



UNIVERSITY OF SOUTH ALABAMA  
HOUSING

# GUIDE TO RESIDENTIAL STUDENT LIVING

2024-2025





# DON'T JUST ATTEND SOUTH, **LIVE IT!**

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## GENERAL INFORMATION

### Campus Mail Box

Residents will have a campus mail box located at the [USA Mail Hub](#) on the ground floor of the Student Center. Payment for this box is included in the housing fees. All students who live on campus are required to have an active campus mail box to receive mail. Residents will receive a box number via the housing portal along with their housing assignment. Mail is not delivered to the residence hall rooms. Additionally, all packages must be signed for and picked up at the USA Mail Hub. [USA Mail Hub window service hours](#) are Monday - Friday, 7:30 AM - 5:30 PM, except on holidays. The window is closed on Saturdays and Sundays.

### Information and Meetings

Residents are responsible for any information covered in or announced at community, building, and floor meetings as well as all information posted in residents' buildings or emailed to residents. Residents should monitor their JagMail for meeting notices, as some informational meetings are planned in advance and necessary to relay vital USA Housing information.

### Internet

The University provides student access to computer resources through the email systems, University system web servers, and departmental labs located throughout campus. Students using these resources must adhere to all policies of the University, as well as the Alabama Research and Education network and state and federal laws regarding the use of computers and computer networks. Students found in violation are subject to University disciplinary action and/or criminal charges. University internet service privileges can be denied to anyone using University equipment or services for illegal or unethical purposes. Any such behavior will be reported to appropriate University officials or law enforcement agencies. Please see the [CSC Information Technology Policies](#) and Code of Student Conduct in [The Lowdown](#). For more information about USA Housing's internet services and/or University recommended routers, visit our [Internet Services page](#). For more details about internet usage and connections, contact the [Computer Services Center](#) at (251) 460-6161.



## GENERAL INFORMATION

### Laundry Facilities

**Washers and dryers are located** in the Beta/Gamma Commons, the Delta Commons, at the end of Deltas 3, 4, and 6, and on the first floors of Stokes Hall, Azalea Hall, Camellia, and Epsilon 1-2. These facilities are for current residents only. All Fraternity & Sorority houses have a laundry room within the building that should only be used by residents assigned to that building. Remote monitoring of units in each community laundry room is available through the [LaundryView](#) app/monitoring system.

### Maintenance & Facilities

The University has a professional staff of custodians, mechanics, painters, plumbers, carpenters, and electricians that work to preserve the integrity of the residential environment. USA Housing Facilities staff are available twenty-four (24) hours a day and seven (7) days per week. To report routine (*non-emergency*) facility / maintenance concerns, contact the Housing Facilities Office at [fixit@southalabama.edu](mailto:fixit@southalabama.edu) or (251) 460-7655, Monday - Friday, 8 AM - 5 PM (CST).

**For After-Hours Emergencies:** Contact your [Community Office](#) to speak with the RA On-Duty. The RA On-Duty will be able to access the on-call USA Housing Facilities staff member for you. The following are considered emergencies:

- Doors that do not lock, unlock or secure properly
- Lost key or a key stuck inside the lock
- Loss of heat, air conditioning, or water
- Flooding
- Clogged toilet and no public restroom available
- Broken window
- Equipment fire
- Electrical outlets sparking

### Meal Plans

All students living in University housing are required to purchase a meal plan. During the fall and spring semesters, freshmen (*residents with 29 credit hours or less*) may select any of the Jag Pass residential meal plans. Sophomores (*residents with credit hours between 30-59*) may select any of the Jag Pass residential meal plans OR the ten (10) meals per week with \$500 Bonus Bucks plan. Juniors, seniors, and graduates (*residents with 60 credit hours or more*) may select from any of the residential meal plans. Credit hours must be accepted and approved by the Office of the Registrar. All summer semester residents are required to purchase an offered summer meal plan.

Students can change their meal plan through the second week of classes starting for both Fall 2024 and Spring 2025 terms by following the steps below:

- BEFORE MOVE-IN: Change your meal plan by returning to the 'Meal Plan Selection' step of your [housing contract](#).
- AFTER MOVE-IN: Change your meal plan by emailing your name, Jag Number, and requested meal plan to [housing@southalabama.edu](mailto:housing@southalabama.edu)

For further information concerning the meal plan, please contact USA Housing at (251) 341-4663 or visit our [Rates](#) page (*click to expand 'Meal Plan Rates'*).

## Motorized Vehicles, Parking, and Traffic

Students who bring a motor vehicle to campus must obtain a proper University parking permit during the registration process from [Parking Services](#). Students are responsible for violations involving motor vehicles which are registered in their name and/or that display parking permits issued to them. [Traffic/Parking Rules and Regulations](#) are available when students purchase their permit.

## Pest Control

Pest control services are performed upon request. Residents who notice the presence of pests should submit a Fix-It Request through [MyUSAHousing](#) or call the Housing Facilities Office at (251) 460-7655 to request service. Where feasible, service will be rendered by the end of the following business day. Students must allow facilities and service personnel to enter their room for treatment purposes unless prior medical exceptions have been requested and approved.

## Utilities

All utilities in the residence halls are maintained by University personnel. Keep in mind that, like in a home, there may be an occasional interruption in electrical power, air conditioning, heat, hot water, internet and/or cable TV due to mechanical failure, necessary repairs, and/or forces of nature. Facilities crews will work as quickly as possible to restore utilities. Should an interruption take place in your room or apartment, please notify your [Community Desk/Office or RA](#) immediately. In order to keep utilities working at an optimum level, please do the following: keep all heating and cooling vents uncovered; in rooms with individual heating and cooling units, do not block the vent (above, front, and below) with bedding, furniture or other items; do not

tamper with the cable television jacks or wiring; and do not tamper with electrical fixtures or plumbing fixtures. Please refer to the ['Fix-It' section](#) on the Housing website for reporting procedures.

## Behavior and Conduct

Student behavior is expected to be lawful and in accordance with all University rules, policies and procedures, including those found within the Housing Community Standards, [The Lowdown](#), and the [Housing Contract Terms & Conditions](#). Housing regulations and standards are applicable to University housing students and their guests. Residents are responsible for and will be held accountable for the behavior of their guests and visitors at all times. All residents are responsible for informing USA Housing staff (*i.e. Residence Life Coordinator or Resident Assistant*) of any Community Standard violation(s) occurring in their rooms or in their presence.

Participating in any violation of Housing and/or University policy, including inciting, assisting, or encouraging the violation of Housing and/or University policy is prohibited. Prohibited conduct also includes failure to comply with an administrative request or sanction and failure to evacuate a hall when an alarm sounds. Please also refer to the Code of Student Conduct, 'Prohibited Conduct,' in [The Lowdown](#).

## Entry by University Staff

USA Housing reserves the right to enter a resident's room with or without the resident's consent and/or presence in order to provide services, to make necessary repairs, inspect rooms for health and safety purposes, inspect for damages, and if necessary, to check for compliance with University rules, regulations, and policies. University staff will conduct any necessary room entries with as little disturbance as possible.

## Noise

All persons who are present in University housing should conduct themselves in such a manner as to allow others the quiet enjoyment of the residence halls. Standard Daily Quiet Hours: Students are expected to uphold and support daily Quiet Hours between the hours of 8:00 PM and 8:00 AM (*7 days a week*). During this period, students and visitors are expected to keep noise levels at a minimum and respect the rights of others.



## Loss Of/Damage To Personal Property

Residents should report any problems or concerns to their [Community Desk/Office](#). The University is not responsible for personal property damage or loss. Residents are encouraged to check their family's renter's insurance policy or purchase renter's insurance individually. Door opening/closing mechanisms and locks are not to be tampered with in any way. All residents are required to keep their doors locked at all times. Please also refer to the Code of Student Conduct, 'Prohibited Conduct,' in [The Lowdown](#).

## Priority Room Selection for Upcoming Year

USA Housing encourages all current residents to participate in the Priority Room Selection process as published on the Assignment page for [Current Residents](#). This process affords current residents the opportunity to reserve a space in University housing for the upcoming academic year prior to new / incoming student assignments being made. USA Housing will communicate details about Priority Room Selection via JagMail and will update information on the [USA Housing website](#) accordingly.

## Fall Closing

The residence halls close for fall semester beginning Friday, December 13, 2024, at 12:00 PM (*noon*) and will remain closed until they re-open for Spring 2025 semester on Friday, January 3, 2025, at 9:00 AM. Current residents enrolled for Spring 2025 classes may register for Winter Break Housing. Winter Break Housing requests must be submitted by Friday, December 6, 2024. Please log on to your [MyUSAHousing](#) portal to learn more or register for Winter Break Housing. Residents will be notified of fall closing deadlines via JagMail prior to the end of fall semester (*also available on the [Academic Calendar](#)*).

## Spring Closing

The residence halls close for spring semester beginning Friday, May 2, 2025, at 12:00 PM (*noon*) and will remain closed until they re-open for summer semester move-in on Tuesday, May 27, 2025, at 9:00 AM. ALL residents who are not approved for Late Stay or Break Housing should check out of their spring housing assignments within the twelve (12) hours following their last exam. Residents will be notified of spring closing deadlines via JagMail prior to the end

of spring semester (*also available on the [Academic Calendar](#)*). Students who vacate their rooms without checking out properly may have their belongings discarded from the room and be subject to additional charges (*see VI.1. Abandonment and IV.6. Check Out Procedures*).

## Unforeseen Change of Circumstances/Exemptions

USA Housing staff members are available to help students with any problems or difficulties they may have during their stay in University housing. Occasionally, serious unforeseen events or problems can affect a student's ability to live on campus. Documentation of an unforeseen event that has changed your circumstances significantly enough to prevent you from residing on campus should be taken to the Housing Central Office (*Delta Commons Room 100*) to discuss your situation and options. Students are encouraged to refrain from entering into other living arrangements/agreements until informed of a decision on the housing contract cancellation request. Moving out or signing another housing agreement will not release a resident from his/her contractual obligation to the University.

## Disciplinary Action

Students removed from University housing due to disciplinary infractions are not entitled to a credit refund of fees and/or charges already paid or payable; no cancellation fee will be charged.

## Missing Student Policy

If a member of the University community has reason to believe that a student is missing, they should immediately call the University Police Department at (251) 460-6312. The University Police Department will initiate an investigation, collect all pertinent information regarding the missing person, and maintain all necessary data for the University. If the student reported missing is also an on-campus resident in USA Housing or the Central House on Stadium, personnel from those areas may assist by:

- Conducting a health and safety check of the student's room/apartment.
- Attempting to contact the student via cell phone, email, or other means available.
- Seeking out and identifying other person(s) who may be familiar with the missing student's whereabouts.

In accordance with the Higher Education Opportunity Act of 2008 for "on-campus residential students" (for the purpose of this policy, this includes the Central House on Stadium complex), the University has implemented the following "Missing Student" notification policies and procedures:

The University requests that students who reside in on-campus housing identify, confidentially, an individual they desire to be contacted if said student is determined to be missing. This confidential contact information is kept separate from any other emergency contact information and is accessible only by authorized campus officials and law enforcement during a missing person's investigation. You can register your contact information by going online to your student account on the PAWS system at: <http://www.southalabama.edu/paws/>

After investigating a missing person's report, should the University Police Department determine that a resident student appears to be missing, within 24 hours of that determination, USAPD will notify the student's designated "missing person" contact and the Mobile Police Department of the ongoing investigation. If the missing student is under the age of 19 and is not an emancipated individual, USAPD will also notify the student's parent or legal guardian immediately after determining that the student has been missing for 24 hours. If circumstances dictate, USAPD may also enter a Missing Person's report into National Crime Information Center (NCIC).



## Sheltering Places for the Residence Halls

In the event that Tornado/Severe Weather Sirens are sounded and the University's residents should need to shelter, please seek out the following sheltering places:

- **Beta/Gamma:** Take shelter within bathrooms, as there are no windows in this area and it is an interior room.
- **Delta 3-6:** Take shelter within bathrooms, as there are no windows in this area and it is an interior room.
- **Epsilon 1 & 2:** Take shelter in the 1st floor hallways and away from the exterior doors and the doors leading to the entrance of the hallways.
- **Fraternity & Sorority Housing (except Sigma Chi):** Take shelter in both the Left and Right room corridors on the 1st floor. The corridor behind the stairwell may be utilized as well.
  - **Sigma Chi** will use the interior side of the Men's Study room for shelter.
- **Stokes Hall:**
  - 1st floor residents should seek shelter in the interior bathrooms.
  - 2nd-4th floor residents should seek shelter on the 1st floor hallways (1200 wing and 1300 wing) avoiding exposed areas where windows are visible
- **Azalea Hall:**
  - 1st floor residents should seek shelter in the interior bathrooms.
  - 2nd-4th floor residents should seek shelter on the 1st floor hallways (1200 wing and 1300 wing) avoiding exposed areas where windows are visible
- **Camellia Hall:** All residents should seek shelter in the 1st floor storm shelter. Residents should use the stairwell to reach the 1st floor instead of the elevator, careful to avoid exposed areas and windows.

## How to Prepare for a Potential Power Outage

Please remember that during severe weather, there is a possibility for electrical outages and other impacts to campus. During an electrical outage, all lighting, power outlets, air conditioning, heating, and the internet could be affected (*including laundry rooms*).

- Computers and other electronic equipment are sensitive to electrical outages. We recommend unplugging this equipment before the potential outage.
- For rooms with stoves/ovens: Remember to check that all cooking appliances are turned off before the potential outage and ensure that no items are left inside or on top of the unit.

## Download the LiveSafe App

All residents are encouraged to [download the University's LiveSafe app](#) which will provide severe weather notifications to their mobile device.





USA's residence halls have established community standards, which are intended to promote the well-being and rights of all community members as well as maintain the facilities and physical surrounding in which the community exists. The in-hall staffs lead their communities in upholding community standards.

## RIGHTS & RESPONSIBILITIES

USA Housing is committed to providing students with an inclusive and welcoming environment that promotes academic success, personal growth, and connection to community. As a member of the living on-campus community, you have rights and responsibilities related to your interactions with other members of our residential community:

- The right and responsibility to be treated and also to treat others with fairness, civility, and mutual respect.
- The right to a safe and secure room or apartment, free from instances of harassment, bias, prejudice, or discrimination, and without reasonable fear of harm, intimidation, or distress.
- The right to report instances of harassment, bias, prejudice, or discrimination.
- The right to exercise individual freedoms regardless of ability, age, race, sex, national origin, religious affiliation, gender identity/ expression, sexual orientation, or political affiliation.
- The right to learn, study, and sleep in your room free of interference.

- The right to adequate privacy and the responsibility to respect the privacy of others.
- The right to have your property respected, and the responsibility to respect and maintain the condition of the physical facilities, equipment, and property of others.
- The right to have direct access to Residence Life Coordinators (RLCs) and Resident Assistants (RAs) who can provide assistance, guidance, and support as needed, and to utilize those staff should violations of the roommate agreement, Guide to Residential Student Living at South, or the Lowdown occur in order to seek options for a timely resolution.
- The right to have living space concerns addressed with you directly and the responsibility to communicate with your roommate(s) and update your roommate agreement should a change in your preferences or circumstances occur.
- The responsibility to ensure the safety of our community by maintaining cleanliness and by following all guest policies.
- The responsibility to comply with reasonable requests made by community staff or university officials.
- The responsibility to hold yourself and your roommate(s) accountable to all expectations and standards set for the space through your roommate agreement and to the expectations for all members of the USA Housing communities.

## COMMUNITY STANDARDS

USA Housing wants all residential students to have an enjoyable yet safe experience in the residence halls. The Community Standards below are designed to help students get the most out of living on campus while providing a set of guiding principles and policies that every on-campus student should live by. Housing staff will review the Community Standards and Policies further at the mandatory first floor meeting. We also encourage students meet their Resident Assistant (“RA”). RAs have been selected and hired as a peer leader to support students. Students should plan to meet their RA on their very first day. If you have any questions please feel free to email us at [housing@southalabama.edu](mailto:housing@southalabama.edu).

**Go Jags!**

### I. University and Housing Standards

#### I. BICYCLES AND OTHER NON-MOTORIZED VEHICLES

All bicycles must be registered with the USA Police Department, (251) 460-6312. Bicycle registration may be completed online without charge by [clicking here](#). Students will be contacted once the permit is ready for pick-up. All bikes should be locked to a bike rack outside. All bicycles that are not properly registered with USAPD and/or bicycles that are locked to anything other than the provided bike racks are subject to immediate removal and disposal by USA Housing staff. Bikes that are subject to immediate removal may be held up to ten (10) days. A bicycle may only be stored in a resident’s room if it does not block the exits and it is acceptable to the resident’s roommate(s) – excluding e-bicycles and the charging of e-bicycles (*see Section IV.IV for more information*). Bicycles remaining on the bike racks more than ten (10) days after the end of spring semester may be considered abandoned and are subject to removal and disposal, unless registered to a summer resident. If you believe your bike has been removed by University officials, please contact (251) 460-7655 immediately. Bicycles, skate boards, rollerblades, and similar wheeled devices are not permitted to be ridden inside the residence halls.

#### II. EMAIL

All admitted students receive an official University email address – [JagMail](#) – which is the official communication plan and the primary channel for receiving official University and Housing information

by students. Students are responsible for activating and routinely monitoring their JagMail accounts. The University and the Department of Housing will use JagMail to send official communication to students, such as assignment details, important dates and reminders, and information regarding your room (*i.e., facilities*), as well as all urgent notices. For more information about your University email account, students should contact the Computer Services Center by phone at (251) 460-6161 or email [helpdesk@southalabama.edu](mailto:helpdesk@southalabama.edu).

#### III. TRASH

Residents are expected to dispose of all trash (*including vehicle trash*) in the dumpsters located in the parking lots or in other appropriate receptacles. Residents found responsible for disposing of trash in inappropriate locations may be assessed a fee to remove the trash. The student may be charged \$50.00 for a first offense and \$100.00 for each offense thereafter. Please be advised that Housing staff does not dispose of students’ personal trash.

#### IV. LAUNDRY

Students are expected to use their assigned building’s laundry room. Any student who misuses, damages, or vandalizes any laundry facility will be subject to the Housing Student Conduct Process, and sanctions may include restitution, fines, or work required sanctions. Additionally, access to the laundry facilities by individuals who are not assigned to University housing during the time of use is considered trespassing and may result in restitution, removal from the community, and/or criminal charges. Please remember that all students are expected to remain with their laundry at all times when using the laundry facilities. USA Housing is not responsible for lost, stolen, or damaged laundry items. Any laundry items left unattended overnight may be relocated to a lost and found area in the laundry room. Items from this area will be removed once a week by USA Housing staff members and discarded. We recommend that students remain with their clothing items at all times.

If laundry items are lost, stolen, or damaged in a laundry room, students may file a claim through CDC ServiceWorks, the on-campus laundry vendor. Students are able to submit a police report through USAPD. Additionally, students may submit a claim through their renter’s insurance.

Please also refer to our [Laundry Services](#) page for more information.

## V. MOTORIZED VEHICLES, PARKING, AND TRAFFIC

No parking/driving is allowed on the grounds/grass around the residence hall buildings. Parking is only allowed in the parking lots. Please do not pull up on the grass to unload or load items. Individuals parking on the grounds or sidewalks in the residence hall areas are subject to being towed and/or receiving parking fines. Additionally, driving/parking on the grass in the residential areas may damage your vehicle or the University sprinkler system. Individuals are responsible for costs of repair of any damage to University property caused by you or your vehicle. Excessive noise, loud music, loitering, or speeding through parking lots is prohibited. No parking is allowed on any red or yellow painted curbs or pavement. Students must comply with all campus traffic regulations. Visitors must obtain a visitors parking permit from Parking Services. Motorcycles and other gasoline powered vehicles are not allowed within ten (10) yards of the buildings. Motorcycles must be parked in the paved parking lots adjacent to the buildings. Motorcycles may not be parked in walkways, chase ways or stairways; violators will be ticketed.

University faculty/staff parking spaces in the residential parking lots (*as designated by installed signage*) are enforced 24 hours a day by USA Parking Services. USA Housing staff parking spaces in the residential parking lots (*as designated by installed signage*) is enforced by USA Housing 24 hours a day. Violators may face a fine of \$40 for each offense.

## VI. REFRIGERATORS/MICROWAVES

Students are responsible for cleaning their room/apartment, refrigerator/freezer and microwave (*if applicable*). Please do not use a sharp object when cleaning or defrosting appliances. Students will be financially responsible for the replacement costs of damaged or missing refrigerators/freezers and microwaves. Electrical appliances must be used and maintained in accordance with manufacturer specifications in safe working condition and should require no more than 800 watts. RAs may ask residents to remove any items causing energy overload to the break system.

Due to energy restrictions, deep freezers or additional full-size refrigerators are prohibited. Microwaves are permitted up to an 800 watt unit. Students may bring their own mini-fridge as long as it does not exceed four cubic feet. In addition to size requirements, students must use a power-strip with a built-in circuit breaker. If a student's refrigerator exceeds four cubic feet, or they are not using an approved power-strip

with circuit breaker, the student will be given twenty-four (24) hours to correct the situation. Failure to correct the situation within twenty-four (24) hours will result in the refrigerator unit to be confiscated by USA Housing residence hall staff. Additionally, the responsible resident will be held responsible for restitution, including after-hours facility costs to address tripped breaker systems.

## VII. SECURITY

Tampering with or modifying any equipment used for security purposes (*i.e. security cameras, doors, card access hardware*) is strictly prohibited. USA Housing staff members are responsible for monitoring security and assisting students in the event of an emergency. Please note that students are expected to keep their doors and windows locked at all times. If you see anyone tampering with security equipment, please contact the [RA, Community Desk/Office](#), or [USAPD](#) immediately. Any University resident who violates this policy will be subject to the Housing Student Conduct Process. Sanctions may include cost to repair damages, fines, and removal from the residential communities. Fines for propping or tampering with doors start at \$50.00. See Section IV.11 for more information.

## VIII. UTILITIES

Individuals and/or organizations are prohibited from using exterior utility connections for personal and/or organizational service use (*i.e. car washes, etc.*) at all University housing facilities unless approved in advance and in writing by the Director of Housing or designee.

## IX. VISITORS

While in the residence halls, all visitors must be escorted at all times by the resident they are visiting. The escorting resident must reside in the building being visited. Residents and guests must be able to provide official photo identification if asked by a Housing or other University official.

## II. Respect for Persons

### I. BEHAVIOR AND CONDUCT

Residential students are expected to uphold all University and Housing policies. Additionally, students are required to escort their guests at all times while in the residential communities. Students who fail to uphold the University and Housing standards may be subject to the Housing Student Conduct Process and any other sanctions deemed appropriate by the case manager. Residents may be subject to the Housing Student Conduct Process and any appropriate



sanctions as a result of their guests' actions. Guest privileges can be suspended at any time.

## II. COMMUNICATION

In an effort to provide our students a safe, secure and comfortable environment to achieve success, USA Housing encourages all residents to maintain a sense of respect and civility toward each other and the staff in all forms of communication. Students are expected to maintain respect and civility toward all members of the residential community. Students who fail to uphold this standard of respect for others may be subject to the Housing Student Conduct Process.

## III. VISITORS & GUESTS

A guest is defined as any person who is not assigned to your room. Residents are expected to talk with their roommate(s) in advance and agree on guests, overnight stays, and other visitation issues (*see our [Roommates](#) page*). USA Housing staff is available to assist residents with these conversations and to support residents in maintaining their safety and comfort. Guests, including residents from other University housing, are permitted during the approved University visitation hours (*see below*). A maximum of three (3) guests are allowed per resident per visit at any time during visitation hours.

- Sunday - Thursday, 10:00 AM-12:00 AM (*midnight*)
- Friday - Saturday 10:00 AM - 2:00 AM

A resident is permitted to have a guest stay overnight in their room for a maximum of forty-eight (48) hours if that guest is registered with and approved by the Residence Life Coordinator in advance. Only one overnight guest is permitted per resident per night, and excessive numbers of requests by the same resident may be denied. A resident must have written consent from their roommate prior to permitting an overnight guest and prior to use of the roommate's bed for a guest. [Click here to complete your Overnight Guest Request Form.](#) Children under the age of 17 are not allowed to remain in University housing overnight. Students with unregistered guests may be subject to the Housing Student Conduct Process and assessed a per-night charge for the guest. All guests/visitors are required to have official photo identification (*i.e., driver's licenses, state ID, University ID*) with them at all times and present it to USA Housing staff or other University officials upon request. While in University housing, guests must comply with all University and Housing policies and community standards,

as well as all applicable federal and state laws. Residents are responsible for the conduct of their guests and may be subject to financial and other sanctions through the Housing Student Conduct Process and/or University judiciary system, as well as the legal system, if the community standard for guests is violated. Guests may not be left unattended in a room without prior written permission from the Residence Life Coordinator. Guests who violate visitation hours or other applicable policies may be subject to trespass warrants or other action taken by the USA Police Department. Guests may also lose the privilege of visiting University housing. USA Housing reserves the right to limit or revoke visitation within each residential community.

## IV. GUEST PARKING

All University residential parking lots are closed to non-resident vehicles when visiting hours have ended: Sunday-Thursday, 12:00 AM (*midnight*), and Friday-Saturday 2:00 AM. Non-resident vehicles found in the University residential parking lots after hours, including Gamma and Fraternity/Sorority lots, are subject to towing unless the guest is registered and approved by the Residence Life Coordinator or Residence Life Coordinator. Visitors (*i.e., individuals not affiliated with the University*) must obtain an official visitor parking pass from Parking Services. The pass must be displayed from the rear-view mirror with the front of the pass facing outward. The pass number must be clearly visible (*contact [Parking Services](#) for further detail*).

## V. ROOMMATE HARASSMENT

Actions of harassment, as defined by the Code of Student Conduct, 'Prohibited Conduct,' in [The Lowdown](#) are strictly prohibited in University housing and throughout the University. Behavior that attempts to force a roommate to select a different room, move out of a current room, and/or behavior toward a current roommate / newly assigned occupant which violates the University's discrimination/harassment policy is strictly prohibited and will be sufficient grounds for reassigning the existing occupants. The offending resident will be required to move upon request or to pay additional charges for an unoccupied space. Failure to accept a roommate, create a positive roommate relationship, or meet any of the above criteria may subject the resident to disciplinary action. Those who violate the community standard for harassment in the residential community may be immediately administratively relocated or removed from the residential community pending a student conduct meeting or referral to the [Office of](#)

**Student Conduct.** Sanctions for violating this standard include, but are not limited to, financial restitution, relocation, and removal from the University residential communities.

## VI. NOISE

All persons who are present in University housing should conduct themselves in such a manner as to allow others the quiet enjoyment of the residence halls.

- Standard Daily Quiet Hours: Students are expected to uphold and support daily Quiet Hours between the hours of 8:00 PM and 8:00 AM (7 days a week). During this period, students and visitors are expected to keep noise levels at a minimum and respect the rights of others.
- Final Exam Quiet Hours: Each residential community endorses and affirms 24-hour Quiet Hours beginning on the last day of classes through the last day of finals.
- Courtesy Hours: Courtesy Hours require that all sound be kept to a reasonable level in an effort to avoid disturbance of other residential community members and ensure a pleasant living environment for all residents, free from unnecessary distractions or disturbance. For this purpose, 24-hour Courtesy Hours will be enforced daily throughout the entire academic term. Please note that you may be asked to use a headset or to remove stereos, TVs or musical instruments from the room if the use of such equipment is causing a disturbance to other members of the community. Students who fail to uphold quiet hours or support courtesy hours may be subject to the Housing Student Conduct Process and sanctions may include educational sanctions, fines, and in extreme cases, relocation.

## VII. SOLICITATION

Solicitation is prohibited in the residential areas. This includes, but is not limited to, door-to-door marketing or recruiting for business purposes, organizations, events, flyers, pamphlets, or leave-behinds. In addition, vendors/ students are not allowed to go to students' doors to offer their product or service. Campus-wide student elections are the only exception and require written permission from the Vice President of Student Affairs. Call your **RA or your Community Desk/Office** immediately to report solicitors. Anyone who is found soliciting on campus

may be reported to USA Police as well as the General Counsel's Office.

## VIII. RECORDING DEVICES/CAMERAS

Exterior camera/doorbells/recording devices are prohibited.

## III. Alcoholic Beverages and Controlled/Prohibited Substances

### I. ALCOHOLIC BEVERAGES

Alcoholic beverages and controlled/prohibited substances (*other than prescription medications for which a student has a valid prescription*) are strictly prohibited in University housing. For more information, please refer to 'III.2. Drug Use' below and the Code of Student Conduct, 'Prohibited Conduct,' in **The Lowdown** (*also see the following standard concerning additional alcohol related issues: II.1. 'Behavior and Conduct'*). Alcohol containers or paraphernalia may not be used as decorative items, including but not limited to shot glasses, wine glasses, and bottles used as vases. Residents are responsible for policy violations which take place in their room and/or apartment, including those of their guest(s). Any University housing student found responsible for violating the University policies for alcohol or controlled/prohibited substances will be subject to disciplinary action and may be removed from University housing for the first offense, whether violations occur in Housing or elsewhere.

### II. DRUG USE

The possession and/or use of illicit drugs on the campus of the University of South Alabama, including Central House on Stadium, is illegal under both state and federal law. Any student who violates the University illegal substance and drug policy is subject to the Student Conduct Process.

### III. "IN THE PRESENCE OF"

Underage students are responsible for visiting rooms where they become in the presence of alcohol or drug violations. Any student hosting individual(s) with alcohol/drugs/paraphernalia in their room or visiting another room with alcohol/drugs/paraphernalia in the visiting room may be held responsible for the possession of alcohol/drugs/paraphernalia.

## IV. Respect for Health, Safety, and Welfare

### I. CLEANLINESS

Each student is responsible for the cleanliness of their own room or apartment. Residents are required to maintain a reasonably clean room and shared common spaces including routinely emptying trash, cleaning floors, showers, sinks/vanities, and toilets. USA Housing staff will conduct monthly Health & Safety checks of rooms to verify compliance. Rooms must be left reasonably clean upon check-out; failure to do so will result in assessment of a cleaning fee (see IV.5. 'Health & Safety Inspections' for more details).

### II. CONFISCATION OF PROPERTY

If USA Housing staff or other University officials view an item in a resident's room that violates USA Housing community standards or other University policies or applicable laws, an incident report will be submitted to authorities. Depending on the nature of the violation, the item may be confiscated, the student may be obligated to remove the item immediately, the student may be subject to the Housing Student Conduct Process, and/or the student may be referred to the [Dean of Students Office](#) or other appropriate authorities. These items include, but are not limited to, alcohol and/or empty alcoholic beverage containers; candles; unauthorized appliances; weapons, toy weapons, or replicas of weapons; and/or illegal substances or paraphernalia. Weapons or illegal substances or paraphernalia will be turned over to USAPD.

### III. FIRE AND SAFETY EQUIPMENT

The misuse or vandalism of any fire safety equipment or devices is a violation of state and local law. Use of fire alarms and/or fire extinguishers at unauthorized times is prohibited. In addition, smoke detectors are located in every room for your protection. Occasionally, the smoke detectors are activated by interior or exterior room conditions. Although the alarms are sometimes an inconvenience, the value of the system to human life is immeasurable. Do not attempt to tamper, disconnect, or vandalize the smoke detectors or sprinklers; students found responsible for such tampering will be subject to the Housing Student Conduct Process. Please report any problems or concerns regarding fire safety equipment to the [Community Desk/Office](#) as needed. The cost of damages and repairs due to misuse and/or vandalism of fire safety equipment (*i.e.*, *smoke detectors, fire extinguishers, etc.*) will be charged to

the responsible student. Also, the cost of damages and repairs due to careless acts and/or community standard violations will be charged to the responsible student. Please also refer to the Code of Student Conduct, 'Prohibited Conduct,' in The Lowdown.

In the event of a fire alarm or drill, all persons in the building must evacuate immediately to the designated location. Failure to comply with Housing or University officials will result in disciplinary action. Space heaters, halogen lamps, extension cords, and live-cut trees are not permitted in students' rooms, suites, apartments or common area spaces. Laptop/ Notebook computers should not be left unattended when charging the batteries; unplug when charging is complete. Candles, candle/wax/oil warmers, incense, charcoal, or any other flammable materials are also not permitted in University housing. Unlit candles used as room decorations are not permitted and must be removed immediately. Burning substances, in any form, create both a fire and health hazard for you and the other residents. All students must adhere to the state fire code as well as all Housing and University fire policies. It is vital to keep doors, windows, walkways, and chase ways clear of items that may block your escape route in an emergency; failure to do so may result in disciplinary action.

### IV. HOVERBOARDS/ELECTRIC SCOOTERS/E-BICYCLES

Hoverboards, electric scooters, e-bicycles and other similar devices are not allowed in USA owned or leased housing facilities. Charging of hoverboards electric scooters, e-bicycles, or similar devices and also the storage of any in any hoverboards electric scooters, e-bicycles, or similar devices within any University facility is also prohibited. Students who violate this policy will be subject to the Student Conduct Process.

For more information and additional requirements, residents should refer to the [USA PEMD Policy](#).

### V. HEALTH & SAFETY INSPECTIONS

USA Housing staff will conduct Health & Safety Inspections approximately three (3) times a semester to ensure that minimum health, safety, and facilities standards are being maintained. If standards are not met, the student is required to address the concern(s) and complete corrective action within twenty-four (24) hours of notification of the violation or the student may be required to meet with a USA Housing staff member. A follow-up inspection will take place to ensure the issue has been resolved. If the issue(s) still exists, the student will be subject to the Housing



Student Conduct Process. Reasonable standards of cleanliness are expected while inspecting each of the categories below; however, USA Housing staff is primarily focusing attention on facilities, health, or safety related concerns. While searching for community standard violations is NOT the goal of an inspection, violations will be addressed as they are found. Areas of inspection will include, but not be limited to, the following:

- Exterior Area / Doors
- Floors
- Windows / Blinds
- Air Conditioner / Heater
- Bathroom Sink / Counter
- Kitchen Sink / Counter
- Toilet / Tub
- Walls/Ceilings
- Closet
- Smoke Detector
- Fire Extinguisher/Sprinkler Heads
- Lights
- Dehumidifier
- Overall Condition

## VI. PETS

**The only pets permitted in University housing are fish that are not prohibited by law in a 20 gallon or less tank.** No other pets are allowed on either a permanent or visitation basis (*i.e., no cats, dogs, hamsters, reptiles, birds, rodents, amphibians, etc.*). If a pet is found in University housing, it must be removed immediately. Students who need the assistance of service or emotional support animals must register with CEADR Office prior to the animal arriving on campus. Students with service animals or assistance (*emotional support*) animals will be required to follow the [Center of Education Accessibility & Disability \(CEADR\)](#) guidelines. Students will be held responsible for any damage caused by such animals.

USA Housing’s animal policy states that residents are not permitted to keep or allow any unauthorized animals in any on-campus residence hall. This includes keeping or watching a pet for a family member or friend. This also includes animals who are ‘just visiting’ with the resident, regardless of the length of stay or visit. Additionally, residents are prohibited from keeping animals who are approved for a different resident. The fostering of animals is prohibited. If an unauthorized animal is found, the resident will face a \$100.00 fee and be given 24 hours to remove the animal. Upon 3 instances of non-compliance, students will be referred to the Student Conduct Process where sanctions may result

in removal from on-campus housing with Housing financial policies still applied.

Approved animals living on-campus for CEADR-approved related needs must follow all “owner responsibilities” outlined in the [Service and Assistance Animal Policy](#). Failure to comply with outlined “owner responsibilities” may result in a \$100.00 fine, a conduct hearing, and potential removal from on-campus housing.

## VII. POTENTIAL THREAT TO SELF OR OTHERS

Establishing a safe campus environment is paramount for USA Housing; therefore, if an individual engages in threatening behavior, the University reserves the right to remove that individual from Housing on a temporary or permanent basis as deemed necessary and to take other actions as USA Housing or University officials deem appropriate for the safety of the resident and the residential community.

## VIII. SMOKING/TOBACCO USE

Smoking or the use of any type of pipe, cigar, cigarette, e-cig, vape pen, or similar product that creates a cloud of smoke or vapor is prohibited on all property owned (*e.g., structures, land and vehicles*) and/or in the possession of (*e.g., leased and/or rented by*) the University of South Alabama. This includes all residential areas and residence halls, both in common areas and individual rooms. If a pipe, cigar, cigarette, e-cig, vape pen, or similar product that creates a cloud of smoke or vapor is found, it is subject to confiscation. The presence of tobacco smoke, e-cig vapor, cigarette butts, ashtrays with ashes, and other remnants often associated with smoking or smokeless tobacco are considered evidence that the tobacco policy is being violated in the room. Anyone present in a room when someone is smoking, or one of the above listed devices are found, will be in violation of this policy.

Note: Personally owned vehicles are excluded. This policy is applicable for all students, faculty, staff, temporary/contract employees, contractors, patients and visitors. Tobacco products include any products containing tobacco leaf, including, but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, etc. Nicotine products include any products containing nicotine for human consumption used in any type of electronic smoking device, including, but not limited to, e-cigarettes and vaping. Also prohibited are hookah products used to produce smoke and/or vapor from the burning

of tobacco, shisha and other plant matter. Smoking includes inhaling, exhaling, burning, or carrying any lighted or heated tobacco, marijuana or other plant product, whether natural or synthetic, intended for inhalation. Cessation products specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence are excluded. Students who violate this community standard may be subject to the Housing Student Conduct Process. You can find out more about the policy and cessation programs at this website: [southalabama.edu/tobaccofree](https://southalabama.edu/tobaccofree).

## IX. WEAPONS

All weapons are prohibited in University housing buildings and parking lots and on University property. This includes, but is not limited to, bullets, ball bearing bullets, bullet balls, pellets, firearms, guns, knives (see below IV.10. "Knives"), paintball guns, air guns, stun guns, tasers, hunting bows, archery bows, swords, brass knuckles, martial arts weapons, and replicas of such weapons, including toy and water guns. Fireworks and pyrotechnic devices and materials are also prohibited on University property. Students who violate this community standard may be subject to the Housing Student Conduct Process. In the event that a student violates this community standard, USAPD will be contacted and may confiscate the offending item. The student may also be removed from the community and/or subject to criminal charges. Please also refer to the Code of Student Conduct, 'Prohibited Conduct,' in [The Lowdown](#). Students may register and store weapons with USAPD – please contact USAPD for more information on this process.

## X. KNIVES

Kitchen knives are allowed in University housing rooms with kitchens only. Non-kitchen knives with a length of more than three (3) inches are prohibited. No decorative knives are allowed in the residential community. Also, note the following prohibited items: any blade that does not fold, automatic folding knives, box cutters, throwing stars, and butterfly knives.

## XI. WINDOWS/RAILINGS/BALCONIES/ROOFS

All residents are encouraged to keep their windows closed and locked. Sitting, standing on, climbing, or hanging from a window, ledge, railing, or roof is prohibited. Clothes, bikes, or personal items should not be hung from balconies, railings, roofs, and/or windows. Furniture is not permitted on balconies, stairways, or second floor walkways. Throwing, dropping, or pouring of anything from windows,

balconies, ledges, and/or railings is prohibited. Students are responsible for damages and/or cleaning charges that result from such actions.

In Beta/Gamma, chaseway doors should not be propped open and must be closed at all times. Any chaseway door found propped open will result in a charge. For interior-style residence halls, floormats are not permitted in the hallway/doorway and are subject to confiscation due to being a tripping hazard. Exterior door decorations must be approved by USA Housing staff. Unauthorized decorations may be removed by USA Housing staff. A resident may place a message board on the exterior of their room door as long as the message board does not cause damage to the door. Posted materials, displays, or advertisements that are in conflict with University guidelines are prohibited. Inappropriate displays or materials will be subject to immediate removal.

Stairwells and hallways are not storage areas. Personal belongings may not be stored there and will be removed by USA Housing staff.

## V. Cooking

### I. ROOMS WITHOUT A KITCHEN/ KITCHENETTE

Students assigned to a room type without a kitchen may use the following appliances so long as the appliance has an automatic shut-off feature: microwaves (800 watts or less – only one per room), pop-up toasters, crock-pots, and coffee pots.

**The following appliances are prohibited from room types without a kitchen/kitchenette:** air fryers, rice steamers, electric kettles, hotplates, toaster ovens, 'George Foreman-type' grills, deep fryers, or any approved appliance without an automatic shut-off feature. This includes rooms in the following residence halls:

- Azalea Hall
- Camellia Hall
- Epsilon 1-2
- Deltas 3-5
- Stokes Hall
- Gammas 0-4

### II. ROOMS WITH A KITCHEN/ KITCHENETTE

Students assigned to a room type that includes a kitchen/kitchenette will have "conventional cooking" privileges including toaster ovens, air/electric fryers, electric

grills, and all other appliances allowed for non-kitchen room types. Do not leave items unattended on the stove or in the oven at any time. This includes rooms in the following residence halls:

- Beta 1–5
- Gamma 5–9
- Delta 6
- Fraternity & Sorority chapter houses in the kitchen facilities only\*

Residents with non-permitted appliances may be subject to the Housing Student Conduct Process. The resident will be instructed to remove the item(s) immediately. Gas grills are prohibited, as is the use or possession of lighter fluid. Grills may not be stored in the rooms, chase ways, stairways, walkways, or any other interior space within University housing. Outdoor grills are available in many residential communities.

*\*Fraternity & Sorority Housing residents may review the [Fraternity & Sorority Unique Policies](#) for parameters concerning outdoor grills.*

## VI. Respect for USA Housing

### I. ABANDONMENT

Personal belongings which are left behind when a student vacates their University housing assignment are considered abandoned property and these items may be removed from University housing rooms/ areas and discarded if arrangements are not made to pick them up within twenty-four (24) hours after the student vacates the USA Housing assignment. Items left at the Spring closing are discarded immediately.

### II. ADMINISTRATIVE REMOVAL

A resident may be administratively removed for reasons including, but not limited to, non-payment, non-enrollment, inappropriate behavior, violating the [University Substance Abuse Policy](#), or behavior that threatens the health or welfare of members of the University community.

If a student fails to properly check out and vacate the building within the specified timeline, the locks of the student's room will be changed at the student's expense. The student's belongings in the room will be considered abandoned and will be removed and discarded unless arrangements are made to pick them up within thirty (30) business days of the lock

change. The student may be charged associated fees, which may include, but are not limited to, a cancellation fee (*up to \$150*), lock-change fee (\$75), administrative removal fee to remove and/or store items (\$250), and any additional cleaning or damage charges.

Please Note: Failure to respond to official notices by e-mail or informal notifications by phone calls, etc., will not alleviate the student's responsibility for compliance. Also, Administrative Removal from USA Housing does not release the student from the housing contract. All [financial policies](#) still apply.

### III. NON-PAYMENT OF HOUSING AND/OR MEAL PLAN BALANCE

Failure to pay the room and/or meal plan balance in full by the University payment deadline may subject the resident to Administrative Removal (see [the Academic Calendar](#) for dates). Additionally, a resident who fails to pay the meal plan balance in full as outlined by the University payment deadline may have the meal plan suspended until full payment is made. Please note that neither Administrative Removal from USA Housing nor suspension of a meal plan due to non-payment releases the student from the obligation to pay for accrued charges. If a student has questions about housing and meal plan charges, the student should contact the USA Housing Office.

#### Non-Payment

Residents are strongly encouraged to participate in the [University Payment Plan](#). Residents with a Housing balance are subject to administrative removal:

- **Not Enrolled in University Payment Plan:**  
If the resident has a meal plan and/or housing balance, the resident will be notified of meal plan suspension within seven (7) calendar days and room removal of seven (7) calendar days to the resident's JagMail.
- **Enrolled in University Payment Plan:**  
If the resident has a meal plan and/or housing balance, the resident will be notified of meal plan suspension within seven (7) calendar days and room removal of fourteen (14) calendar days.

### IV. NON-ENROLLED/WITHDRAWAL FROM THE UNIVERSITY

In order to be eligible for University housing, a student must be enrolled at the University of South Alabama. At the point a student is no longer enrolled (including online courses), or if a student moves in and fails to enroll by the last day to drop/add classes (see



*the Academic Calendar for dates*), the student will have a maximum of forty-eight (48) hours from the time of notification of non-enrollment to enroll in courses at the University (if it is prior to the last day to add classes) or check out of the residence hall. The student should submit a cancellation request online as soon as the student becomes non-enrolled. Visit USA Housing's [Cancellations & Withdrawals page](#) for step-by-step instructions and more information. The student will receive notice regarding the cancellation request via JagMail. If the request is approved, the student will be charged a contract cancellation fee based upon the term of the contract and the date the request was submitted. Semester room and meal plan charges will be assessed based upon the Housing Refund Policy, which is determined by the date the request was submitted and the date the student vacates the room (*i.e., room key returned and contents removed*).

## V. ASSIGNMENTS

All University housing residents are required to review their 'Housing Contract Terms & Conditions' carefully. Under these terms and conditions, the University will consider the information and preferences selected by the student when assigning living accommodations, but there is no guarantee of a specific assignment. The University will not alter or cancel the resident's assignment except where deemed necessary by the University for reasons including, but not limited to, disciplinary action, catastrophe, closing of facilities, consolidation of vacancies, unavailability of space, or unresolved incompatibility of roommates. In addition to the University's rights set forth elsewhere in this document or in other University policies, the University reserves the right to administratively move residents for the purpose of room, apartment, building, or area consolidations.

Residents may not change room assignments without written authorization from the Director of Housing or their designee. A resident may not occupy, store personal belongings in, or otherwise use a vacant space within a room or apartment.

A resident may not create a hostile environment to encourage a roommate to move or to discourage a new roommate from moving into the room. Any resident that creates a hostile environment for their roommate is subject to disciplinary action and may be removed from on-campus housing.

All residents are required to check out properly when they change rooms, when housing agreements end, and/or at the end of the year.

Residents are required to report broken, lost, and/or stolen keys immediately to the USA Housing Office so that new keys can be issued and the lock(s) can be changed. Lock changes cost \$75.00. However, if a key is not turned in at the time that the resident checks out of their assigned room, the resident will be charged \$100.00.

Keys and JagID cards may NOT be loaned to any other person. JagID cards and keys may not be used by anyone other than the person to which they key/card is assigned.

Students are responsible for damage to their room and/or apartment. Residents share responsibility for the damage, unless responsibility is claimed by a specific roommate in writing or can be determined by USA Housing staff. Any damage deemed as "vandalism" will be charged to the responsible party (if known) or to residents of the wing, floor, or building. Judicial action will apply when applicable.

*\*Room preference and/or ability to self-select a room is based on date of contract completion and space availability. The contract must be complete in order to receive/self-select a room assignment.* Students who reside in University housing in the fall semester are automatically assigned to the same room for the spring semester. Students' personal belongings can remain in the room during the winter break. Students may request a room change online during the designated reassignment period(s). Room changes are not guaranteed and will be made according to space availability and in the order that such requests are submitted. The request must be submitted by the student online in [MyUSAHousing](#) during the published period(s). Please also refer to our [First-Time Freshmen](#), [Current Residents](#), or [Upperclassmen/Transfer/Graduate](#) students pages for more assignment information.

## VI. BUSINESS SERVICES

Residents are prohibited from starting, managing, or operating any kind of business enterprise inside, around, or near USA Housing facilities which involves the coming and going of customers, clients or any other persons into and out of USA Housing facilities. This includes, but is not limited to babysitting, hair-styling, and tattooing services.

## VII. CANCELLATIONS & WITHDRAWAL

Any current resident who wishes to cancel their housing contract or who is considering withdrawing from classes should complete the process online in [MyUSAHousing](#) (see [Cancellations & Withdrawals page](#) for step-by-step instructions and more info) and immediately meet with their respective Residence Life Coordinator to discuss the USA Housing cancellation request (see [Community Desk/Office](#)). For any questions regarding cancellations or withdrawals, please email [housing@southalabama.edu](mailto:housing@southalabama.edu). Students must check out of their room and return their keys no more than forty-eight (48) hours after withdrawing from the University or canceling their housing. Students will be charged for housing regardless of withdrawal or approved cancellation date until the room key is returned and the resident checks out officially.

## VIII. CHECK-OUT PROCEDURES

At check-out, residents have the choice to schedule an appointment with their RA a minimum of forty-eight (48) hours prior to conducting a check-out inspection, or they are completing an 'Express Check-Out.' Refer to the [Moving Out page](#) for proper move-out instructions and more information. A \$75.00 lock change charge may be assessed if the room key is not returned at check-out. Failure to follow the checkout procedures may result in a \$75.00 assessment fee for improper check-out. Moreover, the resident may be assessed fees for room damages. Students should speak with a Residence Life Coordinator if they have questions about check out.

### Improper Check-Out

Residents should contact their Resident Assistant (RA) or visit their Community Desk to schedule either an in-person check-out appointment OR an express check-out appointment based on their preference. Appointments must be scheduled 48 hours in advance (minimum) of their preferred time to checkout. Appointments scheduled less than 48 hours prior to the student's preferred check-out time or failure to keep scheduled appointment may be subject to a \$75 improper check-out fee.

## IX. CONSOLIDATION

Housing may choose to consolidate rooms to full capacity when vacancies occur and may move residents to another University housing room when such consolidations become necessary. Under limited conditions and with written approval from the USA Housing Office, residents who have not contracted for a private room, that do not have a roommate,

and have been selected to consolidate may have the opportunity to request a roommate or room change, if the same room type is available. All room changes must be approved by the USA Housing Office. All consolidations must be completed within forty-eight (48) hours after notification of the consolidation; if not, the resident may be administratively relocated or automatically charged and held financially responsible to pay the private room rate.

## X. DAMAGES/ROOM INSPECTIONS

At the time of check-in, students should complete a Room Inspection for their assigned space to indicate the current condition of their rooms. The Room Inspection should be completed by each student online in [MyUSAHousing](#) through the first week of classes. If not, students will be held responsible for the condition of the room at check-out. When residents check-out or vacate, charges will be applied for damages or losses which were not noted on the incoming Room Inspection. Repairs needed during occupancy should be submitted through a Fix-It Request online in [MyUSAHousing](#). During a student's check-out room inspection, the RA will use previous Room Inspection(s) to assess the condition of the room or apartment (see VI.6. 'Check-Out Procedures'). If unclaimed damages occur within common areas (*i.e.*, hallways, lobby areas, etc.) all students who are found to have caused the damage or witnessed the causation of the damage and failed to report it may be subject to disciplinary action and held financially responsible for the repairs.

## XI. FURNITURE

All residents are responsible for the loss of or damage to furniture and other equipment that is assigned to their room or apartment. Housing furniture must remain in the room in which it was originally placed. USA Housing does not have storage facilities for furniture. Residents must keep USA Housing furniture in their rooms at all times. Common area furniture is not permitted in the residents' rooms. Residents who violate this standard may be subject to the Housing Student Conduct Process. The resident may also be assessed a \$100.00 fine. The actual cost of replacement for broken or missing furniture (*i.e.*, mattresses, beds, frames, chairs) will also be charged to the responsible resident(s). Any personal furniture, draperies, tapestries, etc., must be fireproof and display the manufacturer's label signifying that the material will not support flames. Cinder blocks, bed risers, lofts (*other than those leased from a University approved vendor*), or waterbeds are not permitted in University housing and must be removed from the room immediately. All residence hall beds (*mattresses*

and frames) must remain in the room or apartment. Bed frames are the only piece of provided furniture that may be disassembled. All other furniture must remain assembled as originally provided with the room. Refer to our [Room Furniture page](#) for more information.

Room furniture may be rearranged with mutual agreement of both roommates, but must be returned to its original location or configuration whenever residents move out of the room and upon final departure from the space. Otherwise, charges may be applied. If a resident moves into a room that is not in the standard configuration, they must notify the Residence Life Coordinator in writing within 24 hours. Failure to do so will result in the new resident being responsible for returning the room to original configuration.

## Restrictions

Due to potential damage associated with exercise poles, chin-up bars (and other equipment that attaches to walls, doors, doorways, ceilings, or floors), darts and dart boards, waterbeds, and shower and tub appliques, are not allowed in USA Housing residence halls.

## XII. KEYS

**Lock Out Procedures:** If a student should get locked out of his or her room, they may check out a key from the [Community Desk/Office](#) during regular business hours (8:00 AM to 8:00 PM Monday – Friday). This key must be returned within twenty-four (24) hours of the time that it was checked out. If the key is not returned in the allotted time, the lock will be changed at the student’s expense, which is \$75.00; the charges will be added to the student’s PAWS account.

If a student should get locked out of their room after office hours, they should contact the RA On-Duty for the community. There may be a \$10.00 Lock-out fee assessed between 8:00 PM and 8:00 AM, Monday-Friday, or during the weekend, when an RA has to let a student into the student’s room. Students should be prepared to show University identification or otherwise verify identity prior to being given access. Students are expected to deadbolt/lock their doors at all times. Students should always carry their room keys and their Jag Cards.

## Lost Key Procedures

Each resident will be issued a key to their room. Lost or stolen keys must be reported within twenty-four (24) hours to the [Resident Assistant or Community Desk/Office](#), and USA Housing can replace it. There will be a \$75.00 cost to replace lost or stolen keys.

Students assigned to buildings with exterior door card access will receive access through their student IDs (*Jag Card*). In the event your Jag Card is lost, you may sign for a temporary access card by contacting your Community Office. This temporary access card must be returned to the Community Office after receiving your replacement Jag Card. There will be a \$25.00 fee to replace lost or stolen temporary access cards. These fees will be billed through your PAWS account. There is a \$150.00 service fee for emergency lock-changes requested after hours; these charges are not refundable. It is paramount that students do not duplicate room keys or possess unauthorized keys. Please remember that it is the resident’s responsibility to return the room key at the time the resident checks out of their room to the respective Community Office. Additionally, residents may not give their room key to another person. Students who violate this policy will be responsible for any damages or charges associated with providing their key to another person. Additionally, the student may be subject to criminal charges, as well as student conduct proceedings. Please note that it is imperative not to add supplementary locks to your door, as this may slow response times during an emergency and/or cause damage to a door. *USA Housing does not accept returned keys via mail; therefore, any student who does not return the key at hall closing, check-out or as otherwise required will be billed a minimum of \$75.00 for the cost of the lock change.*

## XIII. REFUNDS

Within the first forty-five (45) calendar days of the published residence hall opening date each semester, housing and meals – excluding Bonus Bucks – will be prorated based on the date the student properly checks-out. No adjustment to housing and meal plan charges will be made thereafter. **If a resident cancels their Academic Year housing contract in the fall semester and enrolls in classes for the spring semester their Academic Year housing contract will be reactivated.** Proper [check-out procedures](#) can be reviewed on the Housing website. The break housing rate (*currently \$20 per night*) will be charged for periods between semesters.

Bonus Buck usage will be charged through the third week of classes. Bonus Bucks will be charged in full after the third week of classes and will be available for use until the end of the spring semester. At the point a student withdraws from the University or becomes non-enrolled, Bonus Bucks will no longer be available for use. A contract cancellation fee will be charged when applicable.



**Note:** If a student's University account has an outstanding balance due and the University has in its possession any funds payable to the student (*from payments or credits applied to the student's account, payroll checks, and/or any other source, except federal financial aid awards*), the University reserves the right to withhold the funds necessary to clear the student's outstanding balance and to cover any collection costs incurred. Once those amounts are paid, any remaining funds are paid to the student.

## XIV. OCCUPANCY

When one room occupant moves out, the remaining resident(s) must keep the room in the appropriate condition to accept a new roommate at any time. Students may not reject a roommate assignment. Any inappropriate behavior directed toward an assigned roommate, including, but not limited to, unsuitable room condition, discouraging communication, harassment, or intimidation will result in immediate relocation of the alleged offending resident pending the Student Conduct Process. Prior to a new roommate assignment, if the remaining resident desires to maintain a private room, they may request to contract that room at the private room rate. The request for a private room will only be granted as space is available and with written approval from the USA Housing Office. If the request is granted, the private room rate will be prorated based on the date of approval. Residents found violating the housing contract by occupying additional space in their room, suite, or apartment may have their items moved by the staff or be held financially responsible for the occupied space, as well as go through the Student Conduct process.

## XV. CONTRACTUAL OBLIGATIONS

All students are obligated to the housing contract that they have signed. Students who move off campus while enrolled are still contractually and financially obligated unless otherwise provided herein. A student may request to check out of their assigned space without an approved cancellation of their housing contract, with the understanding that the contractual and financial obligation will continue. If a residential student decides that they want to move off campus and cancel their contract, they should contact the USA Housing Office. A member of USA Housing will meet with the student to better understand the reason for the request. A student who wishes to move off campus and does not meet the criteria for approved release from the Housing Contract will be held to the Terms and Conditions of the Housing Contract as long as they remain enrolled (including enrollment in online courses). Following their meeting with USA

Housing, an email will be sent to the student via JagMail and a letter will be mailed to the last updated mailing address to update them on the status of their request. A resident requesting to move back into University housing should contact USA Housing by sending an email to [housing@southalabama.edu](mailto:housing@southalabama.edu).

## XVI. ROOM CHANGES

Residents may not change room assignments without written authorization from the USA Housing Office. USA Housing offers various opportunities for students to request a change once they have received an assignment. Please refer to the time periods listed on the [Assignment Changes page](#) and keep the following in mind as you consider requesting a change:

- A student must be assigned before requesting a change.
- The ability to make a change is dependent upon the order in which your request is received and space availability.
- If a student wishes to make a change outside of the periods listed below, please contact our USA Housing Office (*pre-move in*) or your Residence Life Coordinator/Residence Life Coordinator(*post-move in*).

Reminder emails will be sent to all students' JagMail with additional information prior to the start of each formal request period. After the student is notified that a room change is granted, they will be required to complete the move and return the original room key to their community office within twenty-four (24) hours; failure to do this will forfeit the original room change request. Please contact your Residence Life Coordinator with any questions or concerns.

## XVII. ROOM DECORATING

Students are encouraged to personalize their rooms, but painting or modification of facilities and furniture is not permitted. Decorations must be able to be removed without causing damage. Be mindful that each student will ultimately be responsible for the cost to repair any damage to their room and its furnishings.

The use of screws is prohibited in all University housing facilities. Approved decoration hangers/anchors are listed below. Decorations are not permitted within eighteen (18) inches of fire safety equipment (*i.e., extinguishers, smoke detectors, and sprinkler systems*). Please note that alcohol containers

or paraphernalia may not be used as decorative items (see III.1 for further info).

## Decorating Restrictions/Prohibited Items

- LED light strips, contact paper, stickers, and wallpaper may not be applied to walls, cabinets, closets, or furniture in any residence hall.
- Televisions and other heavy objects MAY NOT be mounted on the wall.
- Wood or any other flooring that uses adhesives may not be adhered to your room floors.
- Curtains may be hung with tensions rods. Curtain rods may not be attached to walls with nails, tacks, screws, or other items that damage the wall.
- No material may be placed directly on windows or between the window and the blinds/curtains (*e.g., aluminum foil, newspapers, bedsheets, etc.*).
- Air intake vents and air conditioner/heater vents may not be blocked, covered or removed.
- A resident may place a message board on the exterior of the door to their residence hall room as long as the message board does not cause damage to the door.
  - However, a message board on the exterior door is not considered a 'free speech area' as other members of the community do not have the option to avoid passing the board. For this reason, members of the USA Housing staff may erase or remove messages and flyers that a reasonable person would consider offensive or divisive.

## How to hang items in your room:

In the following buildings with sheet rock walls, residents may ONLY USE small finishing nails, push pins, or picture hooks (up to 20 lbs. size) to hang items on walls. There is a limit of six (6) small holes per resident, per room. Screws, glue, "3M Command" or other adhesives are NOT permitted, in order to avoid wall damage.

- Azalea Hall
- Camellia Hall
- Stokes Hall

In the following buildings with cinder block walls, residents may ONLY USE 3M Command Strips to hang items on walls. Carefully follow product instructions for removal to avoid repair charges. Screws, nails, glue, or other adhesives are NOT permitted, in order to avoid wall damage.

- Beta
- Gamma
- Delta
- Epsilon
- Greek

## LEGAL INFORMATION

Your Housing Contract is the basic document that states the contractual obligations between you and USA Housing. The Community Standards and the Guide to Residential Living at South documents are legally binding and incorporated by reference in the Housing Contract. **You are equally responsible for complying with the rules, policies, and regulations contained herein.**

Every effort has been made to ensure the accuracy of information contained in this electronic document. Updates and corrections are made as they become necessary. Contract holders will be notified of material changes.

## HOLD HARMLESS

By accepting your room key, you agree to release the University, its agents, and employees from any and all damages, liability, claims, expenses, or loss (collectively, "Claims") resulting from or arising out of your use of space within USA Housing and to indemnify and hold harmless the University, its agents, and employees from any Claims resulting from or arising out of your breach of the terms and conditions of your housing contract. You understand that by residing in USA Housing, you are assuming the risks associated with communal living and, as in any shared living environment, the potential exposure to contagious diseases.