



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 5 p.m. on Mondays. You may want to include a short blurb (30-50 words) as well as an image to accompany your text info.

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 Life and HRC. All requests for research involving residence hall students, services or facilities should be submitted to the Executive Director.

Solicitation

Solicitation is prohibited in or around the residence halls. Solicitation includes, but is not limited to, private businesses, off-campus organizations, and University affiliated fundraising projects.



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 sent to David Walton at dawalton@ua.edu for approval.
2. All materials must be distributed by HRC staff. Unauthorized materials will be removed.
3. 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.
4. Materials must be submitted to HRC in the Student Activity Center for approval and distribution.
5. 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.
6. Door-to-door distribution or solicitation is prohibited.
7. HRC does not provide access for distribution to individual residents. Materials addressed to individual residents should be addressed to the Ferguson Mail Center.
8. 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.
9. 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 and paper-clipped by community:

Blount	8	Lakeside East	10	Ridgecrest West	12
Bryant	6	Lakeside West	12	Ridgecrest South	30
Bryce Lawn	6	New Freshman	16	Riverside East	10
Burke	8	Parham	10	Riverside North	12
Friedman	6	Presidential I	30	Riverside West	10
Harris	8	Presidential II	28	Smith Woods	2
Highlands	7	Ridgecrest East	12	Tutwiler	38

The above quantities total 281, but we recommend sending an extra 10 for staff to distribute as deemed appropriate.