



Housing and Residential Communities supports students' development, learning, and engagement through intentionally designed environments, programs and services.

Digital Displays

HRC has digital displays in common areas in all residence halls (except Bryce Lawn and Highlands). In order to have your message displayed, please submit a JPG image sized 1920 pixels wide x 1080 pixels high to David Walton at dawalton@ua.edu, along with posting start and end dates. If you would like to target specific buildings, please note this in your email.

Staff Newsletter

HRC distributes an e-newsletter to HRC staff, including RAs, every month throughout the academic year. If you would like to submit information that is relevant to RAs, please email this information to David Walton at dawalton@ua.edu by 5pm on Mondays. You may want to include a short blurb (30-50 words) as well as an image to accompany your text info.

Email for Students in Campus Housing

Requests for messages to be distributed to residents via email must be sent to the Executive Director for approval. Messages should be prefaced by a specific request for distribution. Only brief messages (50 words or less) will be sent. Messages should include basic contact information and refer students to a website or other source for more information.

Emergency or Urgent Notices

At various times during the year, Emergency or Urgent Notices may be necessary to rapidly inform residents of critical events. Emergency Notices can only be approved by the Executive Director (or other approved staff) and must remain posted until the HRC provides further notice.

Distribution and Collection of Data for Surveys, Assessments and Other Research Projects

Data collection for individual or class projects is not permitted in the residence hall living or common areas without approval from HRC. Exceptions to this guideline include survey research sponsored by the Office of Institutional Research, the Division of Student Affairs and HRC. All requests for research involving residence hall students, services or facilities should be submitted to the Executive Director.

Solicitation by Nonaffiliated Groups

Solicitation by nonaffiliated groups is prohibited in or around the residence halls. Solicitation includes, but is not limited to, private businesses and off-campus organizations.

Solicitation by University-Affiliated Organizations

- University-affiliated organizations may solicit for fundraising projects outside the residence halls or in the lobby of the residence halls with written approval from the Executive Director.
- When written permission is received the student organization may solicit only at the prearranged location and time without exception. All members of the University-affiliated organization must have a copy of the approval letters with them at all times while soliciting in or around the residence halls.
- University-affiliated organizations are responsible for collecting and securing any funds or items solicited. HRC is not responsible for any funds or items solicited.



Fliers & Posters

The purpose of bulletin board space in residence halls is to:

- Allow students living in the residential communities to be informed concerning campus activities and events
- Respect the privacy of residents living in campus housing
- Provide efficient and effective use of time spent by Resident Advisors responsible for developing community and serving as university resources

Distribution in the Residence Halls

1. All materials must be distributed by HRC staff. Unauthorized materials will be removed.
2. Materials will only be placed in approved posting locations. Only materials designated as Emergency or Urgent Notices by the Executive Director (or other approved staff) will be placed on front doors. All posting locations must comply with these policies and the practices of HRC staff. No materials may be posted on glass.
3. Materials must be submitted to HRC in the Student Activity Center for approval and distribution.
4. Approved materials must be delivered to the HRC office in the Student Activity Center two days prior to posting. We recommend at least a seven-day window between the fliers being posted and the date of the event.
5. Door-to-door distribution or solicitation is prohibited.
6. HRC does not provide access for distribution to individual residents. Materials addressed to individual residents should be addressed to the Ferguson Mail Center.
7. Events such as forums, programs and/or tables in the lobby of residence halls are permitted only with prior approval from the Executive Director or specific Area Coordinators for each community.
8. Announcements using any media (chalking, painting, etc.) on University structures or property (walls, windows, sidewalks) is prohibited. Responsible parties will be charged for cleanup and may be prohibited from future postings.

Materials Guidelines

All materials must adhere to the following:

- Does not interfere with HRC's mission
- Includes name of sponsoring club, organization or university office
- Includes contact info if applicable (website, email or phone)
- Includes cost to students for participation
- Is no larger than 11" x 17"

Distribution Quantities

We ask that you deliver fliers to the main office in the Student Activity Center, separated by community:

Blount	8	Lakeside West	12	Ridgecrest South	30
Bryant	6	Parham	10	Riverside East	10
Bryce Lawn/Highlands	14	Paty	20	Riverside North	12
Burke	8	Presidential I	30	Riverside West	10
Friedman	6	Presidential II	28	Smith Woods	2
Harris	8	Ridgecrest East	12	Tutwiler	38
Lakeside East	10	Ridgecrest West	12		

The above quantities total 286, but we recommend sending an extra 10 for staff to distribute as deemed appropriate.