

Attendant Access to Residence Hall

Some students with disabilities require the use of an attendant for activities of daily living. An attendant is a personal aide who assists the student with activities such as dressing, bathing and eating. Students who wish to live in University housing must register their attendants and fully complete the paperwork process, prior to their attendant receiving access to the residence hall.

It is the responsibility of the student to initiate and secure housing access for their attendants. The multi-step paperwork process typically requires 7-10 business days before the attendant has access to housing. This process ensures the safety of all students in the residence hall.

The student with a disability must be registered with the Office of Disability Services prior to submitting any information for an attendant.

Student- Initiate the paperwork to provide building access for the attendant(s) by completing the **Personal Attendant Housing Request** form for each attendant and providing **a copy of the attendant's picture identification (driver's license)** to the Office of Disability Services.

Student- Is notified via email that an 800 number for the attendant has been created. The student gives the attendant the 800 number provided in the email and notifies the attendant to go to the 49er Card Office at Auxiliary Services where a UNC Charlotte ID will be made. The 800 number for the attendant is required in order for a picture ID to be made. The UNC Charlotte ID will allow the attendant access into the exterior of the designated building.

- 1- The Residence Coordinator (RC) of the student's residence hall will issue to the attendant the card/key to the student's dorm unit.

Process for attendants with University ID:

If an attendant already has a current UNC Charlotte ID card, skip step 3 and 4. Allow 3 business days for the housing information to be added to the system.

Student Responsibility When Attendant/Campus is Terminated

- 1) Within 24 hours of any attendant change **the student** is responsible for **returning attendant's University ID, building unit card and keys to the Residence Coordinator of the building.**
- 2) Keys may NOT be transferred to new attendant(s). Keys **must be** issued by Housing and Residence Life staff only. Passing of keys violates the student code of conduct and students will be processed through student court for violations of this policy.
- 3) Failure to notify the Residence Coordinator may result in conduct code violations. Failure to return keys may result in student being assessed a charge for changing locks.