immediate family may be inside the resident's room, suite, or apartment. This is to protect the on-campus community and to encourage physical distancing. The only overnight visitors permitted are current UAFS students.**

Each resident may only have two visitors at any time inside their suite or apartment. The maximum occupancy for a suite is eight people and the maximum occupancy for an apartment is ten people. However, the primary rule for each resident to only have a maximum of two visitors must always be true.

A guest or visitor is defined as anyone who is not an assigned resident of the particular bedroom, suite, or apartment they are visiting. Any guest staying past visitation hours is considered an overnight guest. Guests of the opposite gender are not allowed in suites past visitation hours in the Lion's Den, except for any wing designated as co-ed. Same-gender guests are welcome to stay overnight in a student's room. Students or guests may not sleep overnight in lounges. In the case of a double or triple room, prior consent of the roommate(s) is required. All guests must abide by all university and Residential Life policies while visiting the UAFS campus. ***Residents are responsible for the behavior of their guest(s).*** Any violation of rules or regulations by a guest may result in disciplinary action being taken against both the resident and guest.

Each overnight guest may only stay for two consecutive nights and no more than 14 nights per semester. ALL overnight guests must be 18 or older. **All overnight guests must be registered.** Hosts must complete a form on the Housing website at [campuslife.uafs.edu/housing/visitor-registration](https://campuslife.uafs.edu/housing/visitor-registration). Married students in Sebastian Commons are responsible for the actions of their spouses if they live on campus. Failure to register overnight guests may result in fines and not being permitted to have guests. Guests must follow the campus parking policy and may not park at Sebastian Commons. Guests may obtain a temporary parking pass from UPD. **No animals of guests may visit or enter the facilities unless it has been approved by UAFS Student ADA Services.**

**Be advised that any violation of UAFS or Housing policy where minors are present will have more serious sanctions than a typical violation.**

## Escort Policy

All guests must be escorted by their hosts at all times to ensure the safety of the community. This also means that a guest may not be left unattended in a suite or apartment. All guest policies apply. In the Lion's Den, guests and students may not enter a wing where they do not live unless they are escorted by a resident of that wing. This includes guests who are the same gender as their host.

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## Card Access

Lion's Den students use their Lions ID card to gain entrance in the residence hall. Sebastian Commons residents use their ID to access the laundry room. Only cards of current residents are valid to open these doors. Lost IDs should be reported immediately to Residential Life staff so they may be turned off. Students are required to obtain a new ID card immediately from the Registrar's Office. To maintain safety and security of the facility, all residents must use their own ID. Also, residents may not permit "tailgating" by allowing people not in possession of a valid access card to follow them into any part of the facilities. Failure to use one's access card is considered illegal entry. Residents may not allow anyone else to use their keys or ID card. This would also be illegal entry.

## Recreational Sports

Sports and activities that are customarily meant to be engaged in outdoors may not occur indoors. This includes skateboarding, rollerblading, biking, throwing balls, etc. This policy is in place for the safety of all students and to prevent damage to the residential facilities. No recreational sports may occur near or adjacent to the building if they could cause damage (i.e. golf balls, etc.). No sports, including throwing of balls and discs, may occur on the walkways and breezeways of Sebastian Commons buildings.

## Personal Motorized Vehicles

Motorized scooters or motorized personal transportation devices, including hoverboards, are prohibited from being stored, charged, or used inside any campus housing buildings due to potential fire and safety hazards. This includes anything operated by a large lithium-ion battery. Standard scooters and mopeds must be parked at least 12 feet from any building and may not be used or parked on any sidewalk.

## Noise

Sound carries easily in community living. Voices, stereos, televisions, air horns, and bouncing balls in rooms can often be heard in other rooms, on the residents' floor, and on floors above and below residents. Remember that while residents have a right to listen to music of their choice and be boisterous, other residents have a right to sleep, study, or listen to the music of their choice without disturbance. Yelling, playing loud music, etc., out of windows is prohibited. The playing of musical instruments is permitted within the living area as long as it is not disturbing others or violating quiet hours.

## Quiet Hours

### Quiet hours are midnight to 8 a.m.

Courtesy hours are always in effect. If a fellow resident makes a reasonable request regarding your noise level, please be courteous. Sound should not be heard more than three doors away. Students or staff may request a resident to be quiet. Repeat violators will face the conduct process.

Basketball and volleyball courts at Sebastian Commons will be open 8 a.m.-10 p.m. Until the COVID-19 pandemic is done, the courts may only be used by one person at a time. The exception is all the residents using the court must live together.

### Finals Week Quiet Hours

Special finals quiet hours are established to promote a positive studying environment during finals week. Quiet hours will be in effect 24 hours a day, starting 24 hours before finals begin and lasting throughout finals. Noise should not be heard outside of the room. It is possible this may be reduced to 23-hour quiet hours to provide a louder stress relief hour. Basketball and volleyball courts at Sebastian Commons will be CLOSED during finals.

## Trash and Recycling

**Sebastian Commons:** All personal trash must be carried to the compactor located behind the Housing Office. Apartment trash cannot be thrown in common area trash receptacles. Trash may not be left outside any apartment door. Doing so may result in a fine.

**Lion's Den:** All personal trash must be carried to the designated area on each floor. Room trash may not be thrown away in the lounges or left in the hallway.

Residential Life strives to promote environmental awareness. At Sebastian Commons, large recycling receptacles for commingled recycling may be found on the first floor breezeway of each building. There is also a large cardboard recycling dumpster behind the Housing Office. No pizza boxes may be recycled due to grease residue. In the Lion's Den, residents may take their recyclables to the recycling centers near each elevator lobby on each floor. Also, please make all efforts to break down and compact all cardboard boxes.



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## Posting of Printed Material

The posting of signs and flyers at Sebastian Commons, in the Dining Hall, or in the Lion's Den will be permitted with approval of the appropriate Resident Director. Outside vendors are prohibited from advertising in residential buildings unless authorized by the Student Activities Office **and** the Resident Director. To obtain authorization for posting, a representative of the sponsoring group must bring all materials to be posted to the Student Activities Office for approval and then the Resident Director of each facility.

At Sebastian Commons, materials may only be taped to doors using painter's tape (not pushed under or tucked into the door frame or hung from the doorknob), and the person responsible for putting up the advertisements must come back after the event to pick up any loose advertisements.

In the Lion's Den, materials may only be posted, with Resident Director approval, in approved areas. The fliers may not be taped to glass doors or windows, including entry and exit doors.

If any organization does not follow these guidelines, they may no longer be allowed to advertise.

## Solicitation

For the protection and privacy of all residents and to prevent the interruption of studies, no door-to-door activity (e.g., canvassing, solicitation, sales) for any purpose is permitted. This does not include a student organization, with Resident Director approval, from inviting residents to campus events. If a student encounters such activity from an outside vendor, please contact a staff member or University Police Department immediately. Residents may also not advertise a business by posting ads on doors or emailing residents with university-supported technology.

## Operating an Unauthorized Business

Operating an unauthorized business from a student's living area, including but not limited to babysitting services, websites, hair care, and cosmetic services, is prohibited. No business may be in operation in or around the residential facilities.

## Offensive Odors

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Some examples are air freshening spray, perfume, body odor, trash, or large amounts of dirty laundry. Residents identified as responsible for the odor will be asked to eliminate the cause of the odor. If the odor is not eliminated in a timely manner, the responsible residents may be billed for cleaning of their living space and may be required to move.

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## Cleaning Personal Space

All apartments, suites, and bedrooms must be maintained in accordance with suitable health standards defined by the Office of Housing and Residential Life. Cleaning of the individual room, apartment, or suite is the responsibility of the residents occupying the room, apartment, or suite. According to the housing contract, failure to maintain the room, apartment, or suite in a safe and sanitary condition may result in termination of the housing contract.

If a resident is concerned about pests, or if pests are noticed, the resident has the responsibility to immediately notify Housing Staff regarding the issue. If Housing Staff is not notified in a timely manner, the resident may be billed for pest removal and cleaning.

## Mold and Mildew

UAFS implements best management practices and initiatives to systematically integrate environmental, health, and safety considerations into all practices. ***The resident must contact the RA on call if they have reason to believe there is a mold or mildew issue in their room.*** UAFS has a mold management plan for identifying and treating areas of potential mold and mildew growth. Molds are part of the natural environment.

## Furniture and University Property

All furniture and university property, such as appliances and trash cans, located in any residential building or area must remain there at all times. These items may not be taken out of their appropriate room, suite, apartment, lounge, dining hall, patio, or common area at any time for any reason. All furniture owned by Housing and Residential Life is marked and cataloged. Should any items be missing, the party responsible for the loss will be held accountable. Upon move-in, please note on the Room Condition Report all structural issues, marks, or defects with the furniture. No storage is available. When a resident is residing in a room by themselves, they are responsible for all furniture in the room.

Students may use official bed-heightening risers not to exceed 10 inches in height. Cinder blocks or personal lofts may not be used. Students may not alter university furniture in any way, which includes taking it apart, except for a Lion's Den bed. The furniture may not be stacked on top of each other. Students may not provide their own mattress or bed due to risk of bed bugs and fire hazard. Alterations to any university mattress is strictly prohibited, including the removal of mattress covers in Sebastian Commons. Mattress toppers may only be used on the outside of mattress covers. The resident assumes the risk of transporting bed bugs.

In the Lion's Den, each student is provided an extra-long twin bed, which may be adjusted to a loft height of 60 inches. Residents must exercise caution when

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adjusting the spring and should have help when doing so. No tools are needed for adjustments. If a student has a concern about falling out of bed, they may check out a safety rail from the front desk. The university is not responsible for accidents that occur as a result of sleeping in a lofted bed.

## **Theft and Possession of Stolen Property**

Theft is strictly prohibited in the residential facilities, on campus, and by law. Taking an individual's personal property without permission is strictly prohibited. Street signs are not permitted to be in the possession of any student unless proof of purchase can be provided. Any signs found will be confiscated, and the student may face legal ramifications. Any student who suspects they have had something stolen should immediately report the theft to Housing personnel and the University Police Department. Students who are found responsible for theft will receive sanctions.

## **Grilling**

At Sebastian Commons, residents may only use the provided grills in the courtyards of the buildings. Residents must never leave grills unattended. Residents must also thoroughly extinguish the charcoal once they are done and then throw away the charcoal once it has cooled. Electric grills, such as George Foreman grills, may only be used in a traditional kitchen area.

## **Vandalism**

Vandalism to university facilities or property will not be tolerated under any circumstances. People who violate this policy will be subject to disciplinary action and will be held responsible for the restitution of the damaged item(s). This also includes property of other residents.

## **Illegal Entry**

Students who enter a room, apartment, or suite without permission from the occupant will be trespassing. Entry by force will be considered breaking and entering. Illegal entry will be subject to the conduct process.

## **Decorating**

Residents will be billed for excessive or large holes found in the walls or doors of their room. In the Lion's Den, residents may adhere items to the wall **ONLY** via sticky tack or other removable sticky items. No holes are permitted. Also, any excessive paint chips will cause a painting bill to be charged to the residents.

Residents are encouraged to personalize their assigned room, however, appropriate decorating guidelines must be followed.

- Items may not hang low in the rooms or hallways.
- Items may not protrude from doors into public space.
- Residents may only have items beside their outside door with permission from the Resident Director of their facility.
- Holiday trees taller than 3 feet are not permitted in the residence hall.
- Real trees are not permitted in either facility.
- Nothing may block a smoke detector or sprinkler in any way.
- Decorative lights may not be connected to another strand and must be plugged directly into the wall. Rope lights are the recommended holiday lights to be used.

## Windows

Each room is provided with blinds to assure residents' privacy, and these blinds are treated as university property. In order to ensure that our campus has an aesthetic appearance and to reduce mold buildup, windows may not be covered with any sun-blocking items such as insulation, blankets, or foil. When using curtains, residents must ensure there is air flow on either side of the curtain. Residents may not display posters, signs, flags, or other items in their windows, regardless of which side of the blinds it is on unless the blinds will remain closed at all times. Residents may not remove the screens nor may they throw anything out the windows. Residents may also never exit an apartment or suite via the window unless a true emergency is occurring. Doing so may result in disciplinary action.

## Keys and Lockouts

Residents are expected to lock their doors, especially when they are not home, to ensure the safety of themselves and their property. If something happens inside a student's assigned room and there is no sign of forced entry, the student may be responsible. Each resident is issued keys to access their living area and mailbox. These keys are for their personal use only and may not be loaned to anyone. UAFA prohibits unauthorized duplication of university keys. If residents lock themselves out of their room, they may go to the office during business hours to check out a five-minute lockout key. If the office is closed, the resident may call the Resident Assistant on call, who will unlock the doors for the resident. Residents will be charged \$15 for an after-hours lockout. This charge also applies to Lion's Den students who forgot their ID and are unable to enter their residence wing.

If a resident loses a key, they must notify the office immediately as this is a security issue. New locks will be installed, and the student's account will be billed for the lost keys. If the keys are located, the charges may be removed.

- Each affected door key core \$45
- Mailbox key \$15

Please be aware that the resident's student ID must be presented when checking out any key.

## Room Entry and Search and Seizure

Residents have a reasonable right of privacy in a residential building owned by the university. However, an apartment, suite, or bedroom may be entered by university personnel for the purpose of conducting administrative tasks (e.g., check-in or checkout) or one of various reasons according to the Housing Contract.

- University personnel may conduct a welfare check on a student if there is reason to believe the student's health may be in question.
- Health and safety inspections will be conducted periodically to determine whether or not an apartment or suite is being kept in a sanitary and safe condition. If a policy violation is found, including unauthorized occupation of an unassigned room, the resident(s) will face the conduct process.
- The university conducts periodic pest control measures in and around residential buildings. The periodic pest control services are not optional.
- If a resident requests maintenance work or repairs in his or her apartment or suite, the resident thereby grants university personnel the right of entry into the room without notification. The university will also exercise its right of entry for any routine or preventative maintenance deemed necessary by the Office of Housing and Residential Life.
- When a student's behavior is believed to be violating the law or university regulations or policies, Housing and Residential Life staff may enter the room.
- If prohibited materials are found in a room or an apartment (e.g., candles, alcohol) they will be seized and disposed of appropriately. The resident(s) will go through the conduct process.
- To complete a check-in or check-out of a resident assigned to that apartment or suite.

## Parking

Sebastian Commons has a one-way parking lot, and people driving the wrong way will be ticketed by UPD. Repeat offenders may be ticketed and have campus parking privileges revoked. There is one designated entrance and one designated exit. Only residents are allowed to park at Sebastian Commons, and residents may only utilize one parking spot in the parking lot. Residents billed for married housing may use two spots. Visitors may park in any other appropriate parking spot at UAFS with a visitor parking pass. Residents must be sure to meet their visitors at the front entrance and escort them while on residential property. Only residents assigned to and paying for a covered parking spot may park there. ***If a vehicle parked inside the Sebastian Commons property does not have the appropriate tag displayed, it may be***

***subject to ticketing and/or towing. This includes residents who have failed to acquire a sticker. Parking stickers may not be loaned and used on other vehicles.***

Lion's Den residents must not park in any designated spots such as ADA, Housing Staff, or Blue Permit Parking Only areas. Lion's Den residents may only purchase green permits.

All residents must abide by the campus parking policy.

Do not leave valuables in sight, and be sure to lock your vehicle. UAFS and its staff are not responsible for vehicles on campus. Any damage or theft concerns should be reported to UPD.

## Internet

Cox Communications provides high-speed internet access for all on-campus residents. Each resident may register an internet account via a browser after locating the correct Wi-Fi network. Residents must register using their name and UAFS email. The resident may not give out their username or password to anyone.

### **The following policies apply to all on-campus residents.**

- Certain types of devices operating in the 2.4 GHz band or 5.2 GHz band are prohibited.
- The wireless network residents should connect to is UAFS Resident.
- ***Residents are specifically prohibited from installing their own wireless networks of any type as this creates interference for the primary wireless signal. A first violation will be a minimum \$100 charge to each resident.***
- All Cox wireless high-speed internet service users will comply with the Cox Acceptable Use Policy (AUP) found at [cox.com/aboutus/policies.html](http://cox.com/aboutus/policies.html).
- No outside wireless routers are permitted in student housing due to a signal interference issue. Wired routers that have no wireless signal on are permitted. These are traditionally called hubs instead of routers.
- Residents of Sebastian Commons may check out a cable modem for ethernet use. This modem shall remain in the room at all times. An ethernet cord is needed to hook up your computer to the modem. Turn off your wireless when using a modem so your computer connects to the right network. Replacement modems will be the cost of the modem.
- If a student needs assistance with connectivity, they may contact the front desk of their facility or go to the Technical Support page at [campuslife.uafs.edu/housing/technical-support](http://campuslife.uafs.edu/housing/technical-support). A user guide is also located on this website for students to trouble-shoot their internet issues. A student may also call 888-249-0618 for assistance.
- Each bedroom is supplied with a cable box. Remotes and HDMI cords

are available for check-out. If anything associated with these items is missing after checkout, the resident will be fined. User instructions are available online. To activate the cable box, the resident may contact Cox and pay a monthly fee.

Computing and telecommunications resources may be used only for legal purposes and may not be used for any purpose that is illegal, unethical, dishonest, damaging to the reputation of the university, inconsistent with the mission and goals of the university, or likely to subject the university to liability. Sharing and downloading copyrighted music, movies, and games from the Internet without proper authorization is considered piracy – a violation of federal copyright laws and UAFS policy. In addition, the Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA) have been successfully suing file sharers all over the United States. Further information may be found in the Student Code of Conduct.

## Checkout Procedures

Residents have either an academic year (August-May) or academic year plus summer (August-July) contract. Room charges are billed and listed per semester. Whether a student decides to buy out a housing contract and move out early or to move out at the end of their contract, they must follow the move-out instructions listed. Failure to follow these steps may result in additional charges.

- Complete a Housing Cancellation Form on My.UAFS.
- Submit a letter of appeal to the appropriate Resident Director to attempt to avoid paying the \$800 contract buyout charge per the housing contract.
- An appeal letter with all supporting documentation must be submitted before the resident moves. Supporting documentation may include medical notices, legal documents, or letters from professional offices. The appeal process is also stated in the housing contract. **Not all appeals are granted**, and it is not the responsibility of Housing to remind or instruct a student about an appeal. First and second appeals are reviewed by two different appellate committees. Appeals take into account all papers and correspondence received from the student. Appeals are typically granted for full-time out-of-town internships, most medical situations, study abroad, armed forces recruitment, and graduation.
- Make an appointment with the Resident Assistant at least 48 hours before the planned move-out date. Exceptions may be granted.
- **Before checkout, the room must be clean and all personal belongings must be moved out. The room must also be rearranged to the original setup, including bed assembly. If staff arrives to check them out and their room is not emptied of their belongings and cleaned, the resident may incur additional charges.**
- A clean room includes swept floors, vacuumed rugs, scrubbed fixtures, cleaned appliances, dusted counter tops, empty and clean drawers, and other areas dusted.
- Upon checkout with the RA, the RA must complete the Room Condition Report, retrieve all keys, and retrieve the parking sticker.

- Mail will NOT be forwarded by the Housing Office. Students are encouraged to go online to the USPS website to complete a mail forwarding form. They will also need to go to the Registrar's Office to change their address with the school.
- When packing vehicles, please park in an appropriate parking spot.
- If there are damages to the room or the common areas within the apartment or suite, student accounts will be billed for the necessary replacement, repair, cleaning, and/or labor charges. Damages that occur in a common space will have the bill split between the residents responsible for that space unless the responsible party is identified. The student must be sure to pay the balance due on his or her university student account.
- For rooms or suites where there are multiple occupants, each resident must clean the common areas of the suite or apartment. This includes May move-out as well, even if there are other occupants still living there.
- At times of eviction, all checkout procedures apply. As stated in the Housing Contract, at times of eviction, withdrawal, dismissal, or suspension, failure to check out and vacate the room will result in a \$800 contract buyout fee with no option to appeal. The student will receive notice from the Resident Director of the facility stating when they must be checked out, not to exceed 48 hours. A student failing to enroll in spring semester classes must move out by Dec. 12, 2020.
- If a student moves out without checking out, or if a student does not complete move-out within the specified time period, or if a student unenrolls and moves out without notification, Housing staff will complete an administrative checkout. This may consist of changing the locks, removal and immediate disposal of personal property, and cleaning, all at the expense to the student.

## Maintenance Information

Please notify the office of the residential area or notify an RA regarding any maintenance issues. Students may also email [housing@uafs.edu](mailto:housing@uafs.edu) with any maintenance request. If it is an emergency (e.g., overflowing toilet), please call the RA on call immediately. Please be specific with the request and what the issue is. Be aware that by reporting an issue, the resident gives maintenance the right to enter the room. If the resident is exhibiting any COVID-19 symptoms, the resident must notify Housing. The maintenance work will wait until the resident reports they are well. All maintenance issues must be resolved before a student moves out. Should it be found that an issue has caused beyond-normal wear and tear, the resident will be billed for the cost of repair.

Please be aware of the following expectations of students occupying a space on campus as it relates to maintenance so as to not incur fines:

- Do not throw away bottles, sanitary products, cotton balls, Q-tips, or makeup wipes in the toilet – even if the packaging claims it can be flushed – as it may

clog the toilet. The resident will be billed the cost of damage and labor for any such plumbing repairs.

- Grease should be disposed of in the trash can and not via the garbage disposal or outside.
- Please turn off lights, close windows, and lock the door when exiting a room.
- When leaving the room for an extended period of time, adjust the thermostat lower in the winter and higher in the summer. Always leave the fan on auto.
- Fluorescent lightbulbs may not be removed by the resident.
- In apartments, the bathroom fan may not be unplugged.
- Power-saving devices, power strips, and low-flow faucets and showerheads have been installed in the apartments. Those are not to be tampered with or removed.

## THE CONDUCT PROCESS

All students are expected to practice self-discipline and accept shared responsibility for the promotion and development of a living and learning community. The Residential Handbook and the Student Code of Conduct exist to help ensure the health, safety, and well being of each member of the community. Depending upon the degree of the policy violation and the number of incidents in which a student has been involved, a student may receive sanctions ranging from fines to educational components to removal from campus housing to university expulsion.

**Sanction:** A penalty imposed as a result of violating a law or rule.



***The following descriptions are not inclusive of every violation possible, nor do they contain every variance of the violations list.***

## **Possible Infractions**

- Any violation of a policy listed in the Residential Handbook or the Student Code of Conduct
- Noise
- Offensive odors
- Alcohol possession, use, or abuse
- Drugs or drug paraphernalia
- Theft
- All cases where a violation took place and University Police or Fort Smith Police are involved
- Indecent exposure
- Fire alarms – setting off and/or tampering with equipment
- Fires, fireworks, explosives
- Giving false information
- Animals
- Littering
- Taking items from the Dining Hall
- Flood and fire damage
- Not registering with Student ADA services

## **Possible Sanctions**

### **Warning**

A written or verbal admonition of a student for actions that are in violation of university or Housing and Residential Life policies or are unbecoming to the university community.

The resident did not realize they were violating policy. Incident reports will be written for all warnings. Residents will receive a letter acknowledging the warning.

**Examples of warning:** First-time noise violation; visitation violation

### **Educational Component**

This includes, but is not limited to, online judicial educators, community service, workshops, or reflection papers.

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## **Loss of Campus Housing Privilege**

Living on campus is a privilege. A student may be removed from university housing for disciplinary reasons. Examples include incidents in which damage occurs, a pattern of policy violations, drug possession, harassment, or other major disruptions that are primarily focused within the on-campus community.

### **Restitution**

A payment for financial injury to an innocent party in cases involving theft, destruction of property, or deception may be required and administered by university personnel. The assessed costs to be paid may be in addition to another sanction.

### **Approved Fees**

After Hours Lock-Out - \$15

Trash - \$25

Non-Compliance - \$100

## **Conduct Hearing and Appeal Process**

It is vital that each student becomes familiar with the Conduct Hearing Process, including the right to an appeal as stated in the Student Code of Conduct. Housing and Residential Life follows the same process contained therein. A resident alleged to be in violation of a housing and/or campus policy will go through the conduct process and will have the right to an appeal. The initial conduct hearing will typically be initiated and heard by the Resident Director of the facility where the alleged violation took place. The Director of Housing and Residential Life and conduct board will typically hear the appeal. Students must check their email often to ensure they do not miss any official UAFS correspondence.

A student is responsible to abide by the conduct process and complete the sanctions if found responsible even if the student is no longer a campus resident or enrolled. If a student fails to follow the conduct process, a decision may still be made, the student may be fined, and a hold may be placed on the student's account.



## FAQ

### Mail and Package Delivery

Mail may be sent to:

#### Sebastian Commons Residents

Student Name \_\_\_\_\_  
Sebastian Commons  
Apt. \_\_\_\_\_  
801 N. 49th St.  
Fort Smith, AR 72903

#### Lion's Den Residents

Student Name \_\_\_\_\_  
Lion's Den Room \_\_\_\_\_  
601 N. Waldron Road  
Fort Smith, AR 72903

Housing and Residential Life staff will sign for any package delivery unless the sender requires otherwise. An email will be sent to the resident to notify them of any package received. A student is responsible for providing the correct address indicating room number to carriers. Only mail for residents will be received.

### Room Change Policy

Students may change bedrooms, apartments, or suites only with written permission from the Office of Housing and Residential Life. Room changes may not take place during the first two weeks of the semester. A resident who wishes to change rooms must fill out a Room Change Request Form, located on My.UAFS. Once the form is submitted and reviewed, the student will be given written notification concerning the status of the request and when to complete the room change process including

formal checkout from their old room. Failure to complete the transfer in a timely manner will result in a fine. The University reserves the right to alter room assignments due to disciplinary infractions, irreconcilable differences, or any other reason deemed necessary. Every time a new roommate moves in, a Roommate Contract must be completed by that apartment or suite.

## On-Call Personnel

A member of the Office of Housing and Residential Life Staff is on call at all times. If a student has a security, maintenance, or other concern, please stop by the front desk of the living area or call the number listed in this handbook.

After 5 p.m. and on the weekends, there is a Resident Assistant on call for both the Lion's Den and Sebastian Commons. RAs can be reached via the number listed in this handbook. Please understand that during holiday breaks, the RA on call may take longer than usual to respond to a non-emergency.

In case of any emergency, please call 911.



## Laundry Rooms

State-of-the-art laundry facilities are located both in the Lion's Den and at Sebastian Commons. Laundry rooms are open 24 hours a day, seven days a week. Residents are allowed unlimited access to the machines for **personal** use. **Laundry rooms are for resident use only.** As the washing machines are energy efficient, very little detergent is needed. Use only liquid detergent in the drawer of the washer; detergent sheets and "pods" may go directly into the washer. If a machine is malfunctioning, please report it to the front desk or office. Remember to be courteous of other residents while also being courteous with your use of the machines.

## Reservations for Lounges

Residents and Registered Student Organizations are encouraged to utilize the Sebastian Commons and the main lounges of the Lion's Den. To reserve those spaces for private events and meetings, please speak with the office of the particular residential area. The posted occupancy limit signs must be followed.

## Insurance

Many homeowners' insurance policies cover students' belongings while away at college. It is recommended that the resident check with their family insurance agent to verify that coverage exists for their personal belongings while living on campus. There are also several companies that offer inexpensive renter's insurance. UAfs is not responsible for personal property that is lost, stolen, or damaged on campus. It is important to know that if a resident causes damage, including water or fire, they are responsible for paying for it.

## Bicycles

Students must register their on-campus bicycle with UPD. Students who bring bicycles to the campus are responsible for their security. Good locks, such as a U lock, are recommended for locking bicycles. Bicycles should be kept in exterior areas designed for their storage and cannot be stored in lounges, stairwells, or any other public area. Bicycles must not block any exit or pedestrian walkway. UPD removes all unregistered bicycles once a year.

## Other Issues or Concerns

Please contact the Housing Office during business hours or email [housing@uafs.edu](mailto:housing@uafs.edu).

## PRIVACY LAWS

### Family Educational Rights and Privacy Act

#### Notification of Students' Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's college education records within 45 days from the day the University receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask UAFS to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If UAFS decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. UAFS discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. School official includes any person employed by UAFS in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of UAFS who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records (e.g. attorneys, auditors, collection agents, the National Student Clearinghouse, or a student volunteering to assist another school official in performing his or her tasks). A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for UAFS or assist a school official in doing so. Upon request, UAFS also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the United States Department of Education concerning alleged failures by UAFS to comply with the requirements of FERPA. The name and address of the office that administers FERPA is noted below:

**Family Policy Compliance Office**  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605



Directory Information as defined by the United States Department of Education means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Students may request UAFS not release directory information by completing the proper form and submitting it to the Registrar's Office, on the second floor or the Smith-Pendergraft Campus Center. Directory information at UAFS includes name, address, major field of study, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, telephone listing, electronic mail address, photographs, date and place of birth, dates of attendance, grade level, enrollment status (i.e., undergraduate or graduate; full or part time, no enrollment), honors received, and most recent educational agency or institution attended.

It is important to note that the institution, at its sole discretion, designates what is considered "directory information," as well as what is released in each circumstance.

Additionally, educational records and personal information may be released in the following circumstances:

- Judicial subpoena of records, upon condition that UAFS makes a reasonable effort to notify the student in advance of the release of records.
- Health or safety emergency, if knowledge of personal information is necessary to protect the health and safety of a student or other person(s).
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid

UAFS is required to comply with military requests for student information, in accordance with the Solomon Amendment to the National Defense Authorization Act, 1995/1996, and the Omnibus Consolidated Appropriations Act, 1997.

## EMERGENCY GUIDELINES

### Emergency Preparedness

UAFS has a comprehensive Emergency Action Plan (EAP) that may be found on the front page of the UAFS website. The UAFS COVID-19 Response Plan is also found here. For full emergency procedures please refer to the EAP, however, the following emergency guidelines are very important specifically for students living on campus. In some emergency situations, such as flooding or release of hazardous materials, emergency responders may order protective actions for people who live or work on campus. Typically, these protective actions are to evacuate to a safer area or to take shelter in place. It is possible that some emergency scenarios could result in one of these protective actions being ordered for one part of campus and the other

protective action for a different area of campus. When such actions are warranted, police, fire, safety, or university officials via radio and television stations, Emergency Alert System, public address systems, loudspeakers, door-to-door notifications, or other appropriate means will advise residents.

UAFS also has a text messaging and e-mail subscription service for notifying the UAFS community of emergency situations and campus closing announcements. You are automatically signed up for Lion's Alert when you register for classes. You will receive timely alerts directly on your phone and email account. To edit your Lions Alert preferences, log into My.UAFS. If you have any questions, please contact the Service Desk at 788-7460.

On the back door of every apartment door at Sebastian Commons and hallway door at the Lion's Den, is an emergency evacuation map. The maps include the evacuation routes, best available shelter locations, evacuation assembly areas, and where emergency equipment is located. Residents should become familiar with these maps. DO NOT REMOVE EMERGENCY MAPS.

## Area Evacuation for Emergencies

An Area Evacuation is an organized withdrawal from a building or area to reach safe haven. Upon notification to evacuate, quickly:

- dress appropriately for the weather.



- take only essentials with you (e.g., eyeglasses, medications, identification, and cash, checkbook or credit cards). Do not take time to pack belongings.
- turn off unnecessary equipment, computers, and appliances.
- close the door as you exit.
- follow the directions provided for safe routes of evacuation. Always follow the directions given by UAFS staff and/or faculty.
- listen to a radio, if available, to monitor emergency status.
- do not use your personal vehicle for evacuation unless specifically instructed to do so. If cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air conditioning systems turned off.

## **Sheltering in Case of Emergencies**

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building or room and await further instructions. If asked to take shelter in a building or room, quickly:

- move indoors and remain there. Avoid windows and areas with glass.
- take a radio or television to the room if possible to track emergency status.
- follow the directions given by UAFS staff and/or faculty.
- Keep telephone lines free for emergency responders. Do not call 911 for information.

If hazardous materials are involved, shelter in place and:

- turn off all ventilation systems (if accessible) and close or seal all air inlets and cracks with towels or blankets.
- select a room that is easy to seal and, if possible, has a water supply and access to restrooms.
- if you smell gas or vapor, hold a wet cloth loosely over your nose and mouth, and breathe through it as normally as possible.

## **Health and Safety Responsibility**

During the day, if you become sick, call the Powell Student Health Clinic at (479) 788-7444, or in case of emergency, call 911. In the event that transport to a medical facility off campus is necessary by EMS personnel, Residential Life staff will not accompany or transport the resident to the hospital. If a resident is determined to have a contagious illness, the resident may be relocated to a different room and sick trays may be provided by Campus Dining. The resident is responsible for reporting extremely contagious illnesses and diseases (for example, H1N1, COVID-19, or scabies) to Housing staff so precautionary measures may be taken so other students are not infected. If a student is extremely ill or unresponsive, the student's emergency contact may be contacted. Failure to report highly contagious diseases, bed bugs, lice, fleas, and other community health risks may result in

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eviction. Students are also required to dispose of their medical waste in a safe and secure manner for themselves and others who may come in contact with the waste.

## **COVID-19**

COVID-19 (novel coronavirus) is an illness caused by a virus that can spread person to person. Those with severe underlying medical conditions are at higher risk for contacting the illness. Symptoms include fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, sore throat, loss of taste or smell, congestion, runny nose, nausea, and diarrhea. If a resident experiences any of these symptoms, they must immediately seek medical attention. A resident may be asked to self-quarantine, and the resident may be temporarily relocated. Residents are encouraged to minimize the spread of COVID-19 by maintaining a 6-foot physical distance, washing hands often, wearing a mask, using hand sanitizer, and monitoring personal health. Until the COVID-19 pandemic is done, all residents must wear masks in all interior public areas in Housing, including the laundry rooms and Housing Office.

## **Tuberculosis**

Tuberculosis (TB) is a bacterial infection which usually affects the lungs. Tuberculosis is spread by breathing in the *Mycobacterium tuberculosis* bacteria that have been coughed or sneezed out by someone with active TB. This can happen anywhere. International students are required by Arkansas law to be tested for tuberculosis in the United States before beginning classes at UAFS. Testing will be done during orientation before classes begin. This test should be done in the U.S. or Canada in the past six months and those results shall be acceptable. A student who has not completed the testing process by the end of the 10th class day of the academic term will receive a written notice from the Office of International Relations and Housing and Residential Life that an interim suspension from classes will be in place and a student will have two business days to contact the International Office and begin the testing process. Any student who fails to begin the testing process within that time or who fails to follow through with the testing process will be suspended from the university and will not be permitted to remain enrolled or live on campus.

## **Meningococcal Disease**

UAFS and the Office of Housing and Residential Life do not require students to receive a vaccination for Meningococcal disease. Certain college students, particularly those who live on campus, are at increased risk for Meningococcal disease, which is a potentially fatal bacterial infection commonly referred to as meningitis. Meningitis is rare and preventable. This potentially fatal bacterial disease, can lead to swelling of fluid surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb loss, and even death. It is spread through the air via respiratory secretions or close contact with an infected person. Symptoms often resemble the flu and can include high fever, severe headache, stiff neck, rash, nausea, vomiting,

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lethargy, and confusion. A safe and effective vaccine is available to protect against four of the most common strains of the disease. More information may be found on the Centers for Disease Control and Prevention website at [cdc.gov/vaccines/vpd/mening/public/index.html](http://cdc.gov/vaccines/vpd/mening/public/index.html).

## Bed Bugs

In group living situations such as a hotel, hostel, residence hall, apartment building, or camp cabin, bed bugs have a potential to exist. All mattresses on campus are bed bug resistant. Bed bugs are easily spread, often unsuspected, via clothing, book bags, visiting friends, and other items. Bed bugs are not spread because of poor hygienic habits. They are attracted to exhaled carbon dioxide. All residents are asked to properly launder clothes, keep their room free from clutter, and remain responsible with keeping their room free from bed bugs. The Office of Housing and Residential Life strongly discourages residents from purchasing used furniture and placing it in their room. Residents who bring to campus furniture that contains bed bugs will bear remediation costs to rid residential space of the bed bugs. Remediation of the room and its contents is not optional, and full cooperation is expected. If a resident suspects bed bugs, **IMMEDIATELY REPORT IT** to the front desk or Housing Office. Failure to report bed bug incidents will incur severe sanctions.

## Fire

The following procedures must be followed in responding to fire alarms, conducting fire drills, reporting system malfunctions, etc. If an alarm is sounded, you must evacuate away from the residential area immediately. You **CANNOT** leave via a vehicle as these vehicles may impede emergency vehicles from reaching the fire. You will receive a fine for impeding the process. UAFS personnel will assist with evacuation, but they may not knock on doors. Residents must be responsible in evacuating.

**The evacuation area for Sebastian Commons is across 49th Street to the grass area between the Smith-Pendergraft Campus Center and Math-Science Building.**

**The evacuation point for the Lion's Den is the Campus Green in the middle of campus.**

### In case of fire:

- Call 911 to alert the fire department.
- After calling 911, call University Police at 788-7140.

If the fire is in the beginning stage (small flame), immediately contact the Fort Smith Fire Department by dialing 911 and the University Police. Promptly locate a fire extinguisher and direct the charge of the extinguisher toward the base of the flame. If others are with you, have one person make the emergency call while another uses the fire extinguisher. Do not attempt to extinguish fires beyond the small or beginning stage.



To use the fire extinguisher (remember **PASS**):

- Stand 8 feet away from the fire.
- **P**ull the pin.
- **A**im at the base of the fire. Hold the extinguisher upright.
- **S**queeze the trigger. Be careful not to blow sparks and create a bigger fire.
- **S**weep the nozzle side to side. The extinguisher can be discharged in as little as 30 seconds.

If the fire alarm sounds, quick evacuation from the building is essential. Any delay may allow fire or smoke to render exits impassible.

Prior to leaving your room, feel the door with the back of your hand. **If any portion of the door is hot, do not open it.** Stay in your room! If it is cool, brace yourself against the door and **get low to the floor** prior to opening it. If you encounter smoke, crawl below it, as clean air is closest to the floor. Be prepared to reverse your direction and use an alternate exit or even return to your room if you encounter impassible smoke.

As you leave the door to your room, know which direction to turn. If you turn to the right, keep your right hand in contact with the wall, counting the number of doors you pass before you reach the exit. If you turn to the left, keep the left hand in contact with the wall. This is the same method firefighters use when searching for fire victims.

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If you cannot leave a room due to smoke, block cracks around the door and other openings with towels. Contact the fire department at 911 and give your name and room number and advise them you are trapped in the room and cannot exit. The fire department will be notified immediately. Do not leave the room until you are told it is safe to do so. Firefighters will remove those in the most danger first, so you may not be evacuated immediately.

If smoke enters your room, lie down on the floor, as this is where the coolest and cleanest air will be. Open your window if there is no smoke visible on the outside. Attract the attention of firefighters by dangling a bed sheet from your window and/or flashing the room lights at night. Re-close your window so the fire cannot “breathe.” If conditions deteriorate and your window cannot be opened, break it with a chair and knock all of the glass out as this will let smoke out at the top and allow you to breathe fresh air from the bottom of the window. By following these suggestions, you will provide yourself with the best chance of surviving a fire.

## Severe Weather and Tornado Warnings

The National Weather Service and local radio and television stations will announce watches and warnings about severe weather. If a tornado siren is sounded or a university employee knocks on your door and/or tells you to evacuate, you must evacuate away from the residential area immediately.

When a **watch** is announced, this indicates that weather conditions are more favorable than usual for the formation of the specific weather hazard. Watches indicate you should be aware of a potential threat, and you should review your emergency preparedness. **Warnings** indicate that the specific weather hazard is imminent or has been reported in the immediate area. If a tornado warning or severe storm warning is issued, you must immediately follow the appropriate precautions and procedures listed in this section.

In the event that the weather becomes severe enough to warrant any action, university emergency personnel will contact the RA on call, who will work to notify all residents.

When a warning is announced, Sebastian Commons residents must move to the Reynolds room in the **Smith-Pendergraft Campus Center**. Students in the Lion's Den must move to the **first floor of their building** and seek shelter in the residential hallways. Do not evacuate to a lobby or lounge. For other evacuation areas on campus, refer to the UAFS Emergency Action Plan or the Evacuation Map posted by a public exit.

Residents are to **avoid** the top floors of the building and such areas as the entrance foyers, lobbies, stairwells, or any area that may be glass-enclosed and/or has a large unsupported roof.

Despite natural curiosity, residents must **not** go outside. Do not move until the tornado or storm is well out of the area and the warning has been officially lifted. UPD will send an “all clear” notification when it is safe to leave the shelter areas. Just because the sirens have stopped does not mean the situation is clear and safe; wait for an “all clear” notification before resuming normal activities.

**Winter Weather:** At times snow and ice will accumulate on campus streets and sidewalks. Use caution if you choose to go out in inclement weather. Snow and ice may also accumulate on roofs and stick around for several days. Residents are responsible for looking up and using caution near overhanging roof areas. If classes are cancelled, a Lion's Alert will be sent out.

## Earthquake

- **DROP** down onto your hands and knees before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary.
- **COVER** your head and neck (and your entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you and cover your head and neck with your arms and hands.
- **HOLD ON** to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
- If the building alarm sounds, follow the fire alarm evacuation procedure.
- Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles, and other structures. **NOTE:** Always avoid power or utility lines as they may be energized.
- After the initial shock, evaluate the situation. If emergency help is necessary, call emergency services at 911. Do not panic, but protect yourself at all times and be prepared for aftershocks.
- Report damaged facilities to University Police at 788-7140.  
**NOTE:** Gas leaks and power failures create special hazards.

## Active Shooter

- Remain calm.
- UAFS follows the US Department of Homeland Security guidelines regarding Active Shooters. Remember to **Run. Hide. Fight.** Always have an escape route and plan in mind. If possible, Run away from the scene.
- If you cannot run, then hide. Proceed to a room that can be locked or secured by some other means such as a door wedge or barricade materials. Lock all doors and windows and turn off the lights.
- If possible, get everyone down on the floor and ensure that no one is visible from outside the room.

- Call 911 to advise the dispatcher of the situation and provide your location.
- If you are able, call the University Police at 788-7140 to advise the dispatcher of the situation and provide your location.
- Remain in place until emergency personnel gives you the “all clear” notification, or if the threat is imminent and you are able, move to an area that can be locked or secured.
- Unfamiliar voices may be the shooter attempting to lure victims from their safe space. Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
- Attempting to overpower the shooter with force should be considered a very last resort and only after all other options have been exhausted.
- Move quickly, keep your hands visible, and follow instructions given by any police officers you may encounter.
- Do not try to move injured people; leave them where they are and notify authorities of their location as soon as possible.
- Do not attempt to leave campus until the “all clear” notification is given by emergency personnel. Remember that the entire area is considered a crime scene.
- Should the fire alarm sound and you know there is still a hostile intruder in the building, do not evacuate unless you know there is a fire in the building or you have been advised by University Police or Fort Smith Police. If you have any details regarding the identity or location of the subject(s), tell the officers.





## Missing Student Policy

A missing student is defined as any currently registered student at UAFS who has not been seen by friends, family members, or associates for a reasonable length of time, and whose whereabouts have been questioned and brought to the attention of a member of the university community. Through the UAFS registration process, all residents register the name and number of a contact who will be contacted within 24 hours after the resident is determined to be missing, and it will only be disclosed to UAFS employees and law enforcement personnel on an as-needed basis. This is done in part through their inclusion in the application process. Resident Assistants or Resident Directors who determine that a resident has been missing for longer than 24 hours shall immediately report the same to their Resident Director or Director of Housing. If a member of the university community has reason to believe that a resident has been missing for 24 hours, they should immediately notify the University Police Department (788-7140) or the Vice Chancellor for Student Affairs (788-7310). UPD or a local law enforcement agency, upon notice, will initiate an investigation, with the assistance of Housing and Residential Life. Should the University Police Department and/or Student Affairs determine that the student is missing and has been missing for more than 24 hours, the resident's emergency contact, or the resident's parents if the resident is under 18 and not legally emancipated, will be contacted, no later than 24 hours after the student is determined to be missing.

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## Safety and Security Guidelines

Hopefully, you will never be a victim of theft or vandalism, but it is important for you as a resident to observe the following guidelines.

- Keep bedroom and front doors locked at appropriate times.
- Keep your vehicle locked at all times and keep valuables out of sight.
- Close and lock windows when sleeping or when away from your room.
- Report lost or misplaced keys and student ID cards immediately to staff.
- If the student is the victim or a witness to any on-campus criminal offense (e.g., theft, vandalism, or property destruction), observes a suspicious person on campus, or observes a person with a concealed weapon, promptly notify 911 for the Fort Smith Police Department to report the incident. After placing the call to 911, notify University Police at 788-7140 and any member of the Housing and Residential Life staff.
- UAFS is required to keep and disclose information about crime on and near campus due to the Clery Act. This information is updated annually and may be found on the UAFS website. The Clery Act also states that all universities must give a timely warning covering any crimes that pose an ongoing threat to the campus community. This notification is typically done through Lions Alert. You may adjust your Lions Alert settings in My.UAFS.
- The University Police Department is located in the 51st Annex at 425 N. 51st St. UPD provides assistance and protection 24 hours a day, seven days a week, on a year-round basis.

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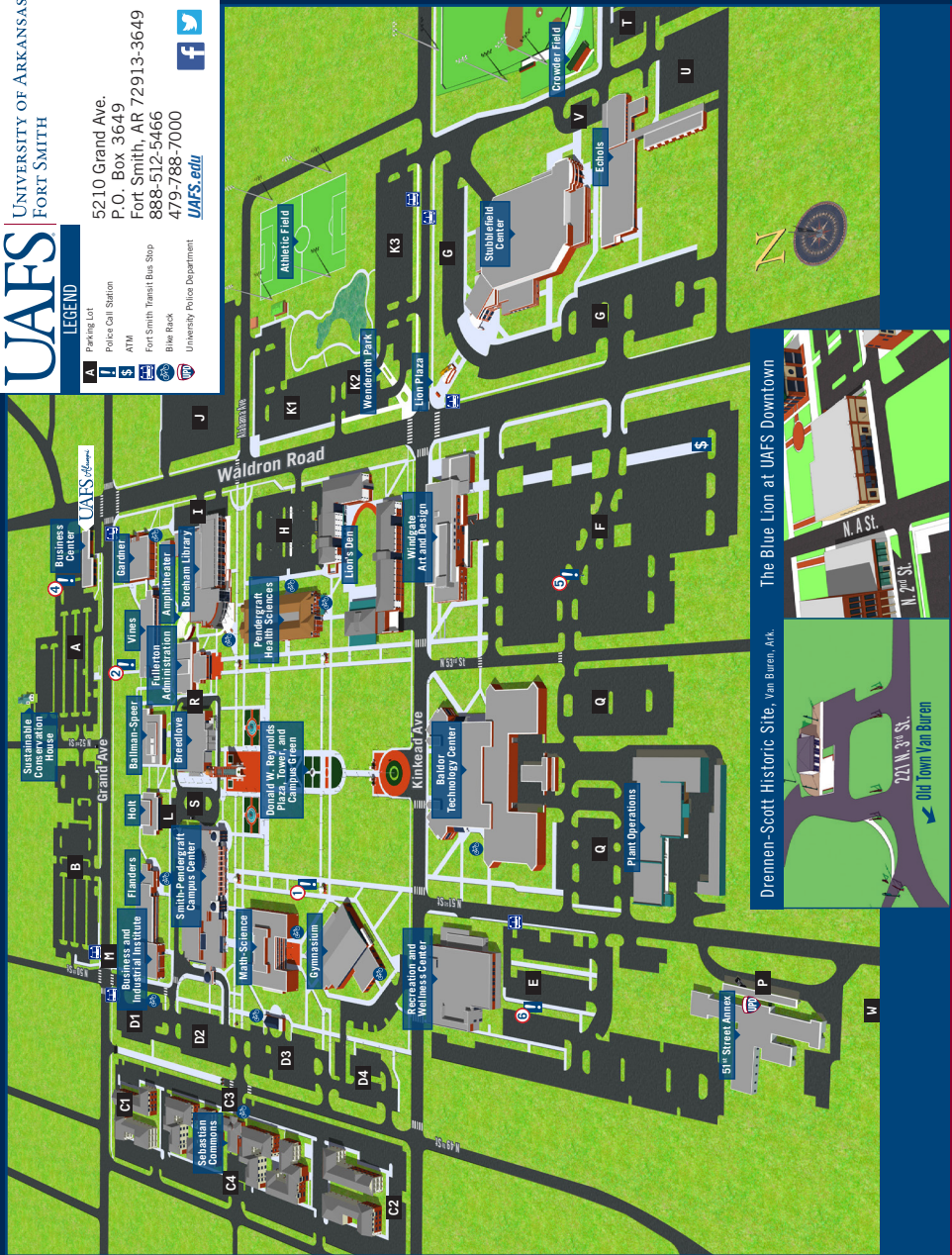


UNIVERSITY OF ARKANSAS  
FORT SMITH

#### LEGEND

- A Parking Lot
- I Police Call Station
- S ATM
- M Fort Smith Transit Bus Stop
- B Blue Bus
- U University Police Department

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P.O. Box 3649  
Fort Smith, AR 72913-3649  
888-512-5466  
479-788-7000  
[UAFS.edu](http://UAFS.edu)



The Blue Lion at UAFS Downtown

Dremen-Scott Historic Site, Van Buren, Ark.

