



# Fraternity & Sorority Life Resource Manual

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THE UNIVERSITY OF  
**ALABAMA**<sup>®</sup>

*Division of*  
**Student Life**  
**Fraternity and Sorority Life**

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# Office of Fraternity and Sorority Life Contact Information

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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 10, 2025
Last Day to Add or Drop a Course Without a Grade of "W"	January 17, 2025
MLK Day – Classes Dismissed	January 20, 2025
Spring Break – Classes Dismissed	March 7-16, 2025
Last Day to Drop a Course with a Grade of "W"	March 26, 2025
Honors Week	March 31 – April 4, 2025
Last Day to Withdraw from the Spring Term	April 25, 2025
Final Exams	April 28-May 2, 2025
Spring Commencement	May 2-4, 2025
First Day of Fall Classes	August 20, 2025
Last Day to Add a Course or Drop a Course Without a Grade of "W"	August 27, 2025
Labor Day – Classes Dismissed	September 1, 2025
Last Day to Drop a Course with a Grade of "W"	October 29, 2025
Mid-Semester Study Break—Classes Dismissed	October 30-31, 2025
Thanksgiving Break – Classes Dismissed	November 24-28, 2025
Last Day to Withdraw from the Fall Term	December 5, 2025
Final Exams	December 8-12, 2025
Fall Commencement	December 13, 2025

## Chapter Compliance and Information Forms

Form/Document	Location	Due Date
Spring Roster Update 1	Email from OFSL Staff	February 15, 2025
Spring Roster Update 2	Email from OFSL Staff	March 15, 2025
Spring Roster Update 3	Email from OFSL Staff	April 15, 2025
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 15, 2025
Fall Meal Plan Downgrades	Email from OFSL Staff	TBD
Fall Chapter Leadership Update	Email from OFSL Staff	May 1, 2025
Spring Chapter Leadership Update	Email from OFSL Staff	November 14, 2025
Final Spring Housing List	Email from OFSL Staff	TBD
Fall Housing List (early submission)	Email from OFSL Staff	TBD
Final Fall Housing List	Email from OFSL Staff	TBD





# Office of Fraternity and Sorority Life Information

## About the Office of Fraternity and Sorority Life

### **Office and Community Overview:**

The Office of Fraternity and Sorority Life serves over 13,000 students in 71 Greek-letter fraternities and sororities. The office strives to offer chapters on-campus support services, which often includes:

- 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
- recognizing the positive achievements and contributions of community members.

Chapters range in size from 5 to over 470 members, providing a variety of membership experiences across four different councils:

- [Alabama Panhellenic Association](#)
- [National Pan-Hellenic Council](#)
- [United Greek Council](#)
- [Interfraternity Council](#)

Each council has a different focus, operational structure, history, recruitment or intake procedure, and annual signature events. 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.

Serving over a third of our students at the Capstone, the OFSL seeks to cultivate leadership skills, engage with the campus and local Tuscaloosa community through service, and promote unity among chapters, councils and the entire UA community.

## 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](http://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.

### ***United Greek Council (UGC)***

The Alabama United Greek Council, commonly referred to as UGC, is the governing body for the 8 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; Phi Sigma Rho, a sorority promoting women in STEM, 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.

### ***Interfraternity Council (IFC)***

The Interfraternity Council serves as the governing body for 35 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 [universityofalabamaifc.com](http://universityofalabamaifc.com)

## OFSL Staffing and Responsibilities

The Office of Fraternity and Sorority Life at The University of Alabama is supported by professional and support staff members who serve the organizations & individual members of the Fraternity and Sorority community. The staff works with individual students, fraternity and sorority leadership, and inter/national organizations that support the success of fraternal organizations.

Below is the organizational structure for the office:

- Patricia “Tut” Wilson, Executive Director
  - Jennifer Brown, Director of Fraternity and Sorority Housing
    - Lynn Morris, Coordinator
  - Kathleen Duffy, Director of Fraternity and Sorority Life
    - Brittany Jordan, Assistant Director
    - James Spry IV, Assistant Director
    - Abby Wallace, Assistant Director
    - Lexi Snoke, Coordinator
    - Trey Deputy, Coordinator
  - Anna Hall, Program Assistant

## Services and Expectations

### Services Provided to Chapters

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- Office of Fraternity and Sorority Life Staff general support
- 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
- Access to 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

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#### Chapter Expectations

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

- Follow the values and follow policies and procedures of their inter/national and/or local organization(s)
- Act as a positive reflection of the UA Community, including upholding the Capstone Creed
- Have one (1) active faculty/staff advisor and one (1) active chapter advisor
- Adhere to the UA Code of Student Conduct and mission of The University of Alabama
- Adhere to relevant University policies, rules, and regulations
- Ensure that all required paperwork and/or documentation is correct, signed and submitted by the requested deadline to The Office of Fraternity and Sorority Life
- Register annually with the Office of Student Involvement and maintain Full Recognition with the Office of Fraternity and Sorority Life

- Have at least ten (10) members at the time of expansion/re-organization/re-chartering/re-activation and sustain a membership of no less than (5) five active members in “good standing” with the University and the inter/national organizations, if applicable
- Maintain an affiliation with a recognized Greek governing/coordinating council, unless exempted from such affiliation by an appropriate University official
- Provide notice and details to the Office of Fraternity and Sorority Life within twenty-four (24) hours of receiving notice of any investigation, sanction, probation, discipline, or misconduct related issue involving the chapter or any of its members and the inter/national organization
- 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 Membership Intake Policy
  - Fully initiate all 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 The SOURCE

## Alabama Panhellenic Association Contact Information

Position	First Name	Last Name	Email
President	Kaylee	Waskom	<a href="mailto:apa@ua.edu">apa@ua.edu</a>
Vice President Administration	Kennedy	Jones	
Director of Recruitment	Reagan	Wells	<a href="mailto:alabamarecruitment@gmail.com">alabamarecruitment@gmail.com</a>
Asst. Director of Recruitment	Carson	Champion	<a href="mailto:alabamarecruitment@gmail.com">alabamarecruitment@gmail.com</a>



Director of Judicial Affairs	Mattie	Freeman	<a href="mailto:apajudicial@gmail.com">apajudicial@gmail.com</a>
Asst. Director of Judicial Affairs	Kate	Pirnat	<a href="mailto:apajudicial@gmail.com">apajudicial@gmail.com</a>
Director of Sigma Rho Chis	Lauren	Gregory	<a href="mailto:aparecruitmentteam@gmail.com">aparecruitmentteam@gmail.com</a>
Asst. Director of Sigma Rho Chis	Destiney	Crawford	<a href="mailto:aparecruitmentteam@gmail.com">aparecruitmentteam@gmail.com</a>
Director of Public Relations	Emma Cate	Dailey	<a href="mailto:uapanhellenicpr@gmail.com">uapanhellenicpr@gmail.com</a>
Director of Finance	Emma	Korby	<a href="mailto:uadirectorfinance@gmail.com">uadirectorfinance@gmail.com</a>
Director of Community Development	Alexa	Warner	
Director of Outreach	Chloe	Pickle	

### **Alabama Panhellenic Association 2024 Executive Board**

### **Alabama Panhellenic Association 2024 Chapter Presidents**

<b>Chapter</b>	<b>First Name</b>	<b>Last Name</b>
Alpha Chi Omega	Marilyn	Swint
Alpha Delta Chi	Madeline	Beebe
Alpha Delta Pi	Deann	Small
Alpha Gamma Delta	Abby	Pate
Alpha Omicron Pi	Caroline	Guerard
Alpha Phi	Tessa	Mauro
Chi Omega	Kennedy	Bowlin
Delta Delta Delta	Sarah	Harris
Delta Gamma	Carlee	McCook
Delta Zeta	Jenni	Page
Gamma Phi Beta	Abbie	Leidig
Kappa Alpha Theta	Emma	Davis
Kappa Delta	Mary London	Moore
Kappa Kappa Gamma	Maren	McKean
Phi Mu	Halle	Harman
Pi Beta Phi	Hannah	Bowe
Sigma Delta Tau	Brook	Ford
Sigma Kappa	Olivia	Schnotala
Zeta Tau Alpha	Olivia	Masteller

# Interfraternity Council Contact Information

## Interfraternity Council 2025 Executive Board

Position	First Name	Last Name	Email
President	Max	Brown	
Executive Vice President	Jack	Hastings	
Vice President Recruitment	Aaron	McFarland	
Vice President Judicial Affairs	Bennett	Katz	
Treasurer	Nick	DeLeon	
Secretary	Everett	Seifert	
Director of Public Relations	Eric	Nielson	
Director of New Member Education	Josh	Rennekamp	
Director of Community Outreach & Wellbeing	Ike	Sheets	

## Interfraternity Council 2025 Chapter Presidents

Chapter	First Name	Last Name
Alpha Delta Phi	James	Fichera
Alpha Epsilon Pi	Kai	Von Wernitz
Alpha Kappa Lambda	Gavin	Redpath
Alpha Sigma Phi		
Alpha Tau Omega	Worth	Hewitt
Beta Theta Pi	Tyler	Daria
Beta Upsilon Chi	Davis	Catlin
Chi Phi	Conor	Holloway
Delta Chi	Hayden	DeLisi
Delta Kappa Epsilon	Will	Howard
Delta Sigma Phi	Dylan	Gibson
Delta Tau Delta	Thomas	Ward
FarmHouse	Bryce	Holt
Kappa Alpha	Carson	Claytor
Kappa Sigma	Alexander	East
Lambda Chi Alpha	Tyler	Sandbothe
Phi Delta Theta	Grant	Alderman
Phi Gamma Delta	Cole	Knight
Phi Kappa Psi	Gunnar	Tuninga
Phi Kappa Sigma	Henry	Danaher
Phi Kappa Tau	Brody	Mazingo
Phi Sigma Kappa		
Pi Kappa Alpha	Jacob	Souza
Pi Kappa Phi	Trent	Jones
Sigma Alpha Epsilon	Henry	Jurgovan
Sigma Alpha Mu	Matt	May
Sigma Chi	Connor	Hux
Sigma Nu	Preston	Ewing
Sigma Phi Epsilon	Cannon	Bosarge
Sigma Pi	Ethan	Sweet
Sigma Tau Gamma	Max	Craft
Tau Kappa Epsilon	Kurt	Ruedy
Theta Chi	Cooper	Griffin
Theta Xi	William	Brewster
Zeta Beta Tau	Charlie	Janko
Zeta Psi	Carlos	Marquez

## National Pan-Hellenic Council Contact Information

### National Pan-Hellenic Council 2025 Executive Board

Email [uanphc@ua.edu](mailto:uanphc@ua.edu) to contact a member of the executive board

Position	First Name	Last Name
President	Cameron	Morgan
Vice President	Taylor "Tjay"	Woods
Resources	Princess	Flowers
Secretary	Charles	Adams III
Treasurer	Ahmad	Bennett
Parliamentarian	Malcolm	Brown
Director of Public Relations	Lindsey	Stinson

### National Pan-Hellenic Council 2025 Chapter Presidents

Chapter	First Name	Last Name
Alpha Kappa Alpha	Logan	Smith
Alpha Phi Alpha	Ashton	McGhee
Delta Sigma Theta	Alexandria	Spencer
Kappa Alpha Psi	Chris	Williams
Omega Psi Phi	Malcolm	Brown
Phi Beta Sigma	Ahmad	Bennett
Sigma Gamma Rho	Kenzie	Ballard
Zeta Phi Beta	Tia	Owens

## United Greek Council Contact Information

### United Greek Council 2025 Executive Board

Email [ugc@ua.edu](mailto:ugc@ua.edu) to contact a member of the executive board.

Position	First Name	Last Name
President	Kendall	Gerbers
Vice President		
Secretary	Liam	Schaeppers
Treasurer	Owen	Rodgers
Parliamentarian	Aydan	Heilman
Director of Membership	Caroline	McCarty
Director of Public Relations	Emily	Holcombe

### United Greek Council 2025 Chapter Presidents

Chapter	First Name	Last Name
Alpha Kappa Psi	Ella	Foes
Alpha Omega Epsilon	Megan	Pierce
Kappa Kappa Psi	Hallie	Brill
Phi Mu Alpha		

Phi Sigma Pi	Mason	Wright
Phi Sigma Rho	Mia	Eisenberg
Sigma Alpha Iota		
Theta Tau	Trey	Bucurel

## Other Contact Information

### 2025 Greek Ambassador Executive Board

Position	First Name	Last Name
President	Cooper	Griffin
Executive VP	Kate	McCormick
VP of Membership	Alli	Hill
VP of Education	Henry	Glover
Treasurer	Gibson	Cheney
Secretary	Cannon	Bosarge
Director of Public Relations	Marissa	Risley

### 2025 Greek Programming Board

Position	First Name	Last Name	Email
Director	Isabella	Avila	
Assistant Director of Greek Points	McClain	Cameron	
Assistant Director of Communications	Annika	Engelke	
Assistant Director of Finance & Operations	Alexa	Kass	
Community Engagement Chair	Reese	Langdon	
Community Engagement Chair	Haylie	Keller	
Greek Points Chair	Sara Chase	McMullen	
Philanthropy & Service Chair	Reese	Langdon	
Health & Wellness Chair	Niles	Meltesen	
Leadership & Personal Development Chair	Reagan	Wilkins	

## 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		Sigma Tau Gamma	IFC	401 Jefferson Ave
Kappa Alpha	IFC	416 University Blvd		Theta Chi	IFC	110 University Blvd East
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				



A photograph of the Ferguson Student Center, a large, multi-story building with a prominent central entrance and a glass-enclosed upper section. The building is set against a red background that transitions into a white background with a curved grey line separating the two.

# 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	<a href="http://bamacares.sa.ua.edu">bamacares.sa.ua.edu</a>
Medical Withdrawal	Student Care and Well-Being	3500 UA Student Center	205-348-2461	<a href="http://bamacares.sa.ua.edu">bamacares.sa.ua.edu</a>
Advisor	Academic Advisor	Varies		<a href="http://advising.ua.edu">advising.ua.edu</a>
Academic Resources	Capstone Center for Student Success	3 <sup>rd</sup> Floor Russell Hall	205-348-7011	<a href="http://success.ua.edu">success.ua.edu</a>
ADA Accommodations	Office of Disability Services	1000 Houser Hall	205-348-4285	<a href="http://ods.ua.edu">ods.ua.edu</a>
Tours, visits, scholarships	Office of Admissions	Student Services Center, Suite 203	205-348-5666	<a href="http://gobama.ua.edu">gobama.ua.edu</a>
Scholarships and Financial Aid	Student Financial Aid	Student Services Center, Suite 106	205-348-6756	<a href="http://financialaid.ua.edu">financialaid.ua.edu</a>
Student Records	University Registrar	Student Services Center, Suite 206	205-348-2020	<a href="http://registrar.ua.edu">registrar.ua.edu</a>
Writing Support	Writing Center	322 Lloyd Hall	205-348-5049	<a href="http://writingcenter.ua.edu">writingcenter.ua.edu</a>
Auto Accident (on campus)	University Police	1110 Jackson Ave.	205-348-5454	<a href="http://police.ua.edu">police.ua.edu</a>
Auto Accident (off-campus)	Tuscaloosa Police	3801 Trevor S Phillips Ave.	205-349-2121	<a href="http://tuscaloosa.com/pd">tuscaloosa.com/pd</a>
Injury-Minor	Student Health Center	Student Health Center	205-348-6262	<a href="http://shc.sa.ua.edu">shc.sa.ua.edu</a>
Injury-Major	DCH Hospital	809 University Blvd	911	
Emergency (on-campus)	University Police	1110 Jackson Ave.	911	<a href="http://police.ua.edu">police.ua.edu</a>
Emergency (off-campus)	Tuscaloosa Police	3801 Trevor S Phillips Ave.	911	<a href="http://tuscaloosa.com/pd">tuscaloosa.com/pd</a>

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	<a href="http://assessment.sl.ua.edu/">assessment.sl.ua.edu/</a>
Believe UA	2500 UA Student Center	205-348-2693	<a href="http://sa.ua.edu/programs/believe-ua/">sa.ua.edu/programs/believe-ua/</a>
Blackburn Institute	2400 UA Student Center	205-348-3277	<a href="http://blackburninstitute.sl.ua.edu">blackburninstitute.sl.ua.edu</a>
Career Center	3400 UA Student Center	205-348-5848	<a href="http://career.sl.ua.edu">career.sl.ua.edu</a>
Center for Service and Leadership	1100 UA Student Center	205-348-2865	<a href="http://leadandserve.sl.ua.edu">leadandserve.sl.ua.edu</a>
Collegiate Recovery and Intervention Services	South Lawn Office Building, Suite 1000	205-348-2727	<a href="http://cris.sl.ua.edu">cris.sl.ua.edu</a>
Counseling Center	South Lawn Office Building, Suite 3000	205-348-3863	<a href="http://counseling.sl.ua.edu">counseling.sl.ua.edu</a>
Dean of Students	3500 UA Student Center	205-348-3326	<a href="http://dos.sl.ua.edu">dos.sl.ua.edu</a>
UA Student Center	3500 UA Student Center	205-348-6063	<a href="http://uastudentcenter.sa.ua.edu">uastudentcenter.sa.ua.edu</a>
First Year Experience	1040 Student Activities Center	205-348-8404	<a href="http://fye.sl.ua.edu">fye.sl.ua.edu</a>
Health Promotion and Wellness	107 Russell Hall	205-348-2258	<a href="http://hpw.sl.ua.edu">hpw.sl.ua.edu</a>
Housing and Residential Communities	Robert E. Witt Student Activity Center	205-348-6676	<a href="http://housing.sl.ua.edu">housing.sl.ua.edu</a>
Office of the Vice President of Student Life	275 Rose Administration	205-348-6670	<a href="http://sl.ua.edu/vp">sl.ua.edu/vp</a>
Parent & Family Programs	2512 UA Student Center	800-392-2777	<a href="http://parents.sl.ua.edu">parents.sl.ua.edu</a>
Student Care and Well-Being	230 UA Student Center	205-348-2461	<a href="http://bamacares.sl.ua.edu">bamacares.sl.ua.edu</a>
Student Conduct	173 Mary Burke Hall East	205-348-8234	<a href="http://studentconduct.sl.ua.edu">studentconduct.sl.ua.edu</a>
Student Government Association	2617 UA Student Center	205-348-2742	<a href="http://sga.sl.ua.edu">sga.sl.ua.edu</a>
Student Health Center and Pharmacy	750 5th Avenue East	205-348-6262	<a href="http://shc.sl.ua.edu/">shc.sl.ua.edu/</a>

Student Involvement	3610 UA Student Center	205-348-6114	<a href="http://studentinvolvement.sl.ua.edu">studentinvolvement.sl.ua.edu</a>
Student Media	414 Campus Drive, East	205-348-7257	<a href="http://studentmedia.sl.ua.edu">studentmedia.sl.ua.edu</a>
University Programs	3504 UA Student Center	205-348-7525	<a href="http://up.sl.ua.edu">up.sl.ua.edu</a>
University Recreation	Student Recreation Center	205-348-5164	<a href="http://urec.sl.ua.edu">urec.sl.ua.edu</a>
Veteran and Military Affairs	3000 Houser Hall	205-348-0983	<a href="http://vets.sl.ua.edu">vets.sl.ua.edu</a>
Women and Gender Resource Center	South Lawn Office Building, Suite 2000	205-348-5040	<a href="http://wgrc.sl.ua.edu">wgrc.sl.ua.edu</a>

## Dean of Students

3500 University of Alabama Student Center  
205-348-3326  
[dos.sa.ua.edu](http://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

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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

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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](http://studentconduct.ua.edu).

### Involvement

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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

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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](http://studentconduct.sa.ua.edu)

## **Student Code of Conduct**

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

## **Group and Class Presentations**

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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**

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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**

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

## **Student Judiciary**

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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)

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### [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

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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

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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](mailto: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**

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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**

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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**

# Crossroads Civic Engagement Center

## Civic Discourse and Democratic Engagement Resources

### [Campus Dialogues Toolkit](#)

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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](#)

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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](#)

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**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](#)

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**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](#)

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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](#)

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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**

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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**

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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](mailto:scheduling@ua.edu).

### **Bidgood Reservations**

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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](#)

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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**

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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**

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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**

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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**

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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**

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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](#)**

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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)**

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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 policies carefully before submitting your application or considering use of the E-Tickets program. Contact Rosalind Moore at [rlmoore@sa.ua.edu](mailto:rlmoore@sa.ua.edu) for questions.

### **Digital Signage Promotions**

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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**

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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**

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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](mailto:shane.dorrill@ua.edu).

# Financial Resources

## Student Organization Financial Resources

### **Organization Bank Accounts**

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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**

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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)**

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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)**

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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**

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[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**

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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**

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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**

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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](#)**

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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**

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#### **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**

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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**

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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**

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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**

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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**

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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)**

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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**

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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](http://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](http://bamacares.ua.edu).

## **On-Call Deans**

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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

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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

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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

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[Report an Incident](#)

### Training Opportunities

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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)  
[tuscaloosasafercenter.com](http://tuscaloosasafercenter.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

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The recognition of fraternities and sororities is, at all times, solely at the discretion of The University of Alabama. If a circumstance arises in which an organization disagrees with the recommendation of The University of Alabama concerning recognition, The University of Alabama holds sole discretion to deny campus recognition to an organization based on the assessment and findings of the organization's operations and potential for risk.

In order to be recognized by The University, a fraternity or sorority must:

1. be an affiliated, registered student organization with the Office of Student Involvement, and
2. 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)), and
3. 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.

If it is determined that an organization meets the criteria for recognition as a fraternity or sorority, it is at the discretion of The University of Alabama to identify appropriate council affiliation or operational fit, with the understanding that organizations must still follow a council's extension/expansion policies and procedures.

## Receiving Recognition

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Should an organization meet two (2) or more of the following criteria, they will be considered a fraternity or sorority for purposes of recognition:

1. 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.
2. They are entitled to be subjectively selective in their membership within the limits of the University's non-discrimination policy.
3. 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.
4. 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.)
5. 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

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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

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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**

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### **Chapter Expectations**

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

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

### **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 & 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.
- Report any alleged sexual misconduct by members directly to the Title IX office.

## **Office of Fraternity & Sorority Life Paperwork**

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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**

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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**

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

## **Housing Lists**

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Early Fall Housing lists are due to the OFSL by June 1<sup>st</sup>. Final Fall housing lists are due August 1<sup>st</sup>. Spring Housing lists are due by January 5<sup>th</sup>. 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 Jennifer Brown, [jhbrown6@ua.edu](mailto:jhbrown6@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**

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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**

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### **Code of Student Conduct**

Fraternities 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. Fraternities 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**

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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**

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- 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

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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

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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.

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### **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.

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### **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

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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

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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](https://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](https://ready.ua.edu/wp-content/uploads/2017/02/BARA-Locations-02132017.pdf).

## **Active Terror Threat**

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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](https://ready.ua.edu) for more information.

## **Bomb Threat**

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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](https://ready.ua.edu) for more information.

## **Fire**

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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**

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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**

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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**

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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 The University of Alabama are housed on campus. House occupancies range from 16 to 80 members, and many facilities have a live-in house director that manages the day-to-day operations of the chapter facility. Since 2005, UA has played an instrumental role in assisting Greek organizations with the construction of 24 new chapter houses, the renovation of 11 existing houses, and the planning of two new additional chapter houses slated to open Fall 2024.

Title to the real estate on which a chapter house is built, along with the chapter house itself, is vested in the University. Therefore, 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 if the group complies with the rules and regulations of the University. UA houses 49 Greek organizations, seven of which are operated by the University with the remaining chapter houses operated by the individual house corporations. The housing breakdown consists of 28 fraternities, one co-ed fraternity, and 18 sororities with approximately 1,900 students residing in those housing facilities.

### ***Living in the Chapter House***

Current enrolled University of Alabama students that have completed at least 24 credit hours at Alabama and active members of the organization are eligible to live 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. Typically, freshmen are not allowed to live in a fraternity or sorority house. Students not enrolled at The University of Alabama or listed on the current chapter roster on file with OFSL are not allowed to live in the chapter house.

## Chapter House Maintenance & Management

The University of Alabama hosts various assessments and oversees State required inspections for all Greek chapter houses on campus. 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 to the chapter. Outside of this, the chapter houses are operated by the individual house corporations.

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 arise, they can report it to (205) 348-6001 and UA Facility Shops will respond. All EHS items should be reported to UAPD at (205) 348-5454. 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 or [jhbrown6@ua.edu](mailto: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.

### ***Small Group Housing***

Individuals residing in a small group Greek house will report their maintenance items to Housing and Residential Communities (HRC) via phone at (205) 348-6676 or their [web portal](#).

### ***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 semiannually 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 semiannually. If there are significant deviations from correct chemical conditions, a subsequent test should be conducted sooner than semiannually.
- 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 are checked semi-annually.

### ***House Management Checklists***

Each chapter house is encouraged to develop a house management plan for day-to-day operations, members moving in and out of the chapter house, opening and closing checklists, and various holiday break checklists. The chapter may want to request your property management company and/or identify an individual associated with the chapter locally to check the house during breaks in the event the House Director is not there. OFSL will contact chapters for opening/closure dates for our records and share with Campus Partners as needed.

- Room Condition Report Form
- Opening Chapter House
- Closing Chapter House
- [Summer Break](#)
- [Winter Break](#)

## **OFSL Coordinated Inspections**

### ***Boiler/Hot Water Heater Inspections***

Boiler/Hot Water Heater inspections are conducted every two (2) years on equipment 200,000 BTUs or larger. The University of Alabama contracts this inspection through Travelers Insurance. The House Director or a designated chapter representative is notified roughly one month prior to the actual inspection of the date/time. In addition, a reminder will be sent 2 business days prior to the arrival of the inspector, the 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)

**Current Schedule:** Varies – Inspector contacts OFSL to set up as needed.

### ***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 30 to 45 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 2 business days prior to the arrival of the inspector, University Elevator Shop technician, and a representative from OFSL. There is a current inspection 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

**Current Schedule:** Greek elevators are divided into two assessment/inspection sets with one occurring in the fall semester and the other in the spring semester.

<i>Fall Assessment month:</i>	September	<i>Spring Assessment month:</i>	March
<i>Fall Inspection month:</i>	October	<i>Spring Inspection month:</i>	April

### ***Fire Sprinkler Inspections***

The University of Alabama's Facilities Department conducts monthly fire sprinkler inspections in any Greek house containing a fire suppression system (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's 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.

**Current Schedule:** Monthly – a separate calendar is maintained with the inspections.

### ***Property Assessments***

The University of Alabama's Facilities Department conducts an assessment of each Greek House every five years. The sorority and fraternity 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 2 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.

**Current Schedule:** Every 5 years  
*Fraternities:* 2022/2024  
*Sororities:* 2026

### ***Vendor/Contractor Information***

OFSL maintains a listing of each chapter's vendors and contractors that come to campus. In the event there was an emergency maintenance situation, we would have their contact information on file. In addition, we provide their information to Transportation Services in case they wish to purchase a parking permit as well as assist with access in gated or restricted parking areas on campus. Vendors/Contractors are subject to UA parking policies or could be ticketed.

**Current Schedule:** Yearly  
*Request:* June 15  
*Due:* July 1

## Environmental Health & Safety Inspections

OFSL works with and acts as a liaison for [UA Environmental Health and Safety \(EHS\)](#) regarding the various inspections they complete in Greek houses. EHS coordinates the inspections with the House Director or a designated chapter representative. Once inspections are complete, EHS will share a report of any findings that need to be addressed. A listing of EHS representatives based on the type of inspection can be found on their [website](#), or be directly contacted at (205) 348-5905.

### ***Building Safety Inspections***

[Building safety 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***

[Food service and kitchen inspections](#) are unannounced and conducted at least monthly when facilities are in use. Scores from these inspection(s) are required to be posted in a prominent location. Anytime the house is not open for a full month, the inspection may roll into the next month. In the event kitchen service operations are disrupted, EHS should be contacted to assess the situation.

### ***Fire Alarm System Inspection***

[Fire alarm system inspections](#) occur annually and take place over the summer. EHS schedules this inspection during the spring semester with the House Director or a designated chapter representative. 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 notification and audiovisual equipment. Local smoke alarms in bedrooms are inspected, tested, and cleaned along with batteries replaced in the equipment. However, if new 10-year, sealed battery smoke alarms have been installed or smoke alarms are tied-in to the fire alarm system, which is now required by code in all new construction, this will not occur.

### ***Fire Alarm System Response and Maintenance***

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 the University Police Department

(UAPD), Tuscaloosa Fire & Rescue Service (TFRS), and or other entities 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 Drills***

EHS conducts fire drills in all campus buildings 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 the drill(s), particularly to address an issue or to make sure the occupants are evacuating as they should. 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.

### ***Kitchen Hood Suppression System Inspection***

[Kitchen hood suppression system](#) inspections and tests are scheduled and completed twice a year. EHS schedules this inspection with the House Director or a designated chapter representative. One of these occurs during the annual fire alarm inspection 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, and/or relocated, EHS must be notified, and preferably before any changes are made, in order to appropriately assess the fire suppression needs of the appliances.

### ***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 house for this testing session.

### ***General 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 the situation.

### ***Social Event Inspections***

[Social event inspections](#) are conducted the week of a registered social event being held on campus. This inspection is scheduled with the chapter representative responsible for registering the event and includes a review of common spaces, fire extinguishers, exit lights, and emergency lighting. Other items inspected and reviewed include egress paths, decorations or special effects planned for the social event, assembly area for the event, occupancy limits 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 and equipment inspections if the event is scheduled for the week of the routine inspection. In the event multiple social events are scheduled for the same location within the same week, typically one event inspection occurs. However, EHS may deem a follow-up inspection necessary to address any potential concerns prior to the next scheduled social event (even those occurring in the same week). If issues are observed, the organization will be provided a report and given an opportunity to address those items. The facility will be reinspected once complete to determine if approval will be given for the event.

## Construction Projects

All proposed major maintenance, renovation, 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](#) and submit a [Student Organization Project Initiation Request Form \(PIR\)](#) ([link form or DocuSign Process](#)) 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 third Wednesday of every month, and special meetings can be called if necessary. The committee reviews all PIRs, makes recommendations to the Vice President for Student Life and the Vice President for Finance and Operations, and provides a Memorandum on whether the request was approved or denied. Completed PIRs are to be submitted to Jennifer Brown, Director of Fraternity and Sorority Housing, at [jhbrown6@ua.edu](mailto: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.

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 activate the fire alarm system, such as spray painting the interior or sanding floors, Environmental Health and Safety should be notified before work commences.

### ***Timeline in Submitting PIRs***

Greek chapters anticipating major projects over the summer should submit a PIR no later than October 1, and August 1 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, extensive painting of the facility, etc. The deadline for minor work to be done over the Summer Break is May 1 and November 1 for Winter Break. This could include painting a few rooms, refinishing flooring, minimal landscaping updates, etc.

### ***Asbestos and Lead-Based Paint Surveys***

EHS is responsible for [asbestos and lead-based paint surveys](#). 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).

### ***Landscaping***

All landscape project plans must adhere to the guidelines as outlined in the University of Alabama Campus Master Plan dated 2017. 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 [Campus Tree Care 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.



## Campus Services

### **Internet & 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 2022-2024 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 your chapter is interested in connecting to Resnet, please contact our office for more information.

For issues with this service, call (205) 348-5555 or submit a request to [itservicedesk@ua.edu](mailto:itservicedesk@ua.edu).

**Xfinity Cable** - The University of Alabama currently uses Xfinity as the cable TV 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 learn more on streaming stream Xfinity and making your TV cable ready, view Enterprise Operations [webpage](#).

TV costs vary as it is based upon the number of units and/or outlets in the chapter houses. For the 2022-2024 school year, it is currently set at \$8.00/unit and \$3.82/outlet. Charges related to Xfinity Cable are billed yearly through Student Account Services and will reflect on the chapter's billing statement

For issues with this service, please contact Jennifer Brown at (205) 348-2693 or [jhbrown6@ua.edu](mailto:jhbrown6@ua.edu).

### **Campus Mail Services**

#### **Student Mail & Packages**

Students residing on Campus in a Residential Community or Greek house can receive letter mail and trackable inbound UPS, FedEx, DHL and USPS items. Every student actively enrolled at UA is 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. Students can access their unique MSC# located in myBama. Students should use the same address regardless of the carrier (USPS, UPS, FEDEX, DHL). Mail and Packages received with tracking or incomplete, incorrect or no MSC # will be returned to sender.

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. Parcel lockers were installed all over campus closer to residential spaces as a more convenient way of picking up packages. 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 below).

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.

*Student Mailing Example:*

Students' Full Name

MSC# \_\_\_\_  
DISTRICT # \_\_\_\_  
1831 University Station  
Tuscaloosa, AL 35487

### **Business Operations**

Greek houses use the same mailing format but instead with a 6-digit Box number assigned to the chapter. Mail may be received at this address for business operations related to the chapter/house. If the physical address is used, it will be returned to the sender.

#### *Business Operations Mailing Example:*

Name of Sorority/Fraternity  
ATTENTION: House Director/Leadership Title  
Box # 8 7 0 \_\_\_\_  
1831 University Station  
Tuscaloosa, AL 35487

For additional information regarding Campus Mail, visit their [webpage](#).

### **Parking Services**

The Office of Fraternity and Sorority Life collects parking information in relation to students living in the house, chapter house reserved parking spaces (if applicable), virtual permits for advisors, and staff parking permit needs and provides it to Parking and Transportation Services. An outline of the time frames is listed below when this information is collected.

#### *Member Parking Permits:*

Fall Semester: June 1  
Spring Semester: December 1

#### *Reserved Parking Permits:*

Fall Semester: July 15  
Spring Semester: December 1

#### *Virtual Permits:*

Fall Semester:  
Spring Semester:

### **Member Parking Permits**

Based on the housing lists chapters submit to OFSL indicating members living in the house, the information will be provided to Parking and Transportation Services. In return, members can purchase the appropriate parking permit based on the chapter house where they will be living. This will be conducted each semester. Information submitted after the deadline above could result in members being delayed in purchasing their parking permits. Students moving into the Chapter House after classes have begun each semester should contact Lynn Morris at [vlmorris@ua.edu](mailto:vlmorris@ua.edu). It may take 24-48 hours before the permit can be purchased.

### **Reserved Parking Spaces at the Chapter House**

For those chapters with designated reserved parking spaces, an updated list of the individuals approved to park in each space will need to be submitted to the Office of Fraternity and Sorority Life each semester. This information is needed by the deadlines listed above. 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.

### ***Virtual Permits:***

Each chapter with a chapter house will be provided five (5) 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, the permit does not allow the Advisor/HCB representative permission to park in the deck. Parking would be allowed in the Tutwiler triangle lot. The vehicle would be subject to ticketing if parked in the Magnolia Deck.

### ***House Staff Parking Permits***

House staff that are employed to work in the chapter facility are eligible for on campus parking permits—Faculty/Staff or a Residential Zone. The chapter will need to provide OFSL with a list of staff member names that will then be provided to Parking and Transportation Services. The House Director or another designated representative of the Chapter are required to complete the paperwork with Parking Services and pay for the permits. In considering the type of pass to purchase, 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 the chapter purchases. Violations will result in fines for the registered driver of the vehicle. Any outstanding fines must be paid before Parking Services will issue a renewal permit.

### ***Vehicle Submission Format***

The information below is required when submitting the various parking lists for non-UA associated individuals. For current UA students and employees, their full given name and CWID will need to be provided.

Full Name:

CWID:

Make/Model/Color of Vehicle:

Vehicle License Plate # and State of Issue:

Contact Number:

Area Permit is needed for: (Reserved/Virtual)

### ***Recycling***

OFSL encourages all chapters to participate in UA's recycling program. This can range from the kitchen recycling materials to additional bins placed throughout the house for students use. For more information on UA's recycling programs, visit their [webpage](#) or call (205) 348-7502.

## Student Services

### ***Meal Plans Options through Bama Dining***

Bama Dining offers returning Greek and first-year students that join a Greek organization an opportunity to downgrade to an Essential Plan each semester. This is available if the Greek organization requires a mandatory meal plan that includes at least ten meals a week. The Essential Meal Plan provides 55 meals and 25 retail meals per semester. Office of Fraternity and Sorority Life will share the Greek chapter's roster update with UA Dining Services for the downgrade. Therefore, it is important Greek chapters submit those reports based on the deadline outlined in the Roster Update section. Students are also encouraged to review their account to ensure the downgrade has been applied.

Students do have the option of choosing alternative meal plans through Bama Dining if they prefer more than 55 meals per semester. In addition, students on the Essential Meal Plan are not permitted to cancel their meal plan. If a new member de-pledges, their meal will be upgraded and will need to communicate with Bama Dining for their selection. Downgrades will not be processed after the dates list below. Bama [Dining's Meal Plan Terms & Condition](#) outline the various requirements. For more information, visit Bama Dining's [website](#).

### **Meal Plan Downgrade Deadlines:**

Fall Semester: September 30

Spring Semester: February 15

### ***Food Allergies***

Reasonable accommodations should be made for members with food allergies. Members are to discuss any concerns related to food allergies with the designated Chapter representative. 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. [Health Promotion and Wellness](#) offers appointments with a Registered Dietitian who can 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 daily across both meal plan and retail locations. They provide an individualized, cooperative accommodation process for students on meal plans. For more information regarding Bama Dining's Food Allergy policy and procedure, please visit their [website](#).

### ***Roster Updates***

OFSL maintains chapter roster updates and sends three requests each semester. This roster reflects current members, new members (through Recruitment or COB), and those that de-pledge. It is imperative that this roster is updated each semester as it is tied to the Grade Report, Meal Plan downgrades, and Parking Permits. An email will be sent based on the schedule below with current information on file, and the chapter will have the opportunity to add new members or remove those that de-pledged.

### **Roster Update Request Schedule (tentative):**

Fall Semester: September 15  
October 15  
November 15

Spring Semester: February 15  
March 15  
April 15

### ***Leadership Updates***

OFSL maintains a master contact listing for various student, advisor, and house corporation roles. By doing this, it ensures we have accurate contact information in the event a chapter needs to be contacted. An email will be sent each semester requesting this information and any changes that may have occurred. The requests are in line with officer elections, but the chapter is free to send any updates at any time.

### **Leadership Update Request Schedule (tentative):**

Fall Semester: November 14                      Spring Semester: April 14

### ***Assistance Animals***

An assistance animal is an animal that works, aids, 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 of a Greek house 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, that 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 are to 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
- 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:

- a) does the person seeking to use and live with the animal have a disability
- b) 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 as related to the 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 is 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, maintain up to date vaccinations (including rabies), cannot be left for others to care for overnight, under the owner's control at all times, and can be restricted to the length of time the member has a disability.

Permission to allow the ESA can be denied if:

- a) 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
- b) 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 and emotional support animals.

### **UA Student Handbook**

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

## Chapter and Alumni Events

Alumni/ae events (GameDay, House Dedication, Alumni/ae Weekend, etc.) hosted by the local House Corporation Board and/or Alumni/ae Association at a chapter house that includes 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. The Third Party Vendor is required to secure a temporary [Special Event License](#) from the ABC Board, via the [Special Event Application Process](#). With the event being held on UA Property, an executed [UA Catered Beverage Service Permissive Use Agreement](#) is to 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 served or provided 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 consume alcohol. The University prohibits UA students serving someone alcohol who is visibly intoxicated, and/or pressuring an individual to use alcohol. Common source and "tap" systems are not allowed 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 including the paraphernalia used to administer drinking games or assist the user in ingesting alcohol at a fast rate. Refer to [UA's Alcohol and Drug Policy](#) and [Social Event Guidelines](#) for more information.

### **Approved Caterers**

The University of Alabama has implemented a program for caterers who meet certain requirements and are willing to operate within the terms of an agreement. In addition, the University requires all caterers to provide evidence of insurance, business licensure, and health permits as required by law. In order to provide catering services at any UA facility or grounds and at any UA sponsored off-campus event, caterers must be approved through our [Outside Vendor Catering Program](#). This requirement applies regardless of whether the event is paid for with public funds or is paid for with foundation or private

funds. 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.

### **Grounds Use Permit**

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 utility locate. For information about line locates, please contact Alison Hewson with Campus Support Services at (205) 348-1684 or [aferrer@ua.edu](mailto:aferrer@ua.edu). Alumni/ae events approved through a Permissive Use Agreement may be exempt from Grounds Use Permit submission.

### **Tuscaloosa County Health Department Exemption**

If the chapter will be providing food service at a cost to its participants, the Tuscaloosa County Health Department (TCHD) requires the food service provider, whether that is the kitchen staff or an outside caterer, to submit an Exemption request for food service at a temporary event. This would include but not limited to where tickets are sold (even if not for food but food is being provided), donations are being accepted, arm bands are being sold and food is being serve, etc. The [Exemption request](#) must be submitted at least five business days prior to the event. Completed exemption applications must also be printed, completed, signed in **BLUE** ink, scanned, and emailed to Margaret Barrett, [mmbarrett@ua.edu](mailto:mmbarrett@ua.edu), with Environmental Health and Safety or hand delivered to:

*Environmental Health and Safety  
1500 Warrior Drive,  
Tuscaloosa, AL 35404*

EHS will submit the application on behalf of the organization. Once the exemption is approved, a representative from The University of Alabama's Environmental Health and Safety office will notify the organization representative submitting the Permissive Use Agreement.

For assistance in planning an Alumni/ae event at a chapter house, please contact Lynn Morris at (205) 348-9677 or [vlmorris@ua.edu](mailto:vlmorris@ua.edu).

## MISC University Policies

### **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 is found to be unacceptable, the chapter will be asked to remove it within 24 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 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). Any bed over 30" off the floor is required to have guardrails. Collegiate Bed Loft Company has partnered with The University of Alabama to provide bed lofts, guard rails, bookcase headboards, and headboards for lease. For more information, visit their [website](#).

### ***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, or Greek Affairs Coordinators. If someone tells you about a crime or an incident that may be a crime, it is required to 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 visit the Clery Act [website](#).

### ***Risk Management***

This office provides resources and services related to security vendors, approved caterers, physical activity waivers, waivers for retreats or travel, and other liability/risk form. Greek chapters are required to use an approved security vendor for regular or event needs as well as an approved caterer in the event the food service provider is unable to provide meals. For specific information about the services offered by the Office of Risk Management, select the appropriate service area on their [website](#) or contact their office at (205) 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 sell 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***

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

### ***University Trademark and Licensing***

The [University of Alabama's Division of Strategic Communications, Trademark Licensing and Office of Procurement Services](#) have joined together to help University Departments and organizations protect and enhance the University's reputation by ensuring public-facing promotions adhere to approved brand standards. They work together to assist in finding and purchasing items using the University logos or insignia, which include any artwork that references the University in any way. This is done to



help protect the brand, image and reputation of The University of Alabama. 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.

Student organizations at The University of Alabama are categorized into four distinct tiers as it relates to access to, and use of, University trademark symbols and/or language. Please note that any use of those items for each tier must still adhere to an official approval process. Questions regarding organizations and their designated tier should be directed to the [Office of Student Involvement](#) and/or the [Trademark Licensing Office](#).

## UA Greek House Director Information

### On the Job Injury and Illness Program

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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

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#### *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 7<sup>th</sup> of the following month, you cannot access the report. You MUST submit your time by the 7<sup>th</sup> of the following month. For example, you MUST submit your time for January by the 7<sup>th</sup> 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**

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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](#)