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ALABAMA A&M UNIVERSITY

GUIDE TO

CAMPUS LIVING

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WELCOME MESSAGE

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Welcome to Residential Life and Housing:

Your Connection to Living and Learning
"On the Hill"!

Living on campus will be one of the most memorable college experiences you will encounter. On-campus living provides you a place for personal development, community involvement, growth, and knowledge.

To aid in the overall educational experience, our office employs a residential life program that nurtures and engages students in learning outside the classroom.

Our office works diligently to provide quality and comfortable living accommodations with a plethora of amenities to make your experience pleasurable. During your stay at A&M, enjoy your residential life experience and take full advantage of this educational opportunity.

Again, welcome to Residential Life and Housing at Alabama A&M University.

Karla Miller

*Director of Residential Life
and Housing*



PHILOSOPHY

The Office of Residential Life and Housing accepts the responsibility to provide and promote an environment that will enhance the personal growth and development of a resident as a student, individual and community member. The following procedures govern residence hall and apartment living and supplement the Student Code of Conduct.



MISSION

The Office of Residential Life and Housing supports the academic mission of Alabama Agricultural and Mechanical University by combining great accommodations with a quality living and learning environment that nurtures and supports personal development, leadership, growth, and knowledge.

VISION



To create the ultimate inclusive residential life experience that maintains the University's traditions while beckoning futuristic ideologies.

2024 — 2025 — 2026



MEET THE STAFF

OFFICE ADMINISTRATION

composed of the Secretary, Area Coordinator, Housing Coordinator Part-time, University Housing and Technology Coordinator, Normal Hills Apartment Manager, Associate Director of Housing Operations, Associate Director of Residential Life, and the Director of Housing.

HALL DIRECTORS AND PROPERTY MANAGER

full-time University employees responsible for the management and daily operations of campus residence halls and the apartment complex. They provide supervision and enforce the procedures and guidelines for student living.

SUPPORT STAFF

consists of graduate students that serve as liaisons and assist with several functions associated with the Central Office, residence halls, apartment complex, and other duties that may be assigned.

GRADUATE ADVISOR

consists of graduate students that serve as liaisons and assist with several functions associated with the Central Office, residence halls, apartment complex, and other duties that may be assigned.

RESIDENT ADVISOR

trained paraprofessional peer leaders that are responsible for building a residential community through programming, serve as a primary resource for students, and enforce residence hall procedures and guidelines.

COMMUNITY ADVISOR

trained paraprofessional peer leaders that provide assistance for the apartment complex residents. They build community through interaction with the students they service. They are a primary resource for students and enforce the procedures and guidelines.

BI-WEEKLY & WORK STUDY

students that assist the staff in the residence halls. Their duties are mostly clerical but they also handle other duties as they are assigned. They are scheduled to work in the residence hall offices and provide assistance to the hall staff.

COMMUNITY LIVING ON AND OFF CAMPUS

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Residential life is campus life. It encompasses all aspects of living in a community with people who share a common purpose. It's about all experiences outside of the classroom. The idea of residential life describes the intentional way that all out-of-class experiences on a residential campus advance the idea of a meaningful education.

AAMU's residential communities promote individual responsibility and accountability. The development of a community within a diverse world requires that individuals respect and learn from one another. Members of the community come to know each other and are accountable to creating safe and comfortable living environments supportive of the mission of Alabama A&M University. Alabama A&M University offers double, triple, and single-occupancy-style living accommodations in its residence halls. We also provide apartment living with amenities to make your stay comfortable. Each residence hall and apartment community has its own unique culture, which lends to its community atmosphere and encouragement of your personal and academic growth.

Questions regarding the property should be directed at housing@amu.edu.

All off-campus occupants are required to have the \$653.00 meal plan, and [renter's insurance](#).

If a student would like the ultimate meal plan, contact housing@amu.edu.

*Price is per semester, per student: includes, Internet, utilities, furniture, pest control, and valet trash.

*Shuttle service will be provided.

Note: **All residence halls and apartment communities are smoke-free facilities.**

AAMU'S RESIDENTIAL COMMUNITIES INCLUDE THE FOLLOWING:

TRADITIONAL HOUSING FOR FRESHMAN FEMALE / MALE

Foster Complex - Male

Hopkins Hall - Male

Knight Complex - Female

Palmer Hall - Female

Terry Hall - Female

Thigpen Hall - Female

Off Campus Apartment Communities

Constellation

The Dean at Chase Creek

The Elroy

Huntsville Place

The Lofts at Dallas Mills

Waterleaf at Cold Springs

NON-TRADITIONAL HOUSING FOR FEMALE / MALE

Hugine Living Learning Complex
Freshman & Sophomore

Normal Hills
Sophomores

Council Hall
Freshman

RESIDENTIAL STUDENT EXPERIENCE

Guided by the B.E.A.C.O.N. Residential Education Model

At Alabama A&M University, living on campus is more than just a housing assignment—it's an immersive educational experience. Our Residence Life team is committed to creating a dynamic environment where students thrive personally, socially, and academically.

What is the Residential Student Experience at AAMU?

University Housing at AAMU is designed to support the whole student. Beyond providing a safe and comfortable place to live, our goal is to foster a culture of **learning, leadership, and legacy**. Students who live on campus will find access to:

- Engaging leadership and involvement opportunities
- Thoughtful guidance from trained, student-centered staff
- Programs and initiatives designed to develop life skills and purpose

What is a Residential Education Model?

A **Residential Education Model** is an intentional framework used to support student learning and personal development within campus housing. At Alabama A&M University, the **B.E.A.C.O.N. Model** is our approach to guiding students through a comprehensive residential experience.

B.E.A.C.O.N. represents the six core values that illuminate a student's journey at AAMU:

THE B.E.A.C.O.N. Model
B - Balance Encouraging students to find harmony between academic responsibilities, wellness, social life, and self-care. We promote the importance of mental, physical, and emotional well-being as foundational to success.
E - Equity Fostering an inclusive community where every student is respected, valued, and given the tools they need to succeed—regardless of background or identity.
A - Achievement Empowering students to set and reach personal, academic, and professional goals. Residence Life provides the support and resources to help students unlock their full potential.
C - Character Promoting integrity, responsibility, and ethical decision-making. We challenge students to grow into principled leaders who embody the values of Alabama A&M University.
O - Outreach Encouraging students to engage in service and civic responsibility. Whether through volunteerism, peer support, or advocacy, students learn the power of giving back and making a difference.
N - Navigation Helping students develop life skills to confidently manage the college experience and prepare for life beyond AAMU. This includes everything from financial literacy and conflict resolution to career planning and independent living.

Through the BEACON Residential Education Model, Alabama A&M's Residential Life staff works to create a residential community where students feel empowered, connected, and capable. By focusing on **balance, equity, achievement, character, outreach, and navigation**, we guide students not only through college—but toward a lifetime of purpose and possibility.

LIVING THE BULLDOG LIFE



A&MU
RT HERE GO ANYWH

COMMUNITY LIVING ON/OFF CAMPUS

ADJUSTING TO COMMUNITY LIFE

Sharing a room with another student can be one of the most rewarding and enjoyable aspects of a college experience. The opportunity to become close friends with someone new, who has a different background and different ideas, provides a tremendous learning experience.

There is always an initial adjustment period between roommates. To make this adjustment easier, you should sit down with your roommate(s) during the first few days and discuss the following items:

- Study habits
- Cleaning the room and/or suite and bathroom
- Time for fun
- Visitation/Guest
- Noise (music, cell phone, and TV)
- Use of other's personal property and food
- Roommate agreement form to be filled out together
- Space for clothing, luggage and personal storage
- Work and study schedules

BELONGINGS

Find out your roommate's feelings about lending his or her belongings to other people and that includes you. These items may be clothes, money, car, etc. Some roommates do not mind lending personal items to their roommate(s) but will not lend to other people. Find out. Let your roommate(s) know your feelings.

CLEANING

It is a good idea to divide all the cleaning responsibilities. Make an agreement as to who cleans what and when. If someone is not doing his or her part in the room, do not wait around writing notes complaining. Talk with each other. Do not create hard feelings and increase problems but work at solving them before they grow into bigger problems.

COMMUNICATION

Always strive to keep the lines of communication open between you and your roommate(s). If something about the living situation is bothering you, chances are good it's bothering your roommate as well, so talk about it.

COMMUNITY BILL OF RIGHTS

The community bill of rights is a reminder to you of your rights as an individual and your responsibility to your fellow community members:

- The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, guests of a roommate or suitemates, etc.
- The right to privacy.
- The right to host guests with the expectation that guests are to respect the rights of the host.
- The right for redress of grievances. Residential life staff members are available for assistance in settling conflicts and negotiating differences.
- The right to be free from fear of intimidation, physical and emotional harm.
- The right to expect reasonable cooperation in the use of "room-shared" amenities and a commitment to honor agreed-upon living standards.
- The right to expect reasonable cooperation in the cleaning of rooms, apartments and bathrooms that are shared.
- The right to be free from peer pressure or ridicule regarding one's beliefs, interests and behavior.
- The right to have a comfortable shared space with respect displayed for each person's differences.

CONFLICTS WITH ROOMMATE(S)

As it pertains to roommate conflicts in incidences where there is no solution, each student will be subject to a room reassignment within the same hall or a different hall if necessary.

GUESTS

Make specific agreements about the times visitors will be welcome and about entertaining guests. Always consider your roommate's side of the situation. Establish guidelines, with which you both can live comfortably and agree to discuss issues any time either of you has a concern. You need to be flexible, assertive and communicate your needs. You are responsible for the actions of your guests at all times and they may not be left alone in your room/apartment but must be escorted at all times.

INTER-RESIDENCE HALL COUNCIL

The Inter-Residence Hall Council (IRHC) brings together students from all halls who want to make a difference in their residence hall and apartment living experience. This group will keep themselves busy planning and organizing activities and events. Each residence hall and the apartment complex elects a Hall Council at the beginning of each academic year. Any resident of a hall or apartment may run for any office in the residence in which they reside. Hall Directors and the Property Manager serve as the advisors to the Hall Council. IRHC reflects the interest and concerns of residents by planning and implementing social and educational programs.

PERSONAL SAFETY

Here are some important tips to protect you your living environment.

In the Halls:

- Always lock your door when you are in the room and when you leave to keep yourself and your valuables safe.
- Know the emergency evacuation procedures for your building and be familiar with the location of fire extinguishers and emergency exits.
- Follow health and safety regulations and do not prop doors open as this will allow anyone and/or anything to enter your building. If found doing so, a fine will be assessed to the individual (s) or the entire building.
- Look out the peephole before you open the door to ensure you know who there.

Around Campus:

- Avoid walking alone at night. Take a friend with you if you must go out.
- Look alert and eliminate a potential attacker's element of surprise.
- Carry your keys in your hand because this helps avoid fumbling in the dark.
- Vary your daily patterns because some attackers stalk before they strike.
- Pay attention to your surroundings! What is the best-lighted route? Where can you run for help if necessary?

Victim of an Attack:

- Keep your wits about you, taking into consideration that struggling can save you but sometimes it only antagonizes the attacker.
- Consider passive resistance. Try talking to your attacker in a calm manner.
- Report any attack to Public Safety and residence hall staff immediately.
- Seek medical attention, if necessary.
- Locate emergency stations. Look for the BLUE LIGHT!

PRIVATE ROOMS

A limited number of private rooms are available for upperclassmen only in select residence halls and Normal Hills Student Apartments. When assigned to one of these rooms, you will automatically be charged for double occupancy until such time you request to be moved or fail to reapply for this room.

When a space becomes available in your room or apartment, a roommate may be assigned at any time during each semester. It is your responsibility to keep the other side/bedroom prepared for possible occupancy. This means clothing or personal belongings may not be placed upon or stored in the space provided for a second roommate. Your failure to comply will result in both a private room charge being assessed and possible disciplinary actions.

RESIDENTIAL LIFE STAFFING

The staff member with whom you will have the most direct contact is the Resident Advisor (RA) or Community Advisor (CA). This person lives on your floor or in the building to which you are assigned and is available to assist you with residence hall or apartment living and serves as an informational resource. The RA/CA also ensures that community living standards are maintained and works to plan informative and enjoyable activities. Each residence hall is supervised by a Hall Director and the apartment community by the Property Manager.

RESPECT

The community bill of rights is a reminder to you of your rights as an individual and your responsibility to your fellow community members:

ROOM CHANGES

In hall room changes are only allowable if space is available. Contact the Hall Director or Property Manager for your building at the beginning of the semester to make your request

MEDIATION CHANGES:

While learning to live with differences is an important aspect of college life, we realize that sometimes needs and personalities are just too different. If you really try and it still is not working out, let your Hall Director or Property Manager know. He/she will work with you and your roommate(s) through a Roommate Mediation. Any room and hall change MUST be approved in advance by the appropriate housing staff. Violators will be subject to an improper check-out charge and possible disciplinary action.

STAFF OFFICES

Located in the main lobby of each residence hall/complex is the place to:

- Report maintenance needs.
- Receive assistance when locked out of your room.
- Ask for assistance regarding residence life concerns.

Traditional and Non-Traditional halls are staffed 24 hours 7 days a week. Normal Hills Student Apartments and our off campus properties office is staffed Monday through Friday from 8:00 a.m. – 5:00 p.m. CST

WELLNESS CHECK POLICY

In the interest of student well-being, Housing and Residence Life staff may receive requests from concerned parties (e.g., parents, friends, faculty, or peers) to perform a wellness check on a resident. The following policy outlines the procedure for responding to such requests in a way that prioritizes student safety, privacy, and compliance with FERPA regulations.

A. Initial Response to Concern

- Without disclosing any personal or identifying information, staff should calmly and professionally ask for the **nature of the concern** being reported.
- Staff should remain neutral and avoid making assumptions about the student's status or situation.

B. Confidentiality and FERPA Compliance

- No personal or academic information may be shared with the concerned party unless the student has no active FERPA restriction on file.
- Staff should verify FERPA restrictions through appropriate channels before sharing any student-related information.

C. Communicating Next Steps to the Concerned Party

- Staff should inform the concerned party that a Housing staff member will attempt to knock on the student's door to check on their well-being.
- The concerned party should be encouraged to contact the student directly following our outreach attempt.
- Staff should advise the concerned party that if they have ongoing or immediate safety concerns, they should contact AAMU Department of Public Safety (DPS) at (256) 372-5555.

Note: Housing staff are permitted to attempt direct contact with the resident by knocking on their door, without immediately involving AAMU DPS, unless the situation appears to be an emergency.

D. Emergencies and Escalation

- If there is any indication that the situation is an immediate or life-threatening emergency, staff must contact AAMU DPS immediately and then consult with their supervisor or on-call professional staff.

E. Interaction with Law Enforcement

- If AAMU DPS or other law enforcement personnel respond to perform a wellness check, Housing staff will provide access to the building and the resident's room as requested.
 - a. Under no circumstances should Housing staff unlock, open, or enter a student's room on their own for a wellness check.
 - b. Entry and room searches must be conducted only by AAMU DPS or other authorized personnel.

F. Documentation and Follow-up

- All wellness checks must be documented in Roompack, including the time of the check, steps taken, and any contact made.
- If AAMU DPS is involved, include the police report number, if applicable.

RESIDENT HANDBOOK

University Housing has established policies to inform students of their responsibilities within the campus residential community. These rules and regulations are designed to promote a respectful, safe, and academically supportive environment for all residents.

All students living in AAMU Housing are responsible for **knowing and adhering to these policies**, and violations may result in disciplinary action.

The policies and procedures in this handbook are intended to support a positive on-campus experience. Every resident has the **right to a clean, safe environment conducive to study and sleep**—and the **responsibility to help maintain those conditions for others**.

Please note: The University reserves the right to make policy or procedural changes at any time it deems necessary and appropriate.

OFFICIAL AAMU COMMUNICATION

Housing and Residence Life communicates with residents exclusively through their AAMU email account. It is the student's responsibility to check their AAMU email regularly for important housing updates, notices, and deadlines.

Failure to check your AAMU email does not excuse noncompliance with housing policies or responsibilities.

FAILURE TO COMPLY WITH A UNIVERSITY OFFICIAL

Residents are expected to comply with the directives of all Alabama A&M University officials, including faculty, staff, administrators, Housing and Residence Life staff, AAMU Public Safety officers, and other law enforcement officers.

Failure to comply may result in disciplinary action, including referral to the Office of Student Conduct and Leadership.

FALSE INFORMATION AND IDENTIFICATION

Students must present their **valid AAMU Bulldog ID or a government-issued photo ID** upon request from a University official. **Residential Life and Housing staff are considered University officials.**

Providing **false, misleading, or incomplete information** to University officials, student conduct officers, or review bodies is strictly prohibited. Similarly, **impersonating another individual or entity without consent or authorization** is a violation of University policy.

Such actions will result in disciplinary measures in accordance with the **AAMU Student Code of Conduct**.

RESIDENTIAL SERVICES

BREAK PERIODS

All halls and apartments will close for the Winter Break. Residents must vacate the hall or apartment by the posted closing times. Students are not required to remove all items out of their room for the breaks, although it is suggested they remove all items deemed valuable. Students are required to relinquish their key or have their ID cards deactivated during break period.

XFINITY STREAMING SERVICES

Look for the Xfinity App in your student self-service banner.

xfinity
on campus

4.0 AAMU IPTV
Xfinity

CUSTODIANS / HOUSINGKEEPING

Each weekday, custodians will clean all hallways, public lounge areas, stairwells, vending and laundry facilities of each residence hall/complex. The cleaning and the supply of cleaning materials for room and apartment living areas and the proper disposal of garbage are the responsibilities of the individual residents.

The residents of each room will be held responsible for their room/apartment. This includes cleanliness, general housekeeping practices and general appearances. Do not leave your trash out overnight because it may attract insects, rodents, and other unwanted creatures. Residents must take all trash and boxes directly down to the dumpsters located adjacent to buildings. If you reside in one of the complexes, you may use the trash chutes.

IN-ROOM INTERNET ACCESS (WHITESKY)

Alabama A&M University is a wireless community. Each residence hall is equipped with wireless internet access. Please make sure your laptop and/or desktop is capable of receiving a wireless signal. For information regarding connection to the internet, please visit IT Services or click the link below:

Technical support issues with AAMU-ResNET or AAMU-Guest, please contact **WhiteSky Support**:

Web: <https://support.whitesky.us/hc/en-us>

Email: support@whitesky.us

Phone: (866) 755-8593

Off-campus, contact the service provider given at the time of move-in.

RESIDENTIAL SERVICES

INTERIM HOUSING

Interim housing is only available for students who are required to remain on campus due to their academic or athletic obligations to A&M (i.e. Student Teachers, Co-Op Participants, winter sports, and others.). If you believe you are eligible for Interim Housing, please have your program/team leader contact the Office of Residential Life and Housing for approval.

For safety and security reasons during winter recess interim periods, all resident's keys are collected, and the I.D. cards are deactivated for all exterior residence hall doors to be locked. Lobby and laundry facilities also are secured.

LAUNDRY MACHINES

Washers and dryers are located in each residence hall and the apartment communities for residents use only. For the protection of your personal belongings, do not leave them unattended. Also, do not overload the washers/dryers. Problems and/or requests for with laundry equipment should be submitted on-line to CSC Service Works.



All Residence Hall/Apartment Communities provide free laundry.

RESIDENTIAL SERVICES

MAINTENANCE

The Alabama A&M University Office of Physical Facilities schedules and completes repairs as needed. Problems in your room/apartment or problems that you observe in public areas should be reported to the staff office located in your lobby. In the event of an emergency repair and no one is in the staff office, please contact the Department of Public Safety at ext. 5555. When repair needs are reported to the office, a maintenance work order is submitted to Physical Facilities.

The maintenance requests are prioritized and scheduled by the Physical Facilities office. Most repairs are completed within three working days. If you have a question about the status of your repair request, contact your Hall Director or Property Manager. While every attempt is made to respect your privacy, by reporting a maintenance need in your room or apartment, you are authorizing access by Physical Facilities staff during the business hours of 8 a.m. – 5 p.m. (Monday through Friday).

Please plan accordingly. Emergencies may require access to your room after normal business hours. It is every student's responsibility to report maintenance issues.

Off-campus, submit your maintenance request based on the direction given from the property office. Your CA will be able to assist. It is your responsibility to report any problems in your apartment unit or you will be held responsible for the cost of repairs.

PEST CONTROL

Pest control problems should be reported to the Hall Director or Property Manager. All rooms and apartments are sprayed for pests as problems are reported.

VENDING MACHINES

Carbonated beverages, water and snack machines are located in all the hall lobbies. Problems or requests for refunds should be reported to the vendor utilizing the contact information found on the machine. The vendors will process reimbursement and leave the amount to be reimbursed with the Hall Director.

FOOD SERVICES

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MEAL PLAN REQUIREMENT

All students residing in on-campus housing must participate in the "Ultimate" meal plan. This means you have access to all available meals in the cafeteria of Knight Complex and Foster Complex. The "Ultimate" Plan is optional for those residing in Normal Hills. However, Normal Hills will automatically be billed for the \$653 Commuter Plan.



CHIC FIL-A

Located in The Welcome Center, Whether you're hungry for a Chick-fil-A® Chicken Sandwich, salads prepared fresh daily or Grilled Nuggets, we're here to serve you delicious food made with quality ingredients every day (except Sunday).

SUBWAY

Located in Ernest L. Knight Center, the Subway is a great location to grab a healthy sub-sandwich, salad and a refreshing beverage. Food can be purchased with the student meal plan.



THE P.O.D. (PROVISION ON DEMAND)

Located in Ernest L. Knight Center, the P.O.D is a store for convenience where students can make purchases.

YOUR ROOM

FURNISHINGS AND PERSONAL ITEMS

Residents are encouraged to personalize their space by bringing personal items such as rugs, throw pillows, curtains, bedspreads, and other decorations. However, all items must be arranged in a way that does not obstruct exits, including doors and windows. Residents should be aware that all personal items must be removed at checkout. (Refer to the Prohibited Items list for more information.)

Decorating Guidelines:

- Curtains may be hung using tension rods only.
- Do not cover, drape, or hang any items from lights, ceilings, sprinkler heads, or fire safety equipment.
- Use paper or flammable decorations sparingly. They should not cover lights or windows and must be flame-retardant where possible.
- Common area furniture may not be removed or relocated. If found in a resident's room, students may be charged a removal fee and face disciplinary action.

University-Provided Furnishings

Each residence hall room is furnished with:

- Two (2) beds, desks, chairs, closets, and dressers (or one of each for single rooms)
- Cable jack
- Window blinds

Suites and complexes may include:

- A wardrobe in each bedroom
- A couch, table, chairs, microwave, and mini refrigerator in the shared common area

Apartments are furnished with:

- Bed, chest or dresser, microwave, refrigerator, sofa, tables, and chairs

Resident Responsibilities:

- Residents must provide their own pillows, linens, study lamps, toiletries, and any additional personal items they need.
- University furnishings and equipment may not be removed from rooms or apartments unless approved in writing by the Hall Director or Property Manager for a valid reason (e.g., accommodations for disabilities).
- Furnishings must not be stored in hallways or walkways inside or outside the room/apartment.
- Residents are responsible for inspecting and documenting the condition of their assigned space upon move-in and move-out.
- Any damage to University property, whether on or off campus, will be the financial responsibility of the resident(s).

GARBAGE DISPOSAL

AAMU strives to keep the campus and the residence halls/apartment complex beautiful and clean. To promote safe and sanitary living conditions, students are required to bag their trash and place it in the designated outside trash areas. Trash should never be left in common areas, hallways, stairwells, or outside the door to your room/apartment. Students with excessive trash will be fined. The Hall director and or Property manager reserves the right to impose fines on a building and or floor as a whole to discourage excessive trash being placed in undesignated areas on or off campus.

YOUR ROOM

HEALTH AND SAFETY

Weekly inspections are conducted by residential life staff to ensure compliance in living areas with health and safety standards. To limit the likelihood of insects becoming a problem, you should not store perishable items in open containers. It is your responsibility to keep your room/apartment and bathroom (if applicable) clean and neat, and to dispose properly of trash in outside dumpsters (or trash chutes). Residential Life staff reserves the right to check your room/apartment to ensure proper health and safety standards are maintained by all occupants.

Residents do not need to be present for inspections. If a room is found in violation, the resident will be required to promptly correct the situation. Rooms will be rechecked until the situation is resolved. Prohibited items found in rooms will be confiscated. Confiscated items may be picked up from the building Hall Director or Property Manager for permanent removal from the hall. Policy violations found during a Health and Safety inspection may also result in a judicial sanction. For example, failed room check with regards to cleanliness. If the failed room check is not corrected a fine will be imposed on or off campus.

HEATING AND COOLING

Students are not allowed to have privately owned air-conditioning units or space heaters in the residence halls. Each residence hall has central heat and air that is on a system of heated and chilled water that cannot be switched back and forth quickly. The Office of Physical Facilities, in conjunction with Residential Life and Housing will evaluate the weather patterns to determine when to switch the system to heat/air conditioning.

LOBBIES

Residence Hall lobbies are open 24 hours a day for study purposes and social interaction. They may be closed at the discretion of the Hall Director in the event a problem arises.

LOCK-OUTS

Each resident should carry their room key and ID at all times. If a lock-out occurs, contact the front desk. The front desk will contact a staff member to unlock your room or perform the task themselves. You will be required to present proof of identification before a staff member can unlock your room.

MAIL DISTRIBUTION AND PACKAGES

AAMU Students Mail Process:

- Mail will be picked up from the Post-Office, Monday thru Friday, at 9:00a.m.
- Mail will be ready for residents to pick up, Monday thru Friday, by 11:00a.m. at 211 Ralph Lee Student Center (located at the opposite end of the bookstore).
- Notification will be emailed to the students at their (bulldogs@aamu.edu) email address or texted, if provided, to students if they have mail (includes letters and/or packages). Students will need to bring their Student ID or Driver's License as identification to receive mail. It is the responsibility of the students to check for their mail.
- Packages dropped off to your unit/door will need to be pick-up within 24 hours of being delivered. (Normal Hills Residence Only)



STUDENT MAILING ADDRESS

1

All Residence Halls

Name of Student
Alabama A&M University
4900 Meridian Street
Hall Name / Room Number
Normal, AL 35762

2

Normal Hills Apartments

Name of Student
Alabama A&M University
115 Chase Road
Normal Hills Apartment #
Huntsville, AL 35811

3

Off Campus Properties

Check with Apartment
Property Office for the
address.

YOUR ROOM

MICROWAVES

Microwaves are not allowed in our buildings with the exception of Foster Complex, Knight Complex, Hugine Living Learning Complex, and Normal Hills Apartments. They are provided by AAMU for student use and can be found in the public areas of your residence hall. Morris, Hopkins, Palmer, Thigpen, and, Terry Hall cannot bring a microwave. One will be provided for students to use.

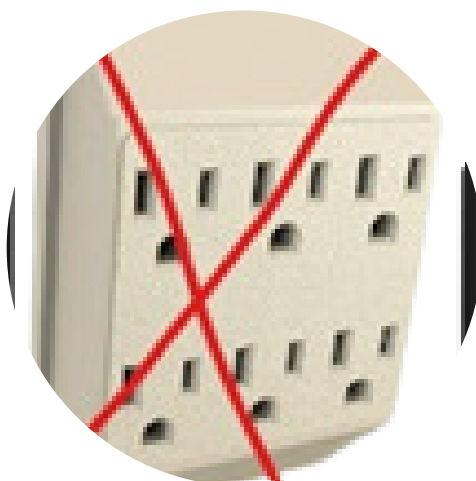
The unauthorized use of a microwave in your room is a fire hazard and violation of university guidelines. You will be given 24 hours to remove the microwave or it will be confiscated by residential hall staff.

MULTI-PLUGS

The use of multi-plugs is not allowed in the residence halls/complexes. A multi-plug is not the same as a power strip with circuit breaker and it is permissible. The only authorized multi-plugs options are power strips and surge protectors. You must plug authorized extenders directly into the wall. Each student is allowed two authorized extenders, per room. This is a total of four authorized extenders per room if you reside in a double occupancy room, or two authorized extenders if you reside in a single occupancy room. Multiple violations (two or more) will result in a fine, three or more violations will result in removal from housing.

The Allstate Blog recently published 8 Helpful Fire Safety Tips for College Students, please take 2-3 minutes to read: <https://www.allstate.com/blog/8-helpful-fire-safety-tips-for-college-students/>

EXAMPLES OF WHAT, AND WHAT NOT TO USE:



YOUR ROOM

REFRIGERATORS

Residents of Hopkins Hall, Palmer Hall, Stephens Hall, Terry Hall, Thigpen Hall and Council Hall, may only bring a 1.7 cubic feet refrigerator. In addition to wattage requirements, you must use a power strip with a circuit breaker. If your refrigerator unit exceeds 1.7 cubic feet or you are not using an approved power strip with a circuit breaker, you will be given 24 hours to correct the situation. Failure to do so will cause your refrigerator to be confiscated by residential life staff.

ROOM KEYS

A room key is issued to each resident upon check-in, with the exception of Hugine Living and Learning Complex. Their access is gained by an ID card. Residents are expected to carry their ID cards at all times for entry into the residence hall. Lost keys should be reported to the front desk immediately. The cost of replacing a lost key, re-keying the lock core and issuing additional replacement keys is charged to the student and is non-refundable. Report your lost key immediately to your Hall Director or Property Manager.

ROOM PERSONALIZATION

The use of Command Strips is the only adhesive material allowable for decorations. Be very careful that no holes or any type of damage results when it is removed. All types of personalization must be removed at the close of each academic year or any time when residents are not returning to the room/apartment. Failure to comply with the above guidelines will result in charges being assessed.

SMOKE DETECTORS

Smoke detectors are provided in all residence halls and apartments. They are checked regularly to ensure proper working order. Students are not to tamper with smoke detectors. Tampering will result in a restoration charge and judicial action.

WINDOWS

Windows should remain closed when heating/cooling systems are operational, and windows should remain locked for the security of your personal property. No items should be stored, thrown, or passed through any window. Trash thrown from or left near windows will result in fines to the responsible resident(s). **Windows may not be used as entrances/exits** (except in emergencies).

WINDOW SCREENS

Window screens are to remain properly secured in window frames at all times. They allow for fresh air to be ventilated when the window is open. Removal or damage of screens will result in a restoration charge being assessed. In windows that do not have screens, keep the window closed so that undesirable pests do not enter.

ACCESS TO YOUR ROOM/APARTMENT

Residential Life staff may enter a student's room/apartment for the purpose of maintaining conditions of health, safety, inventory control, and enforcement of residence regulations. Staff may search a room and seize evidence when strong probable cause exists to make them believe that University guidelines or state laws are being violated. Residents need not be present or give permission for search and staff is not required to identify what they are searching for on or off campus.

ALCOHOL

The use and/or possession of any alcoholic beverages are strictly prohibited on or off campus. Knowingly being in the presence of alcohol constitutes a violation of University regulations. Empty alcoholic beverage containers, either in one's personal possession or assigned room are not permitted as decorations. Alcohol found in a room/apartment will be poured out on or off campus.

COMFORT/SERVICE ANIMALS/PETS

Comfort and/or Service animals are permitted in the residence halls and apartments. The student must receive prior approval from the Office of Veteran Affairs and Disability Services to make these accommodations. The director of Disability Services will send in writing the approval for a new or currently enrolled student residing in Residential Life and Housing to the Housing Director. No other animals are permitted to enter or be kept in the residence halls/apartments.

Any resident in violation of this regulation will receive a fine, and must immediately remove the non-sanctioned animal/pet. If the unauthorized animal/pet cannot be immediately removed, the staff person will contact AAMU's Department of Public Safety for assistance. The resident will be charged any expenses incurred in addition to judicial charges.

Dogs, cats, snakes (reptiles of any kind), small mammals, birds, fish, amphibians, arachnids (spiders of any kind) or insect species, etc., are not permitted on the property on or off campus. If you or your guests are caught in possession of any pet, you will be fined for cleaning your apartment as well as face possible eviction.

APPLIANCES

Televisions, electric razors, irons with auto shut-off features, clocks, hair dryers, lamps, heating pads, electric blankets, humidifiers, small coffee machines, and fans are permitted in rooms provided their use does not disturb other residents, or their state of repair is not a fire hazard. All appliances must be UL-listed. General safety, fire codes, and insurance standards require that certain restrictions be placed on using electrical appliances in the residence halls and apartments. Hot plates, grills, electric skillets, toasters, toaster ovens, space heaters, air fryers, **ice makers**, and gas-powered appliances are prohibited.

Please note that this list is not all-inclusive. No cooking is permissible in the traditional rooms but a microwave is provided in the common areas for all the residents to warm and/or cook food. The non-traditional rooms in Foster Complex, Knight Complex, and Hugine Living Learning Complex have microwaves in each suite to warm and/or cook food. Normal Hills has a stove/oven for cooking. Violators of this guideline may have the appliances confiscated and will be subject to disciplinary action for all on or off campus properties.

BICYCLES

Bicycles may be stored in student rooms/apartments provided they do not restrict free entry and exit, or may be placed in bike racks conveniently located near your residence hall/apartment (if applicable). Bicycles may not be stored in stairwells, hallways or other common areas and are not to be chained to exterior light poles, trees, etc. for all on or off campus properties.

BUSINESSES

The student shall use and occupy the assigned space exclusively as student housing and for no other purposes except as may be permitted by AAMU. The student agrees to exercise due care in the use of the assigned space, its appliances, furnishings, and other AAMU property. At the end of occupancy, the student must vacate and return the space to AAMU in the same condition, including cleanliness, as it was at the beginning of the term of occupancy. **NO BUSINESSES CAN BE OPERATED FROM THE RESIDENCE HALLS OR APARTMENTS. IF FOUND OPERATING A BUSINESS A FINE WILL BE IMPOSED WITHOUT WARNING** on or off campus.

CANDLES/INCENSE/OPEN FLAME/HEAT SOURCE

To maintain a safe living environment for all residents, the use or possession of **candles, incense, essential oil warmers, or any item with an open flame or exposed heat source** is strictly **prohibited** in all residence halls and affiliated residential properties. This includes, but is not limited to: **lit candles, burning incense, essential oil burners, candles with burnt wicks, and any device that produces an open flame or exposed heat source.**

Even unused candles that have never been burned are not permitted in residence halls, as they present a potential fire risk. Please strongly consider using a flashlight in instances of bad weather/power outages.

All prohibited items will be **confiscated immediately**, and students found in violation of this policy will be issued a **\$100 fine per incident**.

CAR REPAIR

Residents are not permitted to perform any type of car maintenance in residence hall or apartment community parking areas. This includes, but is not limited to:

- Oil changes
- Tire rotations or replacements
- Brake repairs
- Engine work
- Fluid top-offs or flushes
- Battery replacements

This policy is in place to maintain safety, cleanliness, and the proper use of parking facilities.

This restriction also applies to all affiliated off-campus residential properties.

Violations may result in a **fine and/or disciplinary action**.

CHILDREN AND BABYSITTING POLICY

For the safety, well-being, and proper use of residential facilities, the following regulations apply:

- **Children are not allowed to live in or stay overnight in residence halls or apartment communities.** These spaces are designated for enrolled students only and are not suitable for accommodating minors on an extended or overnight basis.
- Due to concerns regarding **liability, supervision, and appropriate use of space, residents are strictly prohibited from using their room or apartment—on or off campus—as a location to babysit or provide childcare** for any period of time.

Violations of this policy may result in disciplinary action and/or loss of residential privileges.

CLEANLINESS POLICY

Standard Cleanliness Charge: \$100 per violation

Residents are expected to maintain a reasonable standard of cleanliness in their assigned rooms, suites, apartments, and shared community spaces **at all times throughout the academic year**—not only during holiday breaks or end-of-year checkouts.

Failure to keep spaces clean, sanitary, and free from excessive clutter or unsanitary conditions may result in:

- A **Cleanliness Charge of \$100**, issued per violation
- Additional charges for biohazard-level conditions, pest control needs, or excessive damage caused by neglect
- Disciplinary action for repeated violations or refusal to comply with cleanliness standards

Examples of violations include but are not limited to:

- Accumulated trash, food waste, or dirty dishes
- Unclean or damaged bathroom or kitchen areas
- Pest-attracting conditions
- Failure to properly dispose of personal or communal waste
- Hazardous buildup of laundry or clutter

Room checks and inspections may occur **at any point during the academic year**, and students will be given a timeframe to resolve cleanliness issues before fines are applied unless the condition poses an immediate health or safety risk.

COHABITATION

In University housing, cohabitation is not permitted. Cohabitation is defined as physically residing in another resident's room/apartment communities on a semi-permanent basis usually associated with a sexual or personal relationship (squatting). This includes same-sex and opposite-sex relationships. Cohabitation and excessive visitation violate the rights of roommates/suitemates to reasonable privacy and the pursuit of academic goals. All residents are assigned a specific hall room or apartment.

They are expected to reside in their assigned room and keep their personal belongings there. Residents may move their personal belongings into another room only as part of an approved room transfer on or off campus.

RESIDENTIAL REGULATIONS

CONDUCT

Any resident who intentionally commits attempts to commit, incites or aids others in committing any acts of misconduct will be subject to disciplinary action. Following a report of an incident, a judicial hearing will be established. A decision regarding disciplinary action will be made after the resident's hearing and thereafter, the student will have an opportunity to appeal the decision. Below is a list of such acts which may warrant a meeting and/or hearing. This list is not inclusive. This includes all on or off campus properties.

- Obstruction or disruption of disciplinary procedures, residence life procedures, University and/or Residence Life programs or any other authorized function or event.
- Displaying obscene photographs, drawings or purposefully offensive materials in or from student rooms.
- Failure to follow emergency procedures, actual or drill, in case of fire, tornado or other emergencies.
- Failure to maintain proper health/safety standards.
- Failure to respond to a verbal request or written summons from a residence life staff member or other University official.
- Housing of all pets other than approved comfort/service animals.
- Interference with the right of access to residence halls or apartment buildings of those with a contractual right to be in University housing.
- Misrepresentation or misuse of student identification in University housing or failure to show identification upon request by a residential life staff member or University official.
- Possession of alcohol or empty alcoholic beverage containers, either on one's person or in a room/suite that can be identified as belonging to an individual will constitute a violation.
- Removal of and/or damage to University property. Residents in violation will be charged to replace missing or damaged items.
- Tampering with and/or modifying electrical systems (i.e. smoke alarms, outlets). It is against University policy and the Student Code of Conduct to tamper with equipment which includes attaching unauthorized devices such as routers to the network. Students found attaching unauthorized devices to the network may face disciplinary actions, including removal from housing.

Some examples of devices would be:

- any network hubs / switches / routers (e.g. Netgear, Linksys, HP, Cisco, D-Link)
- all wireless routers (e.g. Netgear, Linksys, HP, Cisco, D-Link)
- any other device that acts as a "connection" to the AAMU network
- any device that interferes with the AAMU network

Some examples of activity would be:

- removing / modifying existing AAMU network devices for any reason
- tampering with existing cabling infrastructure
- disrupting network services / traffic
- "eavesdropping", "sniffing", "monitoring", "hacking" network traffic
- any activity deemed "illegal" under Federal or State law.

CONFISCATION OF ITEMS

Illegal substances and items found to constitute a health and safety violation will be immediately removed by residential life staff in cooperation with the Department of Public Safety. An incident report will be made listing all items removed or retained as evidence. The illegal items will be disposed of by the campus police. Some items, depending on the severity of the violation, will be disposed of and others may be returned when a student leaves campus housing and a proper check-out of the residence hall/apartment is done. This includes all off campus properties as well.

CURFEW

All who are visiting and do not reside in that hall/apartment communities must vacate by midnight. This includes all off campus properties as well.

DISCRIMINATION

The Office of Residential Life and Housing is committed to the education of all of its' residential population. This department does not discriminate with regards to gender, sexual orientation, religious beliefs, interests, and race when pertaining to housing assignments/reassignments, staffing, and office assistance. This includes all off campus properties as well.

DISCIPLINE PROCESS

Residential Life staff works diligently to provide a safe and comfortable environment for all students. Students have an important role in contributing to our success. Those who do not cooperate with our efforts will be held accountable for his/her actions through the discipline process. This process is designed to be fair, uphold student's rights, and to be an educative process. The disciplinary process usually begins with a student misconduct report.

Misconduct reports are used by hall/apartment staff to document, in writing, an incident that occurs in and around the residence halls/apartments. Usually these incidents are regulation violations that have occurred and are used to communicate the facts of the incident to the offices of Residential Life and Housing and Judicial Affairs. Misconduct reports can be used to keep the hall/apartment staff informed and ensure the appropriate action is taken. All violators of a regulation will be subject to disciplinary action. This includes all off campus properties as well.

DOOR SECURITY AND ACCESS POLICY

- All exterior doors are locked 24/7 and are accessible by AAMU ID card only.
- Propping exterior doors is strictly prohibited. Suite and bedroom doors should not be left open or unattended.
- Tampering with locks or installing unauthorized devices (e.g., chain locks, slide bolts) is not allowed. Only Housing staff may service locks.
- Residents may not use objects or materials to prevent doors from closing or locking properly.
- Doors will be locked by staff after maintenance, health/safety checks, or other visits.
- Decorations on doors must not cause damage. Only masking or painter's tape is allowed—no glue, putty, or permanent markers.

Violations may result in disciplinary action or fines.

ENROLLMENT

Students residing in University housing must be enrolled as a FULL-TIME STUDENT for the semester in which they live in the residence halls/apartments. The minimum for an undergraduate student is 12 hours and the minimum for a graduate student is 9 hours. This includes all off campus properties as well.

EXTENSION CORD SAFETY POLICY

To ensure safety in residential communities, the following extension cord rules apply:

1. Only UL-approved, three-prong extension cords rated 14-gauge or heavier are allowed.
2. Cords must be 10 feet or shorter and may not be plugged into each other.
3. Cords must not block walkways or be pinched in doors.
4. Only one appliance may be plugged into a multi-plug adapter.
5. Only UL-approved adapters with built-in circuit breakers are allowed.
6. Rewiring of any housing space is strictly prohibited.

AAMU Housing is not responsible for damage to personal electronics caused by power issues or weather-related incidents.

FIRE SAFETY POLICY

Under Alabama law, it is a crime to intentionally set a fire, cause a false fire alarm, or interfere with fire safety or detection equipment or measures. Each residence hall/suite at Alabama A&M University is equipped with a fire alarm system, which is regularly inspected and approved by the State Fire Marshal. Smoke detectors are located in every apartment/suite area. Emergency lights are located in appropriate areas, and fire extinguishers are located in hallways and within each suite.

The fire protection systems (e.g., alarm, sprinkler, extinguishers) in residence halls are for your protection. The following are violations of state fire codes:

- Tampering with or damaging fire safety equipment (including automatic door closures, smoke detectors, pull stations, fire extinguishers, sprinkler heads, etc.)
- Initiating false alarms or stopping existing fire alarms
- Failing to immediately evacuate during a fire alarm

Violating state fire codes is illegal and constitutes a felony of the third degree. Violations will result in disciplinary action and are punishable under state law. Residents will be charged a minimum of \$100 for tampering with any fire suppression equipment.

In the event of a fire alarm, all residents are required to follow the evacuation procedures for their building. Alabama A&M University Police and Residence Life staff will respond. Residents must cooperate with university personnel and fully participate in all fire and emergency drills, which include:

- Exiting the building immediately
- Going to the designated meeting area
- Following the instructions of Housing and safety officials

Failure to comply with these drills may jeopardize the safety of all residents and will result in documentation, disciplinary action, and a possible fine subject to housing protocol.

RESIDENTIAL REGULATIONS

FIRE SAFETY POLICY (CONT'D)

Fire Alarm Procedures:

- Evacuate the building immediately. Do not use elevators.
- Assemble in the parking lot closest to your building or in the grassy areas at least 50 yards away from the building.
- Once outside, follow the directions of Residence Life staff.
- Do not re-enter the building until you are instructed to do so by a Residence Life staff member.

GAMBLING

This activity is not allowed inside or outside of any of the residence halls/apartments. All violators will be subject to disciplinary action. This includes all off campus properties as well.

HALL/FLOOR MEETINGS

Hall and/or floor meetings are conducted on a monthly basis in the residence halls/apartments to familiarize students with the expectations of campus living. Residents will be held responsible for all information that is discussed during the meeting. Hall meetings provide excellent opportunities for residents to share concerns and ideas with community members because the entire building meets together. There is also an advantage to hold meetings by each floor separately to address the needs of the floor that are distinctive for the building. The non-traditional halls and apartments have the largest amount of residents to accommodate and usually meet by floor.

INTER-ROOM VISITATION POLICY

The Hall Director can restrict or deny visitation to the individual(s) on a floor or the building. Visitation refers to guests of the same or opposite sex visiting residents in residence hall rooms during regularly scheduled hours and days. Visitation refers to residents who do not live in the same building as the resident being visited. The resident checks in another student (maximum of two) by going to the office with the guest(s) to give their IDs to the staff. IDs are returned to the resident and guest(s) before exiting the building. Normal Hills Apartment guests must leave the property by midnight. There is no visitation during Mid-term and Finals Week. This includes all off campus properties as well.

INSURANCE

The university is not responsible for lost, stolen or damaged property. Therefore, the protection of personal property is the individual's responsibility. Students are strongly encouraged to obtain personal renters insurance, possibly through their parents' homeowners insurance. An example of renter's insurance can be found at <https://gradguard.com>. This includes all off campus properties as well.

LATE CHECK IN

Upon written request, the Office of Residential Life and Housing will hold your assignment for a limited period of time after the official check-in period has ended. Failure to notify our office and/or move in within 48 hours of assigned move-in time will result in your being counted as a NO SHOW and your housing assignment will be cancelled. This includes all off campus properties as well.

RESIDENTIAL REGULATIONS

LITHIUM-ION BATTERIES

For the safety of all residents, the use, storage, and charging of devices powered by **lithium-ion batteries** are subject to strict regulations.

- **Electric scooters and similar lithium battery-powered devices are not permitted to be ridden inside any residential building.**
- **Storing or charging these devices inside residence halls is strongly discouraged** due to the risk of fire or explosion associated with lithium batteries.
- Tampering with battery packs, using unapproved chargers, or engaging in unsafe storage or charging practices is strictly prohibited.

Violations of this policy may result in fines, confiscation of the device, and/or loss of residential privileges, based on the severity of the infraction.

Exceptions to this policy are MPTVs used for medical accommodation purposes (e.g., lithium-ion battery-powered wheelchairs). All residents are expected to follow campus-wide safety standards and use designated outdoor areas for riding and proper storage of such devices.

LOCKOUTS

Room keys are distributed to residents to access their room at any time. Carrying room keys at all times is an individual responsibility but lockouts occur. Assistance is available by requesting to be let into your room/apartment by office staff but charges for lockouts apply. This includes all off campus properties as well.

NOISE

Quiet hours will be observed in all **residence halls, apartment communities, and affiliated off-campus properties** from **10:00 p.m. to 8:00 a.m. daily**.

During these hours:

- All noise must be **contained within individual student rooms or apartment units** and kept at a level that is **not disruptive** to other residents.
- This policy applies to **indoor and outdoor areas**, including **porches, sidewalks, and extended porch areas that are in close proximity to residential rooms**.
- **Disruptive gatherings or loud activity** in these areas may be deemed **riotous behavior** and addressed accordingly.

During **mid-term and final exam weeks, 24-hour quiet hours** will be in effect to support academic success.

Residents are encouraged to resolve minor noise issues directly with their neighbors when possible. However, **Residence Life staff members are available to assist** with any ongoing or serious noise-related concerns.

Violations of the quiet hours policy—including riotous behavior near resident rooms—are subject to disciplinary action and fines. (See Page 31 for specific fine amounts.)

RESIDENTIAL REGULATIONS

PROPPING OPEN EMERGENCY EXIT DOORS

Purpose:

To maintain the safety and security of all residents, staff, and campus community members, Alabama A&M University strictly prohibits the propping open of any designated emergency exit doors in all residence halls and campus facilities.

Policy Statement:

Emergency exits are designed for use only during evacuation procedures and emergency situations. **Under no circumstances are emergency exit doors to be propped open, disabled, or obstructed.** Doing so poses a serious risk to personal safety, building security, and compliance with local and federal fire safety regulations.

Rationale:

- Propping doors open may allow unauthorized individuals to enter secured areas.
- It compromises fire and life safety protocols by preventing the doors from operating as intended in the event of an emergency.
- It violates state and federal fire codes, which can result in citations and fines for the university.
- It creates a liability concern for the university and endangers students, faculty, and staff.

Enforcement:

- Any student, resident, or staff member found propping open an emergency exit door will be subject to disciplinary action.
- **First Offense:** Written warning and educational sanction.
- **Second Offense:** \$250 fine and conduct review.
- **Third Offense or Severe Violation:** Additional fine and possible removal from campus housing and potential DPS involvement.

Reporting Violations:

Students and staff are encouraged to report violations to the Office of Residential Life and Housing or AAMU Public Safety immediately. Reports can be made anonymously.

Conclusion:

Safety is a shared responsibility. Alabama A&M University is committed to ensuring a secure living and learning environment. Your cooperation in keeping emergency exits closed and unblocked at all times is mandatory and appreciated.

RESIDENTIAL REGULATIONS

BAG AND TAG

Personal property left in a room after a resident leaves by proper or improper check out, is deemed to have been abandoned and will be removed and disposed of at the resident's expense. The University is not responsible or liable for any losses or damages to any abandoned property. The belongings will be packed and stored or bagged and tagged for only two weeks. This includes all off campus properties as well.

PUBLIC AREAS

Public areas in the residence halls and apartment communities are for use and enjoyment for all residents and may not be reserved for private social events. **THIS IS A NON-SMOKING CAMPUS** so smoking is prohibited in our off campus communities as well.

RESTRICTED AREAS

Certain areas in and around the residence halls are off limits to students. These include, but are not limited to, roofs, ledges, mechanical rooms, crawl spaces, storage rooms, etc. This applies to our off campus communities as well.

SOCIAL MEDIA POLICY ON MISREPRESENTATION OF UNIVERSITY RESIDENTIAL HOUSING

Purpose:

The purpose of this policy is to maintain the integrity, reputation, and well-being of the university's residential housing community. While the university supports freedom of expression, it also expects community members to engage responsibly and respectfully on social media platforms when referencing campus housing.

Scope:

This policy applies to all students, staff, and affiliates of the university who reside in, work for, or are otherwise associated with university residential housing.

Policy Guidelines:

1. Respectful Communication:

- All individuals are expected to communicate respectfully and constructively about residential housing in both public and private social media posts.

2. No Misrepresentation:

- Individuals must not share false, misleading, or exaggerated information about university residential housing, facilities, staff, or policies that could damage the reputation or misinform the public.

3. Constructive Feedback Channels:

- Concerns or complaints about residential housing should be directed through appropriate internal channels (e.g., the Housing and Residence Life Office) rather than being broadcast on social media.

4. Harassment and Defamation:

- Derogatory, inflammatory, or defamatory statements targeting residential housing staff or operations are strictly prohibited and may result in disciplinary action under the Student Code of Conduct or relevant employee policy.

RESIDENTIAL REGULATIONS

SOCIAL MEDIA POLICY (CONT'D)

5. Confidentiality:

- Individuals must not disclose private or sensitive information about other residents, staff, or internal operations via social media.

Violations and Consequences:

Violations of this policy may result in one or more of the following:

- Formal warning
- Mandatory meeting with Residence Life and Housing staff
- Disciplinary probation
- Loss of housing privileges
- Referral to the Office of Student Conduct or Human Resources (if applicable)

Appeals:

Individuals may appeal decisions or sanctions in accordance with the university's established conduct procedures.

SQUATTING

Squatting is a criminal violation. The harboring of non-residents during the academic year including the holiday and semester breaks are prohibited. Additionally, the storage of property for a non-resident is prohibited as well. Violations of this rule will result in a fine/ loss of residential status. The final decision will be based on the severity of the violation. This includes all off campus properties as well.

- **A \$2,000 fine for each individual found squatting, and**
- **Potential loss of residential status and/or student judicial ramifications.**

This policy applies to **all residential and off-campus properties** affiliated with the institution. Final decisions regarding disciplinary action will be made based on the **severity of the violation**. (see also page 21)

SECURITY

For your own protection and that of your personal property, do not leave your room/apartment unlocked when unattended. Valuable items serial numbers should be registered with Public Safety. University housing is continually monitored to limit the risk of personal injury or damage to personal property. As members of a residential community, resident students are expected to comply with all safety measures in place. If something appears to be wrong, notify your residential life staff and/or campus police. This includes all off campus properties as well.

SURVEYS

Surveys conducted by University housing target the beginning of the fall semester associated with move-in and at the end of the spring semester. Assessments rate the quality of residential life services, specific issues affecting campus life, and official U.S. government census. If you are sent a survey, please take the time to fill it out. This includes all off campus properties as well.

RESIDENTIAL REGULATIONS

SUBSTANCE USE AND VAPING POLICY

The manufacture, sale, possession, use, or intent to distribute controlled substances or drug paraphernalia is illegal and strictly prohibited on campus. This includes, but is not limited to, illegal drugs, synthetic substances, and any related items used for consumption or distribution.

In addition:

- The use or possession of electronic cigarettes, vape pens, or any vaping devices is prohibited in all residential facilities and affiliated off-campus properties, regardless of the substance being used.
- This policy applies to nicotine-based, THC-based, and other inhalable substances administered through vaporizing devices.

Violations will result in disciplinary action, including fines, educational sanctions, and potential loss of residential privileges.

This policy applies to all campus and off-campus residential properties.

DOUBLE OCCUPANCY ROOM POLICY: UNAUTHORIZED USE OF VACATED SPACE

In double occupancy rooms, when one roommate moves out for any reason, the remaining resident **is not permitted to spread out or appear to occupy both sides of the room**. This includes, but is not limited to, placing personal items on the vacant side, rearranging furniture to utilize both spaces, or otherwise giving the appearance that the space is no longer shared.

Repeated warnings may be issued, but failure to comply after notice will result in disciplinary action, including:

- **A definite fine** (amount determined by the Office of Housing and Residence Life)
- **Possible reassignment or further disciplinary measures**, depending on the severity and recurrence of the violation

This policy is in place to maintain equity and readiness for new roommate assignments. All residents are expected to respect shared spaces and comply with room occupancy standards. Failure to comply will result in the resident being charged for double occupancy.

RESIDENTIAL REGULATIONS

THERMOSTAT

In residential facilities off campus with central air conditioning and heating, thermostats are to be set in a range from 68 degrees to 72 degrees. This will help ensure cooling systems do not freeze up in warm weather and will help conserve energy during peak winter months. This includes all off campus properties as well.

UNAUTHORIZED AREAS FOR OUTDOOR ACTIVITIES

Bouncing of basketballs, Frisbee throwing, skateboarding, throwing darts, roller blades, golf, use of archery equipment, water sports, playing catch or any other similar activities or games inside or in close proximity to the halls, breezeways, and the respective parking lots are prohibited because of the possibility of damage and the resulting noise. The use of other games posing a threat to resident safety or facilities maintenance also is prohibited. This includes all off campus properties as well.

VACATING UNIVERSITY HOUSING

STUDENTS IN RESIDENCE HALLS/APARTMENT WILL BE GIVEN 24 TO 48 HOURS TO VACATE FOR THESE REASONS:

- Voluntary cancellation of housing agreement.
- Loss of Housing privileges
- Suspension from University housing.
- Loss of status as a student.
- Non-payment of registration fees, housing fees, etc.
- Withdrawal from the University.

RESIDENTIAL REGULATIONS

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HOUSING VIOLATIONS/LOSS OF HOUSING

THERE ARE FOUR VIOLATIONS THAT WILL RESULT IN LOSS OF HOUSING FOR ALL RESIDENTS INVOLVED AND THESE CASES ARE REFERRED TO THE JUDICIARY OFFICE FOR ADJUDICATION. THIS APPLIES TO ALL ON OR OFF CAMPUS PROPERTIES.

FIGHTING

ALL DISCIPLINE CASES GO TO THE JUDICIARY OFFICE

ILLEGAL DRUGS

ALL DISCIPLINE CASES GO TO THE JUDICIARY OFFICE

SEXUAL ASSAULT

ALL DISCIPLINE CASES GO TO THE JUDICIARY OFFICE

ALL DISCIPLINE CASES GO TO THE JUDICIARY OFFICE

DAMAGES

(DISCRETION OF THE HOUSING DIRECTOR)
IN THE ASSESS OF \$1000

UNAUTHORIZED PETS

DPS and Animal Control will be contacted to remove the pet.

LOSS OF HOUSING (Based on severity)

LOSS OF HOUSING

LOSS OF HOUSING

LOSS OF HOUSING

LOSS OF HOUSING

LOSS OF HOUSING

RESIDENTIAL REGULATIONS

HOUSING VIOLATIONS CODE OF CONDUCT

The Residence Hall Director of the appropriate residence hall will handle violations of residence hall regulations. Based upon the nature of the alleged violations and the past conduct of the accused, the University Conduct Officer shall determine if the Residence Hall Director option is appropriate. The student has the right, outside of Hall Director adjudication, to request a hearing by a University Conduct Officer or by the University Conduct Board. If the Hall Director option is deemed appropriate, it will be administered as follows:

1. Notification of Alleged Violation

- a. The accused student will be notified in writing of the alleged violation, the circumstances surrounding the incident, and their rights under the conduct system.

2. Hall Director Conference

- a. The student will meet with the Residence Hall Director to discuss the violation and potential outcomes. Sanctions may be issued based on the findings of this meeting.

3. Internal Residential Appeals Process

- a. A student who wishes to appeal against the outcome of the Hall Director's decision may submit a written appeal within five (5) business days of receiving the decision. Appeals should be based on one or more of the following:
 - i. Appeals must be submitted to the Associate Director of Residential Life and Housing. The Associate Director will review the case materials, including the student's appeal statement and the original documentation, and may consult with the Hall Director as needed. A decision will be issued within seven (7) business days of receipt.
 - ii. The decision of the Associate Director is final for residential-level conduct matters not referred to the University Conduct Officer or Board. Should the case escalate beyond the Residential Life process (e.g., repeat offenses, serious infractions), further appeals may be handled in accordance with the University's formal conduct process.
 1. Procedural error that significantly impacted the outcome
 2. New evidence unavailable at the time of the original meeting
 3. Disproportionate sanction relative to the violation

4. Referral to the University Conduct Officer

- a. When allegations of individual misconduct are referred to the University Conduct Officer, the student will be scheduled for a conduct conference. If the student wishes to waive their right to a hearing before the Conduct Board and have the case determined administratively, they may request the University Conduct Officer to assume jurisdiction.
- b. If jurisdiction is accepted, and a violation is determined, the University Conduct Officer may impose an appropriate penalty. Once a student has been informed of their rights and voluntarily waived, in writing, their right to a hearing before the board, the action of the University Conduct Officer shall be final, except in cases of indefinite suspension or permanent dismissal. Such cases may be appealed to the University Appeals Officer.

If the matter is not resolved during the conduct conference, the University Conduct Officer shall refer the case to the Conduct Board.

RESIDENTIAL REGULATIONS

DETAIL OFFENSES/FINES

If needed to curtail the behavior in public areas and the responsible individual(s) cannot be identified, a fine may be imposed/prorated individually/evenly between residents living in a specific section, on a particular floor, or the entire building.

COMFORT/SERVICE ANIMALS DAMAGES

EACH OFFENSE

\$500.00 FINE

UNAUTHORIZED COMFORT/SERVICE ANIMALS/PETS

2ND OFFENSE \$1000

3RD OFFENSE LOSS OF HOUSING

UNLEASHED COMFORT/SUPPORT ANIMAL

1ST OFFENSE - WARNING

\$100 FINE

2ND OFFENSE

\$200 FINE

3RD OFFENSE

\$300 FINE

4TH OFFENSE

\$500 FINE AND LOSS OF HOUSING

CONSUMPTION/POSSESSION OF ALCOHOL

1ST OFFENSE

\$200 FINE EACH PERSON

2ND OFFENSE

\$300 FINE EACH PERSON

3RD OFFENSE

\$400 FINE EACH PERSON

4TH OFFENSE

\$500 FINE EACH PERSON

5TH OFFENSE

\$600 FINE EACH PERSON

DESTRUCTION OR DEFACING UNIVERSITY PROPERTY

EACH OFFENSE

\$1000 FINE EACH PERSON

CONSUMPTION/POSSESSION OF ALCOHOL

1ST OFFENSE

\$100 FINE EACH PERSON

2ND OFFENSE

\$200 FINE EACH PERSON

EACH OFFENSE THEREAFTER WILL ADD \$100 INCREMENTS

DRUG PARAPHERNALIA

EACH OFFENSE

\$250 FINE EACH PERSON

EACH OFFENSE THEREAFTER WILL ADD \$100 INCREMENTS

\$350 FINE EACH PERSON

GAMBLING

1ST OFFENSE

\$100 FINE EACH PERSON

2ND OFFENSE

\$400 FINE EACH PERSON

GARBAGE DISPOSAL OF EXCESSIVE TRASH

1ST OFFENSE

\$200 FINE EACH PERSON

2ND OFFENSE

\$300 FINE EACH PERSON

3RD OFFENSE

\$400 FINE EACH PERSON

EACH OFFENSE THEREAFTER WILL ADD \$100 INCREMENTS

ILLEGAL ROOM CHANGES

EACH OFFENSE

\$250 FINE EACH PERSON

IMPROPER CHECK-OUT

\$100 FINE

KEY REPLACEMENT

EACH CHARGE

\$165 - \$215

LOCKOUTS

1ST OFFENSE

WARNING

2ND OFFENSE

\$100 CHARGE EACH TIME

RESIDENTIAL REGULATIONS

DETAIL OFFENSES/FINES

If needed to curtail the behavior in public areas and the responsible individual(s) cannot be identified, a fine may be imposed/prorated individually/evenly between residents living in a specific section, on a particular floor, or the entire building. This applies to off campus properties as well.

RIOTOUS BEHAVIOR

1ST OFFENSE	\$200 FINE EACH PERSON
2ND OFFENSE	\$500 FINE EACH PERSON
ADDITIONAL FEES WILL BE IMPOSED BEYOND THE 3RD OFFENSE	
\$100 INCREMENTS	

FAILED ROOM CHECK

1ST OFFENSE	\$150 FINE IMPOSED
2ND OFFENSE	\$200 FINE IMPOSED
3RD OFFENSE	
EACH OFFENSE THEREAFTER WILL ADD \$100 INCREMENTS	

SMOKING

1ST OFFENSE	\$100 FINE EACH PERSON
2ND OFFENSE	\$200 FINE EACH PERSON
3RD OFFENSE	
ADDITIONAL FEES WILL BE IMPOSED BEYOND THE 3RD OFFENSE	
\$100 INCREMENTS	

TAMPERING WITH FIRE SAFETY EQUIPMENT

1ST OFFENSE	\$1000 FINE EACH PERSON
2ND OFFENSE	\$1500 FINE EACH PERSON
3RD OFFENSE	LOSS OF HOUSING EACH PERSON
ADDITIONAL FEES WILL BE IMPOSED BEYOND THE 3RD OFFENSE	
\$100 INCREMENTS	

UNAUTHORIZED BUSINESSES (ALL RESIDENTS)

EACH OFFENSE	\$500 FINE IMPOSED
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UNAUTHORIZED BABYSITTING/CHILDREN IN RESIDENTIAL LIFE

1ST OFFENSE	\$500 EACH PERSON
2ND OFFENSE	\$600 EACH PERSON
3RD OFFENSE	LOSS OF HOUSING

UNAUTHORIZED VISITATION

1ST OFFENSE	\$200 EACH PERSON
2ND OFFENSE	\$400 EACH PERSON
3RD OFFENSE	\$600 EACH PERSON
ADDITIONAL FEES WILL BE IMPOSED BEYOND THE 3RD OFFENSE	

RESIDENTIAL REGULATIONS

HOUSING DAMAGES CHARGES

Residents are responsible for their assigned apartment, room, or suite and its contents. Alabama A&M University makes no provision for the replacement or repair of equipment due to student negligence or malicious behavior. You may be charged for any damage(s) or extra cleaning resulting while you are living on campus. In the event that damage(s) or a need for cleaning occurs in your apartment, room, or suite and it cannot be attributed to one responsible individual, it will be necessary to divide the charge(s) equally among all apartment, room, or suite residents.

If damage occurs in public areas and the responsible individual(s) cannot be identified, the repair cost may be prorated evenly between residents living in the specific section, on the floor, or in the building. All damage appeals must be in made in writing and submitted to the Office of Residential Life and Housing. Appeals must be filed within 10 business days from the date charges were applied. Charges may be subject to change and additional charges may be assessed based on labor costs and specialized materials.

Bed	\$300.00+
Blinds	\$200.00+
Chair	\$200.00+
Couch	\$500.00+
Desk	\$300.00+
Dresser	\$200.00+
Exit Lights	\$200.00+
Fire Extinguisher and Case	\$350.00+
Glass Door	\$300.00+
Glass Window	\$300.00+
Key Replacement	\$50.00+
Light Fixture	\$100.00+
Locks	\$165.00+
Mattress	\$300.00+
Metal Door	\$500.00+
Smoke Alarm	\$250.00+
Table	\$400.00+
Window Frame	\$300.00+
Wood Door	\$300.00+

*Furniture damage subject to replacement costs plus shipping

GUIDE TO CAMPUS LIVING FOR ALL APARTMENT/OFF CAMPUS PROPERTIES

*THIS SECTION IS NOT LIMITED BUT IS ALSO INCLUSIVE OF RESIDENTIAL LIFE AND HOUSING IN
GENERAL*

PARTIES/GATHERINGS

Purpose:

To ensure a safe, respectful, and academically-focused residential environment for all students, this policy prohibits the hosting of parties in any university-owned, operated, or affiliated housing—both on and off campus.

Scope:

This policy applies to all residents, guests, and affiliates of the university residing in or visiting any university housing facility or university-affiliated off-campus housing.

Definitions:

- **Party:** Any social gathering where the number of individuals exceeds the occupancy limit, involves disruptive noise, unregistered guests, illegal substances, or any behavior that disrupts the residential community or violates university policy. Apartments consider EIGHT individuals which includes resident(s) as a large gathering or party.
- **University Housing:** Includes all residential spaces owned, leased, or operated by the university, including off-campus apartments or houses provided or managed through university agreements.

Policy Statement:

Prohibition:

- Parties of any kind are strictly prohibited in university housing. This includes but is not limited to:
 - Gatherings that exceed occupancy limits.
 - Events that generate excessive noise or complaints.
 - Events involving alcohol or illegal substances (regardless of age).
 - Any social gathering advertised via social media or messaging platforms.

Accountability:

- Residents are responsible for the behavior of their guests. If a party is hosted in a unit, all residents of that unit may be held accountable, regardless of their presence or involvement.

Enforcement and Fine:

- A **\$2,000 fine** will be assessed for any verified party violation.
- Additional sanctions may include:
 - Formal conduct review.
 - Housing probation.
 - Loss of university housing privileges.
 - Potential criminal referral if illegal activity is involved.

Reporting and Investigation:

Housing staff, campus security, and university officials may respond to complaints, conduct inspections, or investigate suspected violations. Failure to cooperate may result in further disciplinary action.

Appeals:

Fines and sanctions may be appealed within five (5) business days of notification in accordance with the university's student conduct procedures.

GUIDE TO CAMPUS LIVING FOR ALL APARTMENT/OFF CAMPUS PROPERTIES

THIS SECTION IS NOT LIMITED BUT IS ALSO INCLUSIVE OF RESIDENTIAL LIFE AND HOUSING IN GENERAL

SOLICITATION

Normal Hills does not permit the solicitation and distribution of flyers on cars and apartment doors. Violators will be subject to a fine for cleanup.

WILDLIFE

Please be aware that due to the proximity to the wooded areas and mountains you may see wild animals on or around the property. Please DO NOT engage them. They are dangerous and AAMU on campus and off campus properties are not responsible for injuries sustained by interacting with such animals. Please call Alabama A&M University Public safety at (256)372-5555.

RENTAL INSURANCE

AAMU on campus and off campus properties encourages all residents to purchase renter's insurance or to insure your parents' home owner insurance covers your personal items while you are a resident.

ALCOHOL, TOBACCO OR DRUGS

These items are all illegal and if found on AAMU on campus and off campus properties, the resident (s) will be subject to fines/the loss of their housing.

EXTERIOR NOISE

Residents should be mindful that other residents in their units should not hear your stereo or vocal noise if you are outside. Repeated violations of this rule could result in fines and dismissal from residency status.

GUEST

AAMU on campus and off campus properties are student residential communities. Harboring a non-student is a violation of the housing rules and regulations. Resident who have roommates should note that they live in a shared space and your roommate is not to have residential comfort compromised as a result of your guest. For the safety of the residents and other guest you are asked to monitor all activities during their visit. Violations of this rule can result in a fine.

APARTMENT COMMUNITIES

GUIDE TO CAMPUS LIVING

THIS SECTION IS NOT LIMITED BUT IS ALSO INCLUSIVE OF RESIDENTIAL LIFE AND HOUSING IN GENERAL

MINOR CHILDREN

Minor children are those defined as under the age of 18 years old. For insurance purposes minor children are not permitted in the rooms/suites/units. This is a college campus and follows housing guidelines in accordance with dormitory regulations for visitors. Babysitting/Children living with a resident is not permitted on the property. \$500.00 fine.

SQUATTING

Squatting is a criminal violation. The harboring of non-residents during the academic year including the holiday and semester breaks are prohibited. Additionally, the storage of property for a non-resident is prohibited as well. Violations of this rule will result in a fine/ loss of residential status.

BAR-B-Q PITS/GRILLS

Bar-B-Q Pits/grills are not permitted on the property. They are especially, not permitted on the balcony of any apartment unit as they are hazardous and can cause a fire. Violation of this rule will result in a \$250.00 fine. A student will not receive a warning.

PARKING

Parking enforcement at Normal Hills is managed through the AAMU police department. Residents should follow the same protocol as a dormitory resident in obtaining the appropriate parking decal. Failure to obtain a parking decal, illegal or improper parking is subject to fines and towing without warning at the owner's expense. Additionally, vehicles that appear abandoned or inoperable will be towed. Normal Hills defers to AAMU DPS for towing enforcement, but retain the right to tow at its discretion when necessary. Parking regulations will be enforced at our off campus properties as well.

GARBAGE

Garbage or garbage bags are prohibited on balconies, outside of apartment doors or in parking lots. Residents and their guest should be mindful of garbage and dispose of it properly in the dumpsters located near and around each apartment building. Residents leaving bags of trash on the balcony outside their apartment will be fined \$100.00 per incident. In addition, anything left on the balconies will be discarded, chairs, shoes, plants, mops, grills, etc. Garbage bags should NEVER be placed in front of the dumpster. Place all bags inside the dumpster. Property Manager reserves the right to impose fines on a building and or floor as a whole to discourage excessive trash being placed in undesignated areas.

ANTI-BULLYING DURING THE ROOM SELECTION PROCESS

PURPOSE

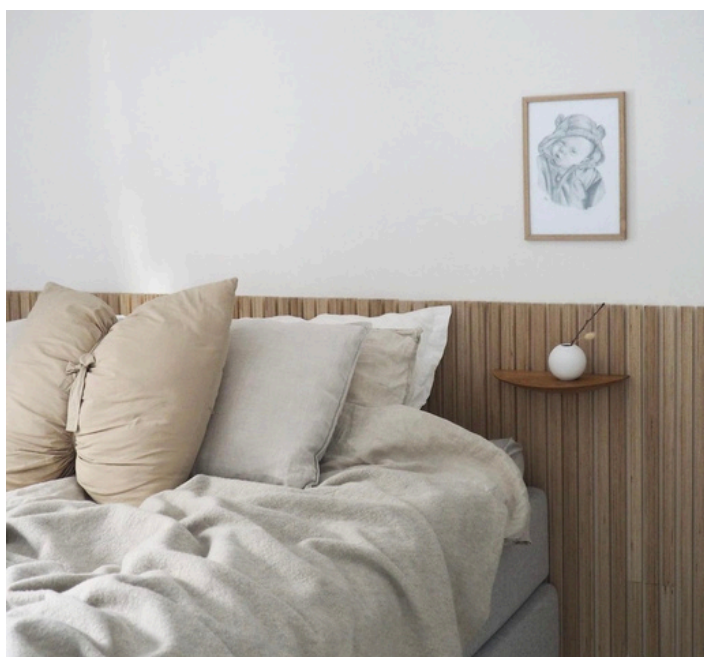
The purpose of this policy is to ensure that the room selection process remains fair, respectful, and free from undue pressure, harassment, or coercion. The university is committed to supporting student autonomy and well-being during all phases of housing selection.

SCOPE

This policy applies to all students, their families (including parents/guardians), and any other individuals involved in the university housing room selection process.

Policy Statement:

1. **Prohibition of Bullying and Coercion:** Any form of bullying, intimidation, or coercive behavior aimed at influencing a student's housing selection—including their choice of roommate, location, or housing type—is strictly prohibited. This includes but is not limited to:
 - a. Verbal or emotional pressure from family members or peers.
 - b. Threats, guilt-tripping, or manipulation.
 - c. Repeated messaging or actions intended to override a student's expressed preferences.
 - d. Attempts to interfere with or override a student's housing decision via unauthorized access to the housing portal.
2. **Respect for Student Autonomy:** The university recognizes students as the primary decision-makers in selecting their housing assignments. While families may support their students in the process, the final decision must remain the student's.
3. **Reporting and Investigation:** Students who feel bullied, pressured, or manipulated during room selection are encouraged to report the incident to the Housing and Residence Life Office. Reports will be handled confidentially and investigated promptly.
4. **Sanctions:** If a student, parent, or guardian is found to be engaging in bullying behavior during the housing selection process, the university may:
 - a. Nullify the impacted housing assignment and require re-selection.
 - b. Restrict third-party access to the housing portal.
 - c. Issue formal warnings to involved individuals.
 - d. Refer egregious cases to Student Conduct or other appropriate university authorities.
5. **Support Services:** The university offers confidential support through Housing and Residence Life staff and Counseling Services to students experiencing stress or bullying during housing selection.



Living the Bulldog Life!