



RESIDENT HANDBOOK

2023-2024

WELCOME AND OVERVIEW

UNC Charlotte Housing and Residence Life (HRL) partners with residents to provide communities that are inclusive, safe, well-maintained, and intentionally designed to facilitate academic, personal, and professional growth. To support these efforts, HRL has established this Resident Handbook (the Handbook) as an extension of the Contract for Residential Services (the Contract) that outlines student rights and responsibilities while living in University-provided housing. These rights and responsibilities have been intentionally designed to foster communities grounded in personal accountability, mutual respect, and community awareness.

The Handbook, Housing 101, the Contract, and Roommate Agreements, in addition to [University Policy 601.5. Use of Student Residence Facilities](#), are all applicable rules and regulations. Failure to adhere to them can result in enforcement through Damage Billing, Health & Safety Inspections, Contract Breach procedures, and Accountability processes under the [Code of Student Responsibility](#).

BREACH OF CONTRACT

Under Part II, Section M of the Contract, breach of the Contract by a student may result in cancellation of a student's Housing Contract and an exclusion from University-provided housing. It could also result in a referral to Student Accountability & Conflict Resolution or criminal prosecution. No refund of housing charges will be made if a student is dismissed from University-provided housing due to a breach of Contract.

The University will notify the student, in writing, if it determines that the student has breached the Contract. If the student wishes to appeal the decision, they must file written notice of appeal, including any new, relevant information within 48 hours to the Associate Vice Chancellor for Student Affairs (or designee), who will render a final determination within 5 business days from the date of the appeal.

ACCOUNTABILITY PROCESSES

The purpose of UNC Charlotte's Student Accountability procedures is to uphold academic and community standards; encourage personal accountability and responsible decision making; promote student learning; and reduce and prevent behavior that undermines student success and community safety. The University is committed to providing a fair, impartial, and efficient process facilitated through compassionate conversations in which students are heard, respected, and treated with dignity.

When an incident occurs in University-provided housing and/or involves a residential student, HRL may coordinate with other campus offices to initiate the appropriate process, which can include an Alternative Resolution Process or Accountability Process as administered by Student Accountability & Conflict Resolution. All UNC Charlotte students are expected to be familiar with the [Code of Student Responsibility](#) (the Code) and conduct themselves in accordance with community standards.

RESIDENTIAL POLICIES

HRL considers the health and safety of our residential students and their guests as its highest priority. We strive to ensure that all our residents feel safe every time they come home. As such, our residents are expected to uphold these behavioral standards throughout the duration of their time as on-campus residents. The following policies have been outlined to help ensure that all members are contributing to the overall health and wellness of our community.

ALCOHOL

In addition to the behaviors prohibited in the Code of Student Responsibility, HRL hold students accountable for complying with the following expectations:

- Alcohol is not permitted in bedspaces, suites, or apartments of residents who are ALL under 21.
- Those 21 or older may possess or consume alcohol in their own room, suite or apartment.
- Those 21 or older may possess or consume alcohol in another bedspace, suite, or apartment with an assigned resident who is also 21.
- Alcohol is permitted in suites or apartments when one or more residents assigned to the unit are 21, as long as those under 21 are not the owners of the alcohol and are not consuming it.

- Bedrooms in an apartment or suite of a mixed-age unit take on the age of the resident assigned to that bedspace. For example, if the student in Bedspace A is 22 and the student in Bedspace B is 20, then alcohol is only permitted in Bedspace A.
- In a bedroom where only one assigned resident is 21 the alcohol must be kept on the side of the room belonging to the resident 21 or older.

COMMON AREAS

There are many common areas located throughout the university-provided residential areas. Common areas are primarily for the use of residents assigned to that residential living facility. No individual or group should engage in an activity which prevents the use of these common areas by assigned residents unless a reservation for the room is approved in advance by the Residence Education Coordinator (REC) or Graduate Hall Advisor (GHA).

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

DECORATIONS

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

- Students are prohibited from using nails, screws, double-sided tape, or self-adhesive hooks. Students are permitted to use only regular (e.g. scotch) tape, removable command strips, or tacks for hanging decorations.
- Students are prohibited from painting any part of the room and/or placing wallpaper on any part of their room.
- Students are prohibited from placing decorations on/in windows, the fire system, or in a way that causes tripping hazards, blocks egresses, or otherwise poses a safety concern.
- Students are prohibited from placing decorations in a way that can be viewed from outside their assigned space, including on any outward facing doors, windows, walls, balconies, porches, etc.
 - Decorations displayed within mutually assigned spaces must be agreed upon by all assigned residents of that space.
- Students are prohibited from displaying alcohol paraphernalia (e.g. bottles or containers) if under the age of 21, illegally obtained property (e.g. traffic signs), or other drug paraphernalia as a decoration.
- Students are prohibited from displaying or storing items that pose a health or safety risk (e.g. pizza boxes, empty beverage containers, etc.).

University staff have the discretion to remove and/or ask students to remove any decorations that do not comply with these guidelines. Furthermore, students may be financially responsible for any damages as a result of unauthorized decorations.

DISPOSAL OF SHARP/DANGEROUS ITEMS

“Sharps” are defined as items that are capable of puncturing, cutting, or abrading the skin. Items such as glass, razor blades, needles, and syringes need special care in their disposal. Due to concerns over biohazards, students utilizing “sharps” are required to properly dispose of them according to the following guidelines:

- “Sharps” are not to be placed into the regular trash.
- Needles or razor blades must be disposed of in puncture-proof plastic containers provided by the resident.
- Clean broken glass should be collected in a cardboard box or other strong disposable container. When removing the box or container, please tape it shut and label its contents as “Sharp Objects/Broken Glass.”

FIRE SAFETY

In addition to fire safety rules prohibited under the Code of Student Responsibility, HRL also holds students accountable to complying with the following:

- All students must evacuate their residence hall rooms immediately and in an orderly fashion during each fire system activation, including all scheduled and unannounced fire drills.
- The fire system exists to ensure the safety of all students, staff, and emergency response personnel during an activation. As such, students are not permitted to vandalize, alter, or obstruct any aspect of the fire systems, including covering/removing smoke detectors and/or hanging items from the sprinkler system.
- Intentionally causing a fire and/or a false alarm may result in additional criminal and/or civil penalties.
- Exterior stairways designated as fire escapes are for emergency use only.

GUEST/VISITATION

Student guests and visitors are allowed in the university-provided housing 24 hours/day, 7 days/week unless otherwise noted. Specific policies regarding guests and visitation are stated below:

- **Bathroom Use:**
 - Residents and guests may only utilize the common restrooms and/or shower facilities designated for their gender identity. All individual use restrooms are designated as gender-neutral.
 - Residents are not permitted to share any bathroom facilities (including showers) with another person. Please note that this does not apply to those with documented personal care attendants.
- **Escort:**
 - All residents are expected to meet their guests outside of the residence halls and escort their guests at all times while inside the residential living facilities. Guests should never be left unattended anywhere in the residential living facilities, including assigned living spaces.
- **Cohabitation:**
 - Guests are not permitted to cohabit with resident students. HRL reserves the right to distinguish between guests who are visiting or cohabitating in university-provided housing.

Guests are expected to adhere to all Housing and University policies. Resident students may be held accountable for all actions of their hosted guests, and guests may be asked to leave the residential living facility by any staff member and/or be trespassed from campus by Police and Public Safety for violation of Housing or University policies.

Guests are required to present a University ID, driver's license or some other government issued photo ID to a University staff member if requested. Guests are not permitted to use resident student IDs.

HALL SPORTS AND INDOOR RECREATION

For the safety of our students and to protect our physical spaces, recreational play including, but not limited to, throwing/batting balls, frisbee, rollerblading, skateboarding, bicycling/scootering, etc. are not permitted inside the residential living facilities.

ILLEGAL ROOM ENTRY

Students are not permitted to use any device other than a university issued ID or key to gain access to a residential living facility or any rooms in a residential living facility.

MAXIMUM OCCUPANCY

- **Traditional Double Occupancy Room**
 - No more than 7 individuals (including residents)
- **Apartment/ Suite Style Living**
 - No more than 15 individuals (including residents)
- For questions about occupancy of common areas in the residential living facility (e.g., study lounges, game rooms, etc.), please contact your REC or hrlfacilities@charlotte.edu.

HRL reserves the right to lower the maximum occupancy for any residential area, including rooms, suites, and apartments, in order to maintain the health and safety of our students.

MOVE OUT

All residents must officially check out of their room at the end of the contract term or after the contract has been canceled. Residents are expected to remove all personal belongings and ensure the room is in good order (swept out, trash removed, original furniture in place and all surfaces cleaned). Residents must return their keys to their residential living facility's express checkout box or other specified location in order to officially checkout.

Late and/or improper checkouts may be considered a breach of the contract and may result in associated outcomes under Part II, Section M of the contract.

NOISE AND QUIET HOURS

To ensure residents have the opportunity to exercise their primary rights to sleep and study in their living spaces, students are required to limit the amount of noise they create. Courtesy hours are in effect 24 hours/7 days a week. Specific noise policies include:

- Quiet Hours are in effect from 9:00 pm-8:00 am on Sunday - Thursday and 12:00 am - 8:00 am on Friday and Saturday.
- Be courteous about the level of noise produced by sound equipment (ie: speakers, musical instruments, etc.) to avoid disruption or nuisance to the community. Residents may be asked to remove any equipment that creates a persistent disruption to their community.
- Outdoor amplified music policies have been established in accordance with Mecklenburg County ordinances and are only permitted between 5:00 pm and 11:00pm on Friday and Saturday nights. This policy applies to both scheduled and spontaneous events.

OPERATING A BUSINESS

Students are not permitted to use residential living facilities for commercial activities, including operating a business out of University-provided housing. For more information, please refer to [University Policy 601.5: Use of Residence Facilities](#).

OUTDOOR SPACES

The outdoor areas around the residential living facilities cannot be used for any pre- or post-game celebrations, including tailgating, without permission from HRL. Anyone wanting to utilize residential outdoor spaces for events or gatherings must request permission from the Residence Education Coordinator for the Residence Hall adjacent to the space.

PETS

Students are not permitted to have pets unless authorized through the [Housing Pet Policy](#). If a student is found with an unauthorized pet and/or evidence of an unauthorized pet (water dishes, leash/collar, litter box, etc.), they will be given 48 hours to remove the pet, and their room will be reinspected by two members of the HRL team.

PROHIBITED ITEMS

To minimize safety risks, HRL has compiled a list of Prohibited Items (housing.charlotte.edu/prohibited-items). This published list is not exhaustive, but can provide guidance on items permitted for use in university-provided housing. Please note that HRL may ask students to remove items not specified on this list if their use causes disruption to normal operations (fire alarms, tripped circuit breakers, etc.) or the University deems the items to be hazardous or disruptive.

PROPPED DOORS

- Exterior building doors to all residential areas should not be propped open at any time and are equipped with alarms for additional safety. Residents are not permitted to disable, tamper, and/or damage these alarms.
- Doors that open directly to a public space are not permitted to be propped open. These doors typically are equipped with automatic closures; residents are prohibited from tampering with these closing devices.
- Doors that open directly within the interior of their assigned room/suite are permitted to be propped open at the discretion of the assigned residents.

VIDEO DOORBELLS AND RECORDING

Ring Cameras and other security camera devices are included on the HRL list of Prohibited Items (housing.charlotte.edu/prohibited-items). Additionally, residents must adhere to all other University Policies regarding recording, including [University Policy 406. Unauthorized Recording](#).

REFRIGERATORS

Refrigerators or refrigerator/freezer combo units must be energy star compliant and must not exceed 4.5 cubic feet in size. You may rent a MicroFridge (combination refrigerator/ freezer and microwave oven) by visiting standardsforliving.com or by calling (800) 525-7307. These refrigerators are specifically designed to be in compliance with size regulations for residence halls and will be delivered to and picked up from your assigned room.

SMOKING/VAPING

All UNC Charlotte's residential facilities are designated smoke-free. Smoking is prohibited in all rooms and common spaces, including porches/balconies connected to residential facilities. Smoking is only permitted 100 linear feet or more away from any University building. This includes the use of vapes and e-cigarettes. See [University Policy 707, Smoking and Use of Tobacco Products on University Property](#).

SOLICITATION

Individuals and/or groups are not permitted to make door-to-door solicitations in the residence halls. This includes, but is not limited to, selling items, fund raising, placing flyers under doors or on doorknobs, promoting Fraternity and Sorority recruitment, and/or campaigning. See [University Policy 601.5, Use of Student Residence Facilities](#).

TRASH

Students are prohibited from storing trash, recycling, or other disposed of items in their assigned bed space, including balconies, porches, etc. Students should dispose of their trash and recycling in the designated trash receptacles and in a timely manner.

TRANSPORTATION DEVICES

The use of most transportation devices on campus are governed by campus regulations. For information about your specific device, please see [Parking and Transportation Policies](#). Listed below are transportation policies that specifically pertain to the residence halls:

- [Personal Motorized Mobility Devices](#) that contain a lithium ion rechargeable battery cannot be kept in the residential facilities, including on balconies and porches. If you require a device for mobility, please contact [The Office of Disability Services](#).
- Mobility Devices may not be operated inside any Campus building, including residence facilities and parking decks.
- Bicycles and non-gas powered scooters may be stored in a residents room/apartment/suite. They cannot be locked to any areas inside the community spaces of a residential facility or block fire exits. No transportation device may be used in the residential facilities.
- Transportation devices cannot be parked in areas that block sidewalks, stairs, doorways, or accessible ramps.
- All transportation devices should be removed when students leave housing at the termination or conclusion of their Contract. Any devices left behind will be considered abandoned property and discarded.
- Skateboards and in-line skates may only be used on sidewalks or other pedestrian areas on campus.

UNAPPROVED POSTINGS

The bulletin boards and other approved posting locations in the residence halls are not "general purpose" and therefore are reserved for use exclusively by HRL. Please refer to [University Policy 601.9 \(Sales, Solicitation, Distribution of Materials, and Campus Displays\)](#) for additional information.

UNAUTHORIZED USE OF SPACES

Residents are not permitted to assume the use of any vacant residence facility room. This includes changing rooms into the vacant space and/or the storage of personal items in spaces that are vacant. Students are also prohibited from switching assigned spaces with each other outside of official room change processes.

UNIVERSITY ID AND KEYS

- For the security of the residence halls and campus community, students are required to be in possession of their University ID at all times. Students must also comply with any University official, including student staff, when asked to produce their ID's.
- Students are not permitted to lend, loan, and/or share their ID or residence hall keys with anyone, including guests. (See False Identification under the [Code of Student Responsibility](#).)
- If a student loses or misplaces their residence hall key, they should report this to the Loan Key Desk or HRL staff immediately.
- Repeated or egregious use of loan keys and/or loss of residence hall keys is prohibited.

UNIVERSITY PROPERTY

The university provides a variety of items for residents to utilize while residing on campus including common area furniture, furniture for their assigned space, and items for checkout at the front desk in their community. Any damage, misuse, or failure to return these items may result in the resident(s) being held responsible for full replacement costs, be referred to the Student Accountability process, and/or face legal action.

Common Area:

- Common area is defined as a lounge, lobby, living room, corridors, recreation areas, etc.
- Common area furniture should not be removed from the common areas or brought into a student's room, balcony, or patio for personal use, including from within their own unit.
- For safety purposes, no furniture or other items should be stored under porches, in stairwells, or on balconies or patios.

Assigned Room/Suite/Apartment:

- All rooms, suites, and apartments are furnished with desks, chairs, beds, closets or wardrobes, dressers, wastebasket, recycling bin, and window blinds.
- Room/suite/apartment furniture should never be left in study rooms, hallways, lounges, porches, or balconies. Furthermore, students are prohibited from blocking windows or doors with furniture.
- HRL does not have storage space for either personal items or University supplied furniture that a resident chooses not to use.
- If the furniture issued when a resident accepted occupancy is not in the room/suite/apartment upon checkout or common area furniture is found in a room/suite/apartment, the resident(s) may be held responsible for full replacement costs, be referred to the Student Accountability process, and/or face legal action.
- For safety purposes, no furniture or other items should be stored under porches, in stairwells, or on balconies or patios.

Items Available for Checkout

- Each community has a unique set of items available for residents to check out. These items can include but are not limited to kitchen utensils, board games, and recreational items such as pool sticks and ping pong balls.
- The resident who checks out an item(s) is responsible for their care and return. If items are not returned in the condition they were issued or are returned past the deadline for return, then the individual may be held responsible for full replacement costs and be referred to the Student Accountability process.

VANDALISM

Residents are not permitted to destroy, deface, tamper with, or damage the property of others or University property, including, but not limited to, chalking, spray painting, or otherwise marking without appropriate University authorization.

- Vandalism is defined as listed in Chapter 3 of Prohibited Conduct within the [Code of Student Responsibility](#)
- If a resident can be positively identified as an individual who is responsible for demonstrating vandalism within HRL facilities, that individual may be financially responsible for paying the associated damages and appraised repairs.
- In situations where an individual cannot be positively identified HRL may bill those in or around affected areas up to and including all residents in the building.

WINDOWS, LEDGES, AND BALCONIES

For the safety of residents and our campus community, it is extremely important that residents exercise care and caution around windows, ledges, and balconies, especially when open. Residents are prohibited from:

- Standing, sitting, or walking on any window, ledge, or balcony railing;
- Throwing, dropping, or otherwise releasing any objects from any window, ledge, or balcony;
- Climbing into or out of any windows, balconies, porches, etc. to either access or exit the residence hall;
- Any other inappropriate and/or undesignated use or behaviors that would otherwise put an individual or property at risk.

RESOURCES AND METHODS FOR REPORTING

All Residence Life staff members are considered University officials and have full authority to address alleged violations of the Code, this Handbook, and other applicable rules and regulations. However, any UNC Charlotte community member can inform the University of an incident by submitting a report via incidentreport.charlotte.edu. Reports filed are immediately

received in the system and are reviewed the next business day. In the event of an emergency or crimes or incidents involving imminent threat of harm, contact UNC Charlotte Police and Public Safety at 704-687-2200.

RESIDENCE HALL STAFF

Resident Advisors (RAs) provide on-duty coverage in most housing buildings/areas from 8:00 pm until 8:00 am on weekdays and continuously on weekends beginning at 8:00 pm on Fridays. To reach the RA on Duty, please call the phone number posted in your community. The availability of staff members may be limited during University break periods and during transitional housing between semesters.

Additionally, a professional staff member is on call every night from 5:00pm to 8:00am and throughout weekends and holidays to respond to emergency situations or other significant concerns. If you need the assistance of this staff member, contact the RA on Duty or Police & Public Safety at 704-687-2200.

POLICE AND PUBLIC SAFETY

Police and Public Safety officers patrol the campus and are available to respond to calls 24 hours a day. If at any time you are experiencing an emergency, contact Public Safety via phone (704-687-2200), the LiveSave app, or any Blue Light phone. Note: Dialing 911 from your cell phone will connect you to the Charlotte Mecklenburg Police Department before routing you to UNC Charlotte Police and Public Safety. For emergencies in on-campus housing facilities, please contact UNC Charlotte Police and Public Safety directly at 704-687-2200 to avoid delays in Police response.

HELP SEEKING PROTOCOL

Students are expected to demonstrate compassion by seeking help in potentially dangerous or life-threatening situations involving drugs and/or alcohol. The University does not want the fear of accountability repercussions to be a barrier for seeking help. In lieu of the University student accountability process, the [Help Seeking Protocol](#) provides students an opportunity to seek help for themselves or others while being connected to campus and community resources. The full text of the Help Seeking Protocol can be found [here](#).

SEXUAL AND INTERPERSONAL MISCONDUCT

UNC Charlotte takes allegations and reports of sexual and interpersonal misconduct (sexual or gender-based harassment, sexual assault, sexual exhibitionism, sexual exploitation, dating violence, domestic violence, stalking, sexual contact, and retaliation) very seriously and provides resources for [supportive measures](#) and [reporting](#). The University's Title IX Coordinator is responsible for ensuring compliance with federal law surrounding sex-based discrimination.

If you, or someone you know, are a survivor of sexual or interpersonal misconduct, there are many options available for both reporting the incident and seeking medical attention and emotional support, regardless of where or when the incident took place. For more information regarding the University's response to reports of sexual and interpersonal misconduct, available supportive measures, and grievance procedures under Title IX, please visit the [Office of Civil Rights and Title IX website](#).

Additional Information

- The University's [Interpersonal Violence Resource Guide](#) outlines the many services and resources available to students who have experienced sexual or interpersonal misconduct.
- If a student needs emergency medical care after hours, they can visit any medical provider of their choice. Students are also encouraged to seek follow up care at the Student Health Center. More information can be found on the SHC [website](#). Students are also encouraged to seek confidential counseling services through Counseling and Psychological Services located on campus. More information can be found on the CAPS [website](#).
- The University's definition of [Consent](#) requires an affirmative decision to engage in sexual activity. That means you should assume you have a "no" until you receive a clear "yes" that is knowingly and voluntarily given. Silence or a lack of resistance doesn't mean you've been given consent to engage in sexual intimacy. Additionally, if a person is incapacitated (by alcohol or drugs, for example), restrained, coerced, isolated or threatened, consent has not, and can not be obtained. For more information see <https://civilrights.charlotte.edu/students/prohibited-behaviors-definitions>.