The background features a dark grey field filled with white line-art floor plans of various apartment units. In the center, a large white circle is surrounded by a thick gold ring with a blue-toothed gear-like border.

2023-2024

Resident Handbook



Residence Life and Housing

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

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MISSION AND EXPEDITION CURRICULUM

The mission of the Office of Residence Life and Housing (“Residence Life”) is to provide our residents with a positive residential environment conducive to learning and personal growth, including a commitment to the maintenance and operation of the physical facilities of all resident residential areas.

As a community of learners living on the campus at the University of Colorado Colorado Springs (“University”), we have set forth a set of guidelines that work to develop a positive environment in our residence halls and apartment facilities (collectively “Housing Facilities”), and enhance the academic mission of the University. The Resident Handbook is posted online as a guide to our current residents and an informational source for our future residents. The Resident Handbook is intended to supplement the Housing Contract (“Contract”) between the resident and the University, and is incorporated by reference.

Expedition, named to reflect the housing village themes of Colorado ski resorts and rivers, is an **intentional plan for learning** that outlines what each community member will learn about themselves during their time living on campus and specifically designed to complement the learning happening inside the classroom. Furthermore, Residence Life staff who are your guides through this journey are committed to building an inclusive and engaging community.

EXPEDITION



Community members will be independent citizens engaging in healthy, life-enriching opportunities in a supportive and respectful living environment.

Belonging: Fostering a safe and supportive community in which individuals define their role. Residents will learn and respect each other’s differences so they may engage in positive relationships and feel valued in their community.

Community members will:

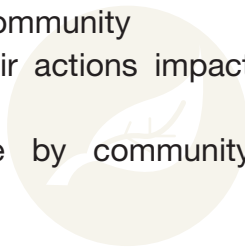
- ...be involved in campus life
- ...explore cultural and social identities of self and others
- ...create constructive resolutions in a conflict situation



Citizenship: Discovering personal beliefs, strengths, and motivations to evaluate and establish their own ideologies. Residents will actively serve and authentically participate in their communities with integrity.

Community members will:

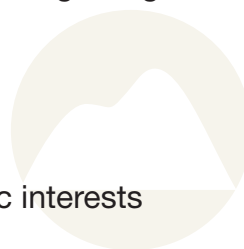
- ...describe the principles that benefit a shared community
- ...practice personal styles of leadership in their community
- ...examine how their actions impact their community
- ...know and abide by community standards



Growth: Demonstrating the ability to set and assess goals throughout their learning experience. Residents will recognize the benefits of and engage with the campus learning environment to promote their development both in and out of the classroom, beginning their journey as life-long learners.

Community members will:

- ...implement different techniques for goal setting
- ...utilize strategies and resources for academic progress
- ...develop connections with students that have similar academic interests



Individuality: Developing personal values, life skills, and the autonomy to become authentic individuals within their campus experience and beyond. Residents will explore, identify, and practice what wellness means to them.

Community members will:

- ...be able to identify and practice wellness strategies
- ...be able to articulate their values
- ...develop the skills to make informed decisions that align with their values
- ...explore cultural and social identities of self





RESIDENCE LIFE AND HOUSING INFORMATION

About Us

Residence Halls were first constructed on the UCCS campus in 1996 with the construction of Summit Village (Monarch, Breckenridge, Keystone, Vail, Telluride, Steamboat and Aspen). The Alpine Apartments were added in 2004, followed by Copper/Eldora in 2013. In 2015, Roaring Fork, LaPlata and Cucharas opened with San Juan being the last building the following year. Residence Life and Housing led by the Director of Residence Life and Director of Housing Operations and collectively with their staffs they manage over 1600 beds on campus. For more information about our staff or to contact one of us, visit [our Staff page](#).

Diversity and Inclusion in Residence Life and Housing

Residence Life upholds the campus' efforts in maintaining a safe and inclusive campus environment free from discrimination based on race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation or political philosophy. Residents with concerns regarding allegations of discrimination or harassment are encouraged to contact Department of Public Safety (719-255-3111) and the Office of Institutional Equity (719-255-4324) or equity@uccs.edu.

Residence Life believes campus living is integral to a resident's educational experience. The purpose of a residence life program is to promote community development and personal growth. By living on campus, a resident commits to participating in an educational community, characterized by respecting the rights of others, accepting personal responsibility, and engaging in active relationships with others. This type of community, built on mutual respect and responsibility, enhances personal and social development; adding to the educational experience. Individuals who learn from these opportunities are better equipped to respond

IMPORTANT CONTACTS

Police Department
719-255-3111

The Office of
Institutional Equity
719-255-4324
equity@uccs.edu

Director of Housing
Operations
719-255-4327

to the challenges of living on campus and become effective members of the community.

Residence Life offers gender inclusive housing (GIH) in all villages and additional formation on Gender Inclusive Housing, can be located here: uccs.edu/residence/current-resident/about-housing/gender-inclusive-housing-information.

In addition to offering gender inclusive housing, we also provide accommodations based upon a wide variety of reasons. To learn more or to find out how to receive an accommodation, please visit uccs.edu/disability/housing-and-residential-accommodations. If your accommodation is related to race, creed, ethnicity, gender, sexual orientation, gender identity, transgender and transitioning or gender expression, religion, age, disability, or national origin, please contact the Director of Housing Operations at 719-255-4327 to make your request.

Room and Suite Furnishings

For more information on room layouts, please follow these below links.

Summit Village: residence.uccs.edu/village-info/about-summit-village

Village of Alpine Valley: residence.uccs.edu/village-info/about-alpine-valley

Alpine Valley Apartments: residence.uccs.edu/village-info/about-alpine-village-apartments

UCCS Residence Life and Housing offers a wide variety of amenities to make your campus living experience more enjoyable such as free laundry, free campus shuttles, vending machines and more. RL&H is not responsible for resident personal items left in a laundry room and/or damaged by a washer and dryer. Any items stolen should be reported to UCCS police (719-255-3111). Please visit [our website](#) for a full list of amenities.

Residence Hall Association (RHA)

The Residence Hall Association, also known as RHA, provides a cooperative effort in unifying and serving Residence Life students, acting as an advocate for any student living in a residence hall. For more information on how to get involved with RHA, please visit uccs.edu/residence/rha



Pikes Peak Chapter of National Residence Hall Honorary (NRHH)

The National Residence Hall Honorary (NRHH) is the premiere honorary supported by the leading international organization advocating for the interests and welfare of residence hall students, while providing opportunities for personal growth and development. For more information on how to get involved with NRHH, please visit <https://residence.uccs.edu/nrhh/membership>

Sustainability

Residence Life is committed to supporting efforts to make UCCS sustainable. In each of the Housing Facilities, there are waste containers as well as single stream recycling containers. High efficiency shower heads have been installed to assist with water conservation. For more information on sustainability within residence life, please visit uccs.edu/residence/sustainability.

Housing Renewals

As a current resident you will have the opportunity to select your room for the next academic year, should you wish to live on campus. Renewal information will be available at the beginning of every spring semester. Due to space limitations on campus, Residence Life and Housing may redefine the purpose for a specific Housing Facility.

Meningococcal Disease

Colorado State Law C.R.S. Section 23-5-128 requires that all incoming freshmen planning to live in student housing MUST provide proof of a documented dose of meningococcal vaccine or sign a waiver stating the following potential health risks associated with bacterial meningitis are understood and vaccination is being declined. For more information and to locate the waiver on meningitis, please visit uccs.edu/residence/current-resident/information/meningococcal-disease-vaccination.

Housing and Eligibility

See Contract Section “Eligibility” residence.uccs.edu/current-resident/policies/housing-contract

Commercial Use

See Contract Section “Commercial Use.” residence.uccs.edu/current-resident/policies/housing-contract

WEBSITES TO BOOKMARK

Gallogly Recreation and Wellness Center
recwellness.uccs.edu/

Dining and Hospitality Services
diningervices.uccs.edu

Bookstore
uccsbookstore.com

Off-Campus Housing Service
offcampushousing.uccs.edu

Wellness Center Online Portal
uccs.medicatconnect.com

Sustainability
sustain.uccs.edu





POLICIES AND PROCEDURES

Residence Life and Housing makes every effort to maintain a safe and vibrant community within the residence halls. All residents are expected to comply with the following policies and procedures. Residents who are found to have violated any of these policies or procedures will be subject disciplinary action in accordance with the Student Code of Conduct.

Communication

The official forms of communication from Residence Life are via UCCS email and campus mail. It is the resident's responsibility to check both the resident's UCCS email account and campus postal mailbox regularly.

Pest Control

We are committed to an effective and efficient response to residents who report pests such as roaches, bedbugs, mice, or any other insect or vermin in rooms, units, or other parts of communities. Regular pest control measures include inspections, structural and housekeeping controls, and material treatments as needed. Auxiliary Maintenance contracts with a national provider for preventive pest control on an ongoing basis in all the residence halls. Pest free environments happen by emptying trash and recycling consistently and keeping areas clean and free of open food items and dishes.

Residents will not be refunded housing charges when pest control is being done to their rooms, and residents may be moved to other housing as necessary, including on a permanent basis. The University reserves the right to unilaterally terminate this housing contract if it is required to remediate a room for bedbugs more than twice. It is expected that residents follow the instructions previously given to prevent future occurrences.

Room Changes and Roommate Mediation

Residents are unable to change roommates or rooms for the first two weeks of each semester to allow Residence Life the opportunity to reconcile housing concerns that occur during opening. **The University will notify residents of the room change process, including all deadlines, prior to the third week of classes.**

Room changes outside of the room change period will not be permitted, unless approved by a professional staff member. If the situation is a roommate conflict, it is suggested that residents work with their resident assistant to resolve the situation. Residents who change rooms without following the above guidelines or without receiving permission, will be required to move back into the resident's original assignment.

Room change requests involving safety issues may be made at any time and will be given priority. Safety issues may include matters related to a person's race, creed, ethnicity, gender, sexual orientation, gender identity or gender expression, religion, age, disability, national origin, or other characteristic that could cause a safety concern if addressed through the normal mediation process. Due to COVID-19, depending on circumstances*, a room change may be cancelled or postponed.

Moving Out of Housing

If you withdraw from classes, you must: 1) notify Residence Life via a Petition for Withdraw; and 2) move out within three days of the change in status unless the University approves other arrangements. See also "Termination by the Student After Occupancy" in the [Housing Contract](#).

Check Out Procedures

All students must complete the checkout process when the student vacates the room for winter or summer break.

If either UCCS Residence Life and Housing or a resident terminates their contract after Occupancy, the student must complete an official check out. Any request from the student for modification of these check-out procedures must be requested from and approved by Residence Life and Housing. A student's failure to comply with check-out procedures may result in continuation of the student's financial responsibility for rates, including any additional charges as reflected in our vacating policy.

If exigent circumstances require, Residence Life and Housing reserves the right to implement a different check out process. Residence Life and Housing is not responsible for any property damaged in the process. In addition, items such as lotions, gels, sprays, cleaning products and opened food, will be disposed of.

**This guidance will evolve as the public health crisis evolves and may include, but is not limited to, social distancing, limitations on mass gatherings, wearing a face covering, COVID-19 diagnostic and surveillance testing (including before or upon arrival to campus), contact tracing, disinfection protocols, limitations on guests into residence halls, and quarantine / isolation requirements (including before or upon arrival to campus).*

Vacating

Unless otherwise approved by UCCS Residence Life and Housing, if a student continues to stay and occupy the space whether in person or with personal property after the Available Period of Occupancy for the semester or after termination of the contract, UCCS Residence Life and Housing may charge the student \$100 per each day of Occupancy, plus the daily rate of Room and Board for students who live in the residence halls. Following the date of termination or the last Available Period of Occupancy for the semester, UCCS Residence Life and Housing reserves the right to restrict or prohibit the student's access to the University Housing building and space. UCCS may charge students a reasonable charge in the event it must remove or pack up any items. See also Abandoned Property section (below).

See [Check Out Procedures at Residence Life & Housing](#) for more information.

Abandoned Property

This policy applies only to tangible personal property lost or abandoned in university residence halls after termination and/or expiration of the housing contract. If university staff can reasonably determine which student appears to be the owner of such property, Residence Life & Housing staff will send notification to the student's university email address. Instructions for claiming lost or abandoned property will be included in the notification email. Students will be charged for the removal, transport, and storage of any lost or abandoned items reasonably determined to belong to them. Residence Life & Housing will determine the charge amount based upon the item. (i.e items such as minifridges will cost more to remove vs other smaller items).



Cancellation of the Housing Contract

[Housing Contract](#)

- By the University: see Contract Section "Termination by the University."
- By the resident: see Contract Sections "Termination by the Student Before Occupancy" and "Termination by the Student After Occupancy."

Housing Petitions

- For a resident to be released from their housing contract or their meal plan, the resident must complete the following procedures online at: residence.uccs.edu/housing-application/cancellations/petition-to-terminate-housing-contract.

- If the resident is released from their contract or meal plan, you will be charged the pro-rated housing charges based on the cancellation policies listed at: residence.uccs.edu/housing-application/cancellations/petition-to-terminate-housing-contract.

Relocation and Consolidation

Residence Life may place any resident at any time into an existing space including moving residents to another floor if their current floor has low occupancy. If there is an opening in a resident's room or suite, a new resident may be assigned to that vacancy at any time during the year. If a resident is living in a room that is equipped for a resident with disabilities and the placed resident does not need such accommodation, that resident may be moved if another resident needs that type of accommodation. Residents are not to utilize any room/suite furniture in a vacant space. Residents will be notified of incoming roommates via UCCS email, when possible. Residents who are considered a disruption or threat to the safety, health, and well-being of the campus community may be relocated or removed at any time.



Housing Suspension Financial Appeals

Residents who have been suspended from housing may appeal in writing any financial penalties imposed because of their suspension to the Director of Housing Operations. The Director will convene the appeals committee within three business days of receipt of the appeals request. The Director and the committee will determine validity of the appeal. The resident will receive this decision in writing within ten business days.

Housing Damages

Housing Damages: Any charges placed on a resident's University account for maintenance issues, room billing, may be appealed by completing the [Damage Appeal Form](#).

For additional information regarding damages: See [Housing Contract section "Damages."](#)

Personal Injury and Illness

Medical assistance, including an ambulance, may be requested on the resident's behalf should it be deemed necessary. Residence Life staff members are not able to transport sick or injured residents. Medical care providers will be instructed to

bill the cost of their services to the resident. UCCS does not assume responsibility or liability for payment of medical bills that may be a result of accidental injury or illness while residents reside on campus. Residence Life staff may notify the emergency contact listed in the application profile for any student under the age of 21 who are transported to the hospital by ambulance.

Missing Persons Procedures

If a member of the UCCS community has reason to believe that a resident who resides in on-campus housing is missing (missing at least 24 hours), he or she should immediately notify UCCS Police at 719-255-3111 (3111 from an on-campus phone). UCCS Police will generate a missing person report and initiate an investigation. UCCS Police will also immediately notify Residence Life of the missing person report. If Residence Life is notified directly by a community member that a resident has been missing for more than 24 hours, Residence Life will immediately notify UCCS Police.



Alcohol/Marijuana and Other Drugs

In accordance with federal, state and local laws the use of alcohol by underage students, being in the presence of alcohol, the abuse of alcohol, the use of marijuana and the use of illegal drugs, is not permitted in the residence halls or in public spaces, including outdoor residential areas. The legal drinking age in Colorado is 21. Alcohol may not be sold in any Housing Facility.

Alcohol is NOT permitted in the Residence Halls (Summit Village and the Village at Alpine Valley) regardless of age. Collecting and/or displaying, including for decorations, empty alcohol containers is not permitted regardless of age.

In the Alpine Village Apartments, any student 21 years of age or older may consume alcohol in his or her room ONLY.

For information on the use of cigarettes, eCigs, and other smoking devices, please see the

SMOKE-FREE CAMPUS section

Medical Marijuana

Possessing, using, manufacturing, distributing, or selling illegal drugs or drug paraphernalia, including the misuse of prescription and/or over the counter medications is not permitted. Although possession and use of marijuana is no longer a crime under Colorado law, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, UCCS prohibits the possession, use, sale, manufacture of marijuana and drug paraphernalia (pipes, hookahs, bongos, vaporizers, water pipes, etc). For additional information visit [the Office of the Dean of Students](#).

If a resident receives their medical card after occupancy, the resident may submit a petition to cancel their housing contract. It should include a copy of the medical card, along with the documented need for medical marijuana. If approved, the resident will be released from their contract without financial penalty (excluding the deposit at time of application) and will only incur charges up to the time of the resident's proper check out.

Residence Life Standards of Conduct Sanctions

Residence Life conduct procedures mirror the Student Code of Conduct set by the University's Office of the Dean of Students available at dos.uccs.edu/student-conduct. If a resident commits a violation including a residence life policy, one or more of the sanctions that are outlined in the code of conduct may be imposed. Based on the severity of the infraction, Residence Life may determine to pursue disciplinary action jointly with the Office of Dean of Students. It is important to note that in all cases, the conduct officer(s) reserve the right to use their discretion in determining the appropriate sanction for a case, which could include lower or higher sanctions than the prescribed guidelines.

Parent/Guardian notifications may be sent when a student under the age of 21 violates the drug or alcohol policy. This letter is sent via mail and notifies the parent/guardian of the incident, as well as the resulting disciplinary status of the student.

Appeals

All Student Code of Conduct appeals follow the process outlined in the University Student Code of Conduct, available online at dos.uccs.edu/student-conduct





COMMUNITY POLICIES

Common Area Damage

Residents are all responsible for the maintenance and upkeep of the residence halls and apartments including major public areas in all university housing. Any major problem in any residential community that is found to be intentional or result of theft, the individual responsible will be held account for their actions including restitution per the student code of conduct. When it cannot be determined which individuals are responsible for the damage or theft, a charge for damages or theft will be distributed among all the residents in the appropriate village or building. Residents who are aware who is responsible for theft or damage to any common or public areas must report it to Residence Life or UCCS Police.

Guest Policy

Guest is defined as any person who is not assigned as an occupant of the room. Residents are responsible for their guests' behaviors, must be escorted by the resident. Residents are not permitted to provide on-going housing, lodging, or residency for a guest. Overnight guests are permitted if all residents in the room have discussed their room/suite's standards about overnight guests and the guest may stay overnight for no more than three consecutive nights, and no more than twice a semester for the same guest. The right of a roommate to have a reasonable degree of privacy has precedence over the right to have a guest. If a resident feels that his or her rights have been violated because of abuse of guest policies, contact a Residence Life staff member.

Lounge and Public Area Use

All interior space that is not a resident's room/suite/apartment is considered a common/public area, including the hallways and exterior hallway side of room/suite doors. Activities that restrict the use of any lounge or public area in housing is prohibited. Residents are not permitted to be nude in any public/common area

ACADEMIC COMMONS

Need some academic support? Visit the Academic Commons in La Plata House and Copper House to learn strategies for reading and taking notes, time management, and receive study support. It's free and open evenings!

space and could be cited for public indecency. All lounge furniture must remain in the lounge and may not be removed for personal use in individual rooms/suites.

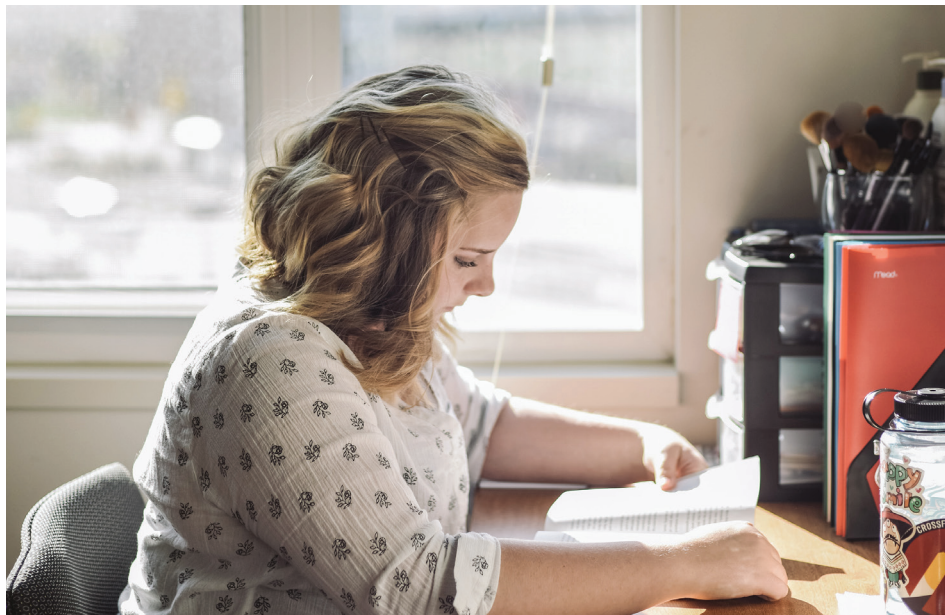
Noise and Quiet Hours

Noise and Quiet Hours Quiet study hours are hours where residents should keep their noise level to a minimum. They are as follows:

- 10:00 p.m. - 8:00 a.m. Sunday through Thursday
- 1:00 a.m. - 8:00 a.m. Friday and Saturday

During finals weeks, a 24-hour quiet policy will be enforced.

Courtesy Hours are in place to ensure that our communities remain respectful and conducive to academic success. Residents and guests are expected to comply with courtesy hours, to always be considerate of volume, and to comply with any reasonable requests to lower their volume 24 hours a day. A reasonable request can be made at any time when a resident's ability to focus, rest, or complete an important task are inhibited by another resident's (or their guest's) noise.



Pets & Service Animals

No pets or wild animals may be brought into the building. Only non-dangerous aquatic life ([fish](#) and small turtles) that live fully submerged in water are permitted in an aquarium no larger than 10 gallons in residence halls. For students approved to have an Assistance Animal in the halls, Disability Services will share Assistance Animal Procedures For information about Service & Assistance Animals, please see the [Disability Services website](#).

Trash and Sharps Containers

Disposing of personal trash in the hallways, lounges or any other public area will result in a fine to the resident's resident account. Anyone utilizing a syringe for medical reasons should ensure it is disposed of properly. If you do not have access to a Sharps container, contact the Wellness Center for assistance.

Drones

In general, use of sUAS for any purpose by University faculty, staff, students, or third parties on University property, including but not limited to recreational or hobby flight of aircraft, is prohibited. This includes, but is not limited to, any commercial, educational, research, or service use. Please see [UCCS Operation of sUAS Policy](#) for more information.





PROHIBITED ITEMS

Summit Village and Village at Alpine Valley Only

- Any appliance with open coil heating element (e.g. toaster ovens/toasters, hot plates and indoor grills) are prohibited due to fire hazard.
- Small kitchen appliances (e.g. instant pots, slow cookers, induction cookers, air fryers of any type etc) are prohibited as Residence Hall rooms are not designed for proper cooking ventilation etc. Alpine Village Apartments may have small kitchen appliances.
- Full size refrigerators are not permitted in Summit Village and the Village at Alpine Valley.

All Residential Facilities

- Permanent fixtures or appliances (i.e ceiling fans, and window air conditioners, including portable units that vent out windows)
- Multiple outlet octopus plugs or extension cords. All power strips must be UL approved.
- Connecting one power strip to another in order to elongate cord reach is not permitted.
- Waterbeds or DIY lofting systems.
- Dartboards of any kind.
- Blowtorches of any type. Use and/or possession of a blowtorch may result in suspension from housing.
- Open flames of any kind (including candles and incense)
- WiFi routers/bridges/extenders - installation of your own wireless router or wireless access point (WAP) is prohibited, see [UCCS OIT Wireless FAQ](#) for additional information.

PACK SMARTER, NOT HARDER

Coordinate with your roommates, especially on items like mini fridges, microwaves, decorations, and shower curtains.

- Fabric, tapestries, flags, banners, or curtains, excluding UCCS issued blinds, are prohibited. No more than 50% of the residential room wall space may be covered, not including ceiling space.
- Space heaters of any kind are prohibited unless provided by UCCS.
- Camping stoves/grills, fuel and charcoal starters.
- Non approved UL electronics.
- Live trees (such as fresh holiday trees) are prohibited. Standard household plants/trees are permitted.
- Outside antennas or satellite dishes.
- Fireworks of any kind.
- All weapons are prohibited in UCCS Residence Halls, including toys and items designed to look like a weapon, such as Nerf toys of any kind, airsoft guns, and other similar toys.
- Gun safes of any kind are prohibited in Summit Village and the Village at Alpine Valley. Gun safes may be used in the Village at Alpine Valley under [these prescribed conditions](#).

Prohibited Room Decorations

Decorative materials or displays must not obstruct doorways, corridors, stairways or other passageways, and must not obscure exit signs or obstruct access to fire protection equipment or building service equipment. Room Decorating Alterations to any residence hall or apartment and/or semi-permanent installation of residents' personal property is prohibited. This includes nailing fixtures to walls (such as wallpaper), windows, floors, ceilings or furniture; drilling holes or decals. Combustible decorative materials including wood, textile and synthetics must be flame-resistant or fire-retardant treated if used in UCCS housing. The resident should retain proof of treatment on labels and/or packages.

- **Hay, corn stalks and natural leaves (unless on a living plant) are prohibited as decoration inside UCCS residence halls.**
- **Walls**
 - Only thumb tacks, command strips and panel nails shall be used to hang wall decorations.
- **Doors Decorations**
 - Only masking tape shall be used to hang door decorations.
 - Must be kept within the room door frame and must be agreed upon by all roommates.
 - Writing on and wrapping room doors is prohibited.
 - Care should be given to posting decorations in public areas that are consistent with the teaching, research, and public service mission of UCCS.
- **Ceilings**
 - Nothing may be attached to or suspended from the ceiling, including curtains, draperies, tapestries, hangings, or other decorative materials.
- **Bathrooms**
 - Residents are not allowed to switch out shower heads under any circumstances.

- A standard shower curtain is provided for each suite. Residents are allowed to hang different curtains but the standard curtain must be rehung at the time of check out.
- **Building Exteriors**
 - Nothing may be attached to or suspended from the exterior of any housing facility without authorization.

Confiscated Items

Prohibited items may be confiscated by UCCS staff. If prohibited items are found (see “Prohibited Items” on [page 14](#)) those items will be confiscated and cannot be claimed until the end of the semester or the Thanksgiving or Spring Break. Residents will be notified of such action including procedures of when/where to retrieve items. If a resident receives a second citation for the same violation, Residence Life will dispose of the items. Any unclaimed items at the end of term will be disposed of. Violation of any of these above guidelines may result in a disciplinary action pursuant to the code of conduct, including assessment of charges for damages, as applicable.

Furniture

All University furniture provided in rooms and apartments must always remain in the room or suite. In addition, residents are not permitted to move bedroom furniture in their individual bedroom to another space in their suite. Altering the furniture is also not permitted.

Windows and Ledges

Screens must always be kept in windows and windows are not be used as a means of entry or exit. If a resident removes any screen in a bedroom and/ or suite there will be a \$25.00 fine posted to all residents’ accounts, unless the responsible party notifies Residence Life staff. A work order will be immediately generated to put the screen back into the window. This \$25.00 fine does not cover the costs for a new screen, so additional fees will be charged if a new screen is needed or is not in plain sight when maintenance staff inspect the room. Throwing items of any kind from windows or bridges, keeping items on window ledges, or removing window stops is prohibited. Windows are furnished with compliant blinds or shades, and no additional decorative materials may be hung around windows. In addition, nothing may be attached to or hung on the interior or exterior of the windows, nor draped from or near windows that partially or completely obstruct windows or that create a safety hazard.

**NEED
MAINTENANCE?
[CLICK HERE](#)**
to submit a work
order, or go to [page
21](#) to learn more.

Health Policy

Residents are expected to keep their room at a level of cleanliness so that the facility will be healthy for all campus residents. This includes cleaning your suite and bathroom regularly including removing trash from your suite. In addition, food/or open containers of drinks should not be left out and/or trash should not be left in the hallway.

Check Out Procedures

All residents must complete the check out process when the resident vacates the room for winter or summer break. In addition, any resident who withdraws from classes at from UCCS while living on campus, must check out within 72 hours of their withdrawal date.





SAFETY AND SECURITY

The University is committed to ensuring a secure environment for its residents. To that end, the housing facilities are equipped with limited-access entrance doors, on-duty Resident Assistants (RAs) and Residence Life staff members, a night Security Person, 24/7 dispatch communications, and UCCS police services.

We ask residents to prevent unauthorized visitors from entering secured areas of the housing facilities by not propping doors open and ensuring the doors they enter and exit through are securely closed behind them. All buildings are secured by a card access with a UCCS ID. If a resident loses their UCCS ID card, the resident should call the RA on-call phone for entrance.

Residents should promptly report any incident of criminal activity, theft, vandalism, or unsafe conditions to both the UCCS Police (719-255-3111) and the appropriate Residence Life authority. Whenever possible, the resident should provide appropriate information such as: a detailed description of the offender, time and date, make and color of the car, license plate number, etc. Call 911 in case of an emergency, or any immediate threat to life.

Entry

When there is an emergency, as determined by a Residence Life staff member or University staff, we may enter your suite/room. Staff may also enter for maintenance work and inspections, pest control treatment, safety or health reasons and requested services determining compliance with UCCS rules, regulations, and terms of the Contract. Residents will be notified in advance of entry when possible and a notice will be left in the resident's room any time it is entered, except during fire alarms, fire drills, or health and safety inspections.

CALL THE POLICE TO:

- Report a crime
- Request an escort through campus
- Sign up for the Never a Victim self-defense class (it's free!)
- Register your bike to deter theft
- Take a safety seminar, such as bike safety, winter driving, fire safety, or personal risk management

WE'RE HERE TO HELP!

(719) 255-3111

Room Key and Building Security

The resident's key allows access into his or her suite and room. Residents may not lend or give their key to others. Its acceptance and use are subject to the resident's compliance with the following guidelines:

- Immediate reporting of lost or stolen keys to Residence Life. The locks will be changed, and new keys issued to all residents of room/suite. A fee will be assessed for lost or damaged keys. This fee offsets the cost of the keys, lock pins or cores, and the expense of changing the lock. Damaged keys must be turned in to Residence Life to receive a free replacement key. Failure to do so will result in a lock change and/or disciplinary sanction. After hours or weekend reports of lost keys will be handled the next business day; contact the front desk (if open) or the RA on call for a lock out.
- Mere possession of a key does not automatically confirm rights of entry. Residents should not assist persons who may be having difficulty gaining entry. Residents may not let persons whose privileges have been revoked, or guests of others, enter the property with their key.

Weapons and Firearms

All weapons are prohibited in UCCS Residence Halls, including toys and items designed to look like a weapon, such as Nerf toys of any kind, airsoft guns, and other similar toys. Gun safes of any kind are prohibited in Summit Village and the Village at Alpine Valley. Gun safes may be used in the Village at Alpine Valley under [these prescribed conditions](#).

Room Lockouts

- If a resident is locked out of the resident's room, they should contact the front desk of their village during business hours or contact the on-duty RA during off-hours. Residents must provide valid ID to gain access to the room. If a resident does not have ID, the resident will be asked to verify the resident's ID number and home phone number.
- If residents need to be let into their room more than two times in a given semester, the resident will be assessed a \$25.00 fine for each time the resident needs to be let into the room for the remainder of that semester.



LOCKED OUT?

**Summit Village
Front Desk**
(719) 255-6288

**Village at Alpine
Valley Front Desk**
(719) 255-4042

Contact the
on-duty RA during
off-hours.

Hall Sports

Hall sports (e.g. basketball, baseball, kickball, hockey, golf, darts, water fights, skateboarding, longboarding, etc). are prohibited in all indoor residential facilities. Any type of game which poses risk of damage or injury in hallways, lounges, resident rooms, common areas of the building, or in specified areas close to buildings is prohibited. Wheeled transportation such as bicycles, scooters, hoverboards, skateboards, roller blades, and/or roller skates cannot be ridden or worn in hallways, stairwells, dining houses, or indoor public spaces. Residents involved in hall sports are liable for any injuries and residents can be charged for any damage to the hallways.

Health and Safety Inspections

Two Residence Life staff members will enter each room in each Housing Facility to conduct health and safety inspections to ensure there are no fire, safety, or health violations at least once a semester. Notice of inspections will occur at least 24 hours in advance via email and flyers posted in hallways. Residents cited for a health violation (uncleanliness) will have three days to rectify the situation.

If prohibited items are found (see "[Prohibited Items](#)" on page 14) those items will be confiscated and cannot be claimed until the end of the semester or the Thanksgiving or Spring Break. Residents will be notified of such action including procedures of when/where to retrieve items. If a resident receives a second citation for the same violation, Residence Life will dispose of the items.

Violation of any of these above guidelines may result in a disciplinary action pursuant to the code of conduct, including assessment of charges for damages, as applicable.



SMOKE-FREE CAMPUS



Smoking/Vaping is not allowed in any residential building or outside of designated smoking areas. Smoking of any kind, including but not limited to cigarettes, eCigs, hookah, or tobacco pipes, are only allowed in designated areas. If a resident is a smoker and checked that he or she did not want roommates who smoke on the housing application, the resident may be relocated to a different room depending on space availability. If a resident owns a hookah, tobacco pipe, or other smoking device, it must be completely extinguished and cleaned before it can be allowed in any residential facility. If it is found that these devices have been used to smoke items other than tobacco, the resident(s) may be subject to the [UCCS Student Code of Conduct policy](#) on illegal drugs.





RESIDENCE HALL ROOMS

Solicitation

Solicitation of any kind is prohibited. Residents should contact UCCS Police at 719-255-3111 if a solicitor comes to their door.

Fire Safety Procedures

Residents should map out the most direct evacuation route from the room to the closest exit prior to an emergency occurring. When the alarm is sounded in the housing facility, the residents should leave the Housing Facility IMMEDIATELY. For more information, please visit ehs.uccs.edu/fire-protection/fire-explosion-emergency-response

Maintenance Work Orders

If there is a maintenance issue with a resident's room, the resident can fill out a [work order online](#). If it is determined that any damage was caused by resident abuse, charges for the work order will be placed on the resident's University account. Residents should not attempt to fix clogged drains.



Evacuation Locations

Residence Hall	Primary Point	Secondary Point
Monarch	Sidewalk across Mtn Lion Way	West Lawn
Keystone	Sidewalk across Mtn Lion Way	West Lawn
Breckenridge	Outside main entrance to Columbine	West Lawn
Vail	Outside main entrance to Columbine	West Lawn
Telluride	Outside main entrance to Columbine	West Lawn
Steamboat	Grass outside west entrance to Columbine	Lot 230
Aspen	Grass outside west entrance to Columbine	Bus stop west of Copper
Copper	Bus stop west of Copper	Lot 230
Eldora	Lot 230	Bus stop west of Copper
Antero	Grass near swing set	Alpine Garage & Field
Shavano	Grass near swing set	Alpine Garage & Field
Crestone	Grass near swing set	Alpine Garage & Field
San Juan	Amphitheater	Alpine Garage & Field
Cucharas	Amphitheater	Alpine Garage & Field
LaPlata	Amphitheater	Alpine Garage & Field

Renter’s Insurance

Although the University does maintain a casualty insurance policy, this insurance does not cover, nor is the University responsible for, damages to a resident’s property. The Contract provides that residents are responsible for obtaining insurance for personal property. Residence Life strongly recommends that residents take steps to ensure that personal property is covered from casualty losses such as theft, fire, flooding, and other acts of nature or man. Residents may be covered by their parent’s homeowner’s insurance and should check with the insurance agent to see if the resident will be considered a member of the household and or if the coverage adequately covers the value of the resident’s belongings.





Contact Information

residence.uccs.edu

facebook.com/UCCSreslife

housing@uccs.edu

719-255-4042

Mailing address:

Residence Life and Housing

1010 Austin Bluffs Pkwy

Colorado Springs, CO 80918

UCCS Residence Life
and Housing
UNIVERSITY OF COLORADO
COLORADO SPRINGS