



Fraternity & Sorority Life Resource Manual

Office of Fraternity and Sorority Life
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THE UNIVERSITY OF
ALABAMA[®]

Division of
Student Life
Fraternity and Sorority Life

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Coordinator
Greek Ambassadors, Greek Programming
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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.

Important University of Alabama Dates

First Day of Spring Classes	January 12, 2022
MLK Day – Classes Dismissed	January 17, 2022
Last Day to Add or Drop a Course Without a Grade of “W”	January 19, 2022
Spring Break – Classes Dismissed	March 11-18, 2022
Last Day to Drop a Course with a Grade of “W”	March 30, 2022
Honors Week	April 4-8, 2022
Last Day to Withdraw from the Spring Term	April 29, 2022
Final Exams	May 2-6, 2022
Spring Commencement	May 6-7, 2022
First Day of Fall Classes	August 17, 2022
Last Day to Add a Course or Drop a Course Without a Grade of “W”	August 24, 2022
Labor Day – Classes Dismissed	September 5, 2022
Last Day to Drop a Course with a Grade of “W”	October 26, 2022
Thanksgiving Break – Classes Dismissed	November 21-27, 2022
Last Day to Withdraw from the Fall Term	December 2, 2022
Final Exams	December 5-9, 2022
Fall Commencement	December 10, 2022

Chapter Compliance and Information Forms

Form/Document	Location	Due Date
Spring Roster Update 1	Email from OFSL Staff	February 11, 2022
Spring Roster Update 2	Email from OFSL Staff	March 11, 2022
Spring Roster Update 3	Email from OFSL Staff	April 15, 2022
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 Meal Plan Downgrades	Email from OFSL Staff	February 10, 2022
Fall Meal Plan Downgrades	Email from OFSL Staff	Late September 2022
Fall Chapter Leadership Update	Email from OFSL Staff	April 15, 2022
Spring Chapter Leadership Update	Email from OFSL Staff	November 30, 2022
Final Spring Housing List	Email from OFSL Staff	January 5, 2022
Fall Housing List (early submission)	Email from OFSL Staff	May 2022
Final Fall Housing List	Email from OFSL Staff	August 2022



Office of Fraternity and Sorority Life Information

About the Office of Fraternity and Sorority Life

Our Mission:

The Office of Fraternity and Sorority Life strives to offer chapters on-campus support services, which may include serving as a liaison between faculty, alumni advisors, national offices, and parents, developing values-based leadership development programming, offering training in areas such as chapter operations, diversity, risk management, health and safety and membership recruitment, monitoring the academic performance of fraternity and sorority members, and recognizing the positive achievements and contributions of community members.

Currently, The University of Alabama is home to 68 Greek-letter fraternities and sororities, which range from 6 to over 400 members. Governed by four different councils, these chapters provide leadership and involvement opportunities for over 10,000 students as well as outreach and community service opportunities to the Tuscaloosa community.

The four councils include: [Alabama Panhellenic Association](#), [National Pan-Hellenic Council](#), [United Greek Council](#) and the [Interfraternity Council](#).

Each council has a different focus, operational structure, history, recruitment or intake procedure, and key dates. Each chapter offers members a variety of opportunities to hold leadership positions in the chapter and at the University, participate in volunteer and service activities on campus and in the community, become involved in campus life and achieve success academically, personally and professionally.

Overview of the Four Governing Councils

Alabama Panhellenic Association (APA)

[National Panhellenic Conference](#) (NPC) is the umbrella organization for 26 national and international sororities and women's fraternities in North America. The Alabama Panhellenic Association (APA) represents NPC and is the coordinating body for the 19 NPC women's organizations on The University of Alabama campus. Sorority Recruitment typically takes place the week before classes begin each Fall. Members of sororities participating in Recruitment activities, who will be living in the sorority house in the fall, will begin moving in the week before Recruitment activities start. This allows for a week of Recruitment Workshop activities before Sorority Recruitment officially begins. For information about Panhellenic, visit uapanhellenic.com.

National Pan-Hellenic Council (NPHC)

The [National Pan-Hellenic Council, Incorporated](#) (NPHC) is the governing and coordinating council for the nine (9) historically African-American International sororities and fraternities, often referred to as the Divine Nine. The Alabama National Pan-Hellenic Council has eight of the nine organizations: Alpha Kappa Alpha Sorority, Inc. Alpha Phi Alpha Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Zeta Phi Beta Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Sigma Gamma Rho Sorority, Inc. Phi Beta Sigma Fraternity, Inc. and Omega Psi Phi Fraternity, Inc. These sororities and fraternities have been an

integral part of the UA community since 1974. Iota Phi Theta Fraternity, Inc. is the only organization currently not represented at The University of Alabama.

NPHC organizations are committed to community service and support academic excellence between members and the general student body by providing scholarships, study breaks and other programs. In addition to providing a social outlet, NPHC organizations also provide a variety of programs designed to enrich the cultural experience of UA students. NPHC organizations recruit members through a process called Membership Intake. Before an individual can seek membership, he or she must have accumulated 12 or more semester hours at UA, earned a 2.5 cumulative GPA, be in good standing with the University, and attended one of two NPHC Convocations offered in the academic year in which the student plans to participate in intake. For information about NPHC, visit uanphc.org.

United Greek Council (UGC)

The Alabama United Greek Council, commonly referred to as UGC, is the governing body for the 7 culturally based and special interest sororities and fraternities at The University of Alabama. Established on the UA campus in spring 2009, UGC exists to enable member organizations to share ideas and resources, promote mutual respect and equality, and provide a support network for students on campus. The United Greek Council is comprised of Alpha Kappa Psi, a co-educational honor society; Alpha Omega Epsilon, an engineering sorority; Kappa Kappa Psi, a national honor band fraternity; Phi Mu Alpha Sinfonia, a national fraternal music society; Phi Sigma Pi, a national co-educational honor fraternity; Sigma Alpha Iota, a music sorority; and Theta Tau, a co-educational engineering fraternity.

Each organization that encompasses the United Greek Council has an individual recruitment process and depending upon the chapter, this process may be referred to as Recruitment, Membership Intake, or Rush. While most chapters recruit new members at the beginning of the fall and spring semester, each chapter's process for taking new members varies in accordance with their specific needs and inter/national requirements. UGC recruitment includes participation in fall and spring [Get On Board Day](#). Chapters also host tabling events and programs throughout the semester. For information about UGC, visit bamaugc.com.

Interfraternity Council (IFC)

The Interfraternity Council serves as the governing body for 34 fraternities at The University of Alabama, many of which are affiliated with the [North American Interfraternity Conference](#) (NIC), which is the trade association representing 58 inter/national men's fraternities. Fraternities provide a meaningful outlet for students to become involved in campus life outside the classroom through an emphasis on scholarship, leadership, community service, social life and lasting friendships.

There are two ways of seeking membership. Organizations recruit members and extend bids for membership before the beginning of classes for fall semester. The IFC also holds structured recruitment during late August and early September. During structured recruitment, prospective members have the opportunity to interact with individuals from each fraternity. Once prospective members have registered online, their information is shared with all IFC fraternities. For more information about IFC, visit the Alabama Interfraternity Council website at alabamaifc.com.

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:

- Patricia “Tut” Wilson, Executive Director
 - Jennifer Brown, Director of Fraternity and Sorority Housing
 - Julie Elmore, Program Support Assistant
 - Lynn Morris, Coordinator
 - Ginnifer Carnethon, Program Assistant
 - Kathleen Duffy, Director of Fraternity and Sorority Life
 - April Young, Assistant Director
 - Brittany Jordan, Assistant Director
 - Clint Coulter, Assistant Director
 - Erin Woods, Coordinator

Services and Expectations

Services Provided to Chapters

- Office of Fraternity and Sorority Life Staff – Tut Wilson, Kathleen Duffy, Jennifer Brown, April Young, Brittany Jordan, Clint Coulter, Julie Elmore, Erin Woods, 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/ordinating 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 2021 Executive Board

Position	First Name	Last Name	Email
President	Hannah	Hale	apa@ua.edu
Vice President Administration	Deborah	Oberkor	dsoberkor@crimson.ua.edu
Director of Recruitment	Elise	Anzaldua	alabamarecruitment@gmail.com
Asst. Director of Recruitment	Hope	Rider	alabamarecruitment@gmail.com
Director of Judicial Affairs	Hanna	Pohlmann	apajudicial@gmail.com
Asst. Director of Judicial Affairs	Sarah Beth	Corona	apajudicial@gmail.com
Director of Sigma Rho Chis	Lilly Beth	Glenn	aparecruitmentteam@gmail.com
Asst. Director of Sigma Rho Chis	Morgan	Reed	aparecruitmentteam@gmail.com
Director of Public Relations	Elizabeth	Sage	uapanhellenicpr@gmail.com
Director of Finance	Ferris	Schwefler	uadirectorfinance@gmail.com
Director of Community Development	Jaxon	Novack	lnovack@crimson.ua.edu
Director of Outreach	Ines	Martinand	imartinand@crimson.ua.edu

Alabama Panhellenic Association 2022 Chapter Presidents

Chapter	First Name	Last Name
Alpha Chi Omega	Brooke	McGehee
Alpha Delta Chi	Megan	Maedo
Alpha Delta Pi	Brianna	Slover
Alpha Gamma Delta	Ellie	Adams
Alpha Omicron Pi	Koury	Zoghby
Alpha Phi	Abby	Hunt
Chi Omega	Kathryn	Scoggins
Delta Delta Delta	Jordan	Eady
Delta Gamma	Sydney	Bonner
Delta Zeta	Harper	Hawk
Gamma Phi Beta	Carleigh	Kahle
Kappa Alpha Theta	Hannah	Dodson
Kappa Delta	Nancy	Haydel
Kappa Kappa Gamma	Hope	Methvin
Phi Mu	Grier	Marlowe
Pi Beta Phi	Amara	Rivera
Sigma Delta Tau	Julia	Mason
Sigma Kappa	Kaitlyn	Smith
Zeta Tau Alpha	Jules	Schearer

Interfraternity Council Contact Information

Interfraternity Council 2022 Executive Board

Position	First Name	Last Name	Email
President	Hudson	Tate	hdtate@crimson.ua.edu
Executive Vice President	William	Lee	wlee@crimson.ua.edu
Vice President Recruitment	Dylan	Moore	Dtmoore4@crimson.ua.edu
Vice President Judicial Affairs	Andrew	Weisenfeld	gaweißenfeld@crimson.ua.edu
Treasurer	Will	Fracchia	wfracchia@crimson.ua.edu
Secretary	Connor	Haythorn	cthaythorn@crimson.ua.edu
Director of Public Relations	Sid	Elkins	scelkins@crimson.ua.edu
Director of New Member Education	Sam	Guerrero	shguerrero@crimson.ua.edu
Director of Community Outreach & Wellbeing	Jack	Strubel	jstrubel@crimson.ua.edu
Director of Diversity, Equity, and Inclusion	Armon	Sheffield	arsheffield1@crimson.ua.edu

Interfraternity Council 2022 Chapter Presidents

Chapter	First Name	Last Name
Alpha Delta Phi	Dillon	Koty
Alpha Epsilon Pi	Tyler	Maines
Alpha Kappa Lambda	Preston	Harlee
Alpha Sigma Phi	Matt	Cupp
Alpha Tau Omega	David	Strickland
Beta Theta Pi	Logan	Dramer
Beta Upsilon Chi	Aaron	Martin
Chi Phi	Vinny	Pagnotta
Delta Chi	Brice	Ogle
Delta Kappa Epsilon	B	Thames
Delta Sigma Phi	Jack	Rivellese
Delta Tau Delta	Alex	Payne
Kappa Alpha	Will	Davis
Kappa Sigma	John	Porthouse
Lambda Chi Alpha	Michael	Blotto
Phi Delta Theta	Chip	Porter
Phi Gamma Delta	Campbell	Brabston
Phi Kappa Psi	Matthew	Ritz
Phi Kappa Sigma	Russell	Thomas
Phi Kappa Tau	Steven	DeFreece
Phi Sigma Kappa	Devin	Bailey
Pi Kappa Alpha	Bobby	Kunz
Pi Kappa Phi	Robert	Khalil
Sigma Alpha Epsilon	Benner	Page
Sigma Alpha Mu	Jason	Feit
Sigma Chi	Brayden	Lewis
Sigma Nu	Walker	Burley
Sigma Phi Epsilon	David	Cranz
Sigma Pi	Zander	Smith
Sigma Tau Gamma	Jason	Sowell
Tau Kappa Epsilon	Bryant	Rich
Theta Chi	Paten	Kidd
Theta Xi	Roger	Melton
Zeta Beta Tau	Andrew	Collat

National Pan-Hellenic Council Contact Information

National Pan-Hellenic Council 2022 Executive Board

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

Position	First Name	Last Name
President	Leecora	Rodgers
Vice President	Dezirae	Cunningham
Director of External Affairs	William	Skull
Secretary	Kayla	Averett
Treasurer	Bre	Layton
Director of Academic Achievement	Car'Liz	Mims
Parliamentarian	Cherie	White
Director of Public Relations	Alex	Sedlmayr

National Pan-Hellenic Council 2022 Chapter Presidents

Chapter	First Name	Last Name
Alpha Kappa Alpha	Jayda	Russell
Alpha Phi Alpha	John	Patterson
Delta Sigma Theta	Shanaya	Daughtrey
Kappa Alpha Psi	Gabriel	Russell
Omega Psi Phi	Nicquavious	Craig
Phi Beta Sigma	Brendan	Calilhan
Sigma Gamma Rho	De'Yonica	Daniels
Zeta Phi Beta	Ariana	Sims

United Greek Council Contact Information

United Greek Council 2022 Executive Board

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

Position	First Name	Last Name
President	Keegan	Kondrat
Vice President	Jackson	Olmstead
Secretary	Annie	Garness
Treasurer	Bobby	Alexander
Parliamentarian	Madeline	Conger

United Greek Council 2022 Chapter Presidents

Chapter	First Name	Last Name
Alpha Kappa Psi	Max	Egan
Alpha Omega Epsilon	Gabrielle	Humber
Kappa Kappa Psi	Michael	Jackman
Phi Mu Alpha	Robert	Bruce
Phi Sigma Pi	Alicia	Harkins
Sigma Alpha Iota	Hannah	Alford
Theta Tau	Alex	Thill

Other Contact Information

2022 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

2021-2022 Greek Programming Board Executive Board

Position	First Name	Last Name	Email
Executive Director	Katherine	Pearson	Krpearson1@crimson.ua.edu
Director of Finance	John Henry	Woods	Jhwoods1@crimson.ua.edu
Director of Data Management and Compliance	William	Skull	Wmskull@crimson.ua.edu
Director of Public Relations	Carolanne	Berte	cberte@crimson.ua.edu
Director of Programming	Gracie	Coker	gmcoker@crimson.ua.edu
Director of Chapter Leadership Services	Michael	Blotto	mblotto@crimson.ua.edu

2021-2022 Rho Lambda Executive Board

Position	First Name	Last Name	Email
President	Payton	Wortsmith	powortsmith@crimson.ua.edu
Vice President	Elise	Luoma	efluoma@crimson.ua.edu
Secretary	Mary Katherine	Winfield	mkwinfield@crimson.ua.edu
Treasurer	Katherine	Crowe	kgcrowe@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 Sigma Phi	IFC	415 Jefferson Ave	Sigma Nu	IFC	990 University Blvd
Delta Tau Delta	IFC	425 Jefferson Ave	Sigma Phi Epsilon	IFC	304 University Blvd
Delta Zeta	APA	900 Magnolia Drive	Sigma Pi	IFC	435 Jefferson Ave
Gamma Phi Beta	APA	780 Paul W. Bryant Drive	Theta Chi	IFC	110 University Blvd East
Kappa Alpha	IFC	416 University Blvd	Theta Tau	UGC	440 Smithwood Circle, E
Kappa Alpha Theta	APA	750 Colonial Drive	Zeta Beta Tau	IFC	526 Jefferson Ave
Kappa Delta	APA	825 Magnolia Drive	Zeta Tau Alpha	APA	922 Magnolia Drive
Kappa Kappa Gamma	APA	851 Colonial 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 UA Student Center	205-348-2461	bamacares.sa.ua.edu
Medical Withdrawal	Student Care and Well-Being	3500 UA Student 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 UA 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 UA Student Center	205-348-2693	sa.ua.edu/programs/believe-ua/
Blackburn Institute	2400 UA Student Center	205-348-3277	blackburninstitute.sl.ua.edu
Career Center	3400 UA Student Center	205-348-5848	career.sl.ua.edu
Center for Service and Leadership	1100 UA 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 UA Student Center	205-348-3326	dos.sl.ua.edu
UA Student Center	3500 UA Student Center	205-348-6063	uastudentcenter.sa.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 UA 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	2512 UA Student Center	800-392-2777	parents.sl.ua.edu
Student Care and Well-Being	230 UA 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	2617 UA Student Center	205-348-2742	sga.sl.ua.edu

Association			
Student Health Center and Pharmacy	750 5th Avenue East	205-348-6262	shc.sl.ua.edu/
Student Involvement	3610 UA 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 UA 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 University of Alabama 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](#)
- [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](#)

University of Alabama Student Center Reservations

The UA Student 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 [University of Alabama Student 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 University of Alabama Student 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 <https://thesource.sa.ua.edu/organization-resources> for more information.



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

Mary Burke East 132
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 University of Alabama 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/coordinates 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)

Roster Updates

Updates will be sent to Chapter Advisors and Chapter Presidents three times a semester for review – mid-September, October and November for Fall semester and February, March, and April for spring semester. Changes will be made, if needed, and a revised roster will be sent with the next review date. It is important that the designated Chapter representative review all rosters, especially the final roster, for accuracy as this will be used when providing your grade report at the end of the semester. Members that co-op or participate in an internship for a semester do not need to be removed from the chapter’s roster for the semester they are away if they are still paying dues. Transfer students that affiliate with a chapter must submit a signed FERPA grade release form before their grades will be released. If there is a break in a member’s affiliation dates, a new FERPA grade release form must be submitted before the member will be added back to the roster. It is the responsibility of the Chapter to ensure that each member/new member has submitted the FERPA grade release and Hazing form.

Chapter Leadership Update/New Officer Lister

Information will be due November 30th of each year for IFC and APA groups. Leadership update information will be due April 15th for NPHC and UGC groups. More information will be provided regarding electronic reporting forms.

Housing Lists

Early Fall Housing lists are due to the OFSL by June 1st. Final Fall housing lists are due August 1st. Spring Housing lists are due by January 5th. Information received after these dates could result in members being unable to register for a parking permit when they go on sale. Once submitted, changes to the Housing lists should be submitted to Julie Elmore, jelmore@ua.edu. UA’s housing policy stipulates members must be enrolled at The University of Alabama in at least one credit hour during the semester they will be living in the facility (upcoming fall and/or spring semesters) to be eligible to live in the chapter facility. Additionally, residents must be an Active member in good standing with the sorority/fraternity, paying both local and national dues, during each semester they reside in the chapter facility. Members requesting to live in the chapter facility during the summer must be admitted to UA and enrolled in classes for the summer or the upcoming fall semester.

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 at 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 student or plan to be a full-time student in good standing with The University of Alabama at the time of recruitment in August and consistently live and identify as a woman. 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 attend NPHC Convocation in the academic year that the student participates in Intake. It is also recommended that each student have accumulated 12 or more semester hours at the University and have at least a 2.5 cumulative GPA. 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.

Please note that per the Social Event Guidelines, *"All remnants/decorations/trash from social events in areas visible from a public road or sidewalk must be removed from the property immediately following the event, and must be completely removed by 7:00 a.m. the morning following the event. This paragraph applies to the removal of all materials involved in party decoration construction (e.g., lumber, flags, front yard fences/tarps, etc.). Failure to comply may result in the organization being referred to the Office of Student Conduct for possible sanctions and/or fines."*

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.

Emergency Preparedness

The House Director and/or House Manager should maintain a current list of all members living in the Chapter House with contact information. It is helpful to have a process in place should all members of the Chapter need to be accounted for. For example, a phone tree or GroupMe for in-house and out-of-house members.

The Office of Emergency Preparedness provides a list of *Quick Safety Tips*, outlining what you should do in certain situations including inclement weather, fire or explosion on campus, an armed individual on campus, and provides a list of definitions related to emergency situations. Visit the Emergency Preparedness website at <https://ready.ua.edu/> for more information.

When a [tornado watch or warning](#) is issued for campus, the North Campus Storm Shelter, East Campus Storm Shelter, the Magnolia Parking Deck Best Available Refuge Area (BARA), and others, will be opened and remain open until the cancellation of the tornado watch or warning. Chapter houses will have designated BARA and this information should be posted in a visible area in the Chapter house. The Magnolia Parking Deck BARA can accept pets with their owners for more information, visit ready.ua.edu/wp-content/uploads/2016/05/Sheltering-with-pets-on-campus-during-a-tornado-watch.pdf

Each campus building has a BARA location. The location can be found on the building emergency plan posted near the entry/exit locations. A copy of the BARA locations, including chapter houses, can be found here: [Best Available Refuge Areas](#). If you cannot locate a BARA location, the next preferred area generally is on the lowest floor of most buildings, away from windows and in the center of the

building. For more information about sheltering in place, visit ready.ua.edu/wp-content/uploads/2017/02/BARA-Locations-02132017.pdf.

Active Terror Threat

In the event that there is an active terror threat on campus, occupants currently inside buildings should remain in that secure structure until instructed that it is safe to leave. All staff and students are encouraged to download the UA Safety App from the App store. Visit UA the Emergency Preparedness website at ready.ua.edu for more information.

Bomb Threat

In the event of a bomb threat, students should follow directions issued by UAPD. If instructed to vacate the facility, all occupants inside the Chapter House should calmly exit the house and proceed to a staging area, designated by the House Director, House Manager or House Board. Everyone should remain at the location until instructed that it is safe to return to the Chapter House. Do not remain within close proximity to the house. All staff and students are encouraged to download the UA Safety App from the App store. Visit UA the Emergency Preparedness website at ready.ua.edu for more information.

Fire

If you discover a fire, activate the nearest fire alarm, and call 911 or 205-348-5454. Be prepared to give your name, address, and location of the fire in the facility. Follow lighted signs to the nearest exit and follow posted evacuation routes. Notify others on your way out. Do not use elevators.

If you cannot leave the facility, close the door to the room and hang something out the window to notify others. Call UAPD at 348-5454 or 911 and give your location. Put wet towels around the door to keep smoke from entering. If smoke enters the room, open the window. Stay close to the floor and put a cloth around your nose and mouth to filter the smoke. Crawl to the closest safe exit.

Only use a fire extinguisher if you have been trained to do so. Improper use can increase the hazard.

Fire Alarm

In the event the fire alarms in a Chapter house are activated, all occupants should calmly exit the house and proceed to a staging area, designated by the House Director or House Board, and wait until the fire department has cleared the facility. Walk, don't run, to the nearest stairwell, and alert others on your way out of the house. Do not use elevators. The House Director and/or House Manager should maintain a current list of all members living in the Chapter House with contact information. All members should be instructed on the protocol in the event of a fire alarm. Failure to evacuate the House in a timely manner could result in fines being imposed by the Fire Marshall.

Gas Leak

Upon notification of a gas leak, all occupants should immediately, calmly exit the house, proceed to a staging area designated by the House Director or House Board, and wait until the fire department has cleared the facility. The House Director and/or House Manager should maintain a current list of all members living in the Chapter House with contact information and be prepared to share that list if needed.

Suspicious Package Protocol

In the event there is a suspicious package delivered or dropped off at the Chapter House, do not touch it. Everyone should be cleared from direct sight of the package. Immediately call UAPD at 205-348-5454 and be prepared to give the Communications Operator your name, cell number, location, and a description of the package in question.



Fraternity and Sorority Housing

About Fraternity and Sorority Housing

The majority of the Greek organizations at Alabama are housed in on-campus, freestanding, houses located on University property. Houses sleep anywhere from 16 to 80 members, and many facilities have a live-in house director who manages the day-to-day functions of the chapter facility. Since 2005, UA has played an instrumental role in assisting Greek organizations with the construction of 21 new housing facilities and the renovation of 11 existing facilities. Life safety features have been a priority with these renovations.

Title to the real estate on which a chapter house is built, and the chapter house itself is vested in the University. As such, the University retains authority and jurisdiction over the real estate and chapter houses. The Fraternity/Sorority is allowed to occupy the chapter house free of rent as long as the group complies with the rules and regulations of the University. Eight of the Greek housing facilities, including seven Small Group houses and one Swing Space house, are operated by UA and the remaining housing facilities are operated by the individual chapter house corporations.

Currently, there are 49 Greek housing facilities, 7 of which are operated by the University, while the remaining 42 operated by the individual Chapter house corporations. 24 fraternities, one co-ed fraternity, and 17 sororities have on-campus housing facilities. Approximately 1,690 students will reside in Greek housing facilities for Fall 2021.

Living in the Chapter House

Freshmen students, unless granted an exemption from Housing and Residential Communities, will have a contract for the academic year to live in the residence halls, therefore, freshmen are not allowed to live in a fraternity or sorority house. Only currently enrolled University of Alabama students who have completed at least 24 hours at Alabama, and are active, dues paying, members of the organization, are eligible to live in the chapter house. Students not enrolled at The University of Alabama and those who are not on the current roster on file with the Office of Fraternity and Sorority Life, are not allowed to live in the Chapter house.

Small Group Housing

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

House Management

Opening the Chapter House

In addition to the room check-in sheets that should be completed and signed by the parties, the following procedures should be completed by the House Director prior to opening the facility:

- Ensure all equipment has been inventoried and is in working order.
- Ensure HVAC/Boiler, all appliances, safety equipment, and plumbing and electrical systems are operational.

- Ensure house is clean, ready for occupancy, and cleaning supplies are inventoried and restocked. Coordinate with cleaning service where applicable.
- Ensure lights are operational inside and outside, as well as exit lights.
- Ensure fire extinguishers, sprinkler systems, fire suppression system in kitchen, and safety equipment are in working order and inspections have been completed.
- Ensure grounds maintenance is complete and house is serviced by exterminator.
- Meet with all chapter officers to review rules for year.
- Post House rules and chapter standards. Ensure safety rules and procedures have been posted in common areas, hallways, kitchens, sleeping porches, and individual rooms.
- Meet with House Manager to discuss any changes and set weekly meeting date.
- Ensure food items are available/ordered for immediate needs, including items needed during recruitment. Coordinate with food vendor where applicable.
- Ensure rooms are inventoried and any damages documented.
- Ensure keys have been inventoried and are ready to distribute.
- Confirm room Assignment List with House Manager/HCB representative.
- Where applicable, prepare at least two weeks' worth of menus. Coordinate with food vendor where applicable. Have meal late plate signups procedures established and posted.
- Meet with chapter officers regarding chapter activities, Recruitment schedule and meals needed before, and just after school begins.
- Meet with House Board or Property Management representative to review facility needs.
- Establish a recording and filing system for applicable procedures.
- Ensure summer projects/renovations have been completed.
- Ensure a working budget for the year has been set and develop a process for maintaining the budget.
- Ensure there is petty cash, a chapter credit card or other means to make small purchases.
- Ensure all House staff have been hired, and work schedules have been set. Discuss with vendors where applicable.
- Purchase house access cards and parking permits or coordinate with vendor where applicable.
- Conduct initial staff meeting with new information forms filled out and returned. Discuss any policy changes. Distribute copies of performance reviews/test results. Distribute and review updated job descriptions, and have staff sign that they reviewed the job description.
- Conduct safety meeting with staff to review location of flashlights and radio, circuit breakers, safety plans, first aid kits and fire extinguishers.
- If applicable, have irrigation system set to come on between 10pm and 5am during Sorority Recruitment activities, and applicable times for IFC Recruitment events.
- Check your call list for first and second responders with your alarm company to be sure their contact information is correct and up to date. There may be someone on your list that is going to be out of town and not able to respond to alarm calls etc.
- Check outside Knox box (if you have one) to ensure the emergency set of keys are up to date and in the box for the local fire and police department.
- Create a Master Calendar with university opening and closing dates, key chapter events (recruitment, parents' weekend, homecoming, Greek week, maintenance and security checks, contractor visits, formals, socials, banquets, exams, and university and religious holidays).
- Monday after Bid Day - is your staff off, are there meals? Fall Break – will the house be closed?
- Thanksgiving – will the house be closed, and will the staff be off with/without pay?
- Determine Winter Break closing and opening dates/times. When will the staff leave/return? Do staff members receive a bonus at this time and/or end of year?
- Will staff apply for unemployment over Winter Break?
- When will staff be allowed to leave/return for Spring Break.

- Is the staff off on MLK and Honors day and if so, are they paid?

Closing the Chapter House

In addition to the room check out sheets that should be completed and signed by the parties, the following procedures should be completed by the House Director prior to closing the facility:

- Ensure that entire house is cleaned, including residents' rooms, and all trash is removed.
- Residents' clean, gently used, unwanted personal items should be placed in donation boxes inside the house.
- Gather and inventory keys from residents and employees, order new keys, change locks as needed.
- Remove all items from the hallways.
- Ensure all perishable food and supplies have been donated or discarded.
- Turn water heaters to "pilot" position (NOT OFF), set AC to required settings for the climate. Confirm with HCB or property management representative prior to setting.
- Turn boiler pump switches to "off" for summer months. Confirm with HCB or property management representative prior to setting.
- Do not disconnect utilities.
- Clean all refrigerators, freezers, ice machines. Leave doors open to avoid mildew where recommended. Clean soda machines, empty ALL garbage containers and spray with disinfectant. Unplug appliances as needed.
- Make sure all equipment and furniture is secure.
- Check and bleed water heater if applicable, caulk and re-grout showers and tubs where needed.
- Clean outdoor screens, patio, doors, oil doors/hinges.
- Professionally clean kitchens, bathrooms, and clean and degrease the kitchen hood.
- Repaint walls, ceilings, doors, and windows, if needed.
- Blinds, curtains, and drapes should be cleaned and closed, with the exception of strategic locations that allow for minimal view to the interior of the house.
- Repair any broken windows.
- Shampoo/steam clean carpets and/or rugs, upholstery.
- Unplug all TVs, DVD/CD players, stereos, and computers, all AV equipment.
- Store outdoor furniture and trash cans in a secure location.
- Set timers for outdoor lighting if applicable.
- Set security system.
- Check and replace smoke detector batteries if needed.
- Check CO detectors.
- Confirm that HVAC system is working properly and that all combustible materials are safely stored – not next to or in the same room as the hot water heater and HVAC system.
- Inventory all furnishings, equipment, utensils, cookware, plates, cups, etc.
- Make sure all trophies, composites, photos, awards, and other valuables are secure.
- Arrangements should be made to hold, forward or pick up mail with Campus Mail Services.
- Ensure Mail Service has a list of those authorized to pick up mail over the breaks.
- Check with House Corporation representative to discuss any services that need to be discontinued over the summer (newspapers, cable, garbage, food deliveries, etc.).
- Secure all locks and deadbolts and close fire doors, close and lock all windows and exterior doors.
- Have gutters and down spouts cleaned to ensure proper roof drainage.

- Clean exterior of chapter house, removing any yard debris, as well as any items stored next to the chapter house.
- Provide the Office of Fraternity and Sorority Life with contact information of someone in the event of an emergency over the summer months (name, address, and telephone number).
- Inform the Office of Fraternity and Sorority Life when the Housing facility will close for summer and reopen in the fall.
- If the housing facility will be open over the summer, provide the OFSL with a list of the residents names, contact numbers, and emails, as well as a list of staff members and/or contractors that will be in and out over the summer.
- Make sure the Fall housing list is set and has been sent to OFSL by the May deadline.
- Set the irrigation system with the landscaper/property management company or University.
- Deactivate staff, member, vendor house access cards as applicable.
- Coordinate Fire Sprinkler inspections with university EHS department.
- Inform the OFSL of any events to be held at the Chapter house over the summer and ensure a Permissive Use Agreement has been completed.
- Any projects to be completed over the summer, other than normal wear and tear, must be submitted to the OFSL via a Project Initiation Request form, and approved prior to beginning the project.

Spring/Fall Break Checklist

If you will be leaving for Fall or Spring Break, be sure to go over the items listed below. You may want to consider asking a local Chapter Advisor or House Corporation Board member to check on the house while you are gone. If you use a property management company, inform them of the days you will be away from the house.

- Notify the OFSL of the dates the facility will be closed and reopen and provide the name and contact information of an emergency contact.
- Ensure furnace is on and thermostat is set a reasonable temperature for the season.
- Ensure all hoses are removed from exterior water spigots/faucets.
- Inspect all rooms, closing drapes to allow minimal view inside the house.
- Ensure all non-essential appliances and electronics have been unplugged.
- Secure Chapter house and lock up all valuables.
- Clean Chapter house prior to an extended break.
- Confirm that HVAC system is working properly and that all combustible materials are safely stored – not next to or in the same room as the hot water heater and HVAC system.
- Remove all perishable food from kitchen.
- Lock and inspect all windows and repair all broken glass.
- Ensure that exterior doors are closed and latched completely.
- Inspect the hot water heater, exposed water lines, and drain pipes for slow leaks.
- Have gutters and down spouts cleaned to ensure proper roof drainage.
- Clean exterior of chapter house, removing any yard debris or materials, as well as any items stored next to the chapter house.
- Check security/safety lighting and timers and make sure all bulbs are working in exterior lights.
- Service and clean fireplace and chimney where applicable.
- Check your call list for first and second responders with your alarm company to be sure their contact information is correct and up to date.
- Check your outside Knox box (if you have one) to be sure the emergency set of keys are up to date and in the box for the local fire and police department.

- Check rooms for the following:
 - Unusual damage. Any damage discovered should be documented.
 - Unplug all nonessential appliances and electrical devices.
 - Lock room/suite door for security.

House Maintenance

The University of Alabama hosts various assessments and oversees State required inspections for all Greek Houses on campus. Currently, the University has one Greek swing space house and six small group Greek houses. For these facilities, UA performs all maintenance. The swing space is a transition house while the current Sorority or Fraternity is awaiting their new house to be built. Greek Houses outside of this may request maintenance repairs to be performed by the University, but those services will be charged back to the chapter.

The University currently manages the monthly fire sprinkler inspections, annual elevator assessments and inspections, biennial boiler/hot water heater inspections, and five-year property assessments as it pertains to each Greek House 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.

If a Greek House, outside of the UA owned swing space, has an after-hours emergency related maintenance issue to arise, they can report it to (205) 348-6001 and UA Facility Shops will respond. Please note the Greek House will be charged for these services. If you have any questions regarding University assessments or inspections that are performed at your Greek House, please contact Jennifer Brown at (205) 348-4028, jhbrown6@ua.edu.

Swing Space Housing

Designated representatives in a University owned swing space may report maintenance items directly to Jennifer Brown, Director, Fraternity and Sorority Housing.

Chapter House Routine Maintenance

- The grease trap should be cleaned out twice a year, if there is a small grease trap, it should be cleaned four times a year. Grease interceptors should be pumped out a minimum of semi-annually or more frequently if they are full. The grease interceptor pumping contractor can advise if they need more frequent pumping out.
- For hydronic chilled water and building heat hot water closed loop systems that employ chillers and boilers for the HVAC system, these systems should be tested for chemical balance and be adjusted as needed a minimum of semi-annually. If there are significant deviations from correct chemical conditions, a subsequent test should be conducted sooner than semi-annually.
- Turn the irrigation system off when the House closes for Winter Break and Spring Break or other times during the year when temperatures get below freezing. It is asked that irrigation systems are scheduled for at least three times a week during the summer break to prevent the landscaping from dying.
- Filters in air handlers and fan coil units should be changed every one to two months or more frequently if the filters are overly dirty.
- Kitchen hoods are typically cleaned semi-annually, and the fire suppression systems checked semi-annually.

Boiler/Hot Water Heater Inspections

Boiler/Hot Water Heater inspections are conducted every two (2) years on equipment 200,000 BTUs are larger. The University of Alabama contracts this inspection through Liberty Mutual Insurance. The House Director or a designated chapter representative is notified roughly one month prior to the actual inspection of the date and time and reminded two business days prior to the arrival of the inspector, University HVAC Shop technician, and a representative from OFSL. There is no fee to the Greek Organization for this inspection. Main code requirements the inspector looks for are:

- Emergency Shut Off Switch(es)
- Monthly Maintenance Log(s)
- Release Valve(s) working properly
- Mechanical room is clear and free of any items (not related to the upkeep of the equipment)

Elevator Assessments & Inspections

Elevator assessments and inspections are conducted every year on any vessel within a Greek housing facility. The University's Elevator Shop conducts the annual elevator assessment roughly forty-five to sixty days prior to the actual annual inspection. Results are provided to the Greek Organization for an opportunity to repair the items. The University contracts the annual inspection through Swett & Associates. The House Director or a designated chapter representative is notified roughly two weeks prior to the assessment and annual inspection and reminded two business days prior to the arrival of the inspector, University Elevator Shop technician, and a representative from OFSL. There is a current fee of \$93.15 that will be billed to the Greek Organization. Main code requirements the inspector looks for are:

- Monthly Maintenance Log
- Current Certificate of Operation posted in elevator
- Annual tests have been performed
- Mechanical room is clear and free of any items (not related to the upkeep of the equipment)
- Any code violations and/or life safety items

Fire Sprinkler Inspections

The University of Alabama's Facilities Department conducts monthly fire sprinkler inspections in any Greek house containing a fire suppression system (this is outside of EHS' life and safety inspections). The inspections occur daily at 8:00 AM, 9:00 AM, 10:00 AM, 1:00 PM, and 2:00 PM. Make-up inspections can be scheduled any weekday based on availability. Typically, a semester worth of monthly inspections is created and distributed to the House Director or a chapter representative. There is no fee to the Greek Organization for this inspection, but there are charges for any small repairs the University's technician makes. Large repairs are reported to the House Director or a designated chapter representative and asked that they contact their private contractor for the repair.

Greek House Property Assessments

The University of Alabama's Facilities Department conducts assessments of each Greek House every five years. The houses are scheduled on a rotating basis. This assessment is conducted on designated Wednesdays from 1:30PM to 3:30PM. The Director of Fraternity and Sorority Housing will coordinate the schedule with the House Director or a designated Chapter representative at least one month in advance and send a reminder two business days prior to the assessment. Once the assessment is

completed, Facilities will compose a report of the evaluation and any findings requiring a repair. There is no fee to the Greek Organization for this inspection and chapters are asked to address any maintenance issues or concerns outlined in the report by the deadline provided to them.

Environmental Health and Safety (EHS)

UA's Office of [Environmental Health and Safety \(EHS\)](#) provides the following inspections. EHS will coordinate these inspections with the House Director or a designated chapter representative. It is important that EHS can access all Chapter facilities for inspections and emergency situations when the House Director is not available, and no other means of access is provided. Please coordinate the access process with Gene Holcomb, Tim Sullivan or Keon Allen of EHS. For more information contact their office at 205-348-5905.

- Fire Safety & Equipment Inspections
 - Inspections are completed quarterly when buildings are in use, and include reviews of fire extinguishers, smoke alarms (including those in bedrooms), exit lights and emergency lighting.
- Food Service & Kitchen Inspections
 - Unannounced food service and kitchen inspections are conducted at least monthly when facilities are in use. Scores from these inspection(s) are required to be posted in a prominent location for the building occupants to view. Anytime the house is not open a full month, the inspection may roll into the next month
- Social Event Inspections
 - Inspections are conducted the week of a registered social event that is to be held on-campus. This inspection, scheduled with the house representative responsible for the registration of the event, includes a review of all common spaces, fire extinguishers, exit lights, and some emergency lighting. Other items inspected and reviewed include egress paths, decorations or special effects planned for the social event, the assembly area for the event along with the occupancy limit of the location, hallways, stairwells, exits, storage areas, mechanical spaces and any other concerns found on site. A comparison of the occupancy limit of the space registered for the event along with a review of the anticipated number of guests will be completed prior to any recommendation for approval of the social event. All social events including charitable walks, runs, band parties, swaps and philanthropies will be subject to review. In the case of walks and runs, the on-campus chapter facility for the event will be inspected the week of the event if guests are anticipated at the house as part of the event. Social event inspections may be combined with the routine fire safety & equipment inspections if the event is scheduled for the week of the routine inspection. In the case of multiple social events scheduled for the same location within the same week, typically one event inspection occurs, however a follow-up inspection may be necessary to address any potential concerns prior to the next scheduled social event (even a social event within the same week). If issues are observed, the organization will be given an opportunity to make corrections, and the facility will be reinspected in order to determine if approval for the event will be given.
- Fire Alarm Inspection & Test
 - Fire alarm systems are inspected in Greek houses annually. This inspection typically occurs during the summer and is scheduled with the House Director or a designated chapter representative prior to the completion of the Spring Semester. Other UA personnel may join EHS at the time of the inspection such as Building Information Services (BIS) to update the building drawings. This inspection and test require the activation of the fire alarm system, including the activation of the notification appliances

such as the audiovisual equipment. Local smoke alarms in bedrooms are inspected, tested, cleaned and the batteries are replaced in the equipment at this inspection as well, unless new 10 year, sealed battery smoke alarms have been installed or the smoke alarms are tied-in to the fire alarm system which is now required by code in all new construction.

- Kitchen Hood Suppression System Inspection & Test
 - The kitchen hood suppression system inspection and test are scheduled and completed twice a year. One of these inspections is typically completed at the same time as the annual fire alarm inspection and test, which is usually during the summer. The second inspection is scheduled approximately 6 months after the annual fire alarm inspection/test. If kitchen appliances are replaced, added to or relocated, EHS must be notified immediately, and preferably before any changes are made, in order to appropriately assess fire suppression needs of the appliances.
- Fire Alarm System Response and Maintenance
 - As required, EHS responds to issues involving the fire alarm system, parts connected to the system and the signals received from the fire alarm system. When possible, EHS will schedule these inspections and visits to the house, however, often EHS is responding at the request of University Police Department (UAPD), Tuscaloosa Fire & Rescue Service (TFRS) and others to maintain or address a concern associated with the system. In these cases, every effort will be made to make the house director, or those responsible, aware of the response by EHS and the necessary repair required.
- Fire Alarm System or Kitchen Hood System Acceptance Testing
 - When a fire alarm system or kitchen hood suppression system is altered, repaired or replaced, system acceptance testing may be necessary. This testing/inspection process will be scheduled with those responsible for the building or construction site. EHS is often present at the Greek housing facility for this testing session.
- Concerns
 - EHS reserves the right to enter any Greek housing facility on campus to address a concern or a potential hazard. Issues will be addressed as EHS becomes aware of a concern or potential hazard.
- Fire Alarm Drills
 - EHS conducts fire drills in all buildings on campus equipped with fire alarm equipment. Drills are unannounced and require EHS to enter the building to activate the fire alarm system. On occasion, TFRS assists EHS in the completion of drill(s), particularly to address an issue or to make sure the occupants are evacuating as they should, in a quick, neat and orderly fashion. Drills are conducted at least once a semester. All members should be instructed on the protocol in the event of a fire alarm. Failure to evacuate the Greek housing facility in a timely manner could result in fines being imposed by the Fire Marshall.
- Storm Water Related Inspections
 - EHS is responsible for conducting inspections related to the UA Storm Water Management Program, and as such, they must address any issues they note related to a storm water issue immediately. In the case of a storm water management concern, every effort will be made to inform the House Director, or a designated chapter representative, of the related storm water concern and the necessary correction required. Contact Christy Herron, 205-348-5939.
- Asbestos and Lead-Based Paint Surveys
 - EHS is responsible for asbestos and lead-based paint surveys. Typically, these surveys are conducted prior to renovations, construction or demolition work. EHS will make every effort to schedule these surveys with the House Director or a designated chapter

representative for the Greek housing facility. Additionally, a survey or sampling process may be required if changes develop within building materials (for example, pipe insulation begins to deteriorate, or floor tile becomes friable). Contact Christy Herron, 205-348-5939.

Landscaping

All landscape project plans must adhere to the stringent guidelines for Project Standards as outlined in the University of Alabama Campus Master Plan dated 2007. Landscaping projects that alter the current landscaping must be submitted to the Student Organization Facilities Committee via the [Project Initiation Request \(PIR\) form](#) for approval prior to beginning any work. Work done prior to receiving approval could result in fines, and landscaping being removed and installed utilizing approved materials adhering to UA standards. Organizations are encouraged to view the [Site and Landscape Design Guidelines](#).

Tree Care and Maintenance

The University of Alabama Facilities and Grounds Tree Care and Maintenance Policy states: Having healthy trees is a top priority to keep our campus beautiful. Misuse of any and all trees is prohibited. Examples of abuse include, but are not limited to climbing, use of ropes, wire, hammocks, slack lines, zip lines, nails, tape, signage adhered to trees, etc. These issues cause stress, scarring, and often broken branches, which can lead to disease and death of an otherwise healthy tree and therefore are prohibited. Violations of the policy will result in fines imposed on the chapter by the University.

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](#).

Alcohol Policy

Alcohol is prohibited to be serve or provide to individuals under 21. It is also a violation of the UA Alcohol and Drug Policy to knowingly allow an individual under the age of 21 to consume alcohol. Finally, the University prohibits UA students from serving someone alcohol who is visibly intoxicated, and/or pressuring an individual to use alcohol. Common source and “tap” systems are prohibited except when licensed. This includes, but is not limited to, kegs, beer balls, and punch bowls being used to serve alcohol. Drinking games are prohibited on campus. The paraphernalia used to administer drinking games or assist the user in ingesting alcohol at a fast rate are also prohibited. More information on UA’s Alcohol and Drug Policy can be found at: studentconduct.sa.ua.edu/policies/alcohol-drug-policy.

Please see the [Social Event Guidelines](#) for information on alcohol at social events.

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. In addition to food safety, the University requires all caterers to provide evidence of insurance and the business licensure and health permits as required by law. Chapters must utilize approved caterers that meet UA’s qualifications for events on university property if food is delivered to the Greek housing facility. If food is picked up at a location where the food items are prepared by a chapter representative and dropped off at the housing facility, an approved vendor is not required. A list of approved catering businesses can be found on the [UA Catering Program Participants](#) document.

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 10×10 that is secured to the ground using stakes, require an underground utilities locate. For information about line locates, please contact Alison Ferrer, Campus Support Services Coordinator, at (205) 348-1684 or aferrer@ua.edu.

Alumni/ae events approved through a Permissive Use Agreement **may** be exempt from Grounds Use Permit submission. For assistance in planning an Alumni/ae event at a chapter house, please contact Julie Elmore at (205) 348-2693 or jelmore@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.

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Project Initiation Request (PIR)

Chapters must submit planned renovations, additions, modification and/or improvements via the [Project Initiation Request \(PIR\) form](#). UA's Student Organization Facilities Committee reviews all PIRs and makes recommendations to the Vice President for Student Life and the Vice President for Finance and Operations. The committee meets each month to review submitted PIRs. Forms should be received by the first Wednesday of the month in order to be reviewed by the committee at the monthly meeting.

Groups anticipating major summer work should submit a PIR no later than October 1st, and August 1st for work to be completed over Winter Break. This allows proper time to review the project, and if needed, coordinate the bid process. Examples of work could include renovation or remodeling, extensive landscaping, repainting the majority of the facility, etc.

The deadline for groups anticipating minor work to be done over the Summer Break is March 1st and October 1st for Winter Break. This could include painting a few rooms, refinishing flooring, minimal landscaping updates, etc., however, PIRs are accepted throughout the year.

Please note that any project that affects the visual appearance of the facility, including landscaping, must be submitted for approval using the PIR form. When planning a project that includes any work that could active the fire alarm system, such as spray painting the interior or sanding floors, Environmental Health and Safety should be notified before work commences.

[Construction Project Guidelines](#)

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.

House & Lawn Decorations

Holiday decorations may be placed on exterior doors and railings as long as they do not block egress or alter ADA access. Holiday inflatable decorations may be used if appropriate, located on front porch and/or yard, and anchored properly. They **CANNOT** be attached to the roof of the chapter house.

- UA has the discretion to determine if an inflatable is allowable. If it is found to be unacceptable, the chapter will be asked to remove it within 25 hours.
- In the event an inflatable is not found properly anchored, the chapter will be contacted to do so immediately. If not secured within 24 hours, UA reserves the right to have it removed and disposed at the chapter's expense.
- All inflatables are allowed to be erected for two (2) weeks and **MUST** be taken down by any UA closure date and stored appropriately. If not removed, UA will remove the inflatables at the chapter's expense.

If a chapter wishes to install a statue, plaque, etc., a Project Initiation Request will need to be submitted to the Student Organization Facilities Committee.

Lofting of Beds

Lofting of beds is not permitted in any Chapter house unless beds are specifically designed for lofting and there is sufficient clearance between the ceiling and fire sprinkler head (if applicable), and the bed. Collegiate Bed Loft Company has partnered with the University of Alabama to provide bed lofts, guard rails, bookcase headboards, and headboards for lease. Visit their website at www.cblorder.com for more information. Any bed over 30" off the floor is required to have guardrails

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.

ResNet & Xfinity Cable

ResNet

OIT maintains an extensive network to bring wired and wireless connectivity across campus. This service is now available to all fraternities and sororities. If your chapter is currently using UA's Resnet services, charges are billed in the Fall and Spring. For the 2021-2022 school year, the cost for Resnet is \$79.50/bed per semester (this is the same amount billed to Resident Halls.) There are no charges during the summer months. If you chapter is interested in connecting to Resnet, please contact our office for more information.

Xfinity Cable

The University of Alabama currently uses [Xfinity cable](#) as our provider to on-campus residents. Xfinity allows you to watch live television on your own terms – on laptops and other devices anywhere on campus. With over 220+ channels, 20 hours of your Cloud DVR space, and the ability to upgrade your service, Xfinity gives you the flexibility and control you need to stay up to date on sports, current events, and the shows that matter to you most.

[To stream Xfinity on a traditional TV](#), you will need to use Roku, Chromecast, or select Samsung or LG Smart TVs. TV costs vary as it is based upon the number of units and/or outlets in the chapter houses. For the 2021-2022 school year, it is currently set at \$8.00/unit and \$3.82/outlet. For information on making your TV cable ready, see the [Division of Finance and Operations](#) website.

Charges related to Xfinity Cable are billed yearly through Student Account Services and will reflect on the chapter's billing statement.

Campus Mail Services

Mail and Packages for Greek Housing

For safety and security reasons, students may not receive personal mail and packages at a Greek house. All students are required to use their personal mailstop code (MSC#) for receiving mail/packages at either the UA Student Center Mail Center or at the parcel lockers.

All Greek houses use the same address format along with the [6-digit mailstop code \(MSC#\) assigned to the house](#). **DO NOT USE THE PHYSICAL STREET ADDRESS FOR THE HOUSE.**

For Students

STUDENT'S FULL NAME

MSC# _____

DISTRICT # _____

1831 UNIVERSITY STATION

TUSCALOOSA, AL 35487

Business Operations

NAME OF SORORITY/FRATERNITY

ATTENTION: HOUSE DIRECTOR/LEADERSHIP TITLE

MSC# _____

1831 UNIVERSITY STATION

TUSCALOOSA, AL 35487

Mailstop codes (MSC#) for Greek houses should only be used for the “*business operations*” of the house. Personal mail and packages addressed to a student at a Greek house are held at the UA Student Center Mail Center for a maximum of 5 days. Unclaimed packages are returned to the sender.

For more information, visit <http://campusmail.ua.edu/greek-housing-mail-services/>

Trackable Packages Only Option

Students residing on Campus at one of the Residential Communities are able to receive letter mail and trackable inbound UPS, FedEx, DHL and USPS items. Every student actively enrolled and taking classes at UA are automatically assigned a 6-digit mailstop code (MSC#). This mailstop code (MSC#) is permanently assigned and allows every student the opportunity to receive any trackable item at the mail center.

Use the same address regardless of the carrier (USPS, UPS, FEDEX, DHL). Please use the below address structure exactly being sure to use the student's full name, and correct MSC #. Mail and Packages received with tracking or incomplete, incorrect or no MSC # will be returned to sender. Students can access their unique MSC# located in [myBama](#).

Parcel Lockers

Campus Mail installed [Parcel Lockers](#) all over campus closer to residential spaces in order for students to pick up more conveniently. If a student would like a package delivered to a parcel location, they will need to include their District number when addressing the package (shown above).

Chalking Guidelines

Chalking on campus is only allowed in designated areas. Official University policies and procedures regarding sanctioned chalking areas and approved surface spaces for advertising can be found [here](#).

Clery Act

The Clery Act requires that universities report crime statistics to current and prospective students and employees and provide timely warnings of crimes that represent a serious or continuing threat to students and employees. Data is collected from a wide variety of "Campus Security Authorities." A few of the many examples of Campus Security Authorities: Coaches and Coaching Staff, Advisors to Student Organizations., Student Residential Advisors or Assistants, Greek Affairs Coordinators. If someone tells you (a CSA) about a crime or an incident that may be a crime, you must record the information and submit a report. When in doubt, report it! If the crime poses a serious or continuing threat to the campus community (assault), contact UAPD immediately at 205-348-5454. For more information and a list of crimes that must be reported, please see the [Clery Act website](#) or contact Chad Clark with the UAPD Clery Compliance Office at 205-347-0547.

Meal Plan Options through Bama Dining

First-year students, who join a Greek organization with an in-house kitchen and a mandatory meal plan which includes at least ten meals a week, may have their University meal plan downgraded to the Essential Meal Plan each semester of their freshmen year when UA Dining Services receives new member lists from the Office of Fraternity and Sorority Life. The Essential Meal Plan provides 55 meals and 25 retail meals per semester. Greek Organizations are responsible for sending new member lists to the Office of Fraternity and Sorority Life and students are responsible for checking their account to ensure the downgrade has been applied. Students do have the option of choosing alternative meal plans through UA Dining Services if they prefer more than 55 meals per semester. Students on the Essential Meal Plan are not permitted to cancel their meal plan. If a new member depledges, their meal will be upgraded.

The deadline for Fall downgrades is September 30th. The deadline for Spring downgrades is February 15th. No downgrades will be processed after these dates. For more information, see the [Fraternity and Sorority Alternative Meal Plan](#) portion of the Bama Dining website.

Open Flames

Open flames, including candles and incense are not allowed in any Greek housing facility.

Parking Services

The end of the spring semester, the Office of Fraternity and Sorority Life will ask Greek chapters with on campus housing facilities to indicate which members will be living in the Chapter House the coming Fall semester. The deadline to submit this information is June 1st. Information submitted after the

deadline could result in members being delayed in purchasing their parking permits. This information will be provided to Parking and Transportation Services which will then allow these members to purchase the appropriate parking permit based on where they will be living in the Fall. This process will be repeated in November for the spring semester. Students must be registered for classes before a permit will be issued.

Reserved Parking Spaces at the Chapter House

For those chapters with designated reserved parking spaces, one representative from the chapter must submit an updated list of the individuals approved to park in each space to the Office of Fraternity and Sorority Life. This information is needed by July 15th for the Fall semester and by December 1st for the Spring Semester. If there is a reserved space for a student member of the chapter, that student must purchase a UA Parking Permit. The House Director may purchase either a residential or Faculty/Staff permit.

The following information is required to be submitted. For current UA students and UA employees, please include full given name and CWID in addition to vehicle information. If one of the reserved parking spaces will be utilized by an advisor or house director who is non-student or non-faculty/staff member, please include the following information:

Full Name:

Make/Model/Color of Vehicle:

Vehicle License Plate # and State of Issue:

Contact Number: (Cell works best)

Area Permit is needed for: XYZ chapter reserved space

Once the updated parking list is received and completed, it will be shared with Parking Services. Students and House Directors will be issued a hang tag, and all non-staff representatives' will be issued a Virtual Permit. Residential permits will allow the vehicle access to zoned residential parking on Game Days. If one of the reserved spaces is specifically dedicated to an advisor, who is a non-UA employee, the virtual permit will not allow them access to campus parking on Game Days.

Each chapter with a housing facility is allowed five free permits a year, to be assigned to active chapter advisors and/or House Corporation Board representatives. These permits are Virtual Permits, assigned to the vehicle tag number. These permits do not allow access to campus parking on Game Days.

If a chapter has a dedicated reserved parking space for a Chapter Advisor, and that space is taken, other Advisors/HCB representatives who have been assigned one of the free permits, can park in the designated residential zone for that chapter. If the reserved spot is behind one of the sorority houses requiring access to the Magnolia Deck gates, the permit does not allow the Advisor/HCB representative permission to park in the Magnolia deck. Parking would be allowed in the Tutwiler triangle lot. The vehicle would be subject to ticketing if parked in the Magnolia deck.

Students moving into the Chapter House after classes have begun each semester must contact Julie Elmore for the Greek Parking permission at jelmore@ua.edu. It may take 24-48 hours before the permit can be purchased.

House Staff Parking Permits

House staff that are employed to work in the chapter facility are eligible for on campus parking permits. Each Chapter must provide the OFSL with a list of staff member names, and the OFSL will provide the list to Parking and Transportation Services. Permits will not be distributed unless the staff members name is on the list from OFSL. The House Director or another designated representative of the Chapter, must complete the required paperwork with Parking Services, and pay for the permits. The following information will be required on the paperwork: make and model of the vehicle, tag number and state of issue, and contact number. Please note that a Residential permit will allow house staff access to parking on Game Days. Staff members are expected to park in parking areas zoned for the permit they are provided, in a legally designated parking space. Violations will result in fines for the registered driver of the vehicle. Any outstanding fines a house staff member may have must be paid before Parking will issue the permit.

Recycling

UA encourages all Chapters to participate in a recycling program. For more information on UA's recycling programs, visit [UA's Recycling](#) or call UA Recycling at 205-348-7502.

Risk Management

This office provides resources and services to ensure that your planned events and activities are done in a safe and effective manner. Visit this site for information on approved security vendors, approved caterers for campus events, physical activity waivers, waivers for retreats or travel, and other liability/risk forms and resources. For specific information about the services offered by the Office of Risk Management, select the appropriate service area on their [website](#). For information on areas without links, please contact their office at 348-4534.

Sale of Goods at Chapter Houses

The University of Alabama has no oversight over sale of goods inside Greek houses but does not allow any signage or display of goods visible anywhere on the outside of the Chapter house. Chapters may sale items on the inside of the Chapter house, on the back patio or within their fenced/brick walls as long as no signage or identifying information is visible from the exterior of the house. The University reserves the right to shut down a sale that has items/signage visible from the exterior of the house.

Social Media Guidelines

This site provides organizations with details regarding UA's Social Media guidelines and recommendations for engagement on platforms like Facebook, Twitter, Snapchat, etc. Visit the [Division of Strategic Communications](#) for more information.

Student Handbook

Official University policies and procedures governing all students at the University of Alabama can be found in [UA's Student Handbook](#).

University Trademark and Licensing

The [website for trademark licensing](#) in UA's Intercollegiate Athletics department includes a list of all UA trademarks, instructions for applying for a license and information on recognizing the difference between an officially licensed product and one that is not. The office for trademark licensing exists to protect the brand, image and reputation of The University of Alabama and to ensure the public can identify with and trust the quality of any product bearing an official athletic department mark. Student organizations who wish to utilize UA trademarked symbols in t-shirts and/or designs, should review this policy and go through the proper channels for approval of the design. Also note that restrictions on who is licensed to produce designs with UA trademarking can exist.

UA Greek House Director Information

On the Job Injury and Illness Program

UA employed House Directors who are injured while conducting job related duties are expected to follow The University's process regarding on-the-job injuries. Below is a summary of the OJI program. For the full policy, please click [here](#).

The Workers' Compensation Act of the State of Alabama does not apply to The University of Alabama. The University provides and pays for The University of Alabama On-the-Job Injury/Illness Program (hereafter "OJI Program") to cover an employee's approved medical expenses and lost wages incurred as a result of an on-the-job injury or on-the-job illness (hereafter referred to as an "OJI").

For the purposes of this policy, the following definitions will apply: Accident shall mean an unexpected and unforeseen event, happening suddenly and violently, with or without human fault. On-the-Job Injury is defined as an injury resulting from an accident arising out of and in the course of the employment and shall not include an on-the job illness, except as provided for in this Policy. On-the-Job Illness is defined as an illness resulting from the continuous and repeated exposure to hazardous materials documented to be dangerous to humans when the exposure is determined to be excessive or above permissible limits established by the manufacturer of the material or other credible sources such as the Occupational Safety and Health Administration, National Institute of Occupational Safety and Health or American Conference of Governmental Industrial Hygienists.

Procedures

Reporting of Injuries

All OJIs, regardless of their severity, should be reported by the employee to the employee's supervisor within two (2) working days from the date of the OJI. An employee's failure to report the OJI to employee's supervisor within two (2) working days of its occurrence may result in a denial of benefits under the OJI Program. If circumstances permit, an OJI form should be completed by the supervisor before the employee seeks treatment at the University Medical Center ("UMC").

myBama Account

Go to the myBama home page at <https://mybama.ua.edu>, and click "New myBama users – create password" in the right hand box. You will need your CWID and will be "walked" through the process of activating your account. Make sure you record your username and password for future reference.

To enter your monthly leave time:

- Go to myBama, enter your username and password
- Select the "employee" tab at the top of the page
- Select "employee services" then select "leave report"
- You will select the month you are providing the report for in the drop-down box. After the 7th of the following month, you cannot access the report. You MUST submit your time by the 7th of the following month. For example, you MUST submit your time for January by the 7th of February.
- Once you have selected "leave report", if you have not taken any sick or vacation days, you will simply hit "submit". If you have taken time, you will select "enter hours" under the date you took time and select "enter time" for the category you are submitting time for - either "annual" or "sick" time.

- Once you have completed entering your time, hit “save” to the left of the page and then “submit for approval” at the bottom of the page. Then you will select “log out” at the top of the page.

To set up Email forwarding:

This will allow you to forward your UA issued email addresses to the one address you use the most. You will go through your myBama account to do this. Go to the “employee” tab at the top of the page, then scroll down until you see Human Resources on the left-hand side. In that box, scroll to the bottom to “set up Bama email Forwarding”. Click on that and follow the instructions.

To set up Emergency Contacts

Log in to myBama, on the main page, and follow the instructions for updating your directory information.

OFSL Staff Animal Policy

This policy outlines the ability for live-on University professionals to possess certain types of pets, namely dogs, cats, and fish – given some qualifications.

Any UA-employed Greek House Director considering the acquisition of a pet is expected to discuss this matter with their UA supervisor who will grant approval for both acquisition of and selection of a particular type of pet. All appeals of the supervisor’s decision are to be directed to the Director of Fraternity and Sorority Life. If approval is granted by the UA supervisor, approval must also be granted by the organization’s House Corporation Board President and/or National/International organization representative, who may request additional information, and documentation, in addition to a contract for damages. Any incoming UA employed Greek House Director must have prior discussions with the UA supervisor before bringing a pet on campus to ensure that it meets policy guidelines. Pet ownership is decided on a case-by-case basis. For more information, contact the Office for Fraternity and Sorority Life.

Miscellaneous Resources

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