

Guide to Community Living

UNLV Office of Housing and Residential Life Mission Statement

We promote the growth of students by supporting inclusive residential communities through purposeful interactions and collaborating with stake holders to provide unique experiences that challenge students to achieve their academic, personal, and professional goals while recognizing their role in a multicultural world.

The UNLV Community

Now that you're living on campus, you'll have the best access to programs and services to help you do and be your best in college. Here are some resources that are especially helpful for campus residents.

Student Engagement and Diversity Office

Be a part of campus traditions and special-interest organizations to make the most of your UNLV experience. Information is available at various fairs at the start of the semester and in the Student Union. You can also check out getinvolved.unlv.edu for more information.

Student Recreation and Wellness Center (SRWC)

It's no ordinary campus recreation center! With more than 184,000 square feet of fitness and wellness space, you'll have access to incredible equipment and facilities, not to mention a great place to hang out and recharge. The center offers programs and services that address every aspect of your overall health and wellness. Check out the programs and services available at srwc.unlv.edu.

Intramural Programs

You don't have to be an athlete to play at UNLV. Join an intramural team and compete in classic sports such as flag football, tennis and basketball. You can even play some nontraditional games such as sports trivia and oozeball. Descriptions and schedules are available at srwc.unlv.edu.

Disability Resource Center

Do you have a documented disability? Visit the Disability Resource Center in the Student Services Complex or call 895-0866 for resources such as note takers and special test proctors.

Tutoring

If you need a tutor or if you're interested in making some extra money by tutoring others, contact the Center for Academic Enrichment and Outreach (CAEO) at 895-4777.

Career Services

Start planning your career now with helpful advice and services from the Career Services office, located in the Student Services Complex. Resources include computerized

assessments, job search materials, individual career counseling, and mock interviews. More information is available at hire.unlv.edu or by calling 895-3945.

Academic Success Center

On a campus as big as UNLV, simply finding the right place to go for help can be challenging. Start at the [Academic Success Center](#) and we'll guide you to the resources you will need to be successful. Our goal is to help you do well academically and complete your studies on time. We offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. We'll guide you every step of the way to the many established resources created to ensure you complete your educational goals.

Writing Center

The UNLV Writing Center operates a satellite office in Dayton Hall in the conference room. Hours vary by semester, but students are welcome to come in with any form of writing and get assistance from a trained Writing Consultant.

Student Health Center

Get help from medical and mental health professionals conveniently located on campus. You can make an appointment or just walk in. Wait times are based upon the number of students seeking care and the severity of your illness or injury. The Student Health Center is located in the Student Recreation and Wellness Center, and more information on hours, the pharmacy, and health programs is available on their website at srwc.unlv.edu or by calling 895-3370. The Student Health Center Clinical Lab also provides medical waste containers for students that need to dispose of personal syringes. To obtain one of these, you can contact 895-0278.

Counseling and Psychological Services (CAPS)

Pursuing a university education can be exciting and challenging. It can also be highly stressful as social and personal concerns can interfere with academic work and emotional wellbeing. Student Counseling & Psychological Services is committed to helping students benefit fully from their college experience. Our psychologists and counselors specialize in dealing with the problems commonly experienced by college students of all ages and collaborate with the student to increase self-understanding and develop the skills necessary to overcome personal concerns.

Police Services

If you have an emergency, please call 911 from a campus phone. Call 895-3688 (option 2) for non-emergency assistance.

Information about campus crime statistics, recent criminal activity, and the sex offender registry are available at police.unlv.edu or by calling 895-3668 or 311 (from a campus phone).

Parking

Students living on campus are eligible for a special resident student parking pass. This guarantees a parking space (non-reserved) in the lot that you designate. Purchase your parking permit online at parking.unlv.edu or through the Parking Services office on campus. Vehicles without the proper permit will be ticketed.

On Campus Living

Living on campus is significantly different from living in an apartment or at home during your college years. You're sharing space with a large group of people from diverse backgrounds and different points of view. You're more than a tenant—you're a member of our community.

In order to make the most out of your campus living experience at UNLV, this Guide provides you with some important information about what we expect from you and what you can expect from us. Please keep this Guide for reference throughout the year and check our website at <https://www.unlv.edu/housing/res-life> for updates and additional information.

When you signed up for on-campus housing, you took an important step toward having a great experience at UNLV. You will explore new perspectives and make terrific memories.

First-Year Housing Requirement

All first-year UNLV students who graduated from a high school outside of Clark County, NV the previous spring are required to live on campus during their first year at UNLV.

Housing Community

Building Community. Setting Standards.

The concept of community goes beyond the physical space you're sharing with other students. Living on campus means that you'll be working together toward common goals and through challenging differences.

One of the ways we build community at UNLV is through community standards, which are expectations between members of each floor community. When you share your individual desires and build group expectations with your fellow residents, you'll set a strong foundation that will help you resolve future conflicts. You'll also learn how to negotiate, solve problems, and be a contributing member of a team—skills valued by graduate schools and future employers.

Throughout this Guide you will see the term Resident Assistant. A Resident Assistant (RA) resides in each floor community and is an upper-class student employee. Their role is to create and maintain a floor environment where each resident finds acceptance, is treated

with respect and dignity, has access to services and resources, and has the opportunity to participate in the life of the community. This role is exhibited in many ways: through programs created for the community, general one on one interactions with residents, upholding UNLV policies, and responding to incidents.

You will also see the terms Community Operations Manager (COM) and a Customer Advocate (CA). These student staff members run the complex service desks and assist residents daily. They answer questions, make referrals, distribute equipment, and help with other desk duties as customer service professionals.

Lastly, your RA is supervised by a full time, Master's degree level, professional Residential Life Coordinator (RLC) who oversees the overall functions of your residence hall. Part of their job is to be a resource to you in your growth and development as a student. The RLC fulfills this role in many ways, particularly by providing direct leadership and supervision over the RA staff, overseeing the administrative processes of the residence hall, and responding to critical incidents that may occur in the residence halls.

Your Complex, Your Home

UNLV offers four building complexes with distinct living environments to meet your unique needs and interests. Learn more about your complex and the others in the housing community. This section also contains information about available complex-wide facilities and services.

Tonopah Complex

Students living here enjoy a community environment that encourages them to develop friendships, study groups and intramural teams, and take advantage of opportunities to develop and apply their leadership skills. Tonopah is home to the Business Floor, Honors Floor, All Female floor, and Study Intensive floors. Tonopah staff help residents learn how to set goals, make friends, resolve problems, and get connected on their floor and around campus.

Tonopah amenities and conveniences include:

- Proximity to the Dining Commons, Student Union and classroom buildings
- Computer Lab
- Conference Room
- Main lobby with flat-screen TV, vending machines, billiards and more
- Laundry and study facilities on every floor

Upper Class Complex

UCC is adjacent to the Student Recreation and Wellness Center. It is composed of four buildings, each structured to meet the needs of sophomores and above: Faiman Hall, Hughes Hall, and buildings B and C. UCC is home to the Global House and Graduate/23-and-over living communities.

UCC amenities and conveniences include:

- Deluxe Single Rooms (Hughes & B Buildings)
- Laundry room on the first floor of each building
- Community kitchen on the first floor of each building
- Study Lounges
- TV/social lounges
- One balcony per suite
- Snack/vending areas
- Conference room (Warner building)

South Complex

Conveniently located adjacent to Tropicana Avenue, South Complex is open to all students. Students living here enjoy a community environment that encourages them to develop friendships, study groups and intramural teams, and take advantage of opportunities to develop and apply their leadership skills. South Complex is home to the Stonewall Suites and Healthy Living communities.

South amenities and conveniences include:

- Laundry room in South Services
- Study lounges
- TV/social lounges
- Outdoor recreation areas including basketball and sand volleyball courts
- Snack/vending areas

Dayton Complex

Dayton First-year Complex is an environment designed to help first-year students succeed at UNLV. Programs in this building will focus on providing support to traditional first-year students in their adjustment to collegiate life. In addition to providing a strong social network with other first-year students, Dayton residents will receive special attention in areas such as academic preparedness and success strategies, involvement, academic support, additional faculty interaction, working through interpersonal relationships, and other transition issues. In partnership with UNLV's Academic Success Center, this complex provides first-year students with the opportunity to receive academic coaching and increased interaction with faculty members. Because of its close walking distance to the Student Recreation and Wellness Center, the Student Services Complex, and the Academic Success Center, Dayton residents have direct access to critical services on campus. It is home to the Hotel, Major Exploration, Student Success and Study-Intensive floors.

Dayton amenities and conveniences include:

- Desk services for check out of recreational equipment, games, cleaning equipment and spare keys
- Computer lab
- Conference room

- Study lounges on each floor
- Main lobby with flat screen TV and air hockey table
- Laundry room on the first floor of each building

Floor and Community Standards

Your first opportunity to explore the standards process will be at a floor meeting with your fellow residents. Your RA will lead the discussion, and together you'll determine the best way to address problems with each other in a respectful and effective manner.

Before that meeting, take some time to think about what's important to your campus living experience. Do you think quiet/study hours are important? How do you want the floor community to handle concerns? Be prepared to discuss your point of view, make compromises, and commit yourself to upholding the agreement.

Here are some tips to help you get along in the campus community:

- Speak up. If you think there's a problem, express your view to those involved.
- Treat others with respect and consideration.
- Follow the rules. They were established to maintain a safe and healthy learning environment for you and your fellow campus residents.
- Respond to reasonable requests from other campus residents.
- Be responsive and cooperative with Housing & Residential Life staff.
- Be inclusive of every member of the campus community. Actions (direct or indirect) that discriminate based on race, gender, religion, disability, national origin, age, sexual orientation or gender expression cannot be tolerated in a community based on mutual respect and cooperation.

The Resident Assistant – Resident Relationship

Your RA has been hired and trained to be your in-hall support and resource. Part of your RA's responsibility is to develop a relationship with each resident on his/her floor and meet with the resident individually. Your RA will meet with you periodically to discuss your experiences and progress at UNLV. These one-on-one conversations are an opportunity for you to share your ideas and concerns for the floor and complex, to open up about difficulties you may be having, or to get advice from someone who most likely has shared some of your concerns about the collegiate experience. Once classes get underway, your RA will reach out to you to schedule a time to meet that is convenient for both of you.

Your Roommate and Suitemates

Your relationships with your roommate and suitemates can be some of the most important in your college experience. It's important to start those relationships with open, honest communication and set clear expectations. Even if you have known each other for some

time, living on campus and the college experience may be new to both of you.

It's important for you to discuss your needs together. If you explore your expectations, talk together, establish agreements, and keep communicating, you'll start things off on the right foot and keep your relationship on track. Before sitting down with your roommate to determine how to share your space, spend some time thinking about what is important to you, including your individual needs, wants, likes and dislikes.

Questions to get you started:

- *Why am I going to UNLV?*
- *What are my goals for this year? What are my expectations?*
- *What are my goals for college? After graduation?*
- *What are my likes and dislikes?*
- *What are my sleeping habits?*
- *Do I have any health or wellness needs that I need to discuss with my roommate?*
- *What are my study habits and needs?*
- *How comfortable am I with sharing?*
- *What are my privacy expectations?*

Talking with Your Roommate

Once you've asked yourself these important questions, use these questions and the exercise provided below to spark a conversation with your roommate. Talk together about your responses, your shared expectations, and which ones differ.

Be open and honest, keeping in mind that each of you has a right to your own opinions. If you are not sure what your roommate is saying, ask for clarification or try to repeat back what you have heard to make sure you understand.

Remember that you and your roommates do not need to be best friends. You'll probably have different hobbies or musical tastes. You may also find other friends to spend time with. One of the most rewarding experiences of being in college is getting to know many different kinds of people. Learning to accept and respect the differences in your roommate can be a valuable life lesson.

Your first obligation to your roommate is to be friendly when you first meet, and then create a living environment that allows both of you time for productive studying, relaxation and sleeping. Perhaps an even deeper friendship may develop over time.

Rate Your Priorities

Now, think about what you would like most in your roommate relationship. Look over the following items and rank them 1 to 11, with 1 being the most important and 11 being the

least important to you.

It's important to have a roommate who...

- Is serious about studying and will make studying a priority in our room.
- Is clean, conscientious, and tidy.
- Allows me to have my partner over as much as I like.
- Will be my friend who confides in me and likes to do things together.
- Doesn't let school take over our entire lives and knows how to have a good time.
- Takes responsibility for keeping our room neat.
- Respects my need for privacy and will allow me some time to myself.
- Doesn't abuse drugs or alcohol.
- Doesn't keep things bottled up but lets me know how he or she is feeling.
- Shares my religious or political views.
- Respects my property and doesn't borrow my things without asking.

Common Roommate Issues and Suggested Solutions

1. **You are more social and your roommate is more reserved.** It is important to equally share the room for each of your needs. Take turns having friends over and/or having private time there.
2. **One of you is a borrower.** Make a habit of asking before borrowing, even when your roommate is not around. If your roommate is a borrower, be open and tell him/her how you feel about this.
3. **One of you is clean. The other is casual.** Try to determine a physical space for each of you and respect each other's areas. Divide the area so that each of you has your own space.

Something to Talk About:

Do you think you know everything about your roommate and suitemates? You'll be surprised how much there is to learn. Here are some suggestions to get those conversations started.

BASIC BACKGROUND

- What do you like/not like about your family/hometown?
- What are your hobbies and interests?
- Who is your best friend or a significant person in your life?

STUDYING

- How important are grades to you?
- How often and how long do you study?
- At what times do you want to study in the room?

SLEEP

- How much sleep do you need?
- When do you like to go to sleep?

WELLNESS AND HYGIENE

- How important is tidiness to you?
- How do you feel about drugs or drinking?
- Are there any specific wellness or health related needs you have that may affect our living arrangement?

RECREATION

- What do you do to relax?
- What kind of music do you like?

RELATIONSHIPS

- Is there a significant romantic relationship you are involved in right now?
- How do you feel about making new friends?
- How do you feel about having guests in your room?

EMOTIONAL STYLE

- Do you tend to express your feelings, or do you prefer not to share how you feel?
- What will usually cheer you up?
- Are there times when you prefer to be alone?
- How would you describe your mood most of the time?
- How do you respond when you are under pressure?
- What annoys you?

Establish Your Roommate and Suitemate Agreements

After finishing these activities, you should both complete a Roommate Agreement to determine some guidelines for your room—how you will share space and respect each other's needs, including cleaning, music, sleep, study hours, food, and guests. Your RA will assist you in completing this document soon after you have both moved in. Roommate Agreements and Suitemate Agreements are open agreements of expected behavior that help you discuss issues and negotiate resolutions respectfully before seeking mediation.

As the year progresses, you'll probably need to discuss your relationship and make changes to your agreement. Work with your RA to help resolve conflicts. They have training, experience, and insights to help you work through tough issues.

Keep the lines of communication open and discuss problems and concerns before the pressure begins to build. Honest negotiation can bring solutions to most concerns.

Here are some tips you can use to talk through issues in your relationship with your roommate, suitemate or floormates. Allow each person to express his/her thoughts and feelings using these questions:

- What's the problem? State the problem as you see it.
- How do you feel about it? Share your feelings about the issue.
- What do you want or need? Describe how you think the problem could be solved. What would you like your roommate to do? What is keeping this from happening?
- How can you help? Offer what you would be willing to do to help the situation.
- What other options are available? Discuss other options and alternatives to ensure you have considered different ways of resolving the issue.
- What is the final decision? Come to a mutual understanding of how you are each going to improve the decision.

Your Room

You may occupy only your assigned space in the room at all times. Please keep in mind that unless you occupy a single room and pay the single rate, you may be assigned a roommate at any time, so your room must always be ready for a new roommate. Housing & Residential Life tries to provide 24 hour notice to new roommates but is not always able to do so. Failure to have your room "roommate ready" may result in billing for staff to move your belongings. Your room is your personal space on campus. Make it uniquely you, but please keep it safe and secure. Here are some rules and guidelines to help you throughout the year.

Room Condition Reports

You will complete your Room Condition Report (RCR) after you have checked in. This is your opportunity to note anything in your room that is in less-than-perfect condition. A blank RCR will be placed on your bed. Put your name on the form; it should already have your building name and room number. The RCR will be collected by your RA at your first floor meeting. Please take the time to thoroughly review the RCR before you turn it in, as changes beyond normal wear and tear will become your financial responsibility.

Decorating

You are allowed to move the furniture around your room as long as it is safe and in compliance. Please note that creating a loft is only an option in Tonopah and Dayton if using a rented loft from the approved UNLV vendor. No self-constructed lofts or other purchased loft systems will be accepted. Students may bunk their beds in all residence halls. Please speak with your RA or front desk about bunking beds.

All furniture must remain in the assigned room at all times. If you rearrange the furniture in your room, you need to return it to its original position prior to moving out. In addition, there is no additional storage available to campus residents outside their rooms. Residents cannot install or affix anything in the room that will be permanent or will damage the walls,

doors, cabinetry, furniture, ceilings, or floors.

Renter's Insurance

It is strongly recommended that you purchase renter's insurance through your own insurance provider to cover the loss of or damage to your personal property while on campus. Be sure to consider the value of your possessions, including your computer and electronic equipment, when selecting a policy that's best for you. UNLV is not responsible for lost or damaged property.

Prohibited Items

In the interest of safety, please note that the following items are prohibited on residence hall property and in the residence halls:

- Non-university-approved lofts
- Placement of beds on other furniture
- Cinder blocks (under furniture)
- Waterbeds
- Pets (except for fish and service animals)
- Firearms or weapons of any type, including facsimiles that fire projectiles
- Empty alcohol containers, including those used for display or decoration (for students under 21 years of age)
- Marijuana and other illegal controlled substances, regardless of age
- Drug paraphernalia (e.g., bongs, pipes, etc.)
- Candles, incense, or potpourri with open flames
- Flammable fluids
- Fireworks or explosives
- Grills (including Foreman grills), stoves, hot plates, toasters or toaster ovens.
- Heating elements or space heaters
- Sun lamps
- Electric Blankets
- Halogen Lamps
- Bikes (prohibited inside residence halls)
- Hoverboards

Smoking

All spaces, including resident rooms, balconies, stairwells and entryways within Housing & Residential Life are designated nonsmoking areas (this includes vape pens and e-cigs). Smoking is also prohibited within 25 feet of building entrances. Violations of this policy may result in disciplinary action as outlined in the Student Code of Conduct and Rules and Disciplinary Procedures for Members of the University Community.

Marijuana

As an institution that receives federal grants, contracts and funds for financial aid, UNLV is bound by certain federal laws and, as a result, must establish and enforce policies prohibiting the manufacture, use, and distribution of controlled substances by our students or others within our control. Marijuana — including medical marijuana — is, by definition, a controlled substance and therefore illegal under *federal law*. Such federal laws are not affected by Nevada’s passage of laws legalizing marijuana.

The University will continue to enforce its current policies, including the Code of Student Conduct, regarding controlled substances. Any student who violates university policy prohibiting the manufacture, use or possession of illegal drugs on campus will be subject to referral for disciplinary action, including removal from campus housing, and, if warranted, criminal action.

Although the State of Nevada has passed laws legalizing marijuana, possession and/or use of medical or recreational marijuana remains prohibited anywhere on the UNLV campus, including all university housing and facilities. Possessing a medical marijuana card does not, in any manner, change or modify the fact that marijuana is a controlled substance and, therefore, illegal.

For Your Information:

Refrigerators and Microwaves

You are allowed to keep one refrigerator of approximately 3 cubic feet or less per resident in your room. All rented refrigerators must be emptied, cleaned, disconnected and returned at the end of the year. **You are not permitted to bring your own microwave.** UNLV contracts with a third party vendor to provide rental options to students. Please visit <https://www.collegeproducts.com/store/unlv/> for additional information.

ID Cards and Keys

You are responsible for your room and mailbox keys. Your RebelCard will give you access to your building and room. You may not lend your mailbox key, RebelCard, or temporary access card to others. If your mailbox key, RebelCard or temporary access card is lost or stolen, please contact your complex front desk immediately for assistance. Students will be charged \$15 for lost temporary access cards and \$25 for mail keys.

We offer a no-charge “grace period” during the first week of class to students who return the temporary access card within the allotted time, to help students adjust to this security practice.

Students who abuse temporary access cards may be charged additional fees and may be subject to referral to the student conduct process.

Your RebelCard

Your RebelCard is more than just your UNLV ID card. You'll need it to access your residence hall room as well as to use your meal plan at the Dining Commons and other campus dining locations. It's also your key to important programs and services on campus, including the library, computer labs, special events and games. You can also set up your RebelCash account on your RebelCard. With RebelCash, you'll never have to worry about carrying cash on campus. You'll need RebelCash to use campus laundry machines. Use it to pay for books, food, and other great stuff from vending machines, restaurants, the book store and other on-campus locations.

Use your RebelCard off campus too at participating businesses. Go to rebelcard.unlv.edu to see what vendors take RebelCash for payment of goods.

Report lost or stolen RebelCards immediately to RebelCard Services (in the Student Union) and UNLV dining (located in first floor of Tonopah North).

Storage

Please keep in mind that you're sharing a relatively small space with others and storage outside your room is not available on campus.

Guest Policy

Residents may invite guests into their residence hall understanding that the host resident must escort the guest whenever he/she is in the building. Residents of one residence hall are considered guests in all other residence halls. Guests must adhere to all University rules and residence hall policies and procedures. The hosting resident is responsible for their guest's actions. It is the responsibility of the host to inform the guest of these rules. The host can be held financially responsible for the actions of the guest as well as face disciplinary action for the guest's behavior. In extreme cases of misconduct, the guest may be removed from the residence hall and prohibited from returning.

Both roommates should have a reasonable expectation to enjoy the use of the room, and inviting and hosting guests is a reasonable expectation. However, guests can also cause disruptions to the other roommate's reasonable expectation to enjoy the room. Therefore, it is expected that roommates will negotiate guest visitation; RAs will help in this process if an agreement cannot be reached.

Overnight visitation is allowed for no more than 3 nights per month **with the approval of your roommate.**

Room Change Requests

You may occupy only your assigned space. If you want to change your room assignment, you must follow the proper procedure. Failure to do so may result disciplinary action, along with you having to move back to your original assignment.

You may request a room change during the third week of the semester. Obtain a Room Change Request Form from your RA. Once you have completed your form, turn it back into your RA. Your RA will submit the form to their RLC. Room change requests are processed during the fourth week of the semester and are granted based on availability. You will receive an email from your RLC notifying you if your request has been granted.

Due to occupancy, many requests are not able to be accommodated. Room swaps are the best way to get a room change approved. If you find someone who is willing to swap assignments with you, both must fill out a Room Change Request Form. In these cases, we ask that all residents affected by this swap agree to the room change prior to it being reviewed by the RLC.

With very few exceptions, your RLC will not assign one person to a completely open room. This creates a situation where two rooms have one person assigned. We make every effort to ensure that rooms are kept fully assigned.

Room Change Requests submitted after the third week will be considered on a case-by-case basis. You may be required to go through a mediation before any room changes will be considered. Residents attempting to “force out” their roommate will be referred to the RLC and the conduct process.

Every reasonable effort is made to give residents 24 hours’ notice that there will be a new roommate moving in. However, this is not always possible. Assigned residents with an unassigned space in the room are required to ensure it is available to be occupied by a new assignment. There should be a complete set of furniture clean and immediately available for the new resident’s use.

Residents are not necessarily required to gain “roommate approval” *and the current assigned resident may neither attempt to discourage nor stop the new roommate from moving in.*

Room Condition Report (RCR) and Damages

When you move into your room, you will find a blank Room Condition Report with Building and Room Number already filled out at the top. You are responsible for filling out the RCR completely and putting your name at the top. Record specific room conditions or anomalies, such as any scratches on furniture or stains that might be present on the carpet. You are responsible for turning in your RCR to your complex desk. When you turn in the RCR, you will receive your mail key. Your RA will use this RCR to complete your check out. If there is not an RCR on file when you check out, you may be financially responsible for ALL damages present in the room.

Utilities and Services

Internet Connection

Every room is connected to the Internet via a port located just below the telephone jack. Wireless internet is also available through connection to UNLV Secure wireless internet service. Need additional help getting connected? Contact the Campus Life Technology staff for assistance at 702-895-5324.

Cable TV

Housing & Residential Life provides Cox cable service. The premium package includes HBO channels, Showtime channels, Starz channels, and 27 Sports/Information Pak channels including all ESPN channels, Fox College Sports and other various sports channels. The cable connection is located above each telephone jack.

For the most current channel line-up, please visit this link: [Television Channel Listing](#)

Air Conditioning and Heating

Each complex's temperature-control systems are unique. Find your complex below for instructions on how to keep the climate in your room comfortable.

Tonopah Center and South

Each room has its own thermostat to control the temperature. You can set the dial for heating or air conditioning at high, medium, low, auto or off.

Tonopah North

Tonopah North residents are not able to control specific temperature in individual rooms, just high, medium, low, or off. The building has what is known as a two-pipe system. This means that three options exist, and each affects the entire building: A/C is on, heat is on, or the system is turned off. Per UNLV policy, heating may not begin until the high outside air temperature has dropped below at least 55 degrees F for three consecutive days. Cooling (Air Conditioning) may not begin until outside temperature is at or above 75 degrees F for three consecutive days. The wide swings in temperature during the spring and fall of the year and the difficulty in switching between heating and cooling make this policy necessary. As a department, we monitor the forecast, current temperatures, and resident feedback on determining which setting the system is on.

Dayton Complex

Each room has its own thermostat to control the temperature. You can set the dial for heating or air conditioning at high, medium, low, auto or off.

Upper Class Complex

Each room has its own heating/air-conditioning unit with a control panel on the top right side under a black lid. The red button is for heat and the blue button is for air

conditioning. If you need to switch from heat to air conditioning, be sure to turn the unit completely off and wait two to three minutes. We suggest you set your preferred temperature and use the normal setting with the fan. Do not block the unit's airflow by storing items under the unit.

South Complex

Each room has its own heating/air-conditioning unit with a wall thermostat. Choose cool or heat on the left side of the dial. Switch the right side of the dial to auto. Adjust the center dial to the desired temperature. If you need to switch from heat to air conditioning, be sure to turn the unit completely off and wait two to three minutes. Please keep your windows closed when running the unit, as it helps the system work well and prevents malfunction.

Faculty Fellows

Housing and Residential Life continually looks for innovative and meaningful ways to connect our students to the faculty who serve them. To help fulfill our departmental mission, the Faculty Fellows program was created to supplement our Professor in Residence and other academic initiatives in the residence halls. Our Faculty Fellows represent different colleges from across campus.

Look for our Faculty Fellows in the Dining Commons and throughout the residence halls interacting with residents and working with RAs and Leadership Council Presidents to bridge the gap between in-class and out-of-class learning experiences.

Professor in Residence

Your Professor in Residence is a full-time faculty member who teaches here at UNLV, and lives in the residence halls. You will see our PIR(s) hosting different topical discussions in the residence halls, regularly attending floor meetings, and creating other co-curricular activities and programs in the halls. Our PIR(s) add an additional dimension of support for students living on campus.

Throughout the Year

Cleaning and Maintenance

Residents sharing a room/suite are mutually responsible for the cleaning and regular upkeep of their rooms and bathrooms. Your room and bathroom must be thoroughly cleaned at the end of each semester. If you and your suitemates agree to maintain it regularly, you'll avoid the stress of deep cleaning during finals week and avoid paying extra cleaning fees when you move out.

Recycling

Blue recycling bins are in each resident room. Please visit: facilities.unlv.edu/recycling/student_faq.html for more information and drop off locations.

Service Requests

Need assistance in resolving a maintenance or service concern? Complete a work order request online at www.rebelrepair.unlv.edu anytime or call the Rebel Repair Help Desk at 702-895-5324 from 8am to 5pm Monday through Friday. Every attempt will be made to address your request within 24 to 48 hours, excluding weekends.

Residents are financially responsible for repairs resulting from misuse or abuse.

Emergency Service Requests (maintenance, plumbing)

Electrical hazards, plumbing issues, lock malfunctions, broken windows, and any issue that affects the safety, security or the sanitation of your room or the community should be reported immediately. Call the Rebel Repair Help Desk if it is noted during normal business hours.

For *emergency* repairs (broken toilets, electrical issues, floods, room access issues, etc.) that occur outside of normal business hours, please contact the RA on duty. A maintenance emergency is defined as a problem that occurs after hours that is of a nature that, **unless given immediate attention**, will result in undue hardship, cause great damage, or present a safety/security risk.

Residents are financially responsible for repairs resulting from misuse or abuse.

Cleaning Tips

All residents are responsible for cleaning their own room and bathroom.

- Weekly cleaning with a nonabrasive cleaner for fiberglass and tile will prevent the buildup of hard-to-remove grime, stains, and mildew.
- If mildew becomes a problem, try products specifically designed to remove it.
- Pine-Sol or Spic-N-Span work well on bathroom floors.
- Saniflush, Vanish, and similar products will clean the toilet bowls and keep them fresh and clean when used regularly. Do not use disposable brushes.
- Dispose of non-liquid items in the trash, not the toilets or other drains.
- Do not use products that color the toilets, as they may cause damage to the toilet tanks.
- Throw away your trash in designated receptacles.
- Residents are responsible for taking the trash collected in their rooms to the dumpsters outside each complex.
- Do not leave your trash in any common area.

Health & Safety Inspections

Housing & Residential Life staff conduct inspections of all residential spaces for health and safety issues as well as assess the general conditions of all living spaces.

Residential areas are checked by Housing & Residential Life staff members at least once during the fall semester, once between semesters, and once during the spring semester. If any issues are found, a notice of the inspection will be left in the residence indicating the item(s) to be addressed, and instructions will be included on how to follow up with concerns. If you have any questions about health and safety inspections, please contact your RA or your RLC. Each visit will be brief and should take 15 minutes or less to complete. Students are given at least 48 hours' notice prior to the inspection.

Conservation is Key!

Living in the desert, we are constantly reminded of our resource limitations. Please take care to protect our ecosystem by following some simple, everyday guidelines:

- Turn water off when not in use.
- Notify your RA of leaks in your shower or sink.
- Report damaged sprinkler heads to Rebel Repair.
- Adjust your thermostat when you're away.
- Turn off all lights when you leave the room.
- Print on the backside of computer/copy paper or use it as scratch paper.
- Use recycling receptacles.

Emergency Procedures – Fire Alarms

If the smoke detector in your room goes off:

- Quickly determine the cause of the alarm.
- If there's smoke:
 - Alert everyone in your room.
 - Evacuate immediately.

If the building fire alarm goes off:

- Close all windows and balcony doors.
- Put on your shoes and take a towel to cover your nose and mouth to avoid inhaling smoke.
- Before leaving the room, feel the door. If the door is hot or it's too smoky to exit through the hall, keep the door closed, open a window, or wait on the balcony to be rescued.
- Otherwise, leave your room quickly, but do not run, and exit the building using the stairs. Do not use the elevators.
- If you encounter smoke or heat, crawl on the ground to avoid toxic fumes.
- Once outside, immediately check in with your RA. Let him or her know if someone

- is missing or if someone was away from the building during the evacuation.
- Do not go back into the building until Police Services, Housing & Residential Life, or the Fire Department gives you permission.

All occupants must evacuate the building when the alarm sounds. There are periodic fire alarm drills throughout the school year, mandated by federal law. All alarms must be treated as if they were real alarms, regardless of the time of day or night.

Prevent Fires and Fire-related Floods

Fire Codes place restrictions on decorating your room. If you are found in violation of a fire code, for the safety of all residents, you will be asked to bring your room back into compliance.

Here are some things to reduce the risk of fire and related water damage in the residence halls:

- Keep posters, banners, and other decorations off of the ceiling and away from the fire sprinkler heads.
- Deliver your recyclables to designated Rebel Recycling drop-off locations instead of storing them in your room.
- Follow all emergency evacuation procedures or drills.
- Follow all restrictions on unsafe and prohibited items (candles, incense, open heating elements, etc...). Report any unauthorized use, tampering, or damage to emergency or safety equipment.
- Use only one electrical device per outlet (no multiple power strips).
- Use electrical extension cords less than 10 feet in length unless it's an extension bar with a circuit breaker.
- Do not "daisy chain" any multi-outlets/extension cords.
- Do not tamper with safety equipment.
- Do not hang anything from sprinklers.

Services and Facilities: Safety and Security

UNLV is committed to maintaining high safety and security standards in the residence halls and throughout the campus. You share responsibility for maintaining a safe and secure environment.

KEEP YOURSELF SAFE BY:

- Identifying the nearest emergency telephone on campus. These phones ring directly to University Police and will automatically register your location.
- Locking your room door at all times.
- Being aware of your surroundings. If you notice unusual events and/or suspicious persons, report them to your hall staff and/or University Police (895-3668). If it's an emergency, dial 311 from a campus phone.

- Swiping your RebelCard to enter the buildings. *Don't let anyone in without a RebelCard.*
- *Holding onto your RebelCard and mail key. Do not lend them to anyone. If you lose them report it immediately. Temporary access cards are \$15 and replacement mail keys are \$25.*
- Keeping doors closed. Propping doors open allows unauthorized access and undermines the secure campus living environment.
- Cleaning your room regularly to avoid fire hazards, bug and rodent infestation, food spoilage and odors.
- Using only authorized refrigerators and microwave ovens. Hot-air popcorn poppers and coffee pots with enclosed elements are also allowed.
- Using and storing only authorized items in your room.
- Locking up your bicycle outside. (Storing them inside is a tripping hazard.)
- Sleeping in your room, not the floor lounges (unless it is a hall-sponsored event).
- Not tampering with safety equipment and/or fire alarms/extinguishers.
- Making yourself aware of emergency evacuation procedures.

Keep Your Belongings Secure by:

- Engraving your RebelCard number on expensive electronic equipment.
- Staying in the laundry room when washing and drying your clothes.
- Keeping large sums of money in the bank and expensive jewelry at home.
- Making an inventory of the things you brought with you to campus.
- Locking your car at all times and removing valuables from sight.
- Locking your valuables in a safe. One can be rented from Collegiate Concepts, Inc.
- Registering your bicycle and/or laptop with University Police.
 - ✓ **UNLV Housing encourages ALL residents to have Renter's Insurance; this may be provided through a parental/guardian's own insurance policy or you may need to purchase an additional policy. Having Renter's Insurance can help replace property loss.**

Active Shooter

We hope the worst doesn't happen, but if it does, we want you to be prepared.

Incidents including but not limited to: an active shooter, assaults, acts of terrorism or other incidents can occur on university campuses or in close proximity. It is important to be proactive, knowledgeable and safe when campus incidents occur.

UNLV Police Services offers an emergency notification system to students, staff/faculty and community members providing notifications via Rebelmail and text message in the event of an incident. You can learn more at <https://www.unlv.edu/police/tips/emergencies>.

UNLV has improved the way updates are made in the Emergency Notification System (ENS). The system allows for more frequent and regular updating of emergency contact information. This means more coverage of the campus community and less likelihood of

community members inadvertently being left out of the system. **Police services encourages you to follow the instructions below to review your contact information in the ENS and update your information as needed.**

Emergency alerts are provided to UNLV students based on contact information provided in the personal information section in the Student Center on [MyUNLV](#). To add/update your information:

Log into your [MyUNLV](#) account and visit the Student Center page.

Once on the Student Center page, you can review your email address(es) and phone number(s) via the drop-down menu in the personal information section.

In the event of a violent campus incident/threat while in your residence hall, here is what you can do to protect yourself:

1. Follow instructions received from the Emergency Notification Alert.
2. If you are in your room, take shelter in place. If you are in an open common area, seek to evacuate to your room or to a safe area within your residence hall. Follow any and all directives given by UNLV and Residential Life staff. **If you are not in your residence hall, seek shelter in a secure campus location.*
3. Close, lock and barricade your residence hall room. Place a heavy object (i.e. a dresser and/or desk) in front of your room door. Keep your phone with you at all times.
4. Seek shelter in your residence hall suite bathroom (if possible) or within your room, lock the doors and call 911. Stay in your room and away from windows or doors.
5. Remain calm and stay in your secured area until you receive an “all clear” notice from the UNLV Emergency Notification System.

COMMUNITY MEMBERS WITHOUT EQUUS OR MYUNLV ACCOUNTS:

Campus community members without an EQUUS or MyUNLV account may receive ENS alerts by [submitting contact information electronically](#). Police services will review your application and add your contact information to the ENS once your status has been verified.

RA on Duty

If you need assistance after 7:00pm on weekdays (24/7 on weekends and holidays), you may contact the on-call RA. Each complex has RA staff on duty after “business hours” to respond to issues and emergencies, particularly those situations involving safety, security, or sanitation. Each night between 7:00pm and 8:00am, each complex has a second RA on

duty you can call if you are unable to reach the primary RA. If you call the RA duty number outside of these availability hours, you will not reach an RA!

The RA on Duty numbers for each complex are:

DAYTON COMPLEX:

Primary: 702-591-4706

Secondary: 702-591-4915

TONOPAH COMPLEX:

Primary: 702-210-6203

Secondary: 702-210-6196

SOUTH COMPLEX:

Primary: 702-210-6177

Secondary: 702-210-5747

UPPER CLASS COMPLEX:

Primary: 702-210-6190

Secondary: 702-210-6195

These numbers are also posted on each floor and at each complex desk. It is strongly suggested that you put your RA on Duty numbers in your phone!

Emergency Assistance

If you need police, fire, or medical emergency assistance, call 911 immediately from a campus phone. From a cell phone, please call 702-895-3668 (option 2).

Non-Emergency Assistance

For other issues, you can contact your front desk (during posted desk hours). The CA will be able to help you in getting assistance.

Your own floor RA can also be a resource to help you if they are available.

Complex Desks

Each complex maintains a service desk where residents can make inquiries, submit work orders, pick up special mail deliveries, and check out recreation equipment, temporary access cards, and vacuum cleaners.

Each desk is staff from 10:00am until 10:00pm and can assist or refer you to the correct resource to help you resolve many issues.

DAYTON COMPLEX:

702-895-5319

702-895-3999

SOUTH COMPLEX:

702-895-4295

TONOPAH COMPLEX:

702-895-5777

UPPER CLASS COMPLEX:

Mail Services

Each resident is assigned his or her own mailbox and mail key. Incoming mail is usually delivered to the complex offices Monday through Friday, 1-4pm, and is sorted as soon as possible. Questions or concerns about mail services should be directed to your complex's front desk.

If you receive a package or registered letter, it will be placed in a package locker located in your complex. You will receive a notification sent by email or text message. If the package is too big for the locker you will be able to pick up the parcel at the front desk that supports the building you live in. All packages that have not been approved to remain in a locker longer than three days will be returned to sender on the 4th day.

Find your complex below for the correct mailing address. Please do not have your mail sent to the regular university address. It will be returned to sender!

Dayton Complex

Name
4765 Gym Road
(Mail) Box #
Las Vegas, NV 89119

Tonopah Complex

Name
1130 University Road
(Mail) Box #
Las Vegas, NV 89119

South Complex

Name
4770 Gym Road
(Mail) Box #
Las Vegas, NV 89119

UpperClass Complex

Name
4750 Gym Road
(Mail) Box #
Las Vegas, NV 89119

Computer Labs

Why wait for a space in a campus computer lab when Housing & Residential Life features spaces dedicated to your needs? Listed below are the complex computer lab locations. Please note that access to the lab is from the outside of the building. Lab hours will be posted at the start of each semester and may change to reflect campus resident needs.

Tonopah Complex: Center Wing, 1st Floor

Dayton Complex: North Wing, 1st Floor

Laundry Facilities

Each complex features laundry facilities. Bring your laundry, detergent, and RebelCard with you to your complex laundry room. You will need to set up a RebelCash account on your RebelCard to use the machines. For more information, go to rebelcard.unlv.edu. Below are the complex laundry room locations. Hours may change to reflect campus resident needs.

TONOPAH COMPLEX	Located on each floor
UPPER CLASS COMPLEX	First floor of each building in the complex
SOUTH COMPLEX	South Services Building
DAYTON COMPLEX	First floor of each building

Eating on Campus

UNLV contracts with ARAMARK to provide a variety of dining options on campus. Enjoy delicious, well-balanced, and nutritious meals at almost any time of day all over campus using your dining plan—the most cost-effective way to dine on campus.

- Your dining plan is on a semester basis.
- Your dining plan is made up of meals at the Dining Commons (“the DC”) as well

as Dining Dollars for additional food purchases around campus.

- The DC is open for breakfast, lunch and dinner Monday through Friday; brunch and dinner are served on the weekends.
- Each time you enter the DC, your RebelCard is swiped and one meal is subtracted.
- You may use your plan to treat guests, friends, or parents if you are on a block plan. If you are on the Unlimited Dining Plan you can only use it for yourself; however, you can use it as often as you want.

Remember—if you run out of meals for the semester, you’ll have to use your Dining Dollars, pay cash or add meals to your card to eat.

The meal swipe portion of your Dining Plan is useable at the Hazel M. Wilson Dining Commons. Every time you enter the DC, one meal will be subtracted from your total. Your Dining Plan is for an entire semester, so you are free to use your meals however it fits your schedule. Unused meals at the end of each semester are not transferable to the next semester. Conveniently, your Dining Dollars roll over from fall to spring.

More information on dining plan options and instructions on how to make changes are available on our website at <https://www.unlv.edu/housing/res-life>.

Dining Dollars

All Dining Plans come with a set amount of Dining Dollars that are automatically added to your RebelCard. Dining dollars can be spent at all campus dining locations, and every purchase saves you 8.1% in sales tax.

- Dining Dollars give you the freedom to eat where ever you are on campus.
- Dining Dollars roll over from fall to spring, but they do not carry into summer.
- Dining Dollars can be added at any time inside the RebelCard office—for every \$100 you add, UNLV Dining will give you \$110 Dining Dollars to spend.

To be sure to stay up to date on all specials and promotions happening on campus, click “like” on [facebook.com/unlvdining](https://www.facebook.com/unlvdining).

For a complete list of locations please visit: www.unlvdining.com.

The DC is a state-of-the-art, all-you-care-to-eat buffet. Open from early morning until late at night, the DC is sure to offer freshly prepared food in a centrally convenient location.

The DC offers:

- Mongolian BBQ
- Full service bakery
- Salad bar
- Vegan and Vegetarian options
- Deli

Along with the DC, you will also find a P.O.D. Market. This makes it easy to grab a quick drink as you head to class, or pick up a case of water for your room.

You will often find theme nights specifically created for the on-campus residents. Check the napkin inserts on each table to see what is coming up in the near future.

Meal Plan Changes

You may change your meal plan only one time per semester, until the first business day in October and/or March. After that time, no change may be made for that semester. A \$25 processing fee will be charged to change the meal plan. Meal Plan Change Forms are available at the UNLV Housing & Residential Life Office.

Special Diets

All students living in housing are required to have a dining plan. We can assist residents who have special dietary needs. Students who wish to receive counsel,

consideration and/or modified meal service can do so by working with Housing & Residential Life, the Disability Resource Center, Student Wellness and UNLV Dining. Please contact Housing & Residential Life for more information. You may reach the Dining Commons at 702-895-3166.

Internet

Data ports in your room give you direct Internet access so you can study, do research, and surf the Web. Wifi is also available in the residence halls.

Some devices and settings interfere with the wireless internet. For this reason, if you bring a printer, we ask that you turn off the wireless printing option. Do not use your cell phone to set up a wireless hot-spot.

Campus Life Technology Office (CLT)

Need help with your in-room computer network or want to register your game console? Contact the CLT team at 895-5324. You can call for an appointment. Additional information is available at www.unlv.edu/sam.

RebelMail

All UNLV students are assigned a university-affiliated e-mail account on the Rebelmail system. Campus residents are responsible for checking their campus mailboxes and Rebelmail accounts for official university communications. With your Rebelmail account, powered by Google, you can:

- Stay current on important deadlines, major campus events, and announcements from your college.
- Get a professional e-mail address to use on your resume and employment applications.
- Publish your own webpage.

Follow the instructions at rebelmail.unlv.edu and set up your account today.

Residence Hall Association (RHA)

What is RHA?

- RHA is a registered student organization within UNLV's residence halls and includes all students living on campus and the Housing and Residential Life staff.
- RHA supports the traditional college experience by providing a wide variety of activities, leadership and educational opportunities.
- RHA provides a forum for residents to voice their opinions on Housing and Residential Life policies and take action concerning their experience living in our residence halls.

- RHA is primarily funded by a portion of student fees collected from each resident's campus housing expenses.
- UNLV's RHA is chartered under the National Association of College and University Residence Halls (NACURH) and is a member of the Pacific Affiliate of College and University Residence Halls (PACURH).

RHA Structure

A Leadership Council, comprised of resident students from each complex, is created to discuss concerns affecting their buildings. Each one of our four complexes have their own Leadership Council with their own budget and agenda. The RHA executive board, including each Leadership Council Chair, meets weekly to discuss policy issues affecting the entire resident community. All RHA meetings are open to the public and residents are welcomed and encouraged to attend these meetings.

Complex Leadership Council

Leadership Councils plan complex-wide events such as the annual "Boo Bash" Halloween celebration and the annual "Daytona Beach" party. Be sure to get involved with the events hosted by these great councils made up of your peers! Leadership Councils are also an avenue for resident advocacy. Have an idea for an improvement in your Complex? Have a question? Attend a Leadership Council meeting and make your voice heard!

Leadership Council Chairs on the RHA executive board are elected for each individual complex and the RHA President is elected at-large by all residents every spring semester. RHA executive board members are separate from the Resident Assistant staff. All executive board positions are compensated with a stipend and room credit toward their campus housing expenses.

Get Involved With RHA!

RHA sets up special events and programming such as road trips and other entertainment throughout each semester, available for all residents. These are typically low to no cost events for residents to attend. RHA also participates in 2-3 school-sponsored regional and national RHA conferences each year. These conferences provide residents with the opportunity to travel outside of Nevada to meet with student leaders from different universities throughout the country enhancing their own leadership skills and bringing back a wealth of knowledge concerning the enhancement of residence hall living to the UNLV campus. RHA covers the cost for residents to attend these conferences. Applications for each conference are available approximately two months before each conference.

The RHA Office

Stop by the RHA office on the first floor of Faiman Hall in UCC (enter from exterior entrance on the north side of the building) to take advantage of great resources for your floor and complex programs, such as:

- Audio equipment
- Craft supplies (butcher paper, button maker, etc.)
- Recreational equipment

To reserve materials or equipment, email rhaproperty@gmail.com. Office hours will be posted at the beginning of each semester.

UNLV, through RHA, won the regional PACURH School of the Year award in 2011, the regional IACURH School of the Year award in 2017, and the national NACURH School of the Year award in 2017!

National Residence Hall Honorary (NRHH)

National Residence Hall Honorary is a student organization that consists of the top 1% of student leaders that live on campus. NRHH strives to achieve leadership, recognition, scholarship and service. This organization hosts leadership workshops, service opportunities, recognizes leaders in the housing community and much more. To join, applications are available at each complex's front desk.

Your Housing Contract

When you signed up for housing, you agreed to the terms and conditions of a legally binding contract between you and UNLV. Make sure you understand the contract, and contact the Housing & Residential Life office with concerns or questions. Policies and instructions outlined in the Guide To Community Living are enforceable per the Housing Contract and the UNLV Student Code of Conduct.

Here are a few reminders about your contract:

- Your contract is for the entire academic year (fall and spring semesters). If you sign your contract after the start of the academic year, it remains in effect until the end of the spring semester.
- You must follow the rules established for special living environments (e.g., study-intensive/quiet floors and substance-free floors). If you cannot follow the rules, you may be moved to another room if available.
- Inappropriate behavior may result in reassignment and/or disciplinary action. Examples include:
 - Interference with the quiet enjoyment of the housing community by other campus residents.
 - Attempting to force a roommate to move.
 - Discrimination.
 - Allowing anyone other than your assigned roommate to live in your room.

Contract Releases

Check your contract for information about the conditions under which you can end your contract before its natural termination date. Remember that the Housing & Residential Life office must approve all contract adjustments. If you move out without obtaining the proper release form and remain enrolled at UNLV, you will be liable for your housing fees until the end of your contract.

Winter Break Housing

While the residence halls close between semesters, residents are able to apply for Winter Break housing. Notification will go out in November and the Winter Break stay application will be available on the Housing website. Please contact Housing & Residential Life if you have questions about the transition process.

Moving Out

The residence halls are closed between fall and spring semesters. If you are returning for the spring semester, you may leave your belongings in your room during the winter break; however, remember take anything you may need over the break with you! You will not be granted access to your room if you have not paid for winter break housing once the building closes.

All students must move out of their rooms at the end of the spring semester. Students are provided with very specific closing instructions each semester via bulletin boards and floor meetings. Residents are expected to know these procedures and follow them. Check with the Housing & Residential Life office or your RA for additional details before making travel plans. Failure to follow proper check out procedures may result in improper check out fees.

If, for whatever reason, you decide to leave Campus Housing prior to spring closing without obtaining the proper release form and remain enrolled at UNLV, you will be liable for your housing fees until the end of your contract. You may request to be released from your contract, but releases are not guaranteed. Conditions for contract release are outlined in your contract. Checking out with an RA or vacating without notice does not release you from your contract.

Steps for a Successful Move-Out

You must successfully complete the following tasks before checking out with your Resident Assistant:

• **Packing and cleaning:**

- Pack up your belongings. Don't forget to check in drawers, under furniture, under the sink, and in the shower.
- Make sure to keep the A/C area clear.

- Reset furniture to its original configuration.
- Clean your bathroom thoroughly. The bathroom must be clean before the first person in your suite is allowed to check out and when each subsequent suite member checks out.
- Take all of your trash to the dumpsters. Do not leave trash in the hallways, lounges, or other parts of the building.

- **File a change of address (if necessary):**
 - Over the winter break, Housing & Residential Life will not forward your mail. It will be sorted at the beginning of the spring semester.
 - If you are moving off campus, please file a change of address with your complex front desk.

- **Return all items:**
 - You will be charged for each item of furniture in your room that has to be moved back to a lounge or other common area. In addition, you may face judicial action from the Office of Student Conduct.
 - Return any sporting or game equipment to the complex front desk.

- **Make an appointment with your RA 24 hours in advance of your check out time:**
 - An RA needs to check your room before you leave. There will be a sign up sheet for you to schedule a time. You must sign up for a check out time at least 24 hours in advance to avoid an improper check out fee.
 - The checkout process can take up to 15 minutes, depending upon the number of people leaving the same time you leave.
 - A roommate, suitemate, friend or parent cannot check out for you.
 - Be sure to have completed all of the prior steps before meeting with your RA.

- **Return your key:**
 - Once you've successfully checked out with your RA, you'll receive a Check-Out Authorization Form. Bring that form with your mailbox key to the complex front desk within 15 minutes of check-out.
 - You will be charged \$25 if you do not return your mailbox key.

- **Leave by the designated time on the designated move-out day:**
 - Check the list of important dates for the correct move-out deadline. Please refer to the [Housing & Residential Life Important Dates](#) on our website for specific semester check-out dates.

Residents are required to move out within 24 hours after their last final exam, or by the designated hall closing time, whichever comes first.

Questions

Answers to some of the most frequently asked questions in housing are available at unlv-housing.com. You can also contact your Residential Life Coordinator or RA with any concerns or questions.