



Fraternity & Sorority Life Resource Manual

Office of Fraternity and Sorority Life
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Tuscaloosa, AL 35487
ofsl.ua.edu
205-348-2693

THE UNIVERSITY OF
ALABAMA[®]

Division of
Student Life
Fraternity and Sorority Life



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Office of Fraternity and Sorority Life Contact Information

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lmorris@ua.edu
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Ginnifer Carnethon

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gcarnethon@ua.edu
Work: 205-348-8802

Hannah Meador

Coordinator
Marketing and Outreach
hmeador@ua.edu
Work: 205-348-7512 Cell: 317-518-5731

Important City Contact Information

University Police
205-348-5454

Tuscaloosa Police
205-349-2121

DCH Regional Medical Center
205-759-7111

Tuscaloosa SAFE Center
205-860-SAFE (7233)

Important Organization Phone Numbers

Position	Name	Phone Number
Chapter President		
Chapter Vice President		
Chapter Advisor		
Regional Inter/National HQ Contact		
House Manager		
House Director		



Chapter Transition and Important Dates

Chapter Transition Checklist

Every year, unsuccessful officer transitions hamper future successes of chapters at The University of Alabama. Please remember that a successful transition is not only the glue that will hold your organizations together from year-to-year but also continues to move the chapter in a positive direction. While the following tips may not all pertain to your chapter, most are relevant and important for the majority of chapters.

For a successful transition, below is a list of responsibilities for Outgoing Officers:

Be sure to do the following:

- Discuss your organization's history (successes and failures, strong and weak characteristics, etc.)
- Review The University of Alabama's policies and procedures
- Review your organization's constitution, mission statement, and officer responsibilities (if old information needs updating, now is a great time to do that!)
- Review and pass on old records (including meeting agendas and minutes), binder(s), files, notebooks, copies of documents, emails, used for advertising past events, and correspondence (Pass along everything you have.)
- Review officer job descriptions and written expectations for each new officer regarding their role and responsibilities (offer advice on past successes and mistakes)
- Share and review your organization's calendar (and any important annual events that non-exec board members might not know about, i.e. leadership training events, University meetings, council meetings, and/or budget and bill deadlines)
- Share and review your organization's annual budget (what bills are still outstanding?), evaluations for projects and events, achievements, and mistakes
- Pass along rosters, alumni/ae information, mailing lists, computer passwords, bank accounts, contracts, keys, addresses, phone numbers, emails, etc....
- Sit with your incoming officers and help them plan their first course of action over their first few months
- Change SOURCE portal information and give administrative/officer access to new officers.
- Introduce officers and share contact information to key contact people, especially your chapter's advisors, University advisors, and headquarters staff
- Explain officer role in organization and meetings

Incoming Officers First Tasks:

- Develop a master calendar with meetings, programs, and events
- Develop a webpage and/or update current webpage with new officer information
- Establish meeting agendas, meeting times, and locations
- Evaluate with outgoing officers last year's concerns, achievements, and past goals
- Establish new goals and prioritize
- Plan chapter goal setting at next meeting
- Utilize The Office of Fraternity & Sorority Life's resources
- Submit OFSL Chapter Leadership Update Form
- Remember to keep well organized and detailed records in the upcoming year so it will be easy to transition when you select new officers.

Chapter Transition: Questions for Outgoing Leadership

Below there has been included a list of questions and exercises that are important to think about while training new officers.

1. What was your best experience in this position?
2. What tips could you give your successor to make things smoother for next year?
3. Name the administrators/staff/advisors you found to be helpful in your position.
4. What did you find most difficult in this position?
5. What was the best resource you used in this position?
6. Which offices/departments/student groups did you co-sponsor with that worked well?
7. Please list any projects or ideas you were developing that you would like to see continue.
8. Name one thing you wished you knew when you started the position.

Spring Semester Important University of Alabama Dates

First Day of Spring Classes	January 13, 2021
Last Day to Add a Course or Drop a Course Without a Grade of "W"	January 29, 2021
Mid-Semester Study Break – Classes Dismissed	March 15, 2021
Last Day to Drop a Course with a Grade of "W"	March 20, 2021
Honors Week	April 5-9, 2021
Last Day to Withdraw from the Spring Term	April 23, 2021
Final Exams	April 26-29, 2021
Spring Commencement	April 30 & May 1, 2021

Chapter Compliance and Information Forms

Form/Document	Location	Due Date
Fall Roster Update 1	Email from OFSL Staff	Mid September
Fall Roster Update 2	Email from OFSL Staff	Mid October
Fall Roster Update 3	Email from OFSL Staff	Mid November
Spring Roster Update 1	Email from OFSL Staff	Mid February
Spring Roster Update 2	Email from OFSL Staff	Mid March
Spring Roster Update 3	Email from OFSL Staff	Mid April
Fall Meal Plan Downgrades	Email from OFSL Staff	Mid September
Spring Meal Plan Downgrades	Email from OFSL Staff	February 13, 2021
Spring Chapter Leadership Update	Email from OFSL Staff	Mid November
Fall Chapter Leadership Update	Email from OFSL Staff	June 1
Spring Housing List	Email from OFSL Staff	December 1
Final Spring Housing List	Email from OFSL Staff	January 1



Office of Fraternity and Sorority Life Information

OFSL Staffing and Responsibilities

The Office of Fraternity and Sorority Life at The University of Alabama is supported by seven professional full-time staff members and one support staff member who serve the organizations & individual members of the Fraternity and Sorority community. The staff works with students individually, fraternities and sororities, and inter/national organizations that support the success of fraternal organizations.

Below is the organizational chart for the office:

- Dr. Kat Gillan, Interim Executive Director
 - Jennifer Brown, Director of Fraternity and Sorority Housing
 - Julie Elmore, Assistant Director of Housing
 - Lynn Morris, Coordinator
 - Ginnifer Carnethon, Program Assistant
 - Kathleen Duffy, Director of Fraternity and Sorority Life
 - Brittany Jordan, Assistant Director
 - Clint Coulter, Assistant Director
 - Hannah Meador, Coordinator

Services and Expectations

Services Provided to Chapters

- Office of Fraternity and Sorority Life Staff – Dr. Kat Gillan, Kathleen Duffy, Jennifer Brown, Brittany Jordan, Julie Elmore, Hannah Meador, Lynn Morris, Ginnifer Carnethon
- Training, advising, and mentoring to the student governing councils
- Advising on recruitment/intake for councils and individual chapters
- Training for chapters' executive councils through educational sessions
- Extensive advising and support for new groups on campus
- On-campus meeting rooms
- Annual Greek Excellence Awards program to reward chapters and individuals for distinction in various categories
- Assessment opportunities to assess the student experience

Expectations

Chapter Expectations

Chapters recognized by The University of Alabama are expected to adhere to the following:

- Follow the values of their inter/national and/or local organization(s)
- Act as a positive reflection of the UA Community
- Have one (1) active faculty/staff advisor and one (1) active chapter advisor
- Adhere to the UA Code of Student Conduct and mission of The University of Alabama
- Adhere to relevant University policies, rules, and regulations.
- Ensure that all required paperwork and/or documentation is correct, signed and submitted by the requested deadline to The Office of Fraternity and Sorority Life
- Register annually with the Office of Student Involvement and maintain Full Recognition with the Office of Fraternity and Sorority Life
- Have at least ten (10) members at the time of expansion/re-organization/re-chartering/re-activation and sustain a membership of no less than (5) five active members in “good standing” with the University and the inter/national organizations, if applicable.
- Maintain an affiliation with a recognized Greek governing/coordinating council, unless exempted from such affiliation by an appropriate University official.
- Provide notice and details to the Office of Fraternity and Sorority Life within twenty-four (24) hours of receiving notice of any investigation, sanction, probation, discipline, or misconduct related issue involving the chapter or any of its members and the inter/national organization.

Advisor Expectations

Advisors are expected to adhere to the following:

- Be knowledgeable of chapter policies and current academic standing
- Be familiar with The Code of Student Conduct, the mission of The University of Alabama, and relevant University policies, rules, and regulations applicable to the chapter.
- Serve as a mentor to the members of the organization
- Utilize the Advisor Manual provided by the Office of Fraternity and Sorority Life.
- Provide notice and details to the Office of Fraternity and Sorority Life within twenty-four (24) hours of receiving notice of any investigation, sanction, probation, discipline, or misconduct related issue involving the chapter or any of its members and the inter/national organization.
- Follow the standards and trainings of your prospective organization and evaluate how they coincide with University of Alabama policies
- Comply with the following policies:
 - UA Code of Student Conduct

- UA Alcohol Policy
- UA Hazing Policy
- Turn in completed UA Hazing Compliance Form at the beginning of each SOURCE registration cycle
- Attend recruitment training sessions, round tables, monthly President Meetings, etc.
- NPHC chapters should follow the Intake Membership Policy
- Chapters to fully initiate their new members and hold any probates/bid days by established deadline
- Secure a chapter advisor that focuses on the daily operations of the chapter and event approvals in Org Sync
- Meetings and Retreats
 - Panhellenic Chapter Presidents will meet with the Panhellenic Advisor at least once a semester.
 - IFC Chapter Presidents will meet with the IFC Advisor at least once a semester.
 - NPHC and UGC Chapter Presidents will meet with the NPHC/UGC Advisor at least twice a semester.
 - Council officers and Presidents will attend necessary council meetings and programs.
 - Chapters will attend meetings and financially support their governing council.
 - Chapter officers will read and understand the governing council's constitution and bylaws and their individual chapter's constitution and bylaws.
 - Chapter Presidents will attend designated training sessions for Presidents or assign others to attend.
 - All new members will attend the necessary New Member Convocation.
 - Support Council programs
- Information needed each semester
 - Chapters will update their roster with the Office of Fraternity and Sorority Life twice a semester at least. (February, March, April, September, October, November)
 - Chapters will turn in the Chapter Leadership Update Form after chapter elections
- Utilize the Office of Fraternity and Sorority Life web site for updates, calendar, forms, stats, etc.
- Presidents or Chapter Advisor will inform the Office of Fraternity and Sorority Life of any emergencies or serious situations.
- Attentive to important dates and email updates and timely responses as needed

Alabama Panhellenic Association Contact Information

Alabama Panhellenic Association 2020 Executive Board

Position	First Name	Last Name	Email
President	Shannon	Healy	apa@ua.edu
Vice President Administration	Hannah	Hale	hvhale@crimson.ua.edu
Director of Recruitment	Kaitlin	Wiltshire	alabamarecruitment@gmail.com
Asst. Director of Recruitment	Elise	Anzaldua	alabamarecruitment@gmail.com
Director of Judicial Affairs	Ellen	Walton	apajudicial@gmail.com
Asst. Director of Judicial Affairs	Hanna	Pohlmann	apajudicial@gmail.com
Director of Sigma Rho Chis	Mattie	Naman	menaman@crimson.ua.edu
Asst. Director of Sigma Rho Chis	Lilly Beth	Glenn	leglenn@crimson.ua.edu
Director of Public Relations	Bailey	Hansen	uapanhellenicpr@gmail.com
Director of Finance	Katie	Andrews	uadirectorfinance@gmail.com
Director of Community Development	Lauren	Gilonske	Ltgilonske@crimson.ua.edu
Director of Outreach	Frances	Lehman	flehman@crimson.ua.edu

Alabama Panhellenic Association 2021 Chapter Presidents

Chapter	First Name	Last Name
Alpha Chi Omega	Maddie	Little
Alpha Delta Chi	Danielle	Davis
Alpha Delta Pi	Katie	Toohey
Alpha Gamma Delta	Camryn	Shields
Alpha Omicron Pi	Reese	Caldwell
Alpha Phi	Marissa	Collett
Chi Omega	Adeline	Treadwell
Delta Delta Delta	Elise	Spivey
Delta Gamma	Selena	Ortega
Delta Zeta	Lauren	Rouse
Gamma Phi Beta	Maddie	Cotton
Kappa Alpha Theta	Prezley	Hartman
Kappa Delta	Mary Frances	Robertson
Kappa Kappa Gamma	KayKay	Benck
Phi Mu	Raegan	Lamb
Pi Beta Phi	Brianna	Cipolla
Sigma Delta Tau	Caroline	Schilling
Sigma Kappa	Hannah	Prescott
Zeta Tau Alpha	Katherine	Crowe

Interfraternity Council Contact Information

Interfraternity Council 2021 Executive Board

Position	First Name	Last Name	Email
President	Harrison	Howell	hhowell@crimson.ua.edu
Executive Vice President	Dalton	White	dewhite4@crimson.ua.edu
Vice President Recruitment	Connor	Rable	rableconnor@gmail.com
Vice President Judicial Affairs	James	Sadowski	jrsawdowski@crimson.ua.edu
Treasurer	Hudson	Tate	hdtate@crimson.ua.edu
Secretary	Andrew	Weisenfeld	gaweisenfeld@crimson.ua.edu
Director of Public Relations	Thomas	Fracchia	tfracchia@crimson.ua.edu
Director of New Member Education	Clay	Fontenot	cbfontenot@crimson.ua.edu
Director of Community Outreach & Wellbeing	Nico	Critides	ncritides@crimson.ua.edu
Director of Diversity, Equity, and Inclusion	Armon	Sheffield	arsheffield1@crimson.ua.edu

Interfraternity Council 2021 Chapter Presidents

Chapter	First Name	Last Name
Alpha Delta Phi	Anthony	Carrion
Alpha Epsilon Pi	Jared	Goldstein
Alpha Kappa Lambda	Nick	Galante
Alpha Sigma Phi	Charles	Schreiber
Alpha Tau Omega	Sam	Barnes
Beta Theta Pi	Kamren	McGovern
Beta Upsilon Chi	Jack	Meyer
Chi Phi	Liam	Hill
Delta Chi	Frank	Reitano
Delta Kappa Epsilon	Skipper	Snypes
Delta Sigma Phi	Zach	Watkins
Delta Tau Delta	Austin	Heriford
Kappa Alpha	Bryce	Glenn
Kappa Sigma	Liam	Collier
Lambda Chi Alpha	Ted	Plisko
Phi Delta Theta	Joseph	Doehring
Phi Gamma Delta	Collier	Wilson
Phi Kappa Psi	Frank	Tuxworth
Phi Kappa Sigma	Nathan	Rivard
Phi Kappa Tau	Pete	Gasparini
Phi Sigma Kappa	William	Savastani
Pi Kappa Alpha	Zach	Alexander
Pi Kappa Phi	Pearce	Priebe
Sigma Alpha Epsilon	Cleve	Welden
Sigma Alpha Mu	Colton	Parker
Sigma Chi	William	Stiers
Sigma Nu	Jack	Mason
Sigma Phi Epsilon	Jack	Callahan
Sigma Pi	Colin	Szczesny
Sigma Tau Gamma	Nathan	Yamaguchi
Tau Kappa Epsilon	Mike	Tindle
Theta Chi	Matthew	McGuigan
Zeta Beta Tau	Joel	Rittenberg

National Pan-Hellenic Council Contact Information

National Pan-Hellenic Council 2021 Executive Board

Email nphc@ua.edu to contact a member of the executive board

Position	First Name	Last Name
President	Jordan	Smith
Vice President	Tameron	Williams
Director of External Affairs	Alyssa	Price
Secretary	Skylor	Holden
Treasurer	Mariah	Ellis
Director of Academic Achievement	Yechiel	Peterson
Parliamentarian	Heather	House
Director of Public Relations	Carrington	Wyatt

National Pan-Hellenic Council 2021 Chapter Presidents

Chapter	First Name	Last Name
Alpha Kappa Alpha	Alexis	Mitchell
Alpha Phi Alpha	Samuel	Bland
Delta Sigma Theta	Iyana	Diaz
Kappa Alpha Psi	Carrington	Wyatt
Omega Psi Phi	Colby	Boyd
Phi Beta Sigma	Sterling	Dozier
Sigma Gamma Rho	Alyssa	Price
Zeta Phi Beta	Erykah	Murray

United Greek Council Contact Information

United Greek Council 2021 Executive Board

Email ugc@ua.edu to contact a member of the executive board

Position	First Name	Last Name
President	Fatema	Dhondia
Vice President	Patrick	Livatt
Secretary	Emily	Lucas
Treasurer	Benjamin	Walton
Parliamentarian	Cara	Cannarozzi

United Greek Council 2021 Chapter Presidents

Chapter	First Name	Last Name
Alpha Omega Epsilon	Kirsten	Laha-walsh
Eta Omega Pi	Kirsten	Laha-Walsh
Kappa Kappa Psi	Taylor	Mann
Phi Mu Alpha	William	Braidfoot
Phi Sigma Pi	Hanna	Benkhraba
Theta Tau	Alan	Mateja

Other Contact Information

2021 Greek Ambassador Executive Board

Position	First Name	Last Name	Email
President	Jordan	Eady	jmeady@crimson.ua.edu
Executive VP	Pedro	Reyes	pjreyes@crimson.ua.edu
VP of Membership	Mckenzy	Smith	msmith121@crimson.ua.edu
VP of Education	Paige	Risley	pvrисley@crimson.ua.edu
Secretary	Alison	Levine	aslevine2@crimson.ua.edu
Treasurer	Kendall	Tucker	katucker3@crimson.ua.edu
Public Relations	Emma	Taylor	ektaylor4@crimson.ua.edu

2021 Greek Programming Board Executive Board

Position	First Name	Last Name	Email
Executive Director	Mary Alice	Crocker	macrocker@crimson.ua.edu
Director of Finance	Sarah Hadley	Greer	shgreer@crimson.ua.edu
Director of Data Management and Compliance	Katherine	Pearson	krpearson1@crimson.ua.edu
Director of Public Relations	Emily	Safron	ejsafron@crimson.ua.edu
Director of Programming	Jillian	Fields	jmfields4@crimson.ua.edu
Director of Chapter Leadership Services	Alexis	Mitchell	ahmitchell2@crimson.ua.edu

2021 Rho Lambda Executive Board

Position	First Name	Last Name	Email
President	Dominique	Satterwhite	dasatterwhite@crimson.ua.edu
Vice President	Hannah	Parker	htparker@crimson.ua.edu
Secretary	Logan	O'Leary	lolarey@crimson.ua.edu
Treasurer	Haylee	Spriggs	hcspriggs@crimson.ua.edu

Chapter House Addresses

Organization	Council	Physical Location	Organization	Council	Physical Location
Alpha Chi Omega	APA	801 Colonial Drive	Kappa Sigma	IFC	521 Jefferson Ave
Alpha Delta Pi	APA	675 Judy Bonner Drive	Lambda Chi Alpha	IFC	601 Jefferson Ave
Alpha Gamma Delta	APA	735 Judy Bonner Drive	Lambda Sigma Phi	IFC	400 Smithwood Circle, A
Alpha Kappa Alpha	NPHC	911 Magnolia Drive	Phi Delta Theta	IFC	190 University Blvd
Alpha Kappa Lambda	IFC	561 Jefferson Ave	Phi Gamma Delta	IFC	976 University Blvd
Alpha Omicron Pi	APA	826 Magnolia Drive	Phi Kappa Psi	IFC	312 University Blvd
Alpha Phi	APA	760 Paul W. Bryant Drive	Phi Kappa Sigma	IFC	430 Smithwood Circle, D
Alpha Phi Alpha	NPHC	410 Smithwood Circle, B	Phi Mu	APA	921 Colonial Drive
Alpha Tau Omega	IFC	322 University Blvd	Phi Sigma Kappa	IFC	501 Jefferson Ave.
Beta Theta Pi	IFC	960 University Blvd	Pi Beta Phi	APA	845 Magnolia Drive
Chi Omega	APA	901 Magnolia Drive	Pi Kappa Alpha	IFC	202 University Blvd
Chi Phi	IFC	600 Jefferson Ave	Pi Kappa Phi	IFC	130 University Blvd East
Delta Chi	IFC	511 Jefferson Ave	Sigma Alpha Epsilon	IFC	432 University Blvd
Delta Delta Delta	APA	785 Judy Bonner Drive	Sigma Chi	IFC	180 University Blvd.
Delta Gamma	APA	625 Judy Bonner Drive	Sigma Delta Tau	APA	420 Smithwood Circle, C
Delta Kappa Epsilon	IFC	946 University Blvd	Sigma Kappa	APA	923 Magnolia Drive (Old ADPi)
Delta Tau Delta	IFC	425 Jefferson Ave	Sigma Nu	IFC	990 University Blvd
Delta Zeta	APA	900 Magnolia Drive	Sigma Phi Epsilon	IFC	304 University Blvd
Gamma Phi Beta	APA	780 Paul W. Bryant Drive	Sigma Pi	IFC	435 Jefferson Ave
Kappa Alpha	IFC	416 University Blvd	Sigma Tau Gamma	IFC	415 Jefferson Ave
Kappa Alpha Theta	APA	750 Colonial Drive	Theta Chi	IFC	110 University Blvd East
Kappa Delta	APA	825 Magnolia Drive	Theta Tau	UGC	440 Smithwood Circle, E
Kappa Kappa Gamma	APA	851 Colonial Drive	Zeta Beta Tau	IFC	526 Jefferson Ave
			Zeta Tau Alpha	APA	922 Magnolia Drive



University Resources

Guide to University Resources

What	Office	Location	Phone	Website
Class Absences (prior to or after class)	Instructor	Varies		
Absences due to illness	Instructor	Varies		
Emergency Notification & Hospitalization	Student Care and Well-Being	3500 Ferguson Center	205-348-2461	bamacares.sa.ua.edu
Medical Withdrawal	Student Care and Well-Being	3500 Ferguson Center	205-348-2461	bamacares.sa.ua.edu
Advisor	Academic Advisor	Varies		advising.ua.edu
Academic Resources	Capstone Center for Student Success	3 rd Floor Russell Hall	205-348-7011	success.ua.edu
ADA Accommodations	Office of Disability Services	1000 Houser Hall	205-348-4285	ods.ua.edu
Tours, visits, scholarships	Office of Admissions	Student Services Center, Suite 203	205-348-5666	gobama.ua.edu
Scholarships and Financial Aid	Student Financial Aid	Student Services Center, Suite 106	205-348-6756	financialaid.ua.edu
Student Records	University Registrar	Student Services Center, Suite 206	205-348-2020	registrar.ua.edu
Writing Support	Writing Center	322 Lloyd Hall	205-348-5049	writingcenter.ua.edu
Auto Accident (on campus)	University Police	1110 Jackson Ave.	205-348-5454	police.ua.edu
Auto Accident (off-campus)	Tuscaloosa Police	3801 Trevor S Phillips Ave.	205-349-2121	tuscaloosa.com/pd
Injury-Minor	Student Health Center	Student Health Center	205-348-6262	shc.sa.ua.edu
Injury-Major	DCH Hospital	809 University Blvd	911	
Emergency (on-campus)	University Police	1110 Jackson Ave.	911	police.ua.edu
Emergency (off-campus)	Tuscaloosa Police	3801 Trevor S Phillips Ave.	911	tuscaloosa.com/pd

Office	Location	Phone	Website
ACT Card	451 Campus Drive E. (Campus Dr. Deck)	205-348-2288	actcard.ua.edu

Alumni Association	224 Paul W. Bryant Drive	205-348-5963	alumni.ua.edu
Bama Dining	Various	205-348-6816	bamadining.ua.edu
OIT	125 Gordon Palmer Hall	205-458-9555	oit.ua.edu
Parking Services	Campus Drive Parking Deck	205-348-5471	bamaparking.ua.edu
Athletic Ticket Office	Coleman Coliseum	205-348-2262	rolltide.com/tickets
UA Crossroads	3617 Ferguson Student Center	205-348-6930	crossroads.ua.edu
Division of Diversity, Equity and Inclusion	313 Rose Admin	205-348-2053	diversity.ua.edu
Office of Disability Services	1000 Houser Hall	205-348-4285	ods.ua.edu

Office	Location	Phone	Website
Assessment and Planning	372 Rose Administration	205-348-4903	assessment.sl.ua.edu/
Believe UA	2500 Ferguson Center	205-348-2693	sa.ua.edu/programs/believe-ua/
Blackburn Institute	2400 Ferguson Student Center	205-348-3277	blackburninstitute.sl.ua.edu
Career Center	3400 Ferguson Student Center	205-348-5848	career.sl.ua.edu
Center for Service and Leadership	1100 Ferguson Student Center	205-348-2865	leadandserve.sl.ua.edu
Collegiate Recovery and Intervention Services	South Lawn Office Building, Suite 1000	205-348-2727	cris.sl.ua.edu
Counseling Center	South Lawn Office Building, Suite 3000	205-348-3863	counseling.sl.ua.edu
Dean of Students	3500 Ferguson Student Center	205-348-3326	dos.sl.ua.edu
Ferguson Student Center	3500 Ferguson Student Center	205-348-6063	ferguson.sl.ua.edu/
First Year Experience	1040 Student Activities Center	205-348-8404	fye.sl.ua.edu
Health Promotion and Wellness	107 Russell Hall	205-348-2258	hpw.sl.ua.edu
Housing and Residential Communities	Robert E. Witt Student Activity Center	205-348-6676	housing.sl.ua.edu
Intercultural Diversity Center	2101 Ferguson Student Center	205-348-9029	diversity.ua.edu/intercultural-diversity-center/
Office of the Vice President of Student Life	275 Rose Administration	205-348-6670	sl.ua.edu/vp
Parent & Family Programs	1040 Student Activities Center	800-392-2777	parents.sl.ua.edu
Student Care and Well-Being	230 Ferguson Student Center	205-348-2461	bamacares.sl.ua.edu
Student Conduct	173 Mary Burke Hall East	205-348-8234	studentconduct.sl.ua.edu
Student Government Association	2617 Ferguson Student Center	205-348-2742	sga.sl.ua.edu

Student Health Center and Pharmacy	750 5th Avenue East	205-348-6262	shc.sl.ua.edu/
Student Involvement	3610 Ferguson Student Center	205-348-6114	studentinvolvement.sl.ua.edu
Student Media	414 Campus Drive, East	205-348-7257	studentmedia.sl.ua.edu
University Programs	3504 Ferguson Student Center	205-348-7525	up.sl.ua.edu
University Recreation	Student Recreation Center	205-348-5164	urec.sl.ua.edu
Veteran and Military Affairs	3000 Houser Hall	205-348-0983	vets.sl.ua.edu
Women and Gender Resource Center	South Lawn Office Building, Suite 2000	205-348-5040	wgrc.sl.ua.edu

Dean of Students

3500 Ferguson Student Center
205-348-3326
dos.sa.ua.edu

The Dean of Students creates a culture of care for the UA community by supporting the diverse needs of a dynamic student body. The office of the Dean of Students helps connect students with the campus resources available to them and serves as a personalized point of contact in situations that require special support from the institution. The Dean of Students seeks to provide spiritual, emotional, and behavioral support for students.

Assistance

The University of Alabama is attentive to the well-being of our students, faculty, and staff. UA is committed to providing a safe and healthy environment where individuals are free to work, learn, and teach. In support of this mission, the Division of Student Life provides support to assist students in need or crisis through various programs, including the On-Call Dean Program.

Contact the Dean of Students office if you or someone you know is in need of assistance.

Conduct

Students at The University of Alabama aspire to live out the words of the Capstone Creed. To learn more about the conduct expectations of students at The University of Alabama, visit the Student Conduct website at studentconduct.ua.edu.

Involvement

Students who get involved in student organizations perform better academically and report higher levels of satisfaction with their undergraduate experience. Visit Student Involvement to learn more about student organizations, or the Center for Service and Leadership to find a way to give back at the Capstone.

Safety

Student safety is a priority at The University of Alabama. To ensure the campus community works together to create an ethical community defined by civility and respect, The University of Alabama launched UAct to provide both education and support surrounding discrimination, harassment, dating and/or domestic violence, stalking, sexual assault, and other issues.

The University of Alabama also works to maintain a safe and welcoming campus by providing a variety of transportation services, including Crimson Ride and 348-RIDE.

Office of Student Conduct

173 Burke Hall East
205-348-8234
studentconduct.sa.ua.edu

Student Code of Conduct

The Office of Student Conduct is responsible for the administration and operation of the [Code of Student Conduct](#).

Group and Class Presentations

Our staff welcomes opportunities to speak to classes and student organizations regarding the Code of Student Conduct, Capstone Creed and making decisions that lead to personal and professional success.

Sanctions

Any prior Code violations the student has previously been found to have committed may be considered in imposing sanctions. [Sanctions](#) may be imposed upon any student found to have violated the Student Code.

Student Conduct Process

Information regarding the Student Conduct Process can be found on the Student Conduct Website under the [Student Conduct Process](#) page.

Student Judiciary

The Student Judicial Board (J-Board) operates as a branch of the Student Government Association and is advised by Student Conduct staff members.

Incident Reporting and Student Concerns

Behavioral Intervention Team (BIT)

Report a Student of Concern

The below information provides example behaviors and what level of intervention such behaviors may warrant:

1. **High Risk Behaviors:** behavior indicates imminent safety risk to the individual or community
 - a. **Example Behaviors:**
 - i. Expressed intent to harm self or others
 - ii. Brandishing a weapon
 - iii. Suicide attempt or threat
 - iv. Bizarre delusions or hallucinations
 - b. **What to do: Call 911**

2. **Moderate Risk Behaviors:** behavior that is not typically life threatening; may signal that an individual's coping skills are being challenged
 - a. **Example Behaviors**
 - i. Indirect threats to self or others or disturbing content in academic work
 - ii. Erratic behavior or expressing hopelessness/helplessness
 - iii. Withdrawal from friends or daily life
 - b. **What to do:** document the behavior and refer to Behavioral Intervention Team

3. **Low Risk Behaviors:** behavior may interfere with academic or personal success but not likely to indicate a risk to life or safety
 - a. **Example Behaviors:**
 - i. Frequent class absences
 - ii. Changes in appearance or hygiene
 - iii. Difficulty adjusting to college life
 - iv. Uncooperative
 - b. **What to do:** refer to resources or refer to Behavioral Intervention Team

Division of Student Life Complaints and Appeals

Whenever possible, we encourage that incidents be resolved directly with the staff or department involved. Often a complaint can be resolved in this way. However, if an informal approach is neither successful or advisable, the Complaint and Appeals Form should be submitted.

Complaint and Appeals Form

Hazing

The University of Alabama's ability to effectively investigate incidents of hazing and enforce our Code of Student Conduct relies heavily on the accuracy and detail of the information provided. We encourage you to provide as much specific information as possible so that we can take appropriate action in a timely manner.

[Hazing Reporting Form](#)

In addition to the Hazing Reporting Form, you can also report hazing by providing specific information to any of the following:

- The University's Hazing & Harassment Hotline 205-348-HALT (4258)
- The University's Office of the Dean of Students 205-348-3326
- The University's Office of Student Conduct 205-348-8234 or student.conduct@sa.ua.edu
- The University of Alabama Police Department (UAPD) 205-348-5454

The Hazing & Harassment Hotline 205-348-HALT (4258) connects to a third-party vendor and is available to those who think they, or students they know, have been or may become victims of hazing. Callers may remain anonymous or provide personal information so their concerns can be responded to directly.

Student Conduct Incident Reporting

The University of Alabama does not accept anonymous incident reports about students. Once the report is received, a university staff member will investigate the incident and determine an appropriate intervention/action plan for the student's behavior, which may include a meeting with the student and others involved in the incident. Please know that you, and the witnesses you identify in the report, may be contacted to provide further information.

[Student Conduct Incident Report Form](#)

UAct

The University of Alabama is committed to providing an environment for employees, students and campus visitors that is free from illegal harassment based on genetic or family medical history information, race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, age, disability, protected veteran status or any other legally protected basis.

The University will not tolerate and will take action against individuals who retaliate against individuals who, in good faith, report violations of this policy or participate in investigations related to such policy violations.

[UAct Report an Incident](#)

Diversity, Equity and Inclusion Resources

[Division of Diversity, Equity, and Inclusion](#)

The Division of Diversity, Equity and Inclusion provides leadership for the University to build on its core principles of inclusiveness in learning environments, programs, workforce and strategic partnerships.

[Office of Disability Services](#)

The Office of Disability Services (ODS) is the central campus resource for students who wish to request academic accommodations. In collaboration with students and instructors, our staff coordinate accommodations and support to ensure equal access to an education.

[Safe Zone Resource Center](#)

The Safe Zone Resource Center exists to promote equity and inclusion for LGBTQIA+ individuals and their allies.

The UA Safe Zone Resource Center provides educational outreach, community support, and crisis intervention resources for LGBTQIA+ members of the University of Alabama community and their allies. The SZRC offers help connecting people at UA to LGBTQIA+ inclusive resources, provides training on LGBTQIA+ topics for UA students, faculty, and staff, facilitates LGBTQIA+ community building programs on campus, and works with the Safe Zone advisory board to advocate LGBTQIA+ interests at UA.

The primary goal of the Safe Zone Resource Center is to foster a University climate where every individual is treated with dignity and respect by:

- educating the University of Alabama community about LGBTQIA+ identified persons and their experiences;
- promoting safe environments that are respectful of all identities;
- advocating for support of LGBTQIA+ identified persons, and;
- providing ongoing educational opportunities and resources to our Safe Zone Allies.

Ally Training Program

The UA Safe Zone Ally Training Program provides a visible network of allies for lesbian, gay, bisexual, trans, queer, and asexual (LGBTQIA+) individuals. Safe Zone Allies distribute information regarding sexuality, gender identity, campus and community resources, and methods for reporting harassment and/or discrimination.

The Safe Zone Ally Training Program is a three-hour training session that will allow participants to: develop a working knowledge of appropriate and respectful LGBTQIA+ terminology; recognize the impact that a negative campus climate has on individuals who identify as LGBTQIA+; and identify areas of personal growth as a member of the UA community. Following the training program, participants are invited to sign-up to serve as UA Safe Zone Allies.

Resources

In addition to holding trainings and events, the UA Safe Zone Resource Center is committed to providing The University of Alabama community with resources to build an environment based on dignity and respect, in which every student and employee is free to thrive academically, professionally and personally.

Programs

Safe Zone Resource Center offers a variety of programs and support services. For more information about specific programs, contact us at safezone@ua.edu

- Cinnamon Rolls, Not Gender Roles - Cinnamon Rolls, Not Gender Roles is a weekly discussion group for people of all identities to come together, eat pastries and discuss topics concerning gender identity and performance in our current culture and climate. Cinnamon Rolls, Not Gender Roles meets Tuesdays at 3 p.m. central standard time.
- Rainbow Connection - Rainbow Connection is a weekly support and dialogue group for LGBTQIA+ identified students and their allies. As a member of Rainbow Connection, you will have the opportunity to form supportive friendships with other group members, learn resilience skills and strategies for self-care, and set goals to help you along your personal journey. Rainbow Connection meets weekly on Fridays at 2 p.m. central standard time.
- Lavender Graduation - Lavender Graduation is an annual ceremony held to honor the accomplishments of LGBTQIA+ students at The University of Alabama. Students honored at this event have not only completed the academic requirements for a college degree, but have also demonstrated personal resilience as members of the marginalized LGBTQIA+ community during their school years. We honor them for that as much as their papers, reports, and projects. For more history about the event, visit the [Lavender Graduation Page on Capstone Alliance's website](#).

[Intercultural Diversity Center](#)

Mission Statement: The mission of the Intercultural Diversity Center is to advance the University of Alabama's commitment to cultivating & respecting diversity by serving as a resource and liaison for students, staff, and faculty on issues of equity through education, outreach, and advocacy.

The Intercultural Diversity Center implements and executes co-curriculum programming to highlight and commemorate all heritage months and holidays, cultural competencies, social movie justice series, collaboration, and student development to provide a safe and inclusive environment which promotes diversity, equity and inclusion.

Intercultural Diversity Center Areas of Engagement:

- Cultural Exploration
- Educational Engagement
- Social Enrichment

[An Extensive list of Diversity Resources Available at UA](#)

- [Better Together Interfaith Initiative](#)
- [Black Faculty & Staff Association](#)
- [Chinese Faculty & Staff Association](#)
- [Hispanic/Latinx Faculty & Staff Association](#)
- [LGBTQ+ Faculty and Staff Association](#)
- [Jewish Faculty & Staff Association](#)
- [Capstone International Center](#)
- [Creative Campus](#)
- [Cultural Heritage Celebrations](#)
- [Dean of Students](#)
- [AAC&U Diversity, Equity and Inclusive Excellence Statement](#)
- [Intercultural Diversity Center](#)
- [The Safe Zone Resource Center](#)
- [Equal Opportunity Programs](#)
- [Office of Disability Services](#)
- [Practicing Inclusive Excellence \(PIE\) Workshops](#)
- [Student Organizations](#)
- [Student Government Association](#)
- [Sexual Misconduct](#)
- [Title IX](#)
- [UA Diversity Policies](#)
- [UA Libraries Accessibility Resources](#)
- [UA Strategic Diversity Plan](#)
- [UAct - Reporting Respect and Civility Violations](#)
- [University Programs](#)
- [University Recreation](#)
- [Veteran and Military Affairs](#)
- [Women and Gender Resource Center](#)

Crossroads Civic Engagement Center

Civic Discourse and Democratic Engagement Resources

[Campus Dialogues Toolkit](#)

Having effective dialogue about the toughest political topics of the day takes skills and practice. The Campus Dialogues Toolkit will get you started with the fundamentals of dialogue.

[Dialogue Guides](#)

These sample *Dialogue Guides* can be helpful as a "starting point" when hosting and moderating dialogues on the topics provided. Please consult the resources in the *Campus Dialogues Toolkit* before diving into this important work.

[Civic Discourse at UA](#)

Greek Voices – This video gallery represents a collection of UA Greek student leaders speaking about the importance of learning to talk with those who hold differing social and political beliefs. These videos were produced by Crossroads in partnership with the Office of Fraternity and Sorority Life for the celebration of **Talk-tober** in October 2020.

[CIVshops](#)

CIVshops are interactive, high-impact workshops developed by UA Crossroads to increase knowledge and skills for overcoming our increasing political polarization and fostering more productive democratic engagement. A **CIVshop** can be customized to meet the goals and timeframe of the host organization.

[Guest Speaker – Civic Leadership and Respectful Civic Discourse](#)

The team at Crossroads Civic Engagement Center is excited to share resources on civic values, knowledge, skills, and action. Use the link above to submit a request to have someone speak to your chapter about how they can develop skills for civic leadership and respectful civic discourse.

[Voting and Civic Action Resources](#)

Find voter registration links and other civic action resources to support your chapter in getting out the vote and becoming more informed voters in our democratic society.

Room Reservations

[Reserve Campus Space](#)

Ferguson Center Reservations

The Ferguson Center has a variety of rental options, from small meeting spaces to large banquet halls. Organizations can even request information tables or display cases to promote their events/causes. To view all of the forms for reservations and policies, visit the [Ferguson Center website](#).

Academic Buildings

To schedule events in academic buildings use the [Astra Scheduling system](#). You will need to know the name of your event, date/time, description, expected number of attendances, and contact information of your faculty/staff advisor. There may be strict policies on time before event, so plan accordingly and reach out at least 2 weeks before your event.

[Room Scheduling Policy \(Lloyd, Russell, Farrah Halls\)](#)

Policy utilized to assist with the scheduling of Lloyd, Russell, and Farrah Halls. These policies must be adhered to in order to by anyone who chooses to utilize the space. For more information about space reservations of these buildings, contact scheduling@ua.edu.

Bidgood Reservations

Room reservations are also available at Bidgood Hall. However, they may require a training session or additional information from your faculty/staff advisor. For more information visit, [Tech Classroom Reservations](#).

[SOURCE Student Org. Business Center](#)

Registered student organizations will have access to a business center where they can check out electronic tools and resources, use button makers, circuits, banner markers, and more.

University Recreation Space Reservations

Requests from University Departments, Students and Student Organizations must be submitted at least two weeks (14 days) prior to the event date to be considered. All facility requests received after this period will be reviewed and may be accommodated.

[UREC RESERVATION POLICY](#)

[UREC RESERVATION REQUEST FORM](#)

Event Planning Resources

[Event Registration](#)

Action Card Reader Policies/Procedures & Application

Student organizations can check-out action card readers for specific events and programs. With an action card reader you can track participation, collect Bama Cash donations, and verify attendance of members or participants at a designated event or program. Interested organizations should submit an *Action Card Reader Application* with details regarding the purpose, location, and logistics of events. Organizations interested in utilizing Action Card Readers should submit their application at least two week in advance to allow for proper review and notification of approval. Forms must be submitted **at least 72 business hours** prior to the event. **Fees for Attendance:** \$60.00 per reader per month or \$5.00 per reader per day due at time of return; **Reader for Bama Cash:** Assessed for 3.5% for total amount collected in Bama Cash; **\$25.00 Late Fee per reader per day**

- [Reader Request Online Form](#)

Approved Caterers

The University of Alabama reviews the use of catering firms and has developed a list of caterers that meet certain requirements, and who operate within the terms of a licensing agreement. This license arrangement is not a guarantee of business, but is necessary to be eligible for consideration of any catered events at UA. With a growing concern of food borne illnesses, the University must take steps to ensure catering firms are taking appropriate steps to properly prepare, transport and serve food and beverages provided to students, faculty, staff and guests. In addition to food safety, the University requires all caterers provide evidence of insurance and the business licensure and health permits as required by law.

- [Approved Catering Guidelines](#)

Social Event & Grounds Use Registration

The University of Alabama registers student organization events through the mySource Online Event Form and registration process. This process educates students about campus event policies, assists with event planning, and support students as they plan responsible events on campus.

The mySource event registration process is designed to guide student organizations toward more successful events by utilizing policy, including the Social Event Guidelines and Student Organization Handbook, and connecting with administrators through the online event registration form. In collaboration with the Office of Fraternity and Sorority Life, the Department of Facilities and Grounds, Environmental Health and Safety, Risk Management, and many other campus partners, the Office of Student Involvement administrates the event registration process.

In order to register events, student organizations must have a member or officer complete Event Smart training.

- [Online Event Registration Process](#)

Approved Security Vendor Program

The University has reviewed the use of security services on University property and developed an [approved security vendor program](#) to provide departments, event hosts, student organizations and others, who need the services of a security firm, with a list of approved security vendors that meet

certain requirements. Only security vendors approved by the University may be engaged to provide security services on University property or at off-campus events in the Tuscaloosa area paid with University funds. For more details, click the link above.

[Student Org Portable Credit Reader Policy](#)

Provides organizations with details regarding UA's policy on the use of personal or organization portable debit and credit card readers on campus.

[Event Ticketing \(SA Tix\)](#)

Departments and registered student organizations for the current academic year may apply to utilize E-tickets. The E-tickets program provides a way for departments and organizations to collect money for events/programs sponsored by the group at a minimal administrative cost. Departments and registered student organizations must turn in an e-ticket application at least 10 days prior to their event. Please read the following polices carefully before submitting your application or considering use of the E-Tickets program. Contact Rosalind Moore at rlmoore@sa.ua.edu for questions.

[Digital Signage Promotions](#)

Organizations can submit promotional slides to appear on the digital screens in the Ferguson Center through the [Digital Signage Reservation Form](#). Ads run for one week, Monday through Friday, and can run for a maximum of one month. Student organizations can also submit promotional material to be distributed in dorms through the Housing and Residential Communities [website](#).

[Fleet Services Vehicle Rental](#)

Organizations can rent vehicles through the University of [Alabama Fleet Services Office](#) for one-day or one-time trips. Please note that you should attempt to make arrangements in advance. All drivers must complete a [Motor Vehicle Release "MVR" Form](#). In addition, all drivers under the age of 25 must complete the "Alive at 25" training course. For more information contact the Office of Risk Management or phone 348-4534 Fax 348-3312. Payment is only accepted through an established account number in UA financial system, so you may want to work with your advisor on that process. For more information contact The SOURCE or Fleet Service directly at 205-348-4800.

[Housing and Residential Communities Distribution Guidelines](#)

Official policies provided by Housing and Residential Communities regarding posting materials in residence halls and distributing to resident advisors can be found on the [Advertising Policies](#) page.

Filming on Campus

Filming Request Info

Register the filming as an event through The Source

Requests to Film should be submitted AT LEAST 7-10 business days in advance.

If you are using anyone outside your organization to do the filming (the “Producer”), the Producer must sign a Location Agreement, which is a legally binding contract, stating what the Producer can film on campus. This document will be sent to them electronically for signature and submission. Once signed and submitted, it must be signed by UA before it is executed.

Even if your chapter fills out a Request to Film, and registers the filming through the Source, filming cannot begin until a Location Agreement has been signed.

All videos that your chapter plans to show to recruits should be reviewed by the OFSL before they are shown. We will ask you to remove any footage that does not comply with the following:

Rules to remember when filming:

- Glitter or Confetti is not allowed on campus.
- No filming can happen inside any Intercollegiate Athletic facilities.
- No student-athletes should be filmed.
- **Filming of the President’s Mansion should occur on the University Blvd. sidewalk, and not from the lawn or driveway.** When you film at the President’s Mansion, make sure that the camera man, and all members stay on the sidewalk in front of the mansion. Do not go on the lawn, in the driveway or in the flowerbeds.
- When an organization requests to shoot at or around the Mansion (from the University Blvd. sidewalk), they are required to request/provide no greater than a 2- hour window of time in which they would be in the vicinity (ie: 1:00-2:15pm). A blanket request of 8-5 will not be permissible.
- **Only film in the areas that you receive permission to film in.**
- Do not break any campus rules, city ordinances, state or federal laws while filming.
- Be careful with what you film inside any chapter facilities from a safety perspective.

Questions about filming on campus? Please contact Shane Dorrill, Manager of Broadcast Media Relations at (205) 348-8319 or shane.dorrill@ua.edu.

Financial Resources

Student Organization Financial Resources

Organization Bank Accounts

Obtaining a bank account for your organization is an endeavor that should be entered into with care and proper knowledge. The information provided in this section will offer information about setting up a bank account with the [Alabama Credit Union](#) or with [other banking institutions](#) in the state of Alabama. In order to obtain a bank account at any financial institution, your organization must be recognized at The University of Alabama and have current up-to-date information listed on your mySOURCE organization profile. The Office of Student Involvement recommends the use of the Alabama Credit Union.

Foresight Training

The Foresight training is an opportunity for student organization leaders to understand the procedures for applying to the SGA Financial Affairs Committee (FAC). This session is a prerequisite to any student organization applying to obtain university funds for projects, trips, or events and is held about once a week.

Financial Affairs Committee (FAC)

The Financial Affairs Committee (FAC) is charged with allocating funds to registered student organizations. The FAC recently received an increase in the amount of money to be allocated to student organization, bringing the total to \$200,000 per fiscal year. The process for requesting these funds is managed by the Student Government Association. For more information, visit [SGA's Financial Affairs webpage](#).

Student Organization Food Grant (Bama Dining Food Grant)

University Dining Services, a part of Enterprise Operations, provides an opportunity for organizations to receive money for food and refreshments at designated programs and events. Grants will not exceed \$1,000 annually to Student organizations in an academic year. See below for more details:



Health and Wellness Resources and Contacts

Collegiate Recovery and Intervention Resources

1000 South Lawn Office Building
205-348-2727

[Collegiate Recovery and Intervention Resources Website](#)

The Department of Collegiate Recovery and Intervention Services provides a continuum of care for students whose lives have been impacted by substance use. The professional staff operate from a developmental and holistic wellness approach. Services range from alcohol and other drugs (AOD) counseling, including family counseling in our Counseling and Intervention Services area to a vibrant Collegiate Recovery Community known as The University of Alabama Recovery Model.

Outreach

[Request a Presentation](#)

Presentation topics include:

- Substance Use Disorders
- Prevention and Treatment
- Alcohol and Other Drug Trends
- Collegiate Recovery Programs
- 12 Step Programs
- Families in Recovery
- Other

Recovery Community

The Collegiate Recovery Community (CRC) is home to students in early to long-term recovery, those contemplating recovery, and recovery allies. The CRC serves as a home for its members. Our dedicated space affords students in recovery access to a private computer lab, study-group project room, a meditation-reflection room, and our great room gathering space on a twenty-four hour basis.

Counseling Services

We provide students with opportunities to work collaboratively with our clinical and intervention staff to address substance use concerns, while also working through co-occurring instances of stress, anxiety, family concerns, depression, low self-esteem, indecision, and other related mental health concerns.

Family Services

Given the significant importance of family involvement in the recovery process, we provide family services at different levels and frequencies across all of our programs and initiatives.

Counseling Center

3000 South Lawn Office Building
205-348-3863

[Counseling Center Website](#)

Outreach

The Counseling Center offers outreach programming on any topic relevant to mental health that has an impact on the success and well-being of our students. Formats include lectures, presentations, panels, events, displays, and more. Programs are provided by seasoned mental health professionals with over 250 years of collective experience. Any topic related to college student mental, emotional, and behavioral health can be accommodated. A list of available programs and the program request form is found on the [Outreach Programs](#) page.

Resources for Faculty, Staff, and Others

Counselors can assist with concerns about students by offering suggestions and tips about being supportive and effective in interacting with them. Please call at 205-348-3863 to learn more.

Suicide Prevention Training

Ask, Listen, Refer

Promoting the wellness of our students, friends, families, co-workers, and fellow citizens and helping prevent suicide is every person's responsibility. To learn more about suicide prevention, take a FREE 30-minute online training course for the UA community called Ask, Listen, Refer.

Question, Persuade, Refer

There are three steps anyone can learn to help prevent suicide. Another longer and in-person program offering is Question, Persuade, Refer (QPR). To sign up for FREE QPR Gatekeeper Training for Suicide Prevention for your department, team, or group please contact the Counseling Center at 348-3863. You may also request this training via our online program request form.

How to Make an Appointment

To make an appointment at the Counseling Center, please call 205-348-3863 and ask to schedule an initial screening appointment with a counselor. The front desk will assist with scheduling a first available appointment.

Health Promotion and Wellness

107 Russell Hall
205-348-2258

[Health Promotion and Wellness Website](#)

Health Hut

Health Hut engages visitors with games, activities, and conversations aimed at increasing student awareness about health issues and behaviors that directly affect them, increase student knowledge about healthy behaviors and making healthy choices, and reduce the barriers students perceive to improving their health. The Hut is on campus 36 hours each week, Monday through Thursday.

Health Advocates

The Health Advocates play an essential role in providing the social support needed for individuals to begin and continue making healthy choices. The Health Advocates provide monthly awareness events all over campus on various health topics, and also cover weekly national awareness campaigns.

Health Ambassadors

Health Ambassadors are the primary presenters for programming in residence halls, classes, and student organizations and our Healthy Hump Day, an interactive tabling event every Wednesday regarding national awareness weeks and months.

GAMMA

GAMMA peer education interns provide health information and targeted programming aimed at increasing health knowledge and promoting healthy decision making to members of Greek Organizations

[Request a Program Information](#)

Presentation topics include:

- Body Image & Stress
- Bystander Intervention
- Sexual Health
- General Alcohol
- Mental Health & Stress
- Nutrition
- Safe Spring Break
- Stress & Time Management
- Healthy Relationships

Student Care and Wellbeing

3500 Ferguson Student Center
205-348-2461

[Student Care and Well-Being Website](#)

Behavior Intervention Team (BIT)

If you are concerned for someone or feel they may pose a risk to themselves or others, please share the information using the [Reporting Form](#).

Emergency situations, or situations where there is an imminent risk of harm to anyone, should be immediately reported to the University of Alabama Police Department (UAPD). UAPD may be reached as follows:

911 or 8-5454 from any UA phone
205-348-5454 from a non-UA phone

Examples of emergency situations include, but are not limited to, the following:

- Possession of weapons (guns, knives, etc.) on campus
- Possession of bombs or bomb-making materials on campus
- Physical assault or attempted physical assault, with or without weapons, on campus
- Explicit threats to inflict physical harm to one's self or others

Advocacy and Absence Notification

In general, students should contact instructors directly when absent from classes. Students who are unable to communicate with instructors directly or who are experiencing circumstances that make communication difficult are invited to contact SCWB for assistance in facilitating communication with faculty.

Emergency Assistance and SGA Loans

The emergency assistance program allows students the opportunity to access short term assistance in times of need. Students in need of financial assistance, referrals to local resources, or short-term loan of laptops or WIFI Hotspots can apply for assistance at bamacares.ua.edu.

The Student Government Association (SGA) offers thirty-day interest-free emergency loans for up to \$500 to full-time students. To apply, click on the student receivables tab in MyBama. For questions about this program contact the SGA office at 205-348-2742.

Food Assistance

Students can utilize our Food Pantry or apply for an allotment of meals for use in on-campus dining halls by completing a Food Assistance Request at our website, bamacares.ua.edu.

On-Call Deans

The On-Call Deans provide support and assistance to students who have been transported to local hospitals.

Women and Gender Resource Center

South Lawn Office Building
205-348-5040

[Women and Gender Resource Center Website](#)

The Women and Gender Resource Center addresses gender inequity and fosters a community of multiculturalism, social justice, safety, and leadership through gender-related outreach, advocacy, and support to communities of all identities.

Counseling and Advocacy

The WGRC provides services to The University of Alabama faculty, staff and students, regardless of gender, who are victims/survivors of interpersonal violence, as well as family and friends who have been impacted by the abuse. Services are also provided to anyone who is victimized on The University of Alabama campus.

Services may include crisis intervention, advocacy, individual counseling and group therapy. **All services are free, confidential, and voluntary.**

We help victims with the following:

- Emotional support while at the hospital
- Crisis Counseling
- Planning for physical and emotional safety
- Location of safe housing
- Support groups information
- Help make arrangements with missed classes and exams
- Help exploring legal and judicial options
- Information and referrals
- Help with applying for funds for costs as a result of being a victim

Programming and Events

Formal volunteer programs include our mentoring programs, the WGRC Student Leadership Council, WGRC Ambassadors, and Safe Sisters. Students who want to volunteer without a long-term commitment are invited to join our [WGRC Action Team](#). Through a partnership with Skyland Elementary School, The Women and Gender Resource Center offers two gender-based [mentoring programs](#), the Young Men's Leadership Program and Young Women Leaders Program. The [Student Leadership Council](#) is vital in the promoting and executing of the WGRC's mission to address gender inequity through volunteer and leadership initiatives. The [WGRC Ambassadors](#) and [Safe Sisters](#) are trained on the issues of interpersonal violence and the resources available to our campus community with a goal of promoting positive bystander behavior and building safe communities.

The WGRC recognizes a series of [Awareness and Heritage Months](#) by facilitating educational events for Black History Month, Women's History Month, Sexual Assault Awareness Month, and more. [Start Smart](#) is a pay negotiation workshop offered for students about to enter the job market designed by The American Association for University Women (AAUW).

Title IX

2418 Capital Hall
205-348-3947
[Title IX Website](#)

Reporting

[Report an Incident](#)

Training Opportunities

Ongoing Prevention, Education, and Awareness Programs: Multiple departments across campus provide ongoing awareness, bystander intervention, and prevention campaigns for the campus community. These training/programming options may be available to all members of the campus community. See the Training Calendar and Appendix 5 of the Sexual Misconduct Policy for more information. Some examples are:

- UAPD presentations
- Sexual Assault Awareness Month Activities like Take Back the Night
- Domestic Violence Awareness Activities like the teal awareness ribbon campaign

Tuscaloosa SAFE Center

1601 University Blvd East Suite 150
205-860-SAFE (7233)
24-Hour Hotline: 205-860-SAFE (7233)
tuscaloosafecenter.com

The mission of the Tuscaloosa SAFE Center is to **provide 24-hour compassionate, patient-centered healthcare, advocacy, and counseling services to those who have experienced sexual assault so that each person is empowered to begin the healing journey.** Through community outreach and education programs, the SAFE Center promotes social change in West Alabama to end sexual violence.

We are a community-based, collaborative agency, and our Center is designed to meet the emotional, medical and forensic needs of sexual assault survivors by:

- Providing compassionate care in a private environment – away from a hospital emergency room – to reduce further trauma to the patient;
- Provide quality medical care including assessment, treatment, forensic exams & follow-up;
- Ensuring quality collection of evidence, including documentation, preservation and chain of custody by utilizing trained and certified sexual assault nurse examiners (SANEs) to perform the exam;
- Working with community resource advocates, law enforcement and other service providers to meet the needs of sexual assault survivors;
- Providing expert testimony when needed if the patient chooses to seek justice.

There is no charge for services at the SAFE Center.



Office of Fraternity and Sorority Life Policies and Procedures

OFSL Statement of Non-Discrimination Compliance

The Office of Fraternity & Sorority Life (OFSL) and the UA Fraternity and Sorority Community are committed to being a welcoming and inclusive campus characterized by access and opportunity.

The OFSL desires to build a community that reflects diversity and inclusion within our sorority and fraternity chapters. We strive to make our campus stronger through our commitment to promoting diversity, encouraging Greek organizations to value quality of character rather than legacy status, and creating positive change within the fraternity and sorority community. Students of all backgrounds make up UA's Fraternity and Sorority Community and individuals are celebrated for their perspectives, ideas, personal merits versus familial relations, and their contributions to their organizations and to our community.

Furthermore, The University of Alabama complies with all applicable laws prohibiting discrimination, which are outlined in the [University's nondiscrimination notice](#) and in its [harassment policy](#). Membership in registered student organizations shall be open to all students of The University of Alabama, without regard to race, religion, sex, disability, or national origin, color, age, disability, gender identity or expression, sexual identity, or veteran status except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination on the basis of sex.

Discrimination in the recruitment and selection of new members perpetrated by members of Greek organizations, their chapter advisors, or their alumni/ae is in violation of University policy and will not be tolerated. Should you at any point witness unlawful discrimination in membership selection processes, you have an ethical obligation to report it to one of the following offices, which will ensure the confidentiality of your report:

- The Office of the Dean of Students can be reached at 205-348-3326 anytime Monday-Friday during the hours of 8:00 a.m. – 5:00 p.m.
- The [Division of Student Life online Student Complaints and Appeals process](#).

FERPA Grade Release & Hazing Policy Acknowledgement Form

In order for the Office of Fraternity and Sorority Life to be able to share semester grades and conduct reports with chapters, members must complete the [FERPA Grade Release and Hazing Policy Acknowledgement Form](#).

Standards of Social Fraternities and Sororities

Recognition of Social Fraternities and Sororities

The recognition of fraternities and sororities is, at all times, solely at the discretion of The University of Alabama. Generally, to be recognized, a fraternity or sorority must be an affiliated, registered student organization with the Office of Student Involvement, and be in good standing with the University as well as one of the four Greek governing councils (Alabama Panhellenic Association (APA), Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC) and the United Greek Council (UGC)). Furthermore, all organizations must be chartered at The University of Alabama and membership must be exclusive to full-time University of Alabama students. Citywide or metropolitan chapters will not be recognized.

Receiving Recognition

The University may recognize fraternities and sororities if they meet **two** (2) or more of the following characteristics:

- A. They are entitled to single sex membership consistent with regulations promulgated pursuant to Title IX of the U.S. Education Act Amendments of 1972 and such other laws or regulations as may apply.
- B. They are entitled to be subjectively selective in their membership within the limits of the University's non-discrimination policy.
- C. They are legal entities external to the University. In all cases, their chapter corporations, and inter/national Greek organizations are incorporated separately from the University.
- D. They are an inter/national organization (incorporation, national officers, etc.) that maintains affiliation with a national umbrella organization (NIC, NPC, NPHC, NALFO, NMGC, NAPA, etc.)
- E. They require participation in a new member orientation, educational or pledge program prior to initiation.

If deemed appropriate, in consultation with the Office of Student Involvement and the Office of Dean of Students, special interest fraternities and sororities not holding membership in a national umbrella organization (NIC, NPC, NPHC, NALFO, NMGC, NAPA, etc.), may also be recognized.

Maintaining Recognition

Should it be determined that a chapter is not in good standing, their recognition may be revoked or they may be put on probationary recognition for a period of time that the University designates in its sole discretion.

Loss of Recognition/Probationary Recognition

A chapter's recognition may be revoked or the chapter may be put on probationary recognition status for various reasons including, but not limited to, the following:

- If membership numbers fall below (5) five active members in "good standing" for more than two consecutive semesters.
- If a chapter is found not to be actively participating in one of the four Greek governing councils, unless exempted from such participation by an appropriate University official.
- If a chapter fails to update and maintain the required documentation requested by the Office of Fraternity and Sorority Life or the Office of Student Involvement.

- If a chapter is found to be recruiting members from a population other than currently enrolled or admitted University of Alabama students.
- If a chapter is found to be in violation of the Code of Student Conduct or any University, local, or national policies or laws related to risk management, discrimination, hazing, Title IX, sexual misconduct, drugs or alcohol.

At the end of the probationary recognition period, the Office of Fraternity and Sorority Life, in consultation with the Dean of Students Office, will make a decision to either revoke all recognition or grant full recognition.

Expectations

Chapter Expectations

Chapters recognized by The University of Alabama are expected to adhere to the following:

- Follow the values of their inter/national and/or local organization(s)
- Act as a positive reflection of the UA Community
- Have one (1) active faculty/staff advisor and one (1) active chapter advisor
- Adhere to the UA Code of Student Conduct and mission of The University of Alabama
- Adhere to relevant University policies, rules, and regulations.
- Ensure that all required paperwork and/or documentation is correct, signed and submitted by the requested deadline to The Office of Fraternity and Sorority Life
- Register annually with the Office of Student Involvement and maintain Full Recognition with the Office of Fraternity and Sorority Life
- Have at least ten (10) members at the time of expansion/re-organization/re-chartering/re-activation and sustain a membership of no less than (5) five active members in “good standing” with the University and the inter/national organizations, if applicable.
- Maintain an affiliation with a recognized Greek governing/coordinating council, unless exempted from such affiliation by an appropriate University official.
- Provide notice and details to the Dean of Students within twenty-four (24) hours of receiving notice of any investigation, sanction, probation, discipline, or misconduct related issue involving the chapter or any of its members and the inter/national organization.

Advisor Expectations

Advisors are expected to adhere to the following:

- Be knowledgeable of chapter policies and current academic standing
- Be familiar with The Code of Student Conduct, the mission of The University of Alabama, and relevant University policies, rules, and regulations applicable to the chapter.
- Serve as a mentor to the members of the organization
- Utilize the Advisor Manual provided by the Office of Fraternity and Sorority Life.
- Provide notice and details to the Office of Fraternity and Sorority Life within twenty-four (24) hours of receiving notice of any investigation, sanction, probation, discipline, or misconduct related issue involving the chapter or any of its members and the inter/national organization.

Office of Fraternity & Sorority Life Paperwork

The Office of Fraternity and Sorority Life expects **ALL** recognized social Greek organizations to submit requested paperwork and/or forms, including electronic forms, registrations and other submissions made via a UA hosted websites or exchanged via email with standardized email attachments by the

designated due date. Chapters failing to adhere to this directive are subject to monetary fines and/or loss of privileges. This includes, but is not limited to, the following:

- Anticipated House Resident List
- Registration of Social Events
- “Swap” Contracts
- FERPA Grade Release Form
- Greek Roster Verification
- New Officer List
- New Member Rosters
- Meal Plan changes
- Summer Housing Information
- Hazing Policy Acknowledgement(s)

Eligibility Requirements for Membership

The University of Alabama, Office of Fraternity and Sorority Life, and the UA fraternity and sorority community are committed to being a welcoming and inclusive campus characterized by access and opportunity, which allows students and prospective students the opportunity to choose what they want their individual Greek experience to be and know that there are no barriers preventing this choice from happening.

Furthermore, the University of Alabama complies with all applicable laws prohibiting discrimination, which are outlined in the [University’s nondiscrimination notice](#) and in its [harassment policy](#). Membership in registered student organizations shall be open to all students of the University of Alabama without regard to genetic information, race, color, religion, national origin, sex (which includes sexual orientation, gender identity, and gender expression), age, disability or veteran status, except in cases of designated fraternities and sororities exempted by federal law from Title IX regulations concerning discrimination on the basis of sex. Individuals who have concerns about the recruitment process are encouraged to contact the Dean of Students at 205-348-3326.

The Alabama Panhellenic Association (APA)

Applicants who wish to participate in recruitment must be a regularly enrolled female student or plan to be a full-time female student in good standing with The University of Alabama at the time of recruitment in August. In order to be eligible for Alabama sorority recruitment, you must register for recruitment online and pay the required registration fee. Alcohol should not be present at any event that involves the recruitment of potential new members.

Interfraternity Council (IFC)

IFC fraternities recruit members during the spring and summer prior to the fall semester. The Interfraternity Council holds an informal recruitment during late August and early September. During informal recruitment, each prospective new member has the opportunity to interact with individuals from fraternities and visit their house. Chapters may also host independently planned and executed recruitment events throughout the year, providing that these events abide by their local or inter/national policies, and with the policies of The University of Alabama and the Alabama Interfraternity Council. Alcohol should not be present at any event that involves the recruitment of potential new members.

The National Pan-Hellenic Council (NPHC)

NPHC organizations participate in a delayed recruitment process called Membership Intake. Before an individual can join a NPHC organization, he or she must have accumulated 12 or more semester hours at the University, have at least a 2.5 cumulative GPA and attend NPHC Convocation in the academic

year that the student participates in Intake. NPHC Convocation is an educational session that takes place in the fall and spring of the academic year. The purpose of Convocation is to provide a brief overview of membership in a NPHC fraternity and sorority. Alcohol should not be present at any event that involves the recruitment of potential new members.

United Greek Council (UGC)

UGC has a delayed Membership Intake/Recruitment Process. Before an individual can join a UGC organization, he or she must be a student at The University of Alabama. Each organization has their own national or local membership intake/recruitment process they must follow. Alcohol should not be present at any event that involves the recruitment of potential new members.

Policies and Reporting

Code of Student Conduct

Fraternalities and sororities are subject to the [UA Code of Student Conduct](#) and are expected to abide by the Code of Student Conduct on and off campus. Chapters and their members are required to follow all University, University Greek governing council, and inter/national or local organization policies, including, but not limited to: policies related to risk management, discrimination, hazing, Title XI, sexual misconduct, drugs and alcohol. Fraternalities and sororities found to be in violation of the Code of Student Conduct or University policy are subject to discipline including, but not limited to, probation, revocation of privileges, suspension, fines, and/or expulsion from The University of Alabama. For more information, and to read the full code, visit [The Office of Student Conduct](#).

On-Campus Social Event Guidelines

Organizations registering on-campus events must electronically register their social event and submit all applicable fees and documentation through the Office of Student Involvement as required by the University's Social Event Guidelines. Registration of an event does not imply that the event has been or will be approved. All registrations will be processed and the event chairperson will receive a copy of this form upon request. Failure to follow the requirements of the Social Event Guidelines may result in the loss of an organization's social privileges. Refer to the [Social Event Guidelines](#) for more details.

Hazing Policy

The University does not condone hazing, regardless of its form. Indeed, hazing is prohibited by the University's Code of Student Conduct and considered a crime in the State of Alabama under Alabama Code § 16-1-23. No individual shall directly engage in hazing or indirectly encourage, aid, or assist any other person in hazing. All students and other University representatives, including employees, should immediately report known or suspected hazing violations as directed herein. For more information, please review [the University's Hazing Policy](#).

Sexual Misconduct Policy

The University is committed to providing an environment free from sexual misconduct and discrimination based on sex, sexual orientation, gender identity, and gender expression and expects individuals who live, work, teach, study within or visit this community to contribute positively to the environment and refrain from behaviors that threaten the freedom or respect that every member of our community deserves. Students who are found to be in violation of the University's Sexual Misconduct Policy will be subject to corrective action up to and including expulsion from the University.

For more details on the University's Sexual Misconduct Policy, including information on training, resources, accommodations, procedures, and penalties, please contact [The Office of Title IX Coordinator](#).

Alcohol and Other Drug Policy for Students

Recognized fraternities and sororities should regularly have each member review and understand the [University's Alcohol and Other Drug Policy for Students](#). Each organization and its members shall comply with the requirements of that Policy at all times.

UAct

Any student, faculty or staff member, applicant or campus visitor who has concerns about discrimination, harassment, sexual assault or sexual violence or retaliation is encouraged to seek the assistance of the appropriate University official. If the situation is an emergency or you or someone you know needs immediate assistance, please contact The University of Alabama Police Department at 205-348-5454. Behavior of this type may constitute a crime. Individuals are encouraged to contact the University Police at 205-348-5454 to discuss criminal charges that may apply and the appropriateness of a criminal investigation. For additional information on available reporting channels within the University, please visit [UAct](#).

Insurance Requirements

Each organization must produce a certificate of commercial general liability insurance (with no liquor liability exclusions) to the University's satisfaction in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate, and name The Board of Trustees of the University of Alabama as an additional insured and waiver of subrogation provision, using the following language in the certificate:

"The Board of Trustees of the University of Alabama, its individual trustees, officers, directors, employees, agents and representatives are included as an additional insured as respect to the Commercial General Liability and Excess/Umbrella Liability policies. Unless precluded by law, all policies waive the right to recovery or subrogation against the Board of Trustees of the University of Alabama, its individual trustees, officers, directors, employees, agents and representatives."

Chapters with housing facilities must provide property insurance as well.

Special events hosted by two or more recognized organizations and/or with an expected attendance in excess of 500 may be required to provide additional limits of insurance as determined by the Office of Risk Management.

The Office of Fraternity and Sorority Life, with the concurrence of the Office of Risk Management, may modify this requirement for circumstances justifying lower policy limits. Chapters are expected to update their insurance documents by November 30th of every year or within 15 day following the expiration of the required insurance policy.

New Member/Pledge/Membership Intake Education

Any new member program that a recognized fraternity or sorority conducts shall comply with all relevant University policies and council and/or inter/national organization constitutions, rules, policies, or by-laws. Further, the program should incorporate the following:

- Ensure that all new members are currently enrolled UA students.
- Academic performance by new member/membership intake class must take priority over new member/membership intake activities. No required new member/membership intake activities may be scheduled that conflict with academic commitments
- All forms of hazing are prohibited. Each new members/membership intake class member must sign a Hazing Policy Acknowledgment stating that they have read and understand the University's Hazing Policy.

- Chapters MUST initiate in the same semester of new member/membership intake activities, unless otherwise approved in advance by The Office of Fraternity & Sorority Life, and the respective local or inter/national office.
- Ensure that Chapters adhere to council policies pertaining to New Member Education/Membership Intake.

New Member Presentations

- New member presentations are defined as the public presentation of new initiates into an organization.
- The Office of Fraternity and Sorority Life must receive notification of all new member presentations at least ten (10) business days prior to performance.
- New member presentations must occur between the hours 5:00 pm and 10:00 pm.
- New member presentations are not to be scheduled on the day/time of a previously registered organization.
- All New Member Presentations must be clean and absent of any profanity. This includes, music, vulgar acts, chants, etc.
- No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, caning, etc. Canes, staffs, sticks, bricks etc. may be used as a part of the performance, but may not be used as a weapon to harm another individual.
- No hazing may occur prior to, during, or after the presentation.
- Disruption by other attending organizations will not be tolerated. Groups or individual who cause a disruption will be asked to leave the performance and may be referred to the Office of Student Conduct.

Crisis Management

Crisis Management Guidelines are provided to you in an effort to provide a logical framework in the event of a crisis involving your chapter. Though our hope is that preventative measures such as fire safety, alcohol regulation and hazing elimination will help chapters avoid many potential crises, it is unrealistic to believe that no UA fraternity or sorority will ever need these guidelines. Tragedies do occur and cannot be predicted. Taking the time to prepare for—and ultimately prevent—the tragedies that can be avoided could save not only the life of a member, but also the life of your chapter.

These guidelines should be used if a tragedy or crisis involving your chapter occurs either on or off chapter property. Examples of such situations include, but are not limited to:

- death or injury of a member or guest;
- fire or flood in the chapter house;
- an injury or accident involving alcohol/drugs at chapter events
- an injury or accident involving a member and/or a non-member at or during a chapter event or on chapter property.

Some chapters may already have similar crisis management guidelines that have been developed by their national/international organizations. This document supplements those procedures by providing names and telephone numbers of University officials who can be of assistance.

Member Education

1. The entire Executive Board of your chapter should review these crisis management procedures and be familiar with important concepts of handling a crisis. Every chapter officer should have a copy of these procedures.
2. Be certain that all members in the chapter (including new members) know that the chapter president is in charge of every emergency situation. Though the president may choose to consult with other members who have some expertise or insight, final authority should rest with the president.
3. In the event the president is absent, the next ranking officer should assume control. If such rankings are not already in place, chapters should define officer rankings and include them in the chapter bylaws.
4. All members must know who is in charge and be prepared to follow instructions. Include a review of the chapter's crisis management guidelines in a risk management education program each semester. The advisor or House Corporation representative should also be aware of the procedures.

General Procedures

1. In nearly all situations, the president's first call will be to the 911 emergency number. Briefly and calmly explain the situation so that the appropriate emergency personnel can respond. Please wait to cooperate and help emergency personnel on the scene.
2. Close the chapter house immediately. Permit only your members and appropriate officials to enter. Any guests in the house should be asked to leave unless notified by UAPD for guests to stay. Assign one or more responsible members to calmly control access to the chapter house and ask for members and guests to stay off of social media.
3. Contact University officials. During business hours (8:00 a.m. - 5:00 p.m., Monday - Friday) contact the Office of Fraternity or Sorority Life at 205-348-2693. Tell the person answering the phone that this is an emergency call and ask for Dr. Kat Gillan or Kathleen Duffy. If the

University's administrative offices are not open, contact the UAPD at 205-348-5454. Inform the dispatcher of the nature and location of the emergency and tell him or her that you have already contacted 911 emergency personnel. Campus Police will then contact the necessary University Fraternity and Sorority Life personnel as well as the Student Life professional on duty.

4. Contact your chapter's alumni advisor and inform him/her of the situation. Ask him/her to come to the chapter house or event location immediately in order to consult with chapter officers and University officials. Contact your national/international headquarters once you have confirmed with alumni advisor.
5. Assemble your members, including new members, in a group. Explain that there has been an emergency and that the house is closed to all but members and appropriate University/emergency personnel. Instruct the members not to speak to anyone outside the chapter about the incident except police and University officials. Do not discuss details, speculate on events, or otherwise elaborate on the situation until police, University officials and the chapter advisor arrive. Emphasize the need to remain calm and assure chapter members that everything is under control. If there is a need to inform members who are not present, the president may delegate this responsibility to another member. Have him/her use his/her cell phone in order to keep the house phone and chapter presidents' phone free.

Serious Injury or Death of a Member

1. Do not notify the parents. In the event of a serious injury or death, medical or police personnel will notify the family. Current parent/guardian contact information should always be on file with the university and with the chapter. After you know the entire family has been contacted, it is appropriate then and only then for a chapter representative to call and share the chapter's concern. Please ask members to not post information via social media.
2. If the member lives in the chapter house, do not remove any personal items from the room. Do not allow other chapter members to enter the room. Temporarily move any roommate(s) to another room in the house. Keep the door locked and allow only authorized personnel to enter the room. Keep the area clear during investigation.
3. After you are sure that the family has been notified and received approval from Dean of Students Office, seek the advice of the family regarding the member's belongings. You may offer to pack them in boxes, but it is more likely the family will want to do this themselves. Before they arrive, make sure that any borrowed items have been returned. When they arrive, have empty boxes available and offer to help. Keep in mind, however, that this is a very difficult time for the member's family and they may want some privacy.
4. In the case of a death, members' attendance at a funeral or memorial service should be coordinated with the funeral director and the family. Discuss with the family or the family's clergyman the possibility of conducting a separate memorial service for the deceased member at a later time.
5. In the case of a serious injury or illness, contact the member's family regarding their desires for visitation by chapter members. Always respect the wishes and desires of the family even if the ill member insists on more frequent visits.

Managing the Media

1. If the news media contacts the chapter, only the designated spokesperson (the chapter president or chapter advisor) should speak for the chapter. With the assistance of chapter legal counsel, the chapter advisor and university officials, the chapter should carefully prepare a formal statement to be issued to the media. The university can help the chapter through this

process. Prior to the development of such a statement, the following standby statement may be useful:

"We can confirm that (describe incident briefly) occurred on (day) at (time) at (location). We will do all we can to provide information as it becomes available. Currently, we are working with the authorities. Further information will be given when we have completed our investigation of all pertinent matters."

Absolutely nothing else should be said. Respond to any additional questions with: "When we have completed our investigation, we will release more information."

2. Keep the chapter house locked in order to keep out unwanted visitors.
3. Consider holding any press briefings away from the chapter house. Involve your alumni advisors, University officials, and Headquarters staff in such decisions.
4. Do not release any names to the media until a University official has advised that the timing is appropriate.
5. Update the media consistently, but only when there is something to say. Establish a distribution list for one-page updates or releases to the media.

How to Cope

Remember that University officials are always available for counseling and other assistance. Do not hesitate to call the University Student Counseling Center at 205-348-3863 for assistance. Individual and group counseling is strongly recommended following any crisis situation. No matter how well things appear to be going, counseling and other support services are both wise and appropriate.

Housing Policies and Procedures

Alumni/ae Events at Greek Facilities

Alumni/ae events (e.g. GameDay, House Dedication, Alumni/ae Weekend, etc.) hosted by the local House Corporation Board and/or Alumni/ae Association at a chapter house that include outside catered food and/or alcohol, use of the facility when it is closed, or events when a large number of guests are expected at the facility, should be registered with the University via a [Permissive Use Agreement](#).

Third Party Vendor Alcohol Distribution

Events where alcohol is provided by a Third Party Vendor in return for some form of payment (e.g., cash bar, paying for a dinner ticket, donations made in return for drink tickets, fundraising events, etc.), require approval from [State of Alabama Alcoholic Beverage Control \(ABC\) Board Licensing & Compliance Division](#) and the [City of Tuscaloosa](#), in order to sell on the premises, where the function is to be held. Specifically, the Third Party Vendor is required to secure a temporary [Special Event License](#) from the ABC Board, via the [Special Event Application Process](#). Since the event is being held on UA Property, an executed [Catered Beverage Service Permissive Use Agreement PUA](#), available from the OFSL, must be included at the time of application. For additional guidelines regarding events with outside catered food and alcohol, please refer to UA's [Alcohol Policy](#) and [Outside Catering Program](#).

Grounds Use Permits

Events held in the front yard are also subject to the [General Terms and Conditions for Grounds Use](#), which includes applying for a [Grounds Use Permit \(GUP\)](#) at minimum, 7-10 days in advance of the event. Additionally, events with an inflatable and/or a tent larger than a 10x10 that is secured to the ground using stakes, require a an underground utilities locate. For information about line locates, please contact Chad Elliott, Inspection Coordinator, at (205) 348-7563 or crelliott@fa.ua.edu.

For assistance in planning an Alumni/ae event at a chapter house, please contact Jennifer Brown, Director of Fraternity and Sorority Housing, at (205) 348-2693 or jhbrown6@ua.edu.

Construction Projects

All proposed major maintenance, renovation, addition or new construction projects related to Student Organization Housing on The University of Alabama campus, regardless of funding source for the project (i.e. UA Borrowed Funds vs. Student Organization Funds), must be submitted to the UA Student Organization Facilities Committee for review prior to beginning any work. Student Organizations that wish to undertake a project must follow the [Student Organization Construction Project Guidelines](#), which includes submitting a [Student Organization Project Initiation Request Form \(PIR\)](#) to the Office of Fraternity & Sorority Life at least one week prior to the next regularly scheduled Student Organization Facilities Committee meeting. PIR Review meetings are held on the second Wednesday of every month, and special meetings can be called if necessary. Completed PIRs should be submitted to Jennifer Brown, Director of Fraternity and Sorority Housing, at 205-348-2693 or jhbrown6@ua.edu.

The [Student Organization Housing Design Guidelines for Renovation, Addition and New Construction](#) are specific to Student Organization Housing projects and are supplemental to the University's Design Guidelines and Standards. These guidelines do not supersede or void the

requirements contained in the [University Design Guidelines](#), rather this information provides more in depth criteria applicable to Student Housing projects.

Maintenance

The University of Alabama services and maintains all Greek Houses on campus at different levels and for various maintenance items. Currently, the University has two Greek swing spaces houses and six small group Greek houses, where they perform any maintenance needed in the spaces as requested. The swing spaces are typically transition houses while the current Sorority or Fraternity is awaiting their new house to be built.

In addition to daily maintenance items, monthly fire sprinkler inspections, annual elevator assessments and inspections, biennial boiler/hot water heater inspections, and property assessments are performed at all Greek House locations located on campus. The University elects to arrange the State mandated inspections to ensure the required Certificates are obtained for the elevators and boilers/hot water heaters. Furthermore, if a Greek House outside of the UA owned swing spaces has an after-hours emergency related maintenance issue to arise, they can report it to (205) 348-6001 and the UA Facility Shop will respond accordingly.

For questions or concerns regarding University related maintenance repair, assessments, or inspections, please contact Jennifer Brown, Director of Fraternity and Sorority Housing, at (205) 348-2693 or jhbrown6@ua.edu.

Small Group Housing

Individuals residing in a small group Greek house, can report their maintenance items to Housing and Residential Communities (HRC) via phone at (205) 348-6676 or via the Internet at housing.ua.edu.

Swing Space Housing

Individuals residing in a University owned swing space, can report maintenance items directly to Jennifer Brown, Director of Fraternity and Sorority Housing at (205) 348-2693 or via email at jhbrown6@ua.edu.

Food Allergies

Reasonable accommodations must be made for members with food allergies. It is up to the individual member to discuss any concerns related to food allergies with the designated member from their Chapter. A chapter's process for submitting and processing accommodation requests should be included in the member contract, posted on the Chapter website and posted in a visible location at the Chapter house. Members are encouraged to discuss special dietary needs prior to moving into the house, or as soon as possible when there is a new or changed diagnosis or circumstance. The Department of Health Promotion and Wellness offers appointments with a Registered Dietitian who is able to assist students with food allergy education for those who did not receive diet education after a diagnosis or need continued education for their allergy. For members eating in on-campus dining locations, Bama Dining provides a variety of meal options on a daily basis across both meal plan and retail locations. They provide an individualized, cooperative accommodation process for students on meal plans with special dietary needs, and provide an exemption request process for Dining Dollars and the required freshman dining program for students with special dietary needs who feel those programs do not best meet their individual needs.

Assistance Animal

An assistance animal is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. If a student with a disability needs to request allowance for a service or assistance animal to be kept in dwelling spaces in a Greek housing facility that is not operated by the University of Alabama's Housing and Residential Communities, the student should address his or her request to the House Corporation Board.

The Americans with Disabilities Act of 1990 limits the scope of a service animal to a dog or a miniature horse which is trained to do work or perform tasks for individuals with disabilities. The work or task the animal is trained to perform must be directly related to the disability. Service animals must be allowed access to all areas of the facility with the owner. Questions that are appropriate to ask the student related to a service animal are: a) whether the assistance animal is required because of a disability, and b) what work or tasks the animal is trained to perform.

Emotional support animals (ESAs), as defined by the United States Department of Housing and Urban Development ("HUD"), which enforces The Fair Housing Act, is an animal that provides emotional support or alleviates one or more of the identified symptoms or effects of a person's disability. ESAs are not restricted to dogs or miniature horses and do not have to be trained. As a House Corporation, you may ask:

(1) does the person seeking to use and live with the animal have a disability; and (2) does the person making the request have a disability-related need for an assistance animal? The answers will determine if the animal serves as a service animal or does the animal provide emotion support that alleviates one or more of the symptoms of the persons existing disability.

House Corporations may require a member whose disability is not readily apparent or known, to submit reliable documentation of the disability and the disability related need for an ESA. If the disability is readily apparent, but the disability-related need for the assistance animal is not, the House Corporation may ask the member to provide reliable documentation of the disability-related need for an assistance animal. It is fair to ask that documentation be provided from a physician, psychiatrist, social worker, or other mental health professional indicating that the animal provides emotional support that alleviates one or more of the identified symptoms or effects of an existing disability. If the documentation establishes that the member has a disability and the animal in question will provide some type of disability-related assistance or emotional support, the animal must be allowed to reside in the facility. The animal can be restricted to the members living space, required to be on a leash when taken outside, must have update to date vaccinations, including rabies, cannot be left for others to care for overnight, must be under the owner's control at all times, and can be restricted to the length of time the member has a disability related need for the animal.

Permission to allow the ESA can be denied if: (1) the assistance animal in question poses a direct threat to the health or safety of others that cannot be reduced or eliminated by other reasonable accommodations, or (2) the assistance animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by other reasonable accommodations.

House Corporation Boards are encouraged to consult legal counsel and consider including specific language in resident contracts related to assistance animals.

Miscellaneous Resources

- [Greek Scorecards](#)
- [Common Greek Life Terms](#)
- [Medical Emergency Assistance Policy](#)
- [SWAP Contract](#)