

**THE UNIVERSITY OF VIRGINIA'S
COLLEGE AT WISE**



**APPLICATION FOR CAMPUS HOUSING
& HOUSING AGREEMENT**

FALL 2009-SPRING 2010

UVa-Wise has a **First-Year Residency Requirement**.
Please consult the appropriate section inside for additional information.

TABLE OF CONTENTS

Statements of Policy - 1

First-year Residency Requirement - 1

Applying for Housing - 1-2

Housing Assignments - 2

Terms & Conditions - 2-7

- Alcohol - 2
- Application fee - 2
- Break/Holiday periods - 2
- Business operations - 2
- Buy-out - 2
- Check-in procedures - 2
- Check-out procedures - 2
- Damage fee/Public damage assessment - 2-3
- Electrical appliances - 3
- Eligibility - 3
- Entry of your room - 3
- Exam quiet hours - 3
- Exterior decorations - 4
- Fire alarms - 4
- Fire drills - 4
- Firearms & weapons - 4
- Fireworks & combustibles - 4
- Floor or facility meetings - 4
- Food service - 4
- Health & safety inspections - 4
- Health & safety violations - 4
- Holiday decorations - 4
- Keys/Entry of residence halls - 4-5
- Laundry facilities - 4-5
- Length of agreement - 5
- Liability - college - 5
- Liability - student - 5
- Lofts - 5
- Lottery - 5
- Maintenance requests - 5
- Medical emergencies/injuries - 5
- Noise - 5
- Overnight guests - 5
- Period of occupancy - 5
- Prohibited possessions - 6
- Quiet hours - 6
- Refund of housing appl. fee - 6
- Release from housing agreement - 6
- Room/roommate changes - 6
- Single room - 6
- Skateboards - 6
- Smoking/tobacco-use - 6
- Special accommodations - 6-7
- Storage - 7
- Telephone/TV services - 7
- Thefts - 7
- Unclaimed possessions - 7
- Vending machines - 7
- Violations of agreement - 7
- Visitation hours - 7
- Wall/room decorations - 7

Living Options - 8-9

Housing Application *perforated insert*

Hall Amenities Chart - 10

Frequently Asked Questions - 11-12

HOUSING POLICY & GUIDELINES

STATEMENTS OF POLICY

The University of Virginia's College at Wise is first an academic institution. The goal of the Residence Life program is to support the academic program by providing a living and learning residential environment that is conducive to the growth and development of liberally educated students so they become full participants in a democratic society and the world at large.

In keeping with the policy of The University of Virginia's College at Wise, housing assignments are made without discrimination by reason of age, citizenship, color, handicap, political affiliation, race, religion, sex, sexual orientation, national origin, or status as a disabled veteran or veteran of the Vietnam era.

The College reserves the right to make additional regulations necessary for the protection of property and for the safety, health, comfort, and convenience of all residents at any time.

The occupants and/or Residence Life staff are encouraged to recommend changes in the Terms and Conditions section. Recommended changes must not be contrary to established College policy and must be approved by the proper authority.

The Office of Housing & Residence Life staff reserves the right to move students at any point during the year.

For additional policy and/or campus information, consult the online Student Handbook.

FIRST-YEAR RESIDENCY REQUIREMENT

All UVa-Wise first-year students are required to live in

on-campus housing, unless they are permanent residents of Wise County or the city of Norton.

First-year students who are permanent residents of Wise County/City of Norton are exempt from the residency requirement and are not required to live in on-campus housing.

First-year students include:

- ♦ first-time freshmen, including students with dual enrollment credit from high school, and/or
- ♦ transfer students with less than 30 transferrable hours

Two halls, Culbertson and McCraray, are designated for first-year students. Non-traditional first-year students may be assigned to a hall for upperclass students. In the event that first-year housing needs exceed Culbertson and McCraray Halls, additional spaces may be assigned in Henson Hall.

Exemption requests Any first-year student who is not a permanent resident of Wise County or the City of Norton wishing to be exempted from the residency requirement must submit the online Residency Exemption Request Form by August 1 to the Office of Housing & Residence Life.

For consideration, the Residency Exemption Request Form must be accompanied by the housing application and application fee (\$150 received or postmarked by 5:00 pm on May 1; \$250 after May 1). The decision rendered will be provided in writing to the student.

In the event a student is exempted from the residency requirement, the full application fee will be refunded.

Any first-year student, who does not meet exemption guidelines, who fails to apply for housing or who is not granted an appeal will automatically be assigned a campus housing space and the student's account will be billed the housing application fee, and room and meal (board) plan rates.

Exemption requests are reviewed by the Housing Appeals Committee (HAC) which is comprised of faculty, staff and student members. The HAC submits recommendations to the Dean of Students who makes the final decision.

APPLYING FOR HOUSING

The Housing Agreement is a binding agreement between the residents of a campus housing facility and UVa-Wise. Unless otherwise stated, this agreement is for one academic year, including fall and spring semesters. Please review the Housing Agreement *Terms and Conditions* for the events that may cancel an Agreement.

Every student seeking campus housing must apply with the Office of Housing & Residence Life in the Division of Student Affairs.

Each applicant must:

- ♦ Read and understand the **entire** Housing Agreement, including the *First-Year Residency Requirement* (p. 1) and the *Release from Housing Agreement* section (p. 6).
- ♦ Complete and sign the Housing Application. Applicants under 18 years of age must also obtain the signature of a parent or guardian. Signing the application indicates agreement to abide by all terms and conditions.

- ◆ Return the Housing Application with the appropriate application fee (\$150 prior to May 1; \$250 after May 1). The entire application fee will be applied toward the student's room bill for the **fall** semester.

HOUSING ASSIGNMENTS

Housing assignments are made as follows:

- ◆ **Current students:** Students currently residing in campus residence halls who participate in the spring semester Housing Lottery (see *Lottery* section) will receive housing assignments in March for the coming academic year.

After these March assignments, priority will be given to new upperclass (transfer) students applying for housing over any returning students who did not participate in the Housing Lottery.

- ◆ **First-year and transfer students:** First-year and transfer students entering in the fall semester who have completed the housing application process will begin receiving housing assignment letters in February. Assignments are mailed on a weekly basis.
- ◆ **Spring-only students:** Any students, first-year or transfer, who plan to enroll in the spring semester will receive housing assignments in early January.

Every reasonable effort will be made to accommodate students' roommate requests if housing applications and application fees for all roommates have been submitted to the Office of Housing and Residence Life, have included the same request, and space is available.

Room changes will be allowed two weeks after the first class day of each semester.

Any and all room changes must be pre-approved by the Director of Residence Life or an appointed designee. Room changes not approved by the Office of Housing and Residence Life are subject to a \$25 improper room change fee at the discretion of the Director of Residence Life.

TERMS & CONDITIONS

The University of Virginia's College at Wise reserves the right to change or amend any items herein to remain consistent with the goals of the College.

Alcohol Illegal or irresponsible use of alcohol will **not** be tolerated. The official College alcohol policy can be found in the online Student Handbook. *Culbertson Hall, McCrarary Hall, and all Houses are alcohol-free facilities. If first-year students are assigned to other halls, those assigned rooms will also be alcohol-free.*

Application fee The Housing Agreement application fee is \$150 received or postmarked by 5:00 pm on May 1 and \$250 thereafter. The appropriate fee must be included with the Housing Application for an assignment to be made.

Break/Holiday Periods The residence halls close for Fall Break, Thanksgiving, Spring Break and between semesters. Dining hall operations also cease during these breaks. Residents may not return to the halls during these periods, and also are encouraged to take valuables home.

Due to special circumstances, however, students may request to stay in the halls by submitting a letter to the Director of Residence Life. If the request is granted, a pro-rated, per night charge will be assessed to the resident's bill. Students are responsible for their own meals during this period. Students that are permitted to stay during breaks may **not** entertain visitors.

Additional information will be provided prior to each break.

Business Operations

Residence hall rooms are to be used solely for residential purposes. Residents may not operate businesses out of individual rooms/apartments or publicly list residence hall rooms or telephone numbers in advertisements or other business announcements and publications.

Buy-out After May 1, any enrolled upperclass student may buy-out of his/her Housing Agreement for \$600. He/she must complete the *Release from Campus Housing Form* which is available in the Office of Housing and Residence Life. *First-year students are not eligible to buy-out of their Agreements.*

Students may not buy-out of Housing Agreements for the fall semester after August 10 or for the spring semester after January 5. Students may appeal to cancel or buy-out after these dates.

Appeals will be reviewed by the Housing Appeals Committee (HAC). The HAC makes recommendations to the Dean of Students who makes the final decision.

Check-in Procedures Once a student checks into his/her assigned room with a Resident Advisor (RA), he/she will be held financially responsible for an entire year of housing and meal charges unless released by the Dean of Students.

Upon assignment of his/her residence hall space, each student will receive a letter outlining check-in procedures, including the importance of verification of room condition at check-in.

As a student checks into his/her assigned room or apartment, he/she accepts responsibility for the condition of the room. It is imperative that students take their copy

of the Room Condition Report (RCR) and check the room condition. This record will be used at check-out to determine damage(s). If a student does not report any discrepancies to the Resident Advisor (RA), he/she has agreed to the condition of the room.

Check-out Procedures

When leaving housing at the end of the Agreement period, students must:

1. Schedule a check-out appointment with his/her RA.
2. Remove all personal belongings from the room.
3. Restore all furniture to its original location.
4. Meet RA at his/her room for your check-out appointment and:
 - ◆ Return key to the RA.
 - ◆ Assess room condition with the RA and sign the Room Condition Report (RCR).

Failure to follow these check-out steps will result in an improper check-out fine and forfeiture of any rights to appeal damages.

Damage Fee / Public

Damage Assessment The DRL and ADRL review RCRs for individual rooms and assess conditions for all common/public areas at the end of each semester. Any damage not determined to be normal 'wear and tear' will be charged to the student or divided equally among the residents of the room or apartment.

There are times when damages and/or vandalism occur in the public areas. When this occurs, every effort is made to find the person or persons responsible. When this is not possible, all students of that particular building or area will be billed.

Students should talk with their fellow residents about damages to their surroundings. If a student needs assistance with this, he/she should contact a Residence Life staff member.

Every resident has the right to appeal any bill that he/she receives, unless that resident checks out improperly and thus waives his/her rights.

Appeal of a bill must be received in writing no later than 30 days of receipt of the bill. Appeals should state the reason a waiver or reduction of the bill has been requested. Appeals will be decided by the Director of Residence Life.

Electrical Appliances The following appliances are allowed in residence hall rooms:

- ♦ popcorn popper that does not have open coils
- ♦ coffee pot
- ♦ ceramic heater
- ♦ floor fan
- ♦ vacuum cleaner
- ♦ electric razor
- ♦ television
- ♦ refrigerator
- ♦ crockpot
- ♦ small microwave
- ♦ iron
- ♦ lamp
- ♦ radio
- ♦ stereo
- ♦ clock
- ♦ hair dryer
- ♦ toasters

NOTE: For those items not allowed, see *Prohibited Possessions* section.

Refrigerators may **not exceed four (4) cubic feet**, and microwaves may **not exceed 800 watts**. All microwaves



and refrigerators must be plugged into power strips with both surge protection and reset buttons.

Food should be kept in a refrigerator or, if a refrigerator is not required, food should be kept in a closed container. Food odors and/or food scraps attract pests and insects. Violations in regards to room sanitation may be considered as health & safety violations and treated as such.

UVa-Wise offers rental Microfridges which contain both a microwave and refrigerator. The rental form is available online.

Eligibility All full-time students are eligible to reside in the residence halls. A full-time student is one that is registered for an academic load of at least 12 hours per semester.

Should a residential student need to drop below 12 hours per semester (i.e. full-time status), a letter requesting to stay in campus housing must be submitted to the Director of Residence Life. The letter must state the reason(s) for the request. Requests of this nature are usually only granted once during a student's enrollment at the College.

No refund of housing charges or application fees will be made to students dismissed for disciplinary and/or academic actions.

Entry of Your Room The College reserves the right to enter a student's room for the purpose of room inspections, maintenance and repairs, renovations, medical emergencies, policy enforcement, or any other purpose consistent with the mission of the College.

1. Inspection of student rooms for the purposes of ascertaining damages, needed maintenance, and insuring safety and sanitation standards will be conducted as needed. The day and approximate time period of inspection will be posted and announced on the floor at least twenty-four (24) hours in advance.

In addition to scheduled room inspections, an inspection of every room will be conducted by a member of the Residence Life staff when each occupant vacates the room and during official College breaks.

2. Entry of a student room for other than room inspections may occur when the Residence Life staff has reason to believe that established policies are being violated, when emergency conditions exist, or when it is necessary to check on utilities, handle maintenance requests or the closing/locking of doors and windows prior to the closing of the building for an extended period.
3. No Residence Life staff member shall enter a student room alone in the absence of occupant(s), **EXCEPT a)** when emergency conditions exist that make entry necessary; or **b)** when showing a visitor a student room if the occupants have agreed that their room may be entered for this purpose.
4. A Residence Life staff member desiring to enter a room for any of the above

stated reasons will, in the absence of an emergency, knock and announce his/her identity. If no response is received or if an occupant fails to open the door within a reasonable period, the staff member may open the door and enter the room.

5. If there is reason to believe that a student has violated UVa-Wise regulations, the Dean of Students or his/her designee, after reviewing the circumstances, may authorize an inspection of the student's possessions.

Entry of student rooms for the purpose of searching a student's possessions should only occur at the direction of the Dean of Students or, in the case of his/her unavailability, his/her authorized representative.

Except in cases in which circumstances make it impossible or impractical for the student to be present, any inspection of a student's possessions shall be made in the presence of the student.

6. Police officers desiring to conduct a search of a student's possessions in the residence halls must be able to present a search warrant authorizing their search before they proceed, or have consent given to search by the residents.

The presentation of a search warrant by a police officer nullifies the need for approval from any Student Affairs representative.

Exam quiet hours During exam week, special quiet hours have been established to provide all residents with the environment necessary for sleep and study. The quiet hours for this period will be posted in advance of exam week and will be in effect 24 hours per day until the last scheduled exam.

Exterior Decorations All exterior decorations other than message boards must be approved by the Director of Residence Life. The Director of Residence Life must also approve all window decorations.

Fire Alarms Fire alarms and extinguishers are located on each floor in the halls.

There are many dangers and risks to residents, fire fighters and hall staff associated with false fire alarms, intentionally set fires, and vandalizing or tampering with fire equipment. Any of these actions or tampering with smoke detectors, **including removal of batteries**, will result in judicial action.

Residents **must** check that their room/suite's battery-operated smoke detector is working properly and initial the form provided on the back of the room entry door **each week**. If residents find that the detector is not working, please notify your RA immediately. Failure to complete these will result in a Health & Safety Violation.

Fire Drills Fire drills will be conducted by the Residence Life staff at least six times per academic year. Failure to leave at any time for any alarm will result in disciplinary action.

Firearms & Weapons The possession, storage, or use of any kind of firearms, air rifles or air pistols, BB guns, brass knuckles, ammunition, firecrackers or fireworks, nunchakus, gasoline, explosives or other combustible materials, and knives with a blade longer than six inches, other than ones used as kitchen tools is prohibited. Please consult the Campus Police Department for additional information.

Fireworks & Combustibles The possession, storage or use of any kind of ammunition, firecrackers or fireworks, gasoline, or any other explosives or

combustible materials are not permitted.

Floor or Facility Meetings Floor or facility meetings will be scheduled by the Resident Advisors or the Director of Residence Life. Notice of all meetings will be posted twenty-four (24) hours in advance. All residential students must attend these meetings. Any residents not in attendance are subject to judicial charges.

Food Service All students living in a campus housing facility must purchase a meal (board) plan.

Students living in campus housing without kitchen facilities are required to purchase a 19-meal plan. Residents of Asbury & Thompson Halls, Houses, or the Townhouses may choose a 19- or 12-meal plan.

Health & Safety Inspections The UVa-Wise Housekeeping Staff is responsible for keeping public areas clean. Students are responsible for all space(s) within their individual rooms, apartments, or suites.

All residential facilities will be inspected on a monthly basis and prior to the end of each semester. Advance notice will be given to residents regarding when and where the inspections will take place. The areas that will be given special attention are the bathrooms, kitchens and other common living areas.

The Office of Housing & Residence Life reserves the right to conduct a Health and Safety Inspection if deemed necessary.

Health & Safety Violations The following are Health & Safety violations:

1. Keeping animals other than those that are fully aquatic and non-poisonous (*which must be kept in a properly maintained aquarium of not larger than 10 gallons in size*);

2. Failure to pass Health and Safety inspection (*Examples include uncovered food items and excessive trash or untidiness*);
3. Placement of common area furnishings in your room, apartment or suite;
4. Failure to use power strips with reset buttons;
5. Use of non-permissible electrical equipment;
6. Covering more than 10% of the walls, including the doors; and/or
7. Failure to check operability, notify RA of inoperability and/or initial form for battery-operated smoke detector weekly.

Health & Safety violations will result in the following: *first offense* - written warning; *second offense* - \$50 fine; and *third offense* - \$100 fine and referral to judicial process. Any animals not permitted must be removed immediately.

Appeals concerning Health & Safety violations will be reviewed by the Director of Residence Life.

Holiday Decorations Only artificial trees are permitted. For fire safety purposes, wires should be kept away from metallic parts on artificial trees. Decorative holiday lights are not allowed. Any candles, gas/oil-fired lanterns, or other items with an open flame are not allowed.

All decorative materials should be flameproof, fireproof, flame retardant or rendered as such by treatment solutions. Materials unlikely to be rendered flameproof by ordinary treatment include natural leaves, tree branches, cornstalks, hay, cotton batting, and similar objects.

Decorations must be removed before the winter break. Under no circumstances should trees remain in the

halls over the holidays. Individual students or floors will be charged if Residence Life staff or Facilities staff have to remove trees or other items.

Keys /Entry of Residence Halls All campus housing facility keys are the property of UVa-Wise and must be returned to the RA when a resident checks out of a room or facility.

Duplicate keys are not to be made for any reason. Any duplication of keys may result in removal from campus housing and referral to the campus judicial process.

For any lost key or key that has not been returned, the charge is \$40 for replacement of the lock and key in McCraray, Culbertson and Henson Halls, and \$60 in all other facilities since both bedroom and exterior doors must be re-keyed. Re-keying costs will be charged to the student who lost or failed to return his/her key to the RA.

If a Residence Life staff member must key a student into his/her room more than five times per semester, the student will be charged \$25 for each additional lock-out.

All exterior doors of residence halls with common/community entrances are locked each evening. Students utilize their room keys for entry to the halls (Culbertson Hall residents use their CAVS Card ID rather than room key).

Laundry Facilities There are laundry facilities located in Asbury, Culbertson, Henson, and McCraray Halls, plus the Houses and the Townhouses.

Washers and dryers are coin and/or CAVS Card ID operated. The 2008-09 rate for each machine was \$1.25 per load, however future rates are subject to change. Machines are maintained and serviced by Caldwell and Gregory, who

also process any refund requests, and their contact information is posted in each laundry facility.

Length of Agreement This Agreement is for one academic year – fall & spring semesters. If a student enters in the spring, the Agreement is for the spring semester only.

This Housing Agreement will be in effect immediately upon its signing and terminated at noon on the day after the student's last exam at the conclusion of the academic year or when the student otherwise terminates enrollment at the College (i.e. December graduation, mid-year transfer, etc.).

Any student who terminates enrollment after the start of the fall semester will also terminate his/her Housing Agreement and will be assessed a \$150 service charge.

Liability - College The College assumes no liability for the loss, theft or damage to personal property.

Students are encouraged to consult with their parents/guardians regarding insurance coverage. Students may purchase renter's insurance from many local insurance companies.

Liability - Student Students assume responsibility for all the furnishings in their rooms at the time of check-in. Students also agree to pay for damages to the furniture or room not caused by normal use.

At the time of check-out, all furniture listed on the Room Condition Report at check-in must be in the room in its original location. If it is not, the student agrees to pay replacement costs.

The College does not provide storage of furniture not wanted in individual rooms.

Damage to the building

and/or common area furniture may be charged to each student. When damages and/or vandalism occur in the public areas, every effort is made to find the person(s) responsible. When this is not possible, all students of that particular building or area will be billed.

Every resident has the right to appeal damage charges unless the resident checks out improperly.

Lofts A loft allows you to raise your bed and maximize space in your residence hall room. By lofting your bed, you are able to use the space below for your desk and dresser, thereby increasing your living space.

Only those lofts rented from the Office of Housing & Residence Life are permitted. Loft kits are provided at the Townhouses and are available for rent in all other halls, except Henson Hall. The Rental Agreement is available online.

Lottery Each spring semester, current residential students may participate in the Housing Lottery. Each student will draw one number and based upon that number, attend housing sign-up day, select a space and eligible roommate, and/or choose to be placed on the waiting list (if all spaces have been filled). A limited number of residential spaces will be available through the lottery process.

Maintenance Requests

Students should report any maintenance concerns in writing to their RA. In turn, RAs will then report problems to the College's Facilities staff. Emergencies will be attended to as quickly as possible. Non-emergencies will be reported to the Facilities staff each weekday as requests are received.

Any maintenance request that has not been fulfilled within seven (7) days should be



reported to the RA so that he/she can follow-up on the initial request.

Medical Emergencies/

Injuries In the event of an injury or illness which requires immediate attention, call Campus Police at 328-COPS (2677). Be prepared to give name(s), location and nature of incident.

Noise Every student has the right to live and study without undue interference in his/her room. As a residential student, it is important to understand that what may be acceptable in other settings may be inappropriate in a residential environment and will not be permitted.

Specific limitations have been established for acceptable volumes for individual stereos, televisions, radios and amplified music devices. The following minimum standard will be used by the Residence Life staff in determining unacceptable volume — *a stereo, television, radio or other device creating sound that can be heard from two doors away will be considered too loud.* Violations may result in judicial action.

Overnight Guests Guests of the same sex may stay overnight in UVa-Wise campus housing facilities provided the visit is agreed upon by the roommate(s) and the guest is registered with the Office of Housing and Residence Life at least 24 hours prior to the visit. The student sponsoring the guest is responsible for the

behavior and actions of the guest and is liable for any violations or damages that might occur.

No more than one (1) guest is allowed per student per night and a guest may not visit more than two (2) consecutive nights in a week, or more than ten (10) nights per semester.

Opposite sex guests may **not** stay overnight under any circumstances. Violations of this policy may result in judicial sanctions.

Guests under the age of 18 may not stay overnight without approval of the Director of Residence Life. The Director of Residence Life has the authority to deny overnight guest visitation or trespass a guest from campus housing.

Period of Occupancy

A student's occupancy begins the day the halls open and ends at noon on the day after the student's last exam at the conclusion of the academic year or when the student otherwise terminates enrollment at the College (i.e. December graduation, mid-year transfer, etc.).

Students must claim their spaces before 5:00 pm on the first day of classes. Students arriving after that date must notify the Division of Student Affairs Office in writing to make arrangements to keep their assigned space. Failure to do so may result in the reassignment of the student's space.

Prohibited Possessions The College reserves the right to prohibit certain possessions in campus housing facilities. The following items are prohibited. *Other items may be prohibited at the discretion of the Director of Residence Life.*

- ◆ Candles/incense
- ◆ Empty alcohol bottles/cans or other alcohol paraphernalia
- ◆ Extension cords (only power strips with reset buttons are acceptable)
- ◆ Exterior radio aerials
- ◆ Gas/charcoal grills
- ◆ *George Foreman* grills
- ◆ Halogen lamps
- ◆ Heaters - open coil
- ◆ Holiday lights
- ◆ Hunting bows/rifles
- ◆ Illegal drugs/narcotics including any drug-related apparatus (bongs, water pipes, roach clips, etc.)
- ◆ Kegs of beer
- ◆ Pets
- ◆ Toaster ovens
- ◆ Weaponry including all weapons classified as illegal by law or not permitted by UVa-Wise Housing & Residence Life (see *Firearms & Weaponry* and *Fireworks & Combustibles*)
- ◆ Window air conditioners and other fans/units that install into windows

Quiet Hours All residential areas, including living and community spaces, halls, lobbies, etc., will have quiet hours in effect from 10 pm - 9 am, Sunday - Thursday, and midnight - 9 am on Friday and Saturday. These hours will be strictly enforced.

Courtesy hours are in effect 24 hours per day, 7 days per week. Students should request that any neighbors who are too noisy lower their noise levels, and, in turn, reciprocate respect by honoring such requests by neighbors. Continued violations may result in disciplinary action.

Refund of Housing Application Fee Any student that withdraws his/her housing application by notifying

the Office of Housing and Residence Life **in writing by May 1 of the application year**, will be refunded \$100 of the \$150 housing application fee. **After May 1 of the application year, the entire application fee is forfeited.**

Release from Housing Agreement Students may request a release from this binding Agreement for fall & spring semesters by completing a *Release From Campus Housing Request Form* available from the Office of Housing and Residence Life.

After May 1 of the application year, the entire deposit is forfeited, even if the student is released from the Housing Agreement.

A student may be released from the Housing Agreement without the buy-out penalty for the following reasons:

1. A student is not registered for classes;
2. A student is required to live elsewhere due to student teaching assignment;
3. A student is married during the period of the Agreement;
4. A student graduates before the period of the Agreement is over;
5. A student is academically dismissed from the College.

However, any student who terminates enrollment after the start of the fall semester will also terminate his/her Housing Agreement and will be assessed a \$150 service charge.

All other requests to be released from a Housing Agreement are heard by the Housing Appeals Committee (HAC). The HAC makes recommendations to the Dean of Students. *Financial hardship is not just cause to be released from a Housing Agreement.*

If a student's request is not granted and the student moves off campus anyway, the student will be billed for housing and meals.

If the student is released from the Agreement, the student's account will be pro-rated for housing and meals at a rate consistent with the College's published refund policy.

A student who is released from his/her Housing Agreement must vacate his/her room within twenty-four (24) hours of the date indicated on the release form.

A student also has the option to buy-out his/her contract. See *Buy-Out*.

Room/Roommate Changes Prior to the start of the semester, students who wish to request a room or building change, after they have received a housing assignment, must do so in writing to the Office of Housing & Residence Life.

Once a written request has been received, every effort will be made to process the request when/if space becomes available. Requests will be made in the order they are received, as space becomes available. If a request cannot be processed immediately, the student's name will be added to the appropriate waiting list.

If a student changes his/her mind before a room/roommate change has occurred, he/she must notify the Office of Housing & Residence Life in writing to withdraw the earlier request.

Any remaining waiting lists will be dissolved as of the first day of classes for the semester.

After the start of the semester, room, roommate and/or housing facility changes are handled on an individual basis among the

student, the RA, and the Director of Residence Life during the room change period that begins two weeks after the start of each semester.

A student may not move from one campus housing facility and/or room to another without the written permission of the Director of Residence Life. A \$25 fine will be assessed for making an improper room change.

Should the need arise, the Director of Residence Life will consolidate rooms.

Single Room After room changes (see above) and any consolidations have been completed, students who do not have an assigned roommate may complete a Single Room Request Application for their current room or for any vacant campus rooms. *Remember, first-year students may only reside in Calbertson & McCrary Halls.* Upon approval, the room will remain a single room until the end of the current semester. The fee for a single room is an additional one-half of the hall's room rate.

Any and all single room assignments must be pre-approved by the Director of Residence Life.

Skateboards Skateboarding is prohibited on all campus sidewalks, stairs and plazas.

Smoking/Tobacco-use **Smoking and the use of all tobacco products is prohibited in all residence halls. Smoking also is prohibited in all campus buildings, within 20 feet of building entrances, and within the seating areas/stands of all college outdoor athletic facilities**

Special Accommodations Any students who require special needs (i.e., service animals, live-in Personal Care Attendants, etc.) may visit the College's Disability Support

Services webpage for additional information.

Storage Small suitcases and bulky items may be stored in each room. All personal property must be removed when the period of occupancy ends.

A charge will be made to cover the cost of extra custodial service required to remove personal property left in rooms, suites or apartments.

Telephone & TV

Services Each unit has local telephone and cable TV service provided at no additional cost (costs are included in residence hall fee payment). The wall outlet for each is located in the main living space for each room/suite/apartment; there are not individual outlets in the bedrooms of suites and apartments.

Each student is responsible for providing his/her own phone. Phones should have touch-tone capability and include the # (pound) and * (star) keys. The telephone number for the unit is imprinted on the wall outlet. Long distance service is available through use of a student's personal calling card. Students are prevented from accepting collect calls on any campus telephone. Placing an operator-assisted call billed to any other campus telephone number also is prohibited.

Televisions should be cable-ready.

Thefts Thefts should be immediately reported to Campus Police and to the Director of Residence Life.

Unclaimed Possessions It is the responsibility of the student to remove all personal possessions from his/her residence hall room upon the end of the occupancy period. Failure to do so could result in an improper checkout charge. All remaining items not claimed within seven (7) days of notification by the Office of Housing and Residence

Life will be forwarded to UVa-Wise Procurement Services as surplus property.

Vending Machines Vending machines that are coin and/or CAVS Card ID accessible are located in Asbury, Culbertson, Henson, and McCrarry Halls and the Townhouses, as well as around campus.

Vending concerns should be reported to the UVa-Wise Bookstore located on the lower-level of the Slemple Student Center.

Violations of the Agreement

The following, in addition to non-compliance with the Agreement's Terms and Conditions, constitute violations of the Housing Agreement and may result in disciplinary action, termination of Agreement, and/or removal from housing:

- ◆ Failure to claim space by 5:00 pm on the first day of classes.
- ◆ Failure to pay charges for housing and meal plan when due.
- ◆ Failure to complete check-in procedures (*i.e. pick up key*).
- ◆ Possession or storing of gasoline, kerosene, combustible materials, motorcycles, mopeds, or any explosives anywhere in the residence halls.
- ◆ Disturbing normal activities, damaging housing facilities, or interfering with other residents.
- ◆ Permitting students/non-students to reside in a space not assigned to them.
- ◆ Intentionally setting fires; intentionally causing false fire alarms; and vandalizing or tampering with any fire protection equipment, alarms or security devices. Tampering, including removal of batteries, from battery-operated fire alarms

will result in a \$25 fine.

- ◆ Failure to maintain a full academic load of at least 12 hours.
- ◆ Failure to remove personal possessions at the end of the occupancy period.
- ◆ Smoking/use of tobacco in non-permitted areas (see Smoking/Tobacco-use Policy section).
- ◆ Hosting overnight minors (under the age of 18) and visitors of the opposite sex.
- ◆ Operation of a private business from your room.
- ◆ Violation of College disciplinary rules as listed in the online Student Handbook in the Student Code of Conduct, or violations of federal, state or local laws.

Visitation Hours All residence halls will begin the fall semester with the following visitation hours: **Sunday - Thursday, 8 am - midnight** and **Friday - Saturday, 8 am - 2 am**. Members of the opposite sex are prohibited at all other times. Violations will result in judicial action.

Freshman halls will maintain opening hours listed above until fall break. A vote is taken by freshman residents at the fall break closing meeting from the options listed below. The chosen hours will be implemented following fall break and will remain in effect

for the remainder of the academic year.

RAs from upperclass residence halls will schedule a floor meeting two weeks into the semester in order to allow residents of each hall to democratically select their own visitation hours for the remainder of the year from the following three options:

- ◆ Sunday-Saturday, 8 am - midnight
- ◆ Sunday-Thursday, 8 am - midnight & Friday-Saturday, 8 am - 2 am
- ◆ Unlimited (24 hours)

Use of opposite sex bathrooms is prohibited and is considered a violation of the visitation policy.

Unauthorized entry into the residence halls during a break period is also considered a visitation violation.

Wall / Room Decorations

Only 10% of a residence hall room or apartment may be covered with pictures, photos, posters, and/or other material. Curtains are not permitted and no decorations may be placed or hung from the ceiling.

All exterior door and window decorations, visible from outside, must be approved by the Director of Residence Life.

Violation of this policy will result in being charged with a Health & Safety violation.



LIVING OPTIONS



ASBURY HALL

These two/three bedroom apartments are for upperclass students.

They are furnished with beds, wardrobes, chests, desks, and blinds. Each apartment has 1 1/2 bathrooms, furnished living room, small table and chairs, a full kitchen, and is hardwired for internet access.

Bedroom - 12'x15'
Bedroom window - 48"x 56"



CULBERTSON HALL

This co-ed facility is for first-year students. The building is air-conditioned and is hard-wired for internet access. It is an alcohol-free facility.

Two double rooms share a bathroom/shower. Rooms are furnished with beds, closets, chests, desks and blinds.

Room - 11'x17'
Room window - 56"x60"



HENSON HALL

This co-ed facility is for upperclass students. The building is air-conditioned and is hard-wired for internet access. In the event that first-year housing needs exceed Culbertson and McCraray Halls, additional spaces may be assigned in Henson Hall, and those rooms will be alcohol-free.

Two double rooms share a bathroom/shower. Rooms are furnished with beds, closets, chests, desks and blinds.

Room - 11'x17'
Room window - 56"x60"



HOUSES

Groups of six upperclass students live in each of the three houses. They are alcohol-free facilities.

These three-bedroom houses have a full kitchen, a living room, and one full bath. They are furnished with beds, chests, closets, blinds, partially furnished living rooms, and dining table with chairs. High speed internet access is also provided.

Bedroom - dimensions vary
Bedroom window - 41"x48"

McCRARAY HALL



This, our largest residence hall, has double occupancy rooms. It is an alcohol-free facility. This hall is for first-year students.

Rooms are furnished with beds, closets, chests, desks, and blinds. Built-in desk lamps are furnished on the women's wing. Rooms are hard-wired for internet access.

Each floor has a common bathroom. Male residents live on one wing of the building and female residents on the other. The two wings are joined by a lobby.

Room - 11'x19'
Room window - 42"x66"

MARTHA RANDOLPH HALL



This suite-area residential facility is for upperclass students. It is air-conditioned. Each unit is hardwired for internet access.

These two-bedroom units are furnished with beds, chests, desks, closets, and blinds. These units have a bathroom and a common area with sofa, coffee table, end tables, and love seat.

Bedroom - 12'x15'
Bedroom window - 48"x48"

THOMPSON HALL



These two/three bedroom apartments are for upperclass students.

They are furnished with beds, wardrobes, chests, desks, and blinds. Each apartment has 1 1/2 bathrooms, furnished living room, small table and chairs, a full kitchen, and is hardwired for internet access.

Bedroom - 12'x15'
Bedroom window - 48"x56"

TOWNHOUSE APARTMENTS



These two-story, two-bedroom apartments are for upperclass students.

They each have a full kitchen, living room, one full bath and one half bath. Each is furnished with lofted beds, chests, closets, blinds, furnished living rooms, and dining table with chairs. High speed internet access is also provided.

The Townhouses are located within walking distance of campus.

Bedroom - dimensions vary
Bedroom window - 44"x68"



Application for Campus Housing 2009-10

OFFICE OF HOUSING & RESIDENCE LIFE

The University of Virginia's College at Wise
1 College Avenue • Wise, VA 24293-4412

E-MAIL wishousing@uvawise.edu
PHONE (276) 328-0215
FAX (276) 376-1068
WEB www.uvawise.edu

Please print or type legibly.

Name _____
Last First M. I. Preferred

SSN XXX-XX-____ Birthdate _____ Age _____ Sex Male Female

Home address _____ E-mail _____
PO Box/Street Address

City _____ State _____ Zip code _____ Home phone () _____

Emergency contact person _____ () _____
Name Relationship Telephone

Class FIRST-YEAR (*first-time freshman / transfer student with less than 30 hours*)
Are you a resident of Wise County/City of Norton? [circle one] yes no
If YES, you are exempt from the residency requirement. You do not need to complete this application unless you plan to live in campus housing. If NO, please continue completing this application. You may request an exemption by completing the First Year Residency Exemption Request available at www.uvawise.edu/residence_life/index.html Return the Exemption Request Form, along with this completed Application and the \$150 application fee if by May 1 or \$250 after May 1.

TRANSFER — number of transferrable hours _____

RETURNING [circle one] — sophomore junior senior

Special needs resulting from physical impairment? yes* no **If yes, written documentation must be attached.*

Roommate(s) preference *Please list name and social security number for each roommate preference.*

Lifestyle How do you rate your housekeeping? neat average messy
[circle] How involved are you in extracurricular activities? very somewhat not at all
Do you...? retire early retire late sleep w/music sleep w/o music

I hereby submit my Application for Housing to The University of Virginia's College at Wise. I certify that the above information is true to the best of my knowledge. My signature below indicates that I have received, read, agree to, and understand all the terms and conditions of the 2009-10 Housing Agreement, including payment of charges when due and forfeitures. **My required \$150 housing application fee (\$250 if after May 1) for room reservation is enclosed. I understand that the 2009-10 Housing Agreement is for one academic year which includes fall and spring semesters.**

Student signature _____ Date _____

Parent/guardian signature* _____ Date _____
**Required if student is under 18 years old*

Return this application and fee to the Office of Housing & Residence Life (address at top of page).
Questions? Contact the Office of Housing & Residence Life at (276) 328-0215 or via e-mail at wishousing@uvawise.edu.

*** OFFICE USE ONLY ***

Appl. rec'd _____ Appl. fee rec'd _____ Assign.: Asb Cul Hen Hou McC MR Th Town room # _____

ASBURY CULBERTSON HENSON HOUSES M. RANDOLPH MCCRRARY THOMPSON TOWNHOUSES

Air conditioned	●	●	●	●	●	●
Alcohol-free building	●	●	first year rooms only	●	●	●
Apartment style	●	●	●	●	●	●
Bedroom size	12'x15'	11'x17'	11'x17'	12'x15'	11'x19'	12'x15' vary
Bunkable beds	●	●	●	●	●	●
Cable TV	●	●	●	●	●	●
Carpeted bedrooms	●	●	●	●	●	●
Co-ed	●	●	●	●	●	●
Ethernet connections	●	●	●	●	●	●
Handicap accessible	●	●	●	●	●	●
High-speed internet			●			●
Kitchen in unit	●		●	●	●	●
Laundry facilities in bldg.	●	●	●	●	●	●
Loft kits	available for rent	available for rent	available for rent	available for rent	available for rent	provided
Meal plan options	12 or 19	19	19	19	19	12 or 19 12 or 19
Ping-pong/pool/foosball tables			●		●	
Semi-pvt. bath in unit	●	●	●	●	●	●
Residents total	47	122	112	48	223	47 38
Tobacco-free building	●	●	●	●	●	●
Vending machines	●	●	●		●	●
Window measurements	48"x56"	56"x60"	56"x60"	48"x56"	42"x66"	48"x56" 44"x68"
Year constructed	1994	2006	2000	1994	1973	1988 1971

FREQUENTLY ASKED QUESTIONS



WHAT ABOUT MY ROOM?

What is furnished in the room/bedroom?

Desk & chair, bed, closet/wardrobe, chest, blinds, mattress, and mattress cover.

What is the size of the beds (sheets)?

All beds are twins but since some mattresses are thicker than the average mattress, we recommend twin-long sheets.

What should I bring for my room?

Be sure to check with your roommate(s) to avoid duplicate items.

- ♦ jacket, raincoat and/or umbrella
- ♦ clothes hangers
- ♦ sheets, blanket & pillow
- ♦ cleaning supplies
- ♦ telephone
- ♦ alarm clock
- ♦ toiletries
- ♦ toilet paper (only for private bathrooms)
- ♦ small fan (if your building does not have a/c)
- ♦ optional items - answering machine, computer, television, microwave, and refrigerator

Can I bring a small refrigerator?

Students may bring their own refrigerators (see size restrictions in the Terms & Conditions section) or may opt to rent a MicroFridge unit (microwave/refrigerator combo - \$75/semester). The

rental application is available on-line.

Note that Asbury & Thompson Halls, Theme Houses, and Townhouses already have refrigerators.

What is a loft kit?

It is a kit that allows you to raise your bed and maximize space in your residence hall room. By lofting your bed, you are able to use the space below for your desk and dresser, increasing your living space. Loft kits are available for rent in all halls except Henson Hall.

WHAT SERVICES ARE AVAILABLE?

What is the College's technology policy?

The Office of Information Technology (IT) provides a *Responsible Computing Handbook for Students* (also on-line at www.uvawise.edu) that outlines UVa-Wise computer use guidelines. It is the responsibility of every individual using a computer connected to the campus network to abide by campus network policy and applicable law. Failure to do so can result in the loss of network privileges.

Examples of prohibited conduct include, but are not limited to, account sharing, unauthorized access or attempted access of others' files or computing resources, willful distribution of harmful files (such as viruses), distribution of SPAM, and unauthorized access or distribution of copyrighted material.

IT staff are available in the residence halls throughout the semester for troubleshooting. However, personal computer software and/or hardware is not maintained by the IT staff.

What about internet access?

All anti-virus software must be up-to-date. UVa-Wise IT staff are available during move-in days each semester, as well as throughout the semester, and by calling the Help Desk at (276) 376-4509.

Residents in Asbury, Culbertson, Henson, Martha Randolph, McCraray, and Thompson Halls have two ethernet outlets in each bedroom and do not need a modem to access the College network with their PC's. However, an installed ethernet card and cable are required. A guide for establishing an ethernet connection is available on-line.

Townhouses and Houses have Comcast high speed internet. Please report any problems with the high speed internet in these halls to the Office of Housing & Residence Life at 328-0215 so a Comcast technician can be scheduled.

What about telephone service?

Students must provide their own actual telephone units that have touch-tone capabilities, including the 'pound' (#) and 'star' (*) keys.

Residence hall numbers are (276) 376-XXXX (see wall jack for extension). Dial '9' to access an outside line. Use last four digits only for any on-campus call.

Local service is provided and includes these custom calling features – call waiting, call hold, three-way calling, consultation, call transfer, call forwarding, and call waiting with tone block.

Calling cards are required for long distance calls — calls cannot be charged

to residence hall telephones.

Can I purchase additional/premium cable TV channels?

The College provides a cable television service with 60+ channels, including all major networks, ESPN, CNN, TNT, WGN, MTV and Food Network.

WHO IS THERE FOR HELP?

Who is the Director of Residence Life (DRL)?

The DRL provides daily supervision to the Residence Life staff and serves as a resource to residential students.

The DRL's office is located on the lower-level of Cantrell Hall.

Who is the Assistant Director of Residence Life (ADRL)? The ADRL assists the DRL with daily supervision of the Residence Life staff, also serving as a resource to residential students.

The ADRL's office is located on the lower-level of Cantrell Hall.

Who is the Resident Advisor/Resident Director (RA/RD)?

Resident Advisors (RAs) are trained to serve as resources, peer counselors, and community builders.

Resident Directors (RDs) are the principle student administrators in the halls.

All residents should get to know their RA the first day on campus.

Who is Campus Police?

The College provides 24-hour/day coverage of campus with a staff of full-time police officers certified by

the Virginia Department of Criminal Justice Services.

Students may contact the officer(s) on duty by calling 328-COPS or by accessing one of the seven emergency (blue-light) phones on campus.

The Campus Police Office is located on the lower-level of Cantrell Hall.

Who are the Counselors?

UVa-Wise Counselors provide free, confidential counseling to students experiencing personal, social, emotional, or educational problems.

Counseling services focus on helping the student better manage the transitions involved in a successful college experience.

See one of the Counselors in the Center for Student Development on the lower-level of Cantrell Hall.

WHAT ELSE SHOULD I KNOW?

What does it cost to live on campus? Meal plans?

At the time of printing, 2009-10 rates had not yet been determined.

Annual residence hall room rates for 2008-09 were:

McCraray Hall	\$3,664
All other halls	\$4,224

Annual board rates for 2008-09 weekly meal plans were:

19 plan	\$3,126
12 plan	\$2,810

When do I check in to my hall? Returning students and transfers with more than 30 hours check-in on the Sunday before classes begin each semester. Early arrival is **not** permitted for any reason.

First-year and/or transfer students with less than 30

hours check-in to their residence hall space on the first day of Expedition (extended orientation) which is the Friday before classes begin for the fall semester.

McCraray Hall residents check-in at McCraray Hall; and Culbertson Hall students check-in at Culbertson Hall. All other residential students check-in at Henson Hall.

What is the NRHH?

The National Residence Hall Honorary (NRHH) chapter at UVa-Wise recognizes the top 1% of residential student leaders. These students have contributed vast amounts of time and energy to the residence life program at the College through their involvements in RA/RD positions, RHA, program & conference participation, and the Campus Judicial Board, to name just a few.



What is the RHA?

The Residence Hall Association (RHA) is the elected 'voice' of the residential students. Responsibilities include activities and programs to promote a positive living-learning environment.

RHA is affiliated with the following state, regional and national collegiate residence hall associations – VACURH, SAACURH, and NACURH.

RHA conducts an annual fundraiser to provide you reasonably-priced linen and shower kits...watch for more information near the start of the semester!

Should I use my College email address? YES, the email address you received ending in '@uvawise.edu' is used for official College communications, including academic notices, schedules & events, parking & construction updates, and emergency notifications.

Do I need a CAVS Card?

Where do I get it? YES, the CAVS Card is your official College identification card. It also serves a variety of other important purposes, including:

- ♦ meal plan card
- ♦ library card
- ♦ athletic pass (for all regular season, home events)
- ♦ debit system card (deposit monies at the Cashier's Office for 'just-like-cash' purchases in the Bookstore and the Dining Hall)
- ♦ vending/laundry card (deposit monies at the Cashier's Office for purchases from campus vending and laundry machines; monies are 'use it or lose it')

Cards must not be defaced in any way (no decals, punched holes for keyrings, etc.). There is a \$5 charge for your CAVS Card or a replacement card.

New student cards are made at Compass (summer orientation). Returning student cards are made in the Student Center Office on the 3rd floor of the Slemp Student Center.

Cards expire when a student graduates or is no longer enrolled at the College.

Can I bring a car to campus? Parking?

Any student bringing a car to campus should register the car and purchase a parking decal at Orientation (during Casino Night) or before the first day of classes at the Campus Police Department on the lower-level of Cantrell Hall.

Please consult the *Rules & Regulations* brochure for specific parking information.

Is smoking/tobacco permitted in residence halls?

Smoking and the use of tobacco products (including chewless tobaccos) is prohibited in all residence halls. Smoking also is prohibited in all campus buildings, within 20 feet of building entrances, and within the seating areas/stands of all college outdoor athletic facilities.

What if I don't like my roommate(s)?

Adjusting to living with a roommate is part of the collegiate experience, and we find that most students quickly bond with their new roommate(s). The Residence Life staff is available to mediate roommate conflicts.

What if I want to change rooms?

Room change period begins two weeks into each semester. See *Room/Roommate changes* for information.

What transportation is available?

Tri-Cities Regional Airport (Blountville, TN; 423-325-6000) is within 75 minutes of campus and there are Greyhound Bus Stations (Bristol & Kingsport, TN) within approximately 90 minutes of campus.

What lodging is available in the Wise/Norton area for my family/guests?

Best Western	328-3500
Days Inn	679-5340
Holiday Inn	679-6655
Inn at Norton	679-7000
Super 8	679-0893





OFFICE OF HOUSING & RESIDENCE LIFE
1 College Avenue ♦ Wise, VA 24293

E-MAIL wisehousing@uvawise.edu

PHONE (276) 328-0215

FAX (276) 376-1068

WEB www.uvawise.edu