

2026-2027

RESIDENCE HALL

HANDBOOK



University of Idaho

Housing and Residence Life

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Welcome to Vandal Living

Welcome to living on campus at the University of Idaho. The residence halls are more than a place to sleep, they are shared communities where students live, learn, and grow together. The University of Idaho provides four residence hall community options, catering to students at all stages of their academic careers:

- Living Learning Communities (LLCs)
 - LLC 1 – Gem
 - LLC 2 – Syringa
 - LLC 3 – Sage
 - LLC 4 – Upham
 - LLC 5 – CNR
 - LLC 6 – Gault
 - LLC 7 – Engineering
 - LLC 8 – Honors House
- McConnell Hall (McConnell)
- Theophilus Tower (Tower)
- Wallace Residence Center (Wallace)
 - Ballard Wing
 - Gooding Wing
 - Stevenson Wing
 - Willey Wing

Living in a residence hall comes with opportunities, responsibilities, and expectations. This handbook is designed to:

- Explain what is expected of you as a resident
- Identify resources and staff available to support you
- Help you understand how to navigate common situations
- Outline important housing procedures, deadlines and policies

By living in campus housing, you agree to follow:

- This Residence Hall Handbook (“Handbook”)
- The Residence Hall and Dining Services License Agreement (“License Agreement” or “Agreement”)
- The University of Idaho Student Code of Conduct

These documents work together to maintain safety, fairness, and respect within our residential communities.

Community Standards & Respect

Human Dignity

The University of Idaho is committed to creating an environment where human dignity is respected. Housing and Residence Life (HRL) stands against behavior that demonstrates insensitivity, intolerance, or prejudice.

Residents are expected to treat others with respect and dignity, regardless of:

- Race or ethnicity
- Gender or gender identity
- Sexual orientation
- Gender expression
- Age
- Disability
- Religious belief
- National origin

Any behavior that undermines this commitment may result in a conduct violation.

Community Statement

University of Idaho residence halls are built on the belief that strong communities value inclusion and mutual respect. Housing and Residence Life strives to:

- Foster respectful and welcoming communities
- Support students from a wide range of backgrounds and identities
- Encourage responsibility, accountability, and personal growth

Building a community takes time, effort, and care from everyone involved. Each resident plays a role in creating a positive living environment.

Harassment

HRL works to promote a campus climate and work environment that is open and welcomes all people. Acts of discrimination or harassment hurt and degrade all members of the campus community. Every member of the campus community is responsible for creating and maintaining a climate free of discriminatory harassment. Actions or communications that are discriminatory or harassing are not permitted.

Privacy & Records

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records.

What This Means for You

- Housing staff are limited in what they can share about your education or housing record
- Information cannot be shared with parents, guardians, or other third parties without your written consent
- This applies **regardless of who pays your housing charges**

If you want others, including parents, to have access to your education records, you must complete a written Consent for Release of Student Information form through the Registrar's Office. For more information, please contact them at 208-885-6731 or email at registrar@uidaho.edu.

Directory Information

The university may release certain information classified as "directory information" unless you choose to restrict it.

If you do not want your directory information shared for any reason, you must complete the appropriate form at the Registrar's Office. This restriction applies broadly, including communication lists and residence hall organizations.

Eligibility & Residency

Application Fee

A non-refundable \$100 application fee is required to complete the housing application process. This fee is not applied toward housing or dining charges and is not refundable if you cancel at any time.

Enrollment Requirements

Residence halls are available to registered University of Idaho students who meet the following:

- Undergraduate students must be enrolled in **at least 12 credits**
- Graduate students must be enrolled in **at least 9 credits**
- Graduate students completing a thesis or dissertation must enroll in at least 1 credit and provide documentation of progress

Students who drop below full-time status must receive written approval from Housing and Residence Life to remain in campus housing.

First-Year Live-On Requirement

All full-time first-year University of Idaho students under the age of 21 are required to live in official university-recognized organized living groups, such as residence halls, fraternities or sororities, for one academic year.

Requests for exemptions from this requirement must be submitted to the Dean of Students Office by:

- **May 1** for fall enrollment
- **November 1** for spring enrollment

Approval is not automatic and should be requested as soon as possible. For more information, contact the Dean of Students Office at 208-885-6757 or askjoe@uidaho.edu.

Conviction of a Crime

Students are required to disclose any criminal convictions during the University's admission process. Failure to provide accurate or complete information may result in University disciplinary action and could affect a student's eligibility to reside in University housing.

Agreement Terms & Conditions

Understanding Your License Agreement

The Residence Hall and Dining Services License Agreement is a legal and binding contract. Your agreement becomes active once:

- You sign and submit the License Agreement **or**
- You take occupancy assigned room (receive keys or access)

By signing the License Agreement, you agree to comply with:

- The Residence Hall Handbook
- The Student Code of Conduct
- Fire Safety Regulations
- The Residential Data Connection Privilege Agreement
- All applicable local, state, and federal laws

Once active, you are financially responsible for housing and dining charges for the duration of the agreement. Failure to follow these requirements may result in disciplinary action or termination of your License Agreement.

Termination of Agreement

The University of Idaho may terminate your License Agreement for any of the following reasons:

- You breach, violate, fail to perform or otherwise are in default of any of the terms and conditions of the License Agreement
- You fail to pay room and meal plan charges when due
- You are no longer a full-time registered student and have not received written permission from the Housing and Residence Life Office to stay as a part-time student
- You do not comply with rules and regulations as stated in the Student Code of Conduct, Residence Hall Handbook, UI Residential Connection Privilege Agreement, Fire Safety Regulations, all other University policies or any applicable local, state and federal law
- You misrepresent information on the Housing Application, the Residence Hall and Dining Services License Agreement, or another University of Idaho document
- You fail to respect the rights of fellow students
- You are finished with finals and are disruptive to other students
- You are subject to sanctions or actions which restrict your ability to live in university housing

The University may terminate your License Agreement for any of the above reasons upon giving you three days written notice. If the License Agreement is terminated, you will be required to immediately surrender your room/suite and all University-owned property under the same conditions as if the License Agreement had been fulfilled and completed. At the date of termination, the University is entitled to enter the room, repossess it, and remove you and your property without liability.

If for some reason your room is rendered untenable by fire or other casualty, the University may either immediately terminate the License Agreement without liability to you, move you to a different room in the residence halls, or repair and replace the damaged room within a reasonable time.

Room Selection

Housing and Residence Life uses a self-selection (assignment) system for Full-Academic Year applicants. During the application process the student will select (assign) a room space from the available list. For Spring-Only and summer sessions HRL staff will process applications as they are completed, and assign based on availability. Room assignments are made without regard to race, religion, national origin, sexual orientation or disability. Housing and Residence Life reserves the right to make assignments and reassignments of accommodations as deemed necessary.

Renters Insurance

Students are responsible for all damage to their personal property and when the student causes damage to University Property. As stated in the License Agreement, Students are encouraged to secure renters insurance through a third-party provider adequately covering loss of or damage to student’s personal property. The University does not provide such coverage. During the application process the student will have the option to purchase renters’ insurance through GradGuard, opt to use an alternative third-party provider, or to decline coverage. GradGuard is a student renters insurance provider that commonly works with students who reside on a college campus. More detailed information can be found at www.iwanthousing.uidaho.edu or www.gradguard.com/uidaho.

Important Dates

Fall 2026

July 1.....Fall Cancellation Deadline
August 19-23 Fall Move-In
August 24Classes Begin
August 24Payment Deadline
November 23-27Fall Break
December 19Residence Halls Close at Noon

Spring 2027

December 1Spring Cancellation Deadline
January 10-12Spring Move-In
January 13Classes Begin
January 13Payment Deadline
March 15-19Spring Break
May 15Residence Halls Close at Noon

Room Occupancy

Costs & Billing

All housing and meal plan (room and board) charges will be billed to your Student Account on a semester basis with the fall semester (August – December) billed in mid-July and the spring semester (January – May) billed in early January. Financial aid, if applicable, is applied to room and board charges after tuition is paid. Any balance remaining after aid has posted **must be paid by the first day of classes or a payment plan setup each semester.**

If you do not have enough financial aid, you should contact the Financial Aid Office at 208-885-6312 or visit their website at www.uidaho.edu/financial-aid for further options. If you need to setup a payment plan you should contact the Student Accounts Office at 208-885-7447 or visit their website at www.uidaho.edu/student-resources/student-accounts. You may also log into MyUI at my.uidaho.edu to access your account details.

If payment is not made by the specified deadline each semester, you will receive a three-day notice to vacate the residence halls. This notice will be sent to your Vandal Email, along with all other official correspondence from the University of Idaho. You should contact the Housing Office if you are having financial difficulties.

Record Hold

A hold is placed by the University on the registration, transcripts, and/or diploma if a balance remains on your student account.

Move-In & Move-Out

Check-In

You are considered checked in and having taken occupancy when you obtain the room key or electronic room/suite access from the Housing and Residence Life staff.

Room Condition Reporting

It is the responsibility of each student to inspect their space at move-in and report the condition of the space through their Housing Portal (www.iwanthousing.uidaho.edu) within 72 hours of check-in. As with any rental, we encourage you to take pictures/video of the space at move-in and keep them for your records.

If you do not report what you consider damage in your room/suite, you may be billed for the damage when you check-out. When you are ready to move-out, your room will need to be thoroughly cleaned, all personal items removed and returned to the condition in which you received it.

If you find items that need immediate attention upon move-in, submit a Service Request through the Housing Portal (www.iwanthousing.uidaho.edu) to avoid damage charges. Please note that any repairs in the residence halls must be performed by a Facilities staff member. Students must not attempt to repair damage themselves. Report any new damages that occur during your stay through the online Service Request form.

Consolidation of Vacant Space

HRL may require consolidation of space to allow for occupancy needs. If consolidation is needed a student will be sent a consolidation letter if the student resides in a double room without a roommate. The student will have seven calendar days to move in with another student needing a roommate. A student may also elect to have another student move into their room. If a student is assigned to a double room but has not been assigned a roommate yet, the other half of the room must remain empty and in its original condition. Discovery of a room being over occupied may cause the student to be charged for a single for the entire time that they have not had a roommate.

Room Changes and Moves

Students must contact the HRL Office regarding room changes. Any students who have made room changes without approval of HRL will be assessed a \$100 improper room change fee and will be referred for disciplinary action. Improper room change includes not moving in the required timeline or not receiving written approval to move from the HRL Office. The Room Change Request Form can be found in the Housing Portal at www.iwanthousing.uidaho.edu.

Students who wish to change rooms during the dates in which their License Agreement is effective, at their own request and not as part of a HRL re-assignment, may do so by completing the Room Change Request form found on the Housing Portal. Room changes do not occur during the first two weeks and final two weeks of the semester. Room change requests will incur a non-refundable \$50 room change fee (fee will be waived for first room change each academic year). This fee will be billed to the student's account at the time of room change approval.

Academic Breaks

The Residence Halls will remain open for the following academic breaks:

- Fall Break (November 23 – 27)
- Spring Break (March 15 – 19)

The License Agreement is not in effect during winter break except for students in the Living Learning Communities (LLCs) with a full academic year License Agreement, and students who have applied for and have been approved for Winter Break Housing by HRL. Students signing a winter break agreement must have a spring License Agreement. If you are not planning on returning to the residence halls for spring semester, you must check out of the residence halls and remove all your belongings before the last day of the fall semester.

Students seeking summer housing for all or part of the summer session should contact Conference Services at conferences@uidaho.edu during the spring semester.

Check-Out

If you are vacating your room (moving out or changing rooms), you must first receive written approval from HRL. Your room will be inspected, and any cleaning, damage, or missing items may result in charges.

Check-Out Expectations:

- Complete all required check-out steps with HRL staff
- Remove all personal belongings (including items you plan to throw away or donate)
- Take out all trash and debris
- Return room keys or have access removed from your Vandal Card
- Leave your room clean and in the same condition as when you moved in

If additional cleaning, repairs, or item removal are needed, you will be billed for the cost of staff time and materials.

Damage Appeals

A student may appeal damage charges by submitting a written appeal to HRL through the Cleaning & Damage Charge Dispute Form. A student has 30 calendar days from their official check out date to submit an appeal.

Improper Check-Out

Students who do not follow the proper procedures for checking out of their room may be assessed a \$50 improper check out and processing fee.

Abandoned Property

It is the responsibility of the student to remove all their items from the room. Any property left behind after checking out will be handled as follows:

- Items left in your room may result in **hourly labor charges** for removal
- Items valued at **\$25 or more** will be inventoried and stored for up to **30 days**
- Items valued under \$25 will be **donated or discarded immediately**
- After 30 days, all unclaimed items will be donated or disposed of, regardless of value
- **Bicycles** found stored improperly will be considered abandoned and will be removed

If you think you left something behind, contact HRL as soon as possible. You will need to coordinate with HRL to retrieve any stored items. Any property not claimed within 30 days of check-out will be considered **abandoned** and disposed of or donated without compensation.

Damage to Student Property

The University is not liable for loss of or damage to a student's personal property, wherever situated, due to fire, smoke, power outage, theft, water, electric surge, or any other casualty or cause. HRL highly encourages students to obtain renter's insurance.

Cancellations & Refunds

Any student who checks out of the residence halls during the term of the License Agreement for a **Qualifying or Non-Qualifying Event** (see [Appendix 1](#)) agrees to pay to the University room and meal plan charges based on the **Residence Hall Refund Schedule** (see [Appendix 2](#)) and the **Meal Plan Refund Schedule** (see [Appendix 3](#)) as well as any applicable cancellation fees based on the reason for cancellation. In no event shall the cancellation fee amount be less than \$300 or more than \$1,400.

If you are considering checking out during the term for medical reasons and plan to continue as a student at the University, please contact the Center for Disability Access and Resources (CDAR) for assistance with a housing accommodation request.

Refunds

To be considered for a partial refund, the student must complete a cancellation request through the Housing Portal (www.iwanthousing.uidaho.edu) under the Forms tab and properly check-out of their assigned space. See the [Move-In & Move-Out](#) section for proper check-out procedures.

Residence Hall Refunds

- All residence hall refund requests are reviewed by HRL and take into consideration the totality of circumstances surrounding the student. Should a refund be approved, the refund will be prorated after the student has properly completed the check-out process. The last date for consideration for a partial refund will be the Friday of the 12th week of classes each semester. Please refer to the License Agreement and appendices for more details.

Meal Plan Refunds

- Meal plan partial refunds are made based on a review of extenuating circumstances and approval by Dining Services and Housing and Residence Life. Should a partial refund be approved, the refund will be issued based on the Meal Plan Refund Schedule. The last date for consideration for a partial refund of a meal plan will be the Friday of the 12th week of classes each semester.
- After the second week, if a meal plan is cancelled, any unused dining dollars will be forfeited and are not eligible for reimbursement.

Room Care & Maintenance

Room Decoration and Modification

Students are encouraged to personalize their space in their assigned rooms within the University policies and guidelines. No permanent changes can be made and any damages caused by decorating the room or by removing decor at the end of the year will result in charges to the resident. No holes or painting is permitted. Students must return their room, beyond reasonable wear and tear, to the exact same condition it was in during check in. Students are responsible for damage to the exterior of their room doors unless the damage is reported as vandalism. This damage includes but is not limited to writing, scratches, and tape residue.

Room Furnishings

All rooms are equipped with standard furnishings: a bed, a desk and chair, window coverings, dresser, closet/wardrobe. Room furniture may not be removed from living spaces, including mattresses. If a student chooses to re-arrange furniture provided, it must be returned to original layout prior to check out. If there is an accommodation needed, please contact the Center for Disability Access and Resources (CDAR) on campus at 208-885-6307 or cdar@uidaho.edu.

Bed adjustments vary by community. Please submit a service request in the Housing Portal for assistance. Cinder blocks are not allowed in rooms for any purpose.

Common Areas

Students are responsible for damage done to the common areas of their residence hall. A common area is one generally used by, or available to, all students of the hall.

These areas include, but are not necessarily limited to kitchens, lounge areas, elevators, community bathrooms, hallways, laundry rooms, and stairways. If damage occurs to property located on a floor or in a common area, a HRL staff member will investigate the incident to determine who is responsible for the damage. If the responsible individual(s) cannot be identified, costs of the repair or replacement can be assessed on a prorated basis to the accounts of students residing in the area where the damage occurred. Students will be notified in advance of charges that will appear on their student accounts.

If furniture is moved or removed from a common space and taken to a student room or another area of the building, the individual(s) responsible will be charged a labor fee for a HRL staff member to return the item(s) to the original location.

Maintenance Requests

It is the responsibility of the resident to submit a service request through the Housing Portal under Forms at www.iwanthousing.uidaho.edu for non-emergency repairs and damages in rooms or common areas.

Please do not leave your room/suite unlocked because you are expecting a maintenance person as this could result in being locked out. Approved Facilities and HRL staff will always have access to a key to your room/suite and will lock the door when they leave.

Emergency Maintenance (After Hours)

If an emergency occurs outside of business hours, contact the **Information Desk at 208-885-7379** (open 24/7 unless otherwise noted). Staff will assess the situation and contact maintenance if needed.

If the Information Desk is unavailable, contact the **RA on call**.

An emergency is any issue that could **cause injury to residents or significant damage to the building**.

Examples include:

- No heat (when indoor temperature is below 60°F)
- No electricity
- Overflowing or unusable toilet, sink, bathtub, or sewer line
- Water leaks or broken water lines that cannot be shut off
- Frozen pipes
- Refrigerator not working (store perishable items with neighbors; HRL is not responsible for spoiled items)
- Broken windows affecting safety or security

The following are **not considered emergencies** after hours:

- No hot water
- No heat (when indoor temperature is above 60°F)

- Retrieving items from drains (e.g., rings, contact lenses)

Non-Emergency Maintenance

Maintenance services are available Monday – Friday, excluding holidays.

- Submit a Service Request as soon as an issue arises
- Most requests are addressed within five business days
- Requests submitted on weekends or holidays will be reviewed the next business day

Routine repairs due to normal wear and tear are typically provided at no cost. Students are financially responsible for damages caused by misuse, negligence, vandalism, or accidents involving the resident or their guests.

If you need help submitting a request or have concerns about service, contact:

- **Phone:** 208-885-6571
- **Email:** housing@uidaho.edu

Right of Entry

The University respects student privacy but reserves the right to enter residence hall rooms under certain circumstances.

University staff may enter a room, at any time, **without notice**, if there is reasonable cause to believe:

- There is an immediate threat to the health and safety of residents
- There is risk of damage to University or personal property

The University may also enter rooms for **operational needs**, including to:

- Secure an unsecured space
- Perform maintenance or repairs
- Conduct inspections
- Address nuisances (e.g., alarms)
- Carry out other necessary University functions

Staff Entry Procedures

Staff may enter rooms or suites during **reasonable hours (9 a.m. – 6 p.m.)** for maintenance, repairs, inspections, or other legitimate purposes.

When entering a room, staff will:

1. Knock and wait, then knock again more loudly
2. If there is no response, unlock the door and announce themselves
3. Enter only if there is no response

Maintenance staff will leave a **service notice** indicating when they entered and what work was completed.

Health and Safety Inspections

Residence Life staff members perform regular safety inspections. Trash/recycling may be removed (with labor charges to the student), room/bathroom cleaning may be completed (with appropriate charges to the students assigned to the room/suite), and policy violations that are noted during inspections may result in referral for disciplinary action. Staff will also check for over occupancy violations (please see Consolidation Procedures).

Compliance

The student shall comply with the city, county, state and federal codes regarding health and safety. Upon proper notice, the student shall comply with all requests from HRL pertaining to the correction of health and safety concerns or violations in their assigned space. Students will be given a specific amount of time to correct the health and safety concerns or violations. Should the student fail to correct the violation in a timely manner, HRL reserves the right to send in staff to correct the concern or violation, and the student will be responsible for the cost of such correction. HRL also reserves the right to terminate a student's License Agreement if a reasonable level of cleanliness and sanitation is not maintained.

Cleanliness and Sanitation

For the health and safety of all students, it is the responsibility of the residents:

- To keep the room and suite clean and free from garbage and trash
- To share in the proper care, cleaning, and use of community areas and facilities, including, but not limited to, stairs, stairwells, and laundry rooms
- To dispose of all trash and garbage in the dumpsters provided near each building. Residents shall not sweep trash from inside to hallway or throw dirt, trash, garbage, or waste from windows
- To avoid the use of corrosives such as Drano or Liquid Plumber in drains. These corrosives are a safety hazard to our employees as well as pipes. If students have a slow or plugged drain, submit a Service Request

Pests and Nuisance Prevention

All residents must help by practicing good housekeeping techniques. Please use the following suggestions:

- Do not leave dirty dishes or food on the countertops or sinks overnight
- Secure all opened food items in plastic bags or in the refrigerator
- Do not use contact paper in cabinets. Cockroaches feed on the sticky backing.
- Keep all counter tops and floors clean and free of food crumbs
- Do not store damp rags or sponges in dark closets. Store all brooms and mops with the handle down
- Do not leave articles of clothing or bedding on closet floors, in corners, etc. Pests nest in dirty closets

Staff & Resources

Residence Life Professional Staff

The Resident Directors (RDs) and Conduct Coordinator (CC) are full-time, live-in professional staff members whose responsibilities include, but are not limited to the following:

- Supervise student staff members
- Assist with student programs
- Address student concerns relating to academic, social, and emotional situations
- Maintain 24-hour on-call coverage to respond to emergencies
- Serve as a liaison between students and other campus resources

Student Staff

The following staff are students who have been specifically selected and trained to assist other students within the Residence Halls:

- **Resident Assistants (RA)** – An RA is a resource who can answer student questions, help students transition to University life, and are on duty every night.
- **Academic Peer Mentors (APM)** – Your APM works in the Student Success Program (SSP) and assists with all areas of academics for all students.
- **Program Coordinators (PC)** – Each PC is responsible for overseeing the variety of activities happening in the residence halls each week.
- **Senior Staff** – Senior Resident Assistants (SRA) and Senior Academic Peer Mentors (SAPM) are experienced student leaders who mentor RAs, APMs, PCs, and Housing Area Team Members (HATs).

Student Success Program (SSP)

The Student Success Program offers students a comfortable space to study independently or in groups, receive tutoring, attend workshops focused on academic and life success, or seek one-on-one support from an Academic Peer Mentor. They are available to guide and offer support towards your academic goals. Find them in the Wallace Residence Center basement during their hours of operation. Learn more at vandalsuidaho.sharepoint.com/sites/InsideUI-Housing.

Residence Hall Association (RHA)

All students living in the residence halls are members of the RHA. The RHA is a student run organization made up of representatives from every community and is dedicated to improving the quality of life in the residence halls. The RHA has many elected officer positions and appointed committee positions on which students can serve. The RHA office is located in the basement of the Wallace Residence Center. Each residence hall community has student leadership opportunities including positions on Housing Area Teams (HATs) such as Chairs or Area Advocates. Learn more at vandalsuidaho.sharepoint.com/sites/InsideUI-Housing.

National Residence Hall Honorary (NRHH)

The Vandal National Residence Hall Honorary Chapter is comprised of the top 1% of student leaders living in the residence halls. National Residence Hall Honorary is a national organization that focuses on recognizing student leaders and services throughout the residence halls. The Vandal NRHH Chapter works to nominate and judge Of the Month (OTM) awards, once of the highest forms of recognition in the halls. Learn more at vandalsuidaho.sharepoint.com/sites/InsideUI-Housing.

Amenities & Services

Information Desk

The Information Desk located in LLC Building 2 (Syringa), is open 24 hours a day, 7 days a week. Our Information Desk Attendants can help provide information to campus resources, assist with lockout or building/room access issues, hand you mail or packages that have been delivered to your campus address, notify staff of emergency issues, and much more. The Information Desk can be reached by calling 208-885-7379.

Mail Services

Students will be notified through their Vandal email when they have mail or packages delivered to their on-campus address. Students may then pick-up their items at the Information Desk located in LLC Building 2. A Vandal Card or other form of identification is required to pick up your items.

Student Mailing Address Format:

Student Name

MSC # _____

901 Paradise Creek Street

Moscow, ID 83843

Mail Forwarding

Students moving out of the residence halls should log into the Housing Portal (iwanthousing.uidaho.edu) and update their forwarding address. Housing staff will only forward mail for 30 days following check-out. After 30 days, all items will be returned to sender.

Lockouts and Temporary Access

If locked out, visit the Information Desk to check out a spare key or temporary access card. After hours, contact the on-call RA.

- First Two Lockouts: **no charge**
- Additional Lockouts: **\$10 each**

Spare keys or temporary cards must be returned within 24 hours. Failure to do so may result in a lock change and an \$85 charge. Late returns incur a \$25 fee per item.

Report lost or stolen temporary access cards immediately.

Microwaves and Refrigerators

It is the student's responsibility to keep the unit clean and hygienic. Students should use microwave-safe plates to place items on when using the microwave. This includes bagged popcorn. Failure to do so could result in the glass microwave plate breaking. At the end of the fall and spring semesters, students should empty and clean the units using an all-purpose cleaner (Lysol, for example) and a cloth or sponge. Under no circumstances should abrasives (SOS®, Brillo®, Scotchbrite®) be used. They will damage the acrylic surfaces of the appliances. Failure to clean the units in the manner described above shall result in a cleaning fee. If you live in Wallace Residence Center, Theophilus Tower, or McConnell Hall do not bring a personal refrigerator or microwave.

For microwave/fridge repair, Residents in the Wallace Residence Center, Theophilus Tower, or McConnell Hall can call 866-651-5638 to schedule a time to have the unit repaired or replaced.

Residents in the Living Learning Communities (LLC) should submit a service request in the Housing Portal (iwanthousing.uidaho.edu).

Laundry Facilities

Washers and dryers are centrally located in each building. Machines are free to use for students residing in that building. These facilities are for exclusive use by HRL students.

Residents can submit laundry service requests by scanning QR codes found on the side of each machine or requesting service online through CSC ServiceWorks (www.cscsw.com/request-service).

Temperature and Heat Transitions

In McConnell Hall, the Willey Wing of Wallace Residence Center, and floors 1–5 of Theophilus Tower, temperatures are controlled by outdoor sensors. During seasonal transitions, outdoor conditions may fluctuate, so it can take time before systems consistently switch to full heating or cooling.

Residents in the Ballard and Stevenson wings of Wallace and on floors 6–11 of Theophilus Tower have limited in-room temperature control. For instructions on using the thermostat, scan the QR code in your room.

The Living Learning Community (LLC) buildings use the campus steam plant system, which provides either heat or cooling (chilled water), but not both at the same time. This limits how much you can adjust the temperature in your suite. Thermostats allow only small adjustments, and during seasonal transitions, the displayed settings may not reflect actual control. If heating or cooling has not yet been activated by the steam plant, adjusting the thermostat will not change the temperature. Scan the QR code in your suite for thermostat instructions.

Housing and Residence Life (HRL) works with University Facilities to determine when to switch between heating and cooling. Decisions are based on several factors, including sustained outdoor temperatures (e.g., consecutive freezing nights).

Once a change is made, it can take several days for buildings to fully transition and reach comfortable temperatures.

Parking

Silver parking lots are designated for residence hall student use only. Economy permits are also available for residence hall students. Students can purchase a parking permit from Parking and Transportation Services through their website at www.uidaho.edu/parking beginning at noon on the second Tuesday of July each year.

Students moving out of the residence halls early must return their residential parking permits and may receive a prorated refund depending on their move-out date.

Trash and Recycling Disposal

Dumpsters are conveniently located outside of each building. Student room trash and recyclable materials must be disposed of properly. Improper room trash disposal, includes but is not limited to the hallway, lounge, and bathroom trashcans or recycle bins, may result in student receiving a removal/cleaning charge.

Internet Access

Wireless Connections

All residence hall rooms provide access to **AirVandalHome**, the University of Idaho's residential Wi-Fi network.

To maintain reliable network performance, devices that broadcast on the 2.4 GHz frequency are not permitted. Prohibited devices include wireless routers, cordless phones, wireless video transmitters, and wireless speakers. Devices operating on the 900 MHz frequency are allowed. Information Technology Services (ITS) monitors for network interference.

Wired (Ethernet) Connections

Ethernet ports may be available in residence hall rooms, offering a direct internet connection. Students must provide their own Ethernet cable (CAT5 or CAT6), which can be purchased at most electronic retailers.

Network Access Requirements

All computers, mobile devices, and gaming systems must be registered before connecting to the campus network.

Students are encouraged to review setup instructions prior to arrival:

- help.uidaho.edu/avsetup

For technical assistance, submit a support ticket at:

- support.uidaho.edu

Electrical and Device Safety

To protect personal devices and reduce the risk of fire, students are required to use approved surge-protected power strips or extension cords. These must include:

- Surge Protection
- Arc Fault Protection

- Ground Fault Protection

Residential Data Connection Privilege Agreement

Ethernet and wireless connections are provided in your room as a privilege, not a right. Along with the freedom of access our campus information infrastructure affords comes the responsibility to be a good citizen. It is the responsibility of the connected resident to adhere to these and all University of Idaho policies. The voice, video, and data networks are for the use of U of I students, faculty, and staff, and are to be used only for the educational, academic, and research purposes of the University. The University reserves the right to restrict access, availability of access, and the terms of the License Agreement at any time for any reason.

By using the Ethernet and wireless connection provided by HRL, you agree to abide by the following terms and conditions:

- You must comply with the University of Idaho Computer Use Policy, which can be found at www.uidaho.edu/policies/apm/30
- We recommend that you install and regularly maintain a virus scanner on your computer and keep up to date with the manufacturer's recommended security patches. U of I does not provide antivirus for personal use, but Sophos is one software provider that offers a free home edition of their antivirus software that you can use on your personal computers. The free edition can be downloaded through the ITS Support Portal (support.uidaho.edu/TDClient/40/Portal/KB/Category/131/Sophos-Antivirus)
- You may not use any software or hardware designed to disrupt the security of the campus network or any devices attached to the network. Likewise, you may not engage in any activities designed to disrupt or intercept the network traffic of other users.
- You may not use University resources to support personal business interests, and you may not sell or provide access to University networks to outside entities.
- You may not have a third-party internet service provider (Ziplay, Spectrum, etc.).
- Use of network-based games employing broadcast transmission packets (such as World of Warcraft, Call of Duty, etc.) is discouraged due to the extensive network traffic that disrupts the activities of other users across the campus network. Academic use of the network shall be prioritized on campus.
- You may not use your connection to engage in software piracy or copyright infringement.
- You may not activate any type of shared file service or server that allows access to your personal computer by anyone other than yourself.
- You are personally responsible for any activities originating from your network connection.
- The University shall not be liable for any data loss or equipment damage resulting from your use of any campus data port.
- Use of University information resources on campus is guided by the same principles and subject to the same sanctions as other campus activities. Violations of these principles will be reported to the appropriate campus body. Sanctions for violations can include, but are not limited to, disconnection from the campus network, termination of your Housing and Residence Life License Agreement (if applicable), disciplinary action by the Student Disciplinary Review Board, and criminal prosecution by state or federal authorities.

- You have the right to use your fair share of the campus network capacity. If you have reason to believe another user or group of users is interfering with your access to the network, you will report the problem to the ITS Help Desk and expect that the University network administrators will investigate and, if necessary, take corrective action.
- The University reserves the right, and by using this connection you give permission to U of I, to monitor traffic through your data connection for the purpose of checking compliance with the License Agreement.

Wireless Security Note

If you use the campus wireless network, you should clearly understand that you will be transmitting your information and data through the public airwaves. The University of Idaho shall not be responsible for any data loss or the compromise of private information such as passwords, credit card information, registration data, etc., as a result of your wireless network use.

Safety & Emergencies

Medical Emergencies

If a student has a medical emergency and needs an ambulance, dial 911 and send someone to find a HRL staff member. If the student is unable to locate a staff member, call the Information Desk at 208-885-7379 and request assistance.

Security and Access

Students will receive a room key or Vandal Card access to their room/suite and exterior building doors at check-in. Do not allow unknown individuals into the building or prop doors open. Always lock your door and carry your key and Vandal Card when leaving.

Your Vandal Card serves many purposes on campus and is your official student ID card. It provides access to numerous events, facilities, your residence hall, and the dining hall.

If you lose your Vandal Card, you should report the loss to the Student Technology Center (STC) in the Idaho Student Union Building (ISUB), online on MyUI (my.uidaho.edu), or by calling 208-885-4357 as soon as possible.

Keys

Keys remain the property of the University of Idaho and must be returned to the Information Desk upon request or when leaving the University. Do not lend, share, or duplicate keys.

Failure to return keys will result in a lock change and a charge to the student account. The re-key cost is \$85 per lost key.

Report lost or stolen keys to the Information Desk immediately. A lock change and associated charge will apply.

Theft and Loss

If a student has items stolen, the student should promptly report that information to Moscow Police (208-882-2677) and the Resident Assistant.

Some important information to include is:

1. A complete description of the item(s) stolen
2. Where the item(s) was/were taken from and if that area was locked or secured
3. Whether a key had been lost recently
4. Names of any suspects
5. Approximate time/date of loss

Smoke Detectors

Smoke detectors are intended for room occupant notification only. The alarm will not alert the rest of the building of a fire. It should be kept in an operable condition by students. If it is found to be inoperable, notify maintenance immediately for repair or replacement by submitting a service request online through the Housing Portal (iwanthousing.uidaho.edu) under Forms. McConnell Hall has battery-powered smoke detectors, which must be kept in operable condition and tested monthly by students.

Each residence hall is equipped with a building fire alarm system that senses fire and/or smoke. The system can also be activated manually when there is a fire. The alarm stations are located within the hallways at points of exit, such as doorways to stairwells and exterior exit doors. Residents should familiarize themselves with the manual pull station locations within their residence.

Fire Safety

Protecting the University community against fire is a major priority for HRL. It is the intent of the University to provide a reasonably safe environment for students, faculty, and staff. To accomplish this, certain safeguards must be strictly adhered to, and a certain level of responsible conduct must be maintained. Fire safety regulations in force at the University are accepted standards for the State of Idaho and are not optional. Everyone within the University community is subject to the rules and regulations of the fire codes. In order to achieve compliance and thereby provide a reasonably safe, hazard-free living environment, the University requires each student to follow some basic safety rules as found in the Fire Safety Policy section in this handbook. With your cooperation, the threat of fire can be greatly reduced.

In all Residence Halls, Moscow Fire Department will respond automatically when an alarm sounds. Vandalism or tampering with life-safety equipment is against the law. ALL violators will be prosecuted.

Evacuation Procedures

- Students should read and understand the fire safety procedures posted throughout the building
- Do not obstruct or damage these instructions in any way. Students will be billed to replace instructions that are defaced or removed
- Students should locate all exits from their floor, memorize their locations, and become familiar with any “landmarks” that would aid evacuation if visibility were reduced by smoke

- Students should locate all fire alarm pull stations on their floor and familiarize themselves with their correct operation. Students should become familiar with these regulations and the evacuation procedures
- Fire exits, specifically marked, should not be used for any other reason except evacuation during a fire
- At the first sound of a fire alarm, students and visitors are expected to leave the building and go to the evacuation point immediately
- All sidewalks within the neighborhood as well as perimeter must be clear for emergency vehicles

Housing Accommodations

Accommodation Information

If you have a disability, you may be eligible for housing accommodations to help ensure you have full and equal access to on-campus living. Examples of housing accommodations include, but aren't limited to:

- ADA-compliant rooms
- Single occupancy rooms
- Shared or private bathrooms
- Room modifications

Your housing accommodations must be reasonable, directly relate to your disability and address your specific functional limitations. The Center for Disability Access and Resources (CDAR) and Housing and Residence Life work together to provide a positive, supportive living environment for students with disabilities in the residence halls.

Dietary Accommodations

Idaho Eats strives to accommodate the full-spectrum of dietary needs and restrictions by providing daily rotating vegetarian, vegan and gluten free options as well as an allergen-conscious station free of the top nine major food allergens. If you have a dietary accommodation, you feel cannot be met in the dining hall, please visit dineoncampus.com/uidaho/dietary-accommodations for more information.

Service and Support Animals

Service Animals

A Service Animal is a dog or miniature horse that is individually trained to do work or perform tasks for the benefit of a person with a disability. The work or task must be directly related to the individual's disability. A student wishing to bring a service animal into campus housing should first contact the Center for Disability Access and Resources (CDAR).

Support Animals

Unlike Service Animals, which are defined under the Americans with Disabilities Act (ADA), Emotional Support Animals (ESA) provide emotional support that alleviates one or more symptoms of a disability but are not

considered service animals. ESAs are not pets. Support animals may accompany the resident only in the room/suite.

All ESA requests must be approved in writing before bringing the animal into University of Idaho housing. Failure to complete the approval process may result in the university requiring the removal of the animal until all paperwork is finalized.

Animal Policies and Requirements

Students with an approved service or support animal must comply with the policies set forth in the Administrative Procedures Manual Section 96.16 (www.uidaho.edu/policies/apm/95/16) and are required to re-certify the animal with University on an annual basis prior to taking occupancy.

The University does not require residents who are accompanied by support animals in residential rooms to pay a surcharge for their support animal, such as a pet deposit. After CDAR and HRL approve a request for a support animal, HRL Staff will meet with the student, and all parties will sign the Animal Policies and Requirements agreement.

In addition to the Service Animal and Support Animal sections above, all students with approved animals in HRL must comply with the following provisions:

- A. The animal must be kept in compliance with all applicable city and county animal laws and regulations (see Moscow City Code Title 10, Chapter 5: Dogs and Other Animals), including but not limited to those regarding licensing, vaccination and nuisance/noise prohibitions, and must wear vaccination and owner identification tags.
 - a. The animal must have current vaccinations required by law. If the animal is a dog, cat, or ferret, Moscow City Code Title 10 § 5-15 requires such animals to be vaccinated against rabies. All core vaccinations as suggested by the Washington State University College of Veterinary Medicine (hospital.vetmed.wsu.edu) are strongly recommended.
 - b. If the animal is a dog, Moscow City Code Title 10 § 5-2 requires the dog to be registered with the City of Moscow. A copy of registration must be provided to Housing.
- B. If the animal is subject to city registration and vaccination laws, the student must provide proof of current registration and certification from a veterinarian of current rabies vaccination.
- C. The student must provide proof that the animal has a clean bill of health from a certified veterinarian.
- D. The animal must be appropriately socialized to reside in an on-campus community and must not demonstrate aggression toward people or other animals. The owner of an aggressive or repeatedly disruptive service or emotional support animal will be required to remove the animal from university facilities as it poses a direct threat to the health and safety of others.
- E. The owner must be in full control of the animal at all times. The animal must be leashed or otherwise contained and controlled. Animal shall not be left unattended in campus yard areas or other public areas.
- F. If residing in double occupancy space, the animal must be under the direct control of the owner at all times within the room space. The animal may not intrude into the space of the other occupant within

the room. The animal must be crated/leashed when not under the direct control of the owner, such as times when the owner leaves the room is sleeping.

- G. The animal must be house broken and may not relieve itself in the unit, except in properly designated locations, e.g., the litter box for a cat. It is the owner's responsibility to collect feces and dispose of it in an outdoor waste receptacle. If the assistance or support animal is a cat, disposal of cat litter, including litter marked "flushable", by flushing it down the toilet or any other plumbing fixture is prohibited. CDAR or HRL can provide additional guidance on where to properly dispose of animal waste if necessary.
- H. The owner is responsible for animal hygiene sufficient to prevent offensive odors within, or permeating from, the unit. Flea control is essential and adequate measures are required. If a flea problem develops, it must be remedied immediately and effectively.
- I. The owner is responsible for the health and welfare of the animal, providing adequate nutrition, making sure it gets adequate exercise, giving it ample time to eliminate its waste in appropriate locations, and immediately cleaning up after the animal when it defecates, to protect others from contact with animal waste.
- J. The owner must ensure that the animal does not cause injury or damage to property inside or outside of the unit and assumes responsibility for the cost of injuries and repairs for all damage caused by the animal.
- K. The owner must ensure that the animal does not pose a direct threat to the health and safety of others.
- L. If at any time the animal is replaced with another animal, the student must immediately notify CDAR and HRL of the reason and get approval for the new animal. The University will require recertification of need by the student's attending or diagnosing health professional.
- M. The owner must notify the University of any change in their medical or mental health condition that affects the owner's need for a service or assistance animal.
- N. The owner must re-certify the animal annually by CDAR, 30 days prior to occupancy. Re-certification includes updated documentation and approval.
- O. The owner is responsible for setting up an emergency plan for the animal in case owner is unable to care for the animal or there is an emergency on campus that requires vacating the room space such as a fire drill, etc.

If a person has a disabling condition that may be affected by the presence of a support animal in residential spaces, that person may contact CDAR and HRL for assistance. The University is committed to ensuring that the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as expeditiously as possible.

Residence Hall Policies

Students living in the Residence Halls agree to the following:

- Compliance with University officials and police on campus

- Students who verbally abuse or fail to cooperate with the reasonable request of a University official (including all members of the HRL staff) acting in the performance of their duties may face judicial action.
- Moscow Police Officers are members of the University community and are regularly in the residence halls for community-oriented policing, educational programming and to address community concerns as they arise.

Policy Enforcement

Students are responsible for their actions and the actions of their guests and will be held accountable for violations of the housing policies as well as for University policies and regulations as stated in the Student Code of Conduct. Violations of housing policies are also violations of the Student Code of Conduct. Sanctions are imposed to help educate and to hold students accountable. Students are required to complete sanctions. Sanctions include, but are not limited to:

- **Warning** – a verbal or written notice indicating that the actions or behaviors of the student are not acceptable.
- **Educational Sanctions** – provide an opportunity for the student to change their behavior and increase understanding of how their actions affect the community or other individuals.
- **Community Service** – a specified number of hours to be determined by the hearing officer in restitution to the community.
- **Probation** – a documented statement that the student’s status in HRL is seriously jeopardized.
- **Relocation** – moving the resident from their assigned room into another residence hall floor or building. The student’s access is often restricted from the previous community.
- **Restitution** – the resident is required to make payment to the University, or to other persons or groups, for damages for which the student is responsible.
- **Fines** – charges levied against the student account.
- **Student Account Hold** – a hold will be placed on your student account which could restrict registration, graduation, and/or receiving transcripts.
- **Termination of the License Agreement** – an administrative action taken by HRL to remove a student from the residence hall. Such action does not absolve the student of their financial obligation.

Policies

Where applicable, policies are in effect for all students who live in campus housing as well as those who live off campus and are visiting as a guest in the Residence Halls.

Administrative Procedures

- All students must abide by the procedures listed in this Handbook and License Agreement.

Advertising & Posting

1. Postings in Controlled Areas

- Unless approved by HRL or professional staff member, any advertisements or postings in controlled areas are prohibited. Controlled areas may be non-public bulletin boards and kiosks

within residence halls that are controlled (e.g. secured behind glass or with locks) and intended to exclusively display messages and information that the University or units thereof seek to communicate about university business, activities or operations.

2. Postings in Public Community Areas

- a. All postings placed in public community areas must clearly identify the University-related sponsoring organization or department on the posting.

3. Individualized Room Postings

Individual room postings must follow the guidelines below:

a. Visibility and Content

Items visible from outside the room may not be offensive, obscene, harassing, or non-protected kinds of speech.

- i. Some room displays in public view may constitute a violation of University policies regarding racial or sexual harassment. These policies may be found in the Faculty Staff Handbook Sections 3200, 3210, 3215, 3220 (www.uidaho.edu/policies/fsh/3) and the Student Code of Conduct (www.uidaho.edu/student-resources/dean-of-students/code-of-conduct). Please remember that while legal rights of expression will be protected, students are asked to exercise that right responsibly.

b. Alcohol and Drug Displays

Must be exhibited in such a manner as to not conceal conduct that is illegal or prohibited in campus residences.

c. Fire and Safety Standards

- i. Combustible items may not be utilized as ceiling or wall coverings.
- ii. A maximum of **25 percent of wall space** may be covered with items capable of burning (such as, but not limited to paper, cloth, wood, canvas, posters, pictures, or wreaths).
- iii. No more than **50 percent of a room door** may be covered for safety reasons.
- iv. Flammable materials are strictly prohibited.

d. Room Identification

- i. The room number must always remain visible.

Alcohol

1. Underage Alcohol Prohibitions

- a. Students under the age of 21 may not possess, consume, manufacture, sell, exchange, provide, or otherwise distribute alcohol.
- b. Underage students may not be present in residence hall rooms or suites where alcohol is present or participate in events where alcohol is being served.
- c. Guests of legal drinking age may **not consume alcohol** while visiting residents who are **under 21**.

2. Alcohol Use by Students of Legal Drinking Age (21+)

- a. Students who are 21 years of age or older may consume alcohol responsibly and only within their assigned residence hall room or suite, with the door closed.
- b. Alcohol may not be consumed:

- i. In the presence of minors (including guests)
- ii. In public areas, including but not limited to lobbies, kitchens, bathrooms, elevators, hallways, common areas, or any room with the door open
- c. Only one open container per individual of legal drinking age is permitted where alcohol consumption is allowed.

3. Distribution, Manufacturing, and Hosting Restrictions

- a. Students of legal drinking age **may not**:
 - i. Manufacture or sell alcohol
 - ii. Provide, distribute, or make alcohol available to minors
 - iii. Consume alcohol in the presence of minors within the residence halls

4. Possession Limits

- a. The following alcohol possession limits apply within the residence halls:
 - i. No more than **144 ounces of beer** (equivalent to one standard 12-pack)
 - ii. No more than **one 750 mL bottle of wine**
 - iii. No more than **one 750 mL bottle of liquor**
 - iv. Limits apply to the **total quantity per room/suite**, regardless of whether containers are full or empty
 - v. Alcohol of any kind is prohibited in communities that are substance free. This includes all first-year communities

5. Containers, Disposal, and Decorations

- a. Alcohol containers must be disposed of promptly; accumulation of empty containers is prohibited.
- b. Students may not display, decorate, or store alcoholic beverage containers for decorative purposes.
 - i. Alcohol containers are defined as items whose sole purpose is to hold alcohol.
- c. Alcohol-related signage or décor that promotes excessive or irresponsible drinking is prohibited.

6. Alcohol Delivery and Shipment

- a. Delivery or shipment of alcohol to a student housing facility is prohibited, regardless of the student's age.
- b. Packages that reasonably appear to contain alcohol may be detained and opened in the presence of the student.
- c. If a package is found to contain alcoholic beverages, it will be returned to the sender at the student's expense.

7. Intoxication and Conduct

- a. Students who return to the residence halls noticeably intoxicated, are disruptive, or require assistance may be subject to the disciplinary action, regardless of age.
- b. Activities that promote an atmosphere of irresponsible consumption are prohibited, including but not limited to; kegs, beer bongs, beer/water pong.

Appliances

1. General Appliance Restrictions

- a. Possessing items in student rooms/suites used to cook food or to create heat that do not have an automatic shut off is prohibited. When in doubt on whether an item is approved, please contact your Resident Director.

2. Prohibited Appliances

- a. The following items are strictly prohibited regardless of automatic shut off in all interior spaces and buildings, including, but not limited to:
 - i. Toasters
 - ii. Pressure cookers (including Instant Pots)
 - iii. Deep fryers
 - iv. Air fryers
 - v. Hot plates or heating elements
 - vi. Open-flame or gas grills of any size or type

3. Refrigerator and Microwave Limitations

- a. Personal refrigerators and microwaves are not permitted in Wallace Residence Center, Theophilus Tower, or McConnell Hall.

Bed Guidelines

1. Approved Beds and Mattresses

- a. Any mattress and bed not provided by HRL are prohibited.

2. Bed Modifications and Attachments

- a. Modifying beds is prohibited.
- b. Attaching lofts to walls, floors, or ceilings without proper authorization is prohibited.
- c. Cinder blocks are prohibited.

Bicycles and Scooters

1. Registration, Storage, and Security

- a. Bicycles not stored in approved locations (including indoor bicycle storage areas in some areas), not registered with the city of Moscow, and not secured with a locking device are prohibited.

2. Prohibited Storage Locations

- a. Bicycles and scooters may not be stored in suites or rooms, except as permitted under Bicycles and Scooters Section 3.
- b. Bicycles and scooters may be stored in hallways, lounges, or common spaces unless specifically designated for bicycle storage.
- c. Bicycles and scooters may not be chained or locked to handrails, benches or buildings.

3. LLC Buildings

- a. Residents of LLC buildings may store non-motorized bicycles in their individual rooms, but not in the common area of the suite.

4. Use Within Buildings

- a. Bicycles and scooters shall not be ridden in buildings.

5. Abandoned Property

- a. Bicycles, scooters, and e-bikes not removed after spring semester will be considered abandoned property.

E-Bikes and E-Scooters

- **Prohibited Items**

- a. Any device that uses a lithium-ion battery is prohibited in all Residence Hall buildings (including but not limited to e-bikes/e-scooters, Hoverboards, Segways, IO Hawks, Skywalkers, and similar devices). Please see Fire Safety Section 3 for further details on this policy.
- b. Any Resident who violates this policy may be subject to a \$100 fine.

Community Kitchens

- 1. **Food Preparation and Appliance Use**

- a. Unattended appliances or food while cooking is prohibited.

- 2. **Cleaning and Sanitation**

- a. Failure to appropriately clean up kitchen or cooking supplies is prohibited.

- 3. **Food Storage**

- a. Extended storage of food in community refrigerators or cabinets is prohibited.

Computer Usage

- Failure to comply with University of Idaho Computer Use Policy (www.uidaho.edu/policies/apm/30) is prohibited.

Dining Services

- Failure to comply with Idaho Eats policies and procedures (dineoncampus.com/uidaho/policies) is prohibited.

Disruptive Behavior

- 1. **Interference With the Community or University Operations**

- a. Behavior that a reasonable person would view as substantially or repeatedly interfering with the community, HRL staff, or other University officials is prohibited.

- 2. **Failure to Comply With University Officials**

- a. Failure to comply with reasonable requests made by HRL staff or other University officials is prohibited.
- b. Failure to provide identification when requested by an HRL staff member is prohibited.

- 3. **Disruptive or Unsafe Conduct in Indoor Areas**

- a. Activities in hallways and other indoor areas that could cause damage to persons or property including sports in the halls, skateboarding, etc. is prohibited.

- 4. **Harassment, Disturbance, or Obstruction of Others**

- a. Interference, disturbance, or obstruction of any other student or staff member by means of noise, abusive language or other nuisance is prohibited.

- 5. **Indecent or Offensive Conduct**

- a. Engaging in lewd, obscene, indecent behavior or any conduct that is offensive to accepted standards of decency such as public nudity or public urination is prohibited.

Drugs, Prescription Medications, and Illegal Substances

1. Illegal and Controlled Substances

- a. The illegal substances are prohibited under University policy (Student Code of Conduct Article VII), state and federal law.
 - i. While the State of Washington has made possession and use of marijuana legal under Washington law, the possession and use of marijuana remains illegal under both federal law and the laws of the State of Idaho. Even though you can buy marijuana at a retail marijuana store in the State of Washington, it is illegal and violates the Student Code of Conduct to bring marijuana into Idaho. You may be subject to criminal prosecution under the laws of the State of Idaho. You will be subject to disciplinary action under the Student Code of Conduct if you possess or use marijuana in the residence halls or in the State of Idaho.
- b. Consumption, possession, furnishing, manufacturing, selling, exchanging, or otherwise distributing any controlled substances is prohibited by state and federal law.
- c. Using or misusing illegal substances is prohibited by federal and state law.

2. Drug Paraphernalia and Devices

- a. Any device found to have drug residue is considered paraphernalia and is prohibited.
- b. Any object or device (homemade or otherwise) that reasonably can be used to conceal or consume controlled substances is prohibited.

3. Misuse of Drugs and Medications

- a. Misuse of over-the-counter drugs or prescription medication is prohibited.

4. Distribution of Medications

- a. Providing over-the-counter drugs or prescription medication to any person(s) is prohibited.

5. Drug-Related Displays and Signage

- a. Students may not display or decorate room/suite with any illegal drug related postings or signage. Signage is defined as any imagery depicting illegal drugs or substances or promoting illegal drug use or consumption.

Electrical Cords

1. Cord and Wiring Condition

- a. Improper maintenance or upkeep of electrical cords and wiring is prohibited.

2. Prohibited Extension Cord Use

- a. Daisy chain extension cords are prohibited. This includes, but is not limited to one power strip plugged into another; multiple extension cords linked, etc. Only one power strip per plug directly into the wall.

3. Power Strips

- a. Heavy-duty power strips equipped with internal breaker protection are authorized for limited use. All such devices must utilize a minimum 16-gauge, three-wire, grounded, three-prong cord.

Elevators

1. Prohibited Behavior

- a. Inappropriate behavior in elevators is prohibited. This includes but is not limited to:
 - i. Forcing elevator doors open
 - ii. Pushing the emergency buttons without experiencing an emergency
 - iii. Pushing multiple buttons for floors other than one's destination
 - iv. Jumping, horseplay, or loitering in elevators

2. Use During Emergencies

- a. Use, or attempted use, of elevators during a fire alarm is prohibited.

3. Advertisements and Postings

- a. Advertisements/flyers within or on elevators is prohibited.

4. Elevator Capacity and Safety

- a. Overloading an elevator could lead to disciplinary proceedings.

Entrepreneurial Enterprises

- No business may operate out of, or use as its base of support, any room or residence on University property, or through the University network.

Facilities and Exteriors

1. Obstruction of Doors and Egress

- a. Propping open or otherwise obstructing exterior building doors, fire doors (including certain interior room or suite doors), hallway doors, or any other entrance or exit in a manner that interferes with safe and efficient egress or entry is prohibited.
- b. Hallways are thoroughfares. Gatherings in hallways are a disruption to the community and impede effective evacuation. This behavior is prohibited.

2. Alterations to Doors, Windows, and Related Structures

- a. Modifying, damaging, or altering doors, windows, ledges, stops, screens, or any related components, including tampering with or removing window stops or screens, is prohibited.

3. Improper Use of Windows

- a. Windows may not be used as entrances or exits, and throwing, hanging, or passing objects or liquids through windows or breaking the plane of a window is prohibited.

4. Window/ Exterior Displays

- a. Residents may personalize their living spaces; however, items displayed in or around residence hall windows must comply with university policy, safety requirements, and community standards. The following are prohibited:
 - i. Any item hanging outside a window or attached to the exterior of a university housing building.
 - ii. Displays that obstruct emergency egress, window operation, ventilation, safety equipment, or required safety inspections.
 - iii. Materials or mounting methods that create fire, safety, maintenance, or facilities concerns.

- iv. Displays that damage university property or interfere with university operations.
- v. Lighting or electronic displays that unreasonably disrupt other residents.
- vi. Any display visible from outside the building that violates University of Idaho policies, including advertising, discrimination, harassment, or student conduct policies.
- b. University-issued blinds or shades must remain functional and capable of being fully closed. Housing and Residence Life reserves the right to require removal of any display that presents safety concerns, violates university policy, or materially disrupts the residential community. Symbols historically associated with intimidation, harassment, or discrimination may be evaluated under applicable university conduct and anti-harassment policies.

5. Access to Restricted Exterior Areas

- a. Accessing, altering, or occupying building canopies, roofs, access panels, gutters, window ledges, or other exterior elements of any building is prohibited.

Failure to Comply

1. Compliance With University Officials

- a. Residents are required to comply with official requests or directives of the University or a University official.

2. Obstruction and Interference

- a. Residents must not interfere or obstruct staff performing their duties.

3. False Information

- a. Residents must not provide false information

4. Prohibited Acts of Non-Compliance

- a. Failure to comply is prohibited, which includes, but is not limited to:
 - i. Refusing to present identification
 - ii. Falsely identifying yourself by name, age, residence, etc.
 - iii. Providing false information to staff and/or officials
 - iv. Refusing or ignoring a directive while staff are performing duties
 - v. Failing to open one's room/unit door at a staff member's request
 - vi. Purposely violating a policy, directive, or restriction communicated by staff or officials
- b. Failure to respond to official requests made by verbal, letters, university email, etc. is prohibited

Fire Safety

1. Fires, Fire Safety Equipment, and Alarms

- a. Tampering with, altering, damaging, disabling, or inappropriately utilizing any fire safety equipment or creating such condition that could create a potential fire hazard, including false fire alarms and failure to evacuate during a fire alarm is prohibited.
- b. Students will not set a fire, pull or call in a false alarm, discharge or remove a fire extinguisher or hose, tamper with smoke detector, break the safety glass on the fire extinguisher case, prop fire doors, and/or leave an area through an emergency door.

2. Prohibited Fire Hazards and Materials

- a. The following items are prohibited in student or community spaces:

- i. Live trees, wreaths, or garlands
- ii. Open flame items, even if not lit, including candles, incense, punks, and lanterns
- iii. Flammable liquids, gases, oils, etc.
- iv. Student construction, made of wood, not coated with two coats of fire-retardant paint
- v. 3D printers are prohibited.

3. Motorized Devices and Lithium-Ion Batteries

- a. Motor vehicles and mobility devices of any type, including but not limited to e bikes, e scooters, hoverboards, Segways, IO Hawks, Skywalkers, and similar devices, as well as associated parts for maintenance, repair, or storage, are prohibited.
 - i. The storage and charging of lithium-ion batteries for these mobility devices in residence halls is prohibited as they represent a serious hazard and may explode, causing injuries and starting fires.

4. Cords

- a. Cords placed under carpets or doors are prohibited.

Furniture

1. University-Owned Furniture

- a. University-provided furnishings may not be removed from student rooms, common spaces, or lounge spaces.

2. Furniture in Lounge Spaces

- a. Furniture, other than that provided or authorized by HRL, is prohibited in lounge spaces.

3. Furniture Modifications or Damage

- a. Modifying or damaging University furniture is prohibited.

Guest Responsibility

1. Guest Escort and Host Responsibility

- a. Any individual who is not a resident of the specific room, hall, or building must be invited into the community and must always be escorted by a Resident Host. The host will be responsible for the guest's behavior.

2. Roommate and Suitemate Consent

- a. Hosting a guest without permission of the resident's roommate or suitemate is prohibited.

3. Guest Duration Limits

- a. No individual(s) can be a guest for more than three consecutive nights or more than seven nights per semester.

4. Fire Capacity Limits

- a. Having a number of guests that exceeds the fire capacity of a room or suite is prohibited. The fire capacity for the Living Learning Communities (LLCs) is a maximum of 8 people per suite. For all other residences, the fire capacity is a maximum of 6 people per room.

Key Responsibility

1. Possession of Keys and Identification

- a. Failure to maintain possession of one's room key, and student ID card is prohibited.

2. Prohibited Use or Sharing

- a. Loaning or giving a key or student ID card to another person or using a key or student ID to admit an unescorted, non-resident is prohibited.

3. Unauthorized Access

- a. Inappropriately utilizing keys or other means to access spaces to which a student is not expressly permitted entrance is prohibited. This includes occupying or utilizing a room space to which you are not assigned.

4. Key Duplication

- a. Keys must not be copied or reproduced.

5. Lost, Stolen, or Returned Keys

- a. Lost or stolen keys must be reported to the Housing Information Desk immediately.
- b. Keys must be returned to the University upon request or upon checkout.
 - i. Keys that are lost or not returned on time will result in an \$85 rekey fee.

Misuse of University Resources, Property, or Personal Property of Others

1. Theft or Unauthorized Possession

- a. Theft, or attempted theft, of University property or another person is prohibited.

2. Removal or Use of University Property

- a. University property in an assigned space shall not be removed without proper authorization.
- b. Tampering with or borrowing any property without permission is prohibited.

3. Damage to Property

- a. Damage caused to University or personal property is strictly prohibited. This includes but is not limited to graffiti, placing or dumping trash, damaging bulletin boards, or other destructive activity.

4. Unauthorized Access

- a. Unauthorized possession of keys or identification for the purpose of unauthorized access is prohibited.

Odors

- Having odors that originate from inside a resident room, common space, or lounge space that is detectable is prohibited, which includes but is not limited to: marijuana, alcohol, excessive fragrances, garbage, hygiene, or other odors.

Passive Participation

1. Obligation to Remove and Report

- a. Residents are obligated to remove themselves from any situation that violates HRL Policy and/or the Student Code of Conduct and report the situation to an HRL staff member.

2. Responsibility for Presence

- a. Residents present during a violation of HRL Policy and/or the Student Code of Conduct can be held responsible for that violation.

Pets (excludes Service Animals and approved ESAs)

1. Prohibited Animals

- a. Students may not have animals in any residential buildings on either a temporary or permanent basis, except for fish kept in a 10-gallon or smaller tank.

2. Aquarium Limitations and Care

- a. Fish tanks cannot be over ten gallons and only one tank is allowed per room/suite.
- b. Students should properly clean, store, and empty fish tanks, including during extended breaks. Fish may not be left unsupervised over extended breaks.
- c. Preventative measures should always be taken for odor control. Respect of others must be considered.

3. Damage, Cleaning, and Liability

- a. Residents will be charged for labor and supplies for damage to the room/suite, furnishings, or floor that exceeds normal wear and tear. When the resident vacates the room/suite, staff will bill the resident for any cleaning over and above the norm that must be undertaken because the room/suite housed the prohibited pet.
- b. Liability for prohibited Pets: Residents are responsible for the actions of their pets, including any personal injury or property damage the prohibited pet causes.

4. Enforcement and Sanctions

- a. Violations of this policy, including neglect of a prohibited pet, may result in additional fines or fees, student conduct action, and possible cancellation of the License Agreement.

5. Service Animals and Approved ESAs

- a. Residents are expected to properly care for Service Animals and approved ESAs.

Pranks and Harassment

1. Harassing or Dangerous Behavior

- a. Individual or group behavior which leads to actual or potential harassment, accident, injury, or damage to a person or property is prohibited.

2. Harassment and Targeted Conduct

- a. Stalking, abusive language, insults, or taunting directed toward another person is prohibited. Rationales such as humor, ignorance, anger, or alcohol will not be accepted.

3. Pranks and Disturbances

- a. Students will not engage in pranks that cause disturbance or distress to others, cause damage to University or personal property, or result in accidents or injuries.

Quiet Hours

1. Standard Quiet Hours

- a. Not adhering to minimum mandatory quiet hours in or around residence halls is prohibited. Standard quiet hours are **10 p.m. to 7 a.m. seven (7) days a week**.

2. Unreasonable Noise

- a. Unreasonable noise is any sound, human or otherwise, which is disturbing to others. Unreasonable noise is prohibited at all times.

3. Designated and Extended Quiet Hours

- a. Not adhering to quiet hours in areas and at times designated by HRL, including during finals week, is prohibited.

4. Courtesy Noise Expectations

- a. Not adhering to a courteous level of sound at any time or failure to reduce volume when requested to do so by another student or staff member is prohibited.

5. Dead Week and Finals

- a. Starting at 10 p.m. on the Sunday of “Dead Week” and through the last day of Final Exams, 24-hour quiet hours are in effect.

Recording Devices

- Making or attempting to make an audio or video recording of any person(s) on University premises in bathrooms, showers, bedrooms, or other premises where there is an expectation of privacy, without the knowledge and consent of all participants subject to such recordings is prohibited. All areas within a residence hall provide a certain level of privacy; as such, the use of undisclosed hidden recording devices is prohibited, as is the transmission and/or distribution of any such recordings.

Roommate and/or Suitemate Agreement(s)

- Failure to abide by agreed room and/or suite terms is prohibited.

Room Assignment

1. Occupancy

- a. Students may not live in, occupy or allow another student to occupy any residence hall room or space other than one’s assigned location according to HRL Assignments staff.

2. Compliance with HRL Assignment Decisions

- a. Students must comply with any HRL request or consolidation requirement.

3. Assignment Procedures

- a. Failure to abide by procedures outlined is prohibited.

4. Unauthorized Room Changes

- a. Students who do not go through proper room change channels may be subject to a \$100 fine.

Room Entry

- Entering another student’s room without the invitation or consent of the room resident at the time of entry is prohibited.
 - a. Failure to abide by the procedures outlined is prohibited.

Room Responsibility

1. Responsibility for Room-Based Conduct

- a. Behaviors that violate the HRL Handbook or the Student Code of Conduct that occur within a student room or suite are prohibited.

2. Double Occupancy Room Use

- a. Students living in a room designated for double occupancy may occupy only their assigned half of the room; the unassigned half must remain empty and in its original condition.

3. Health and Safety Expectations

- a. Residents are expected to maintain a safe and healthy living environment within their room or suite.

Service and Support Animals

- Students must follow all requirements outlined in the Service and Support Animal section of the Handbook. Failure to follow policy may result in the removal of an animal from HRL.

Smoking

1. Prohibited Smoking and Vaping

- a. Smoking or using any product that produces smoke/vapor, including but not limited to cigarettes, cigars, pipes, or electronic cigarettes, is strictly prohibited in any HRL facility or on the University of Idaho campus.

2. Tobacco-Free Campus

- a. The University of Idaho prohibits the use of any tobacco products on all university-owned property, facilities, vehicles, and grounds. This policy applies to all students, employees, contractors, volunteers, and visitors on university-owned and controlled property.

Solicitation

- Solicitation is prohibited. Residents must notify HRL staff immediately if solicitors are present.

Weapons, Firearms, Fireworks and Explosives

Additional information regarding the University Weapons Policy can be found at:

www.uidaho.edu/policies/apm/95/12

1. Prohibited Possession and Use

- a. Possessing, using, or storing firearms, weapons, explosives, explosive devices, or explosive substances within Residence Hall premises is prohibited.

2. Prohibited Weapons and Devices

- a. Prohibited items include, but are not limited to:
 - i. Airsoft guns, BB guns, pellet guns, paintball guns or markers, CO₂ guns
 - ii. Billy clubs or batons, brass knuckles, swords, nun chucks, throwing stars
 - iii. Slingshots, stun guns, blowguns, bows and arrows, crossbows, catapults
 - iv. Knives, defined as blades over 4 inches
 1. Kitchen cutlery is allowed for culinary purposes only. Any items used as weapons will be treated as such.
 - v. Any device which causes dangerous chemical reactions
 - vi. The full list of items defined as “weapons” is available in the Administrative Procedures Manual 95.12 B-2.

- b. A complete list of items defined as “weapons” is available in the University Administrative Procedures Manual 95.12 B-2.

3. Pepper Spray, Mace, and Demilitarized Weapons

- a. The misuse of pepper spray or mace is prohibited.
- b. Demilitarized weapons are prohibited.

Appendices

Appendix One: Qualifying and Non-Qualifying Events for Cancellation

Qualifying Events:
December (Fall) Graduation
Spring Semester Study Abroad
Completion of International or Domestic Exchange Program
Withdrawing Completely from the University of Idaho
Spring Semester Internship Outside of Moscow, ID
Spring Semester Student Teaching Outside of Moscow, ID
Military Leave of Absence
Hardship Withdrawal Approved through the Dean of Students office (DOS)
Transferring to an On-Campus Apartment (Elmwood, South Hill Vista, Vandal Village)
Accommodations made through the University's Center for Disability Access and Resources (CDAR) to Continue as a Non-Residential Student
Other events will be reviewed by the Housing Appeals Committee
Non-Qualifying Events:
Moving from a Residence Hall into a Fraternity or Sorority House
Moving Off-Campus and Continuing to Attend the University of Idaho
Receiving an Exemption from the "First-Year Residency Requirement" through DOS and Moving Off-Campus after signing the Housing License Agreement
Other events will be reviewed by the Housing Appeals Committee

Appendix Two: Residence Hall Refund Schedule

2026-2027 Academic Year			
Time Frame	Early Cancellation <u>WITH</u> a Qualifying Event	Early Cancellation <u>WITHOUT</u> a Qualifying Event	Refund Amount
Cancelling prior to July 1 for Fall Semester	No Charge	No Charge	Full refund of all housing charges that have been added to the student's account
Cancelling prior to Dec. 1 for Spring Semester	No Charge	\$350	
Cancelling after July 1 for Fall Semester OR after Dec. 1 for Spring Semester and BEFORE agreement start date or moving into the assigned space	\$350 after July No Charge after Dec. 1	\$350 after July 1 \$700 after Dec. 1	
Agreement Start Date through end of Week 2	No Charge	\$1,400	Daily prorate of days remaining in agreement
Weeks 3 & 4	No Charge	\$1,200	75% of total Housing rate
Weeks 5 through 8	No Charge	\$900	50% of total Housing rate
Weeks 9 through 12	No Charge	\$600	25% of total Housing rate
Week 13 to end of semester	No Charge	\$300	No Refund

Appendix Three: Meal Plan Refund Schedule

2026-2027 Academic Year		
Time Frame	Dining Dollar Refunds	Meal Plan (excluding dining dollars) Refund Amount
Agreement Start Date through end of Week 2	Unused dining dollars	Daily prorate of days remaining in agreement
Weeks 3 & 4	No Refund	75% of total Meal Plan rate, less dining dollars
Weeks 5 through 8	No Refund	50% of total Meal Plan rate, less dining dollars
Weeks 9 through 12	No Refund	25% of total Meal Plan rate, less dining dollars
Week 13 to end of semester	No Refund	No Refund

HOUSING AND RESIDENCE LIFE

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