

WELCOME

Welcome to the University of Wisconsin-Stevens Point's residence halls! As a member of our community, you will have many opportunities to influence the living environment that has been designed to enhance your growth and development. University years are often peak years of change. You will become more aware of your strengths and areas of growth as you define what you stand for and who you are. Each person develops in different ways and with plenty of surprises along the way. We will provide the best staff, facilities and programs possible to encourage your growth and development while you are on our campus. No single publication can provide you with all the information you need to deal successfully with the many situations you will encounter within the university.

This handbook is designed to be used as a tool during your adjustment to campus living and help meet your information needs while you are living in the residence halls. Please contact your community adviser or hall director with any questions or concerns you may have.

Life in the residence halls is opportunity knocking! Open the door and you will find opportunities to meet and live with people whose backgrounds are different from yours, make new friends, learn things about yourself and others that you cannot learn in a classroom, and further develop your own unique goals and values.

At UW-Stevens Point, the residence life program is an integral part of your total educational package. The university recognizes that learning continues outside the classroom, and a great deal of planning goes into making each floor in every hall a positive environment in which to live and learn. Our residence halls are more than just a place where students sleep and store their books – they are your home!

Each hall is a small community of approximately 250 students. We offer the services of one upperclass student staff person (a community adviser) for every 35 students, on average. The opportunity for growth and change as a result of participation in your hall's activities and programs is yours for the taking. Your involvement is a key to your success.

Your floor

Your floor is your “neighborhood” and is comprised of unique individuals who are living together, sharing ideas and feelings with each other, and working together in planning floor programs and projects. Each floor is a community and, like any other community, runs more smoothly if members cooperate with each other on matters that affect daily life.

You will soon get to know the people who live on your floor. Floor communities provide opportunities for you to get to know other students comfortably, to socialize together, to help each other with academics, and to develop greater interpersonal skills.

You can participate on your floor in many ways. You can become involved in hall government by representing your floor community as a government officer. You and your floormates will determine major decisions about life in your hall. You can also take part in intramurals, social activities, and educational programs sponsored by your floor and hall.

Roommate/suitemates

Being a roommate and having a roommate are exciting challenges with unlimited potential. You and your roommate(s) may build a lifelong friendship, or maybe you will just work together to build a mutually satisfying living arrangement in which you can learn more about yourself and the ways that you relate to others.

Of all the new people you come in contact with at the university, your roommate(s) will be “geographically” closest to you. You will start off by getting to know each other, and may find yourself doing a great deal of sharing. Feel free to talk with your roommate(s) about your ideas, feelings, sense of direction (or confusion), family background, and the whole idea of sharing -- from sharing clean-up duties in the room to sharing newfound friends.

The best way to work things out with your roommate(s) is to be clear about what you want and to compromise with each other. You will be provided with a roommate agreement form that will help you discuss your room living environment and how you will share that space. When you talk with your roommate(s) -- and do not stop doing that even when things are not going just the way you would like them to -- be specific. Do you want your roommate(s) to use your belongings only when you are present? What does “private time” mean to each of you? Being specific about your needs or wishes with your roommate(s) will make life easier in the long run. Of course, you will have to remember that things cannot always go your way. “I want” will sometimes have to give way to “let's compromise.”

Community adviser (CA)

Your CA is a full-time student whose part-time job is to assist you, the resident. Your CA has many diverse responsibilities, all of which are related to the job of helping you. You can expect your CA to:

- be available for general consultation most evenings;
- be able to direct you to the appropriate university office for answers to your questions;
- work at the hall desk several hours each week;
- advise you on matters of state and university regulations;
- ask for your help in making life on the floor enjoyable and productive;

- be available on a personal basis for “just talking” about how you are doing;
- challenge you with programs;
- advise your floor about organizing social events;
- maintain confidentiality with you.

Having lived in the hall for at least a full year, your CA knows what it takes to make the most of hall living. Your mutual regard for one another’s ideas and feelings will help you and those on your floor to have fun and to develop a healthy living-learning area.

While your CA is there to serve you, please remember that they also needs some private time!

Academic resource and interest coordinator (ARIC)

ARICs are full-time students that work with the living-learning communities and assist first year students with transitions from high school to college. ARICs are located in halls where living-learning communities are housed: Hansen, Knutzen, May Roach, Neale, Thomson and Watson.

Desk manager (DM)

Your DM is another student member of the hall staff. They handle a variety of tasks that help the hall director create a positive hall environment, including your front desk. In addition, the DM can help serve as a university resource person for you. Get to know this helpful staff member -- they can help you feel comfortable and settled here at UW-Stevens Point.

Residence hall director (RHD)

Your hall director is a full-time, live-in professional with an advanced degree in counseling or college student development who acts as the university’s primary representative in the hall. You will get to know your hall director through hall programs, events related to your hall government, or through informal contact in your building.

The hall director’s primary efforts are in facilitating programs indirectly working with the hall staff, including your CAs and government. On an individual level, the hall director is available to consult with you in a number of areas such as personal relationships, academic progress and success, vocational concerns, or general information about the university. Become acquainted with your hall director and feel free to call on them when you have any particular concerns.

RESOURCES

Resources come in a variety of venues – from academic to health-related to social opportunities. Below are just a few of the resources that past residents have found useful.

Tutoring-Learning Center (TLC)

www.uwsp.edu/tlc/

The TLC is the campus peer-tutoring place, where students at all levels -- freshman through graduate student -- can receive help with reading assignments, writing assignments, and other coursework, as well as with personal reading, writing, or research projects.

General academic assistance

www.uwsp.edu/advising/

If you need assistance with any other kind of academic problem, try talking with someone in the Student Academic Advising Office (715-346-3361). This center also is a main resource for students who aren't sure what they want to major in. And, the center maintains a library of materials on academic programs at other institutions.

Study buddy lists

A list of individuals who are in the same course as you is available at your hall's front desk or by contacting your hall director. Use the list to connect with others who are studying the same subject as you. If you prefer to not be included on the Study Buddy List, you must sign a request form in the first week of classes indicating that you do not wish to participate. These are available upon check-in and can also be obtained at your front desk.

Good places to study

Try the study lounge in your hall basement, the study lounge in the university centers, and the Learning Resource Center. Remember -- your right to study in your own room at any time of the day is a priority.

Counseling Center

www.uwsp.edu/counseling

College years offer a rich opportunity for academic and personal growth. Growth results from taking appropriate risks and learning from one's experiences, and sometimes the experiences can be hard--even painful--for individuals to deal with. Difficult adjustment periods may follow, both for the individual undergoing change and for those around her or him.

At the Counseling Center, trained staff can help you with personal problems, vocational and academic concerns, and personal development. It is a place where students may participate in a wide variety of programs and personal discussions which include how to be assertive, overcome depression, reduce tension, examine your values and life plan, improve relationships, maintain appropriate weight, stop smoking, eliminate anxiety, and/or overcome loneliness.

The Counseling Center is located on the third floor of Delzell Hall (715-346-3553) and is open Monday through Friday, 7:45 a.m. to 4:30 p.m. All appointments are confidential and the center safeguards student privacy by adhering to the ethical code of the American Psychological Association.

University Health Service

www.uwsp.edu/stuhealth

The Health Service is located on the first floor of Delzell Hall. During regular business hours you can call 715-346-4646 to inquire about their hours and services, or make an appointment. If you become ill or have an accident during the evening hours or on a weekend, tell your CA. St. Michael's Hospital provides 24-hour physician coverage for this community. Any emergency cases should be sent directly to St. Michael's emergency room. If you need transportation, call Protective Services at 715-346-3456. If you identify a problem that you think could be life threatening, call 911.

Even when you are not ill, the Health Service has much to offer. Wellness and health promotion services are available to all students. The Health Service staff encourages students to work toward higher levels of wellness.

Wellness as a lifestyle

Your health and happiness are largely dependent upon how well you understand and accept your own feelings, and how well you understand and relate to the world in which you live. There are many ways to gain understanding and to achieve a state of mental and physical wellness.

At UW-Stevens Point, we have been helping students choose their paths to healthier, happier and more productive lifestyles for quite some time. Since 1974, we have emphasized integrating wellness into our curriculum, from the classroom to the residence halls and everything in between. As a result, we have earned a national reputation as a leader of the wellness movement spreading across our globe.

Wellness includes seven dimensions, called "SPECIES."

- The **Social** dimension means becoming aware of your importance in society as well as the impact you have on nature and on your community. Encourage a healthy living environment and initiate better communication with those around you, including family and friends.
- The **Physical** dimension means building endurance, flexibility and physical strength. Take responsibility for your own health through early detection methods, and make healthy food choices.
- The **Environmental** dimension means living a lifestyle that is eco-friendly, creating sustainable communities, leaving a smaller carbon footprint and being conscious of alternative energy possibilities.
- The **Career** dimension is contributing your unique gifts, skills and talents to your work so that it is personally meaningful and rewarding. Values can be conveyed through your involvement in both paid and unpaid volunteer activities that are gratifying to you.
- The **Intellectual** dimension refers to the degree to which you engage in creative, stimulating mental activities. Explore issues related to problem-solving, creativity and learning, while keeping informed on current issues and ideas.
- The **Emotional** dimension is being aware of and accepting a wide range of feelings in yourself and others. This includes expressing your feelings freely and managing those effectively. Learn to live independently and to accept the support of others around you.
- The **Spiritual** dimension refers to exploring the meaning of life. This includes examining your own set of values and appreciating your personal experiences.

Special living options communities

www.uwsp.edu/resliving/pages/hallsrooms/options.aspx

Within the residence halls, we offer a variety of living options. If you are not currently living in one of the special communities listed below and are interested in relocating to one of them, please contact Residential Living (715-346-3511). Most of these living communities require that residents sign a specialty living options agreement that states that they understand the community's focus and that they will be relocated if they renege on their agreement.

Alcohol-free floors

These specialty communities are located in Burroughs Hall (first and second floors), Pray-Sims Hall (third floor), and May Roach Hall (third and fourth floors) and are designed for individuals who wish to live in an environment free of alcohol and its related behaviors. "Alcohol-free" is defined as an area where neither residents nor their guests (regardless of age) are allowed to possess or consume alcohol. In addition, residents (and guests) must refrain from being present on the floor with alcohol in their bodies.

Eco Hall

Knutzen Hall offers an atmosphere that promotes ecologically-based programming. From red worms vermicomposting in the front lobby to solar panels on the building's roof, residents have the opportunity to focus on environmental issues and concerns that face our community locally and globally.

Intercultural Program Hall

This specialty community is housed in Pray-Sims Hall. Few things compare with the excitement of getting to know someone from a different culture. That "someone" may well have different ideas about food, music, fun, clothes, dating, politics, parties and education. Special programming is designed to enhance learning about other cultures.

Language Hall

In Baldwin Hall, students have the opportunity to participate in social and cultural activities aimed at fostering German, Spanish and French language skills and cultural interests.

Quiet Wings

Quiet wings provide an enhanced study atmosphere. Designated quiet wings adhere to a minimal quiet schedule that may be modified by community members. Each resident is responsible for maintaining quiet in his or her room and in the hallway so that the sound cannot be heard in another room with the door and windows closed or heard longer than 30 seconds by someone who is standing in the hallway, two doors away. All quiet wings have a minimum time period when quiet hours are to be observed: Sunday through Thursday, 9 p.m. to 10 a.m. and Friday and Saturday, 11 p.m. to 10 a.m. If you are assigned to a room on a quiet wing, you will be required to sign a quiet wing agreement.

Suites@201

Combining apartment-style living with the convenience of on-campus living, the Suites@201 offer an alternative living setting for individuals who graduated from high school two or more years prior to the start of the fall semester. Each suite has a full kitchen, living room, bathroom facilities and four private bedrooms. Participation in the meal plan is optional. A full academic year contract is required.

Upperclass/ Nontraditional Hall

Residents of Hyer Hall must be 21 years old by the start of the semester. The majority of the rooms in this hall are single occupancy; participation in the meal plan is optional.

Wellness Emphasis Hall

A unique living opportunity exists in Burroughs Hall for students interested in developing a personal wellness program. The hall boasts a deluxe fitness room and proximity to athletic fields and Schmeckle Reserve.

DINING SERVICES

All students residing in the residence halls are required to participate in the dining program (residents of Hyer Hall and the Suites@201 are exempted from this policy). The dining service staff works closely with students to provide a variety of nutritious menu options, personalized service and pleasant dining experiences. If you have a suggestion about menu items or other dining service issues, contact your hall's RHA representative. They have regular opportunities to share feedback with the dining service staff. You can also send Dining and Summer Conferences feedback from their website.

Dining plan options

For current information about dining plans, please visit www.uwsp.edu/dining/pages/dining-plans/plans.aspx.

PointCard access to dining

Your PointCard serves as your campus student identification card. It also provides access to your meal plan, food dollars and any PointCash that you may have deposited into your account. Your card must be presented at all locations in order to access your account. You can find additional and more specific information regarding your PointCard at www.uwsp.edu/pointcard.

University dining locations

www.uwsp.edu/dining/pages/locations/overview.aspx

Your primary dining locale will likely be **DeBot Dining Center**. Located in the center of the campus' residential area, DeBot is an all-you-care-to-eat dining hall and allows you to choose what and how much you want to eat. Vegetarian diets are also accommodated with a variety of offerings generally available at each meal.

Sack Lunches and Dinners

If your schedule makes it difficult to find time to eat, bag lunches and dinners are available at the DeBot Dining Center. Order on-line up until 6 a.m. on the day of pickup: <https://campus.uwsp.edu/sites/dining/campus/forms/SitePages/Bagged-Meal-Request.aspx>.

Dining plan changes

Specifics about dining plan changes are posted in the halls, in DeBot, on Student Message of the Day and on the PointCard website: <http://www.uwsp.edu/pointcard>.

If you have questions about your meal plan or want additional information about dining services, please contact any of the following offices:

- University Dining Services..... 715-346-3434
- DeBot Dining Center..... 715-346-4391
- PointCard Office..... 715-346-2012
- Dining Services website: www.uwsp.edu/centers/dining
- PointCard website: www.uwsp.edu/pointcard
- PointCard email: pco@uwsp.edu

COMMUNITY:

INVOLVEMENT AND RESPONSIBILITIES

Being a member of a community brings a set of rights as well as a set of responsibilities. We encourage you to seek active roles in your community as a leader, a participant in the governance process and as a “good citizen.” Ideally, residents are self-governing and are expected to take initiative in confronting inappropriate behavior of others that disrupts community life. When self-governance needs assistance, staff members are present to help define and direct the official student conduct process and to give strong support. Hall directors administer the conduct program in the residence halls. In addition, each hall is staffed with community advisers who are students responsible for a floor. These individuals are expected to confront conduct situations where state law, university, or hall policies are violated.

Hall government

Each hall has a hall government, which is a great opportunity to get involved. Every hall structures their hall government differently, but typically there are positions ranging from president to green advocate. Throughout the year, your hall government will plan social and educational events - dinners, trips, study breaks and intramurals - as opportunities to develop relationships with the residents on the floor and others in your building. The hall government works together to make hall life interesting, challenging and fun. Typically, the hall government meets weekly, planning and carrying out programs designed to help you develop as an individual. This group also oversees and makes recommendations concerning hall policies and procedures.

Residence Hall Association (RHA)

RHA is the primary inter-hall policy-making and programming organization on campus. As your resident student government, RHA provides opportunities to develop leadership skills through elected and appointed positions, as well as through attendance at state, regional and national conferences. RHA is active in developing annual events such as Welcome Back Weekend, Family Day, Springfest and Sibs' Weekend. This group also debates proposals and plays an essential role in Residential Living's decision-making process, determining policies and programs directly affecting the students who live in the halls. You can contact the RHA Office by phone (715-346-2556), email (rha@uwsp.edu) or visiting them in 060 DUC.

WURHA/GLACURH/NACURH

Our campus Residence Hall Association is a member of our state organization, WURHA (Wisconsin United Residence Hall Association); our regional organization, GLACURH (Great Lakes Affiliate of College and University Residence Halls); and the national organization, NACURH (National Association of College and University Residence Halls).

These organizations provide an avenue for community and the exchange of ideas with other colleges and universities across the country. All three organizations consist of resident students representing different colleges. The groups host conferences that provide resident student leaders with opportunities to attend training sessions and to meet and discuss topical issues with counterparts from other colleges. Contact RHA to find out how you can get involved!

Responsibilities

As a member of the campus community, you are expected to respect others and follow the rules and policies established by the university community. As a student at UW-Stevens Point, you have responsibilities that you agreed to when you signed your housing contract. One of these responsibilities is to abide by the policies set forth by the University and the Department of Residential Living. The residence hall policies are clearly explained in the Policies section of this handbook. University policies can be found in the Community Rights and Responsibilities handbook, which is online at: <http://www.uwsp.edu/dos/Documents/CommunityRights.pdf>. If you have questions about any of these policies, please contact your community adviser (CA) or residence hall director (RHD) for clarification.

Student conduct process for a policy violation

If you are involved in a situation that violates a policy, a hall staff member may approach your room. At that time, their responsibility is to end whatever behavior is taking place which violates a policy as stated in the policy section of this handbook. The CA will identify the resident(s) responsible for the room to discuss the behavior(s) of concern and resolve the situation. The CA will then write an incident report documenting the details of what happened including names of people present, the policies that were violated and any other relevant information. The CA is not responsible for assessing your role in the situation, they merely document what is happening and the hall director will determine each student's role in the incident. The report is then forwarded to the hall director for review. Depending on the nature of the situation, the hall director will follow up with students in a meeting (called a conduct conference), by email or through a letter in their mailbox.

Please keep these things in mind when interacting with staff members that approach your room regarding a policy violation:

- Cooperation with staff is important. You can cooperate with staff members by opening the door, talking with them openly and honestly and complying with their requests. Not doing these things may be considered obstructing a university official.
- If a room is uncooperative with hall staff members, the hall director or Protective Services could be called to assist with resolving the situation and that behavior will be noted in the incident report. If Protective Services responds to an incident in a residence hall, they may issue a citation to those involved.
- According to university policy, all UW-Stevens Point students should carry their university ID card and present it to university officials upon request. Hall staff members are university officials. Not providing a student ID when requested (or photo ID for non-student visitors) is viewed as a lack of cooperation.
- Residents are responsible for their guests, including any policy violations conducted by the guest. Guests must sign in at the hall's front desk and overnight guests must be registered through the front desk and carry their guest card with them at all times.
- If your guests cannot provide ID, are not properly registered through the front desk, or are being uncooperative with hall staff, the CA, hall director or Protective Services may escort your guest(s) from the building.
- When being approached by a staff member, some students become nervous or scared and worry about "getting in trouble." Despite your feelings, it's best to remain calm and be honest with hall staff members about what is happening and who is involved. You can be held responsible for making false statements in a conduct conference, so it's best to tell the truth from the start.
- If any alcohol containers are found in a room where both residents assigned to that room are under 21, staff members will ask the students to remove and recycle all containers present. If staff members have reason to believe there is alcohol present in a room, they may ask to look inside a refrigerator, cooler or other space that may store alcohol. As a UW-Stevens Point student, it is your responsibility to show that you are not in violation of a university policy. You may deny a request to open the refrigerator, but you will not be providing sufficient evidence that you are not in possession of alcohol and may be found in violation. Noncompliance will be taken into consideration when sanctioning is involved.

To prevent situations from occurring in your room when you are not present, lock your room door. If you are away from your room, yet leave your room door unlocked and friends go to your room and engage in behavior that violates a policy, you will be held responsible to a degree because the situation occurred in your room. By choosing to not lock the door, you granted permission for that incident to occur.

During your conduct conference, your hall director will listen to your perspective on the incident and determine if you are responsible or not responsible for the behaviors reported. If you are held responsible, your hall director will issue sanctions for being involved in the violation(s).

Examples of sanctions that may be issued during a conduct conference:

- Probation -- a window of opportunity to show you are changing your behavior. Involvement in additional situations that violate policies will be a violation of your probation, which may result in additional sanctions and could also affect your status as a student.
- Formal warning or reprimand -- no additional sanctions will be issued provided you change your behaviors.
- Educational sanctions -- examples include the Personal Alcohol Control through Exploration (PACE) workshop, Judicial Educator online modules, bulletin boards, hall programs, study hours, etc. The purpose of an educational sanction is to provide further information or raise awareness about a behavior that violates a policy.
- Specifications may be made surrounding alcohol -- you may not be permitted to until you are 21: have alcohol containers in your room, be present with alcohol, be intoxicated on campus or in the community. These stipulations would extend until you are 21, not just until the end of your probationary period.
- Restitution -- payment for any damage or clean-up costs incurred from the incident that occurred.
- Terms and conditions on continued student status -- reasonable terms that would allow you to remain a student.
- Suspension or expulsion.

If you have questions about any Residential Living policies, please consult with your CA. If you have questions about the conduct process, please consult with your hall director.

GENERAL HALL INFORMATION

Academic atmosphere

Your right to study and rest in your room are fundamental and take priority at all times. These two rights are not subject to a vote or “majority rule.” You -- or any other person on your floor -- may choose to study or rest at any time.

A.E.D.

Automated External Defibrillators (AEDs) are located in the lobby of every residence hall. These are available for use in emergency situations. Easy-to-follow instructions are printed on the machine.

Air conditioners

Air conditioners are not permitted in residential rooms except when a medical request is on file in Residential Living. In these situations, you must submit (annually) a request from your physician indicating that an air conditioner is medically necessary (and why) to the Residential Living Office. This request must be received by August 1 for the fall semester. Only air conditioners provided by and installed by Residential Living are allowed.

All-gender restrooms

All-gender restrooms are located on the second floor in three halls (Smith, Steiner and Watson). These restrooms are available for use by all individuals. This restroom provides a facility option for those who may not identify with their assigned gender. The other bathroom on the second floor will be labeled as the binary, male or female. Students who do not prefer to use this option will have the opportunity to travel up or down a floor to use a bathroom facility with which they feel comfortable.

Assignments

The university does not discriminate on the basis of race, color, national origin, religion, sex, age, sexual orientation or disability. Returning residents may reserve their room (or a different room) for the next academic year during hall sign up that occurs in the latter part of the spring semester. Sign-up information will be posted in April. A new \$125 prepayment is required for each academic year or summer contract submitted.

New residents are assigned to their preferred room type to the extent possible. One of the most important variables in the assignment process is the date of receipt of your contract acceptance form. New residents are assigned on a first-applied, first-assigned basis.

If you will be 21 years of age prior to the fall semester and want to live in Hyer Hall, watch for details on Hyer Hall signup which occurs in February. Individuals living in the halls who will be 21 years old by the start of the fall semester will receive an email in early February alerting them to the Hyer Hall sign-up timeline.

Individuals who will have graduated two or more years ago from high school are eligible to contract for space in the Suites@201. Sign-up timeline information will be posted in late fall on Residential Living's calendar: www.uwsp.edu/resliving/pages/faqs/policies/calendar.aspx.

While we attempt to honor assignment preferences, we are not always able to do so. Additionally, the university reserves the right to change room or hall assignments, to assign roommates, to consolidate vacancies by requiring residents to move from half-vacant rooms or to charge residents for single occupancy, or to make other necessary changes in room accommodations, at its discretion.

Bed bugs

Bed bugs have become a potential problem in the United States in recent years. As a preventative measure, Residential Living hires a team of professionals to do a complete search of all residence hall rooms every year to verify that we have no bed bugs in our buildings. If you suspect that you or someone you know has brought bed bugs into the residence halls, please contact your CA or hall director immediately and submit a work order at <http://workrequest.uwsp.edu/reslife/home.html>.

Bicycles

Bicycles should be parked in bike racks. Bikes that are blocking sidewalks or are chained to trees or fences present a hazard to fellow students with vision impairments and other physical disabilities. You may store your bicycle in your room. But first, make certain that your roommate is agreeable to this. Bicycles may not be stored or parked in corridors. Always walk or carry your bicycle in the residence halls. If you are riding your bike around campus, be respectful of those who are walking on the sidewalks.

Each year many bikes are left abandoned on campus. Abandoned bikes are removed at the end of the spring and summer semesters. Specific information on removal of bikes is posted on the Student Message of the Day prior to the end of both of those terms. Chains and locks securing bikes to bike racks or other fixed objects are removed. Bicycles are then moved to temporary storage where they are held for 60 days. All

bicycles remaining in storage on the 61st day will be sold through the university's surplus store or donated to charities. Proceeds from sales will be used to offset the cost of disposal in accordance with campus surplus sale procedures.

The city of Stevens Point requires that all bicycles operated in city limits be licensed. Licenses can be obtained at the Stevens Point Police Department. More information can be found in City Ordinances.

Cable TV

Each room is provided with access to basic cable television service. The cost is included as part of your room rental cost. Altering the cable television equipment is prohibited. The university does not provide a coaxial cable cord. To receive cable TV in the hall, televisions must be QAM compatible. Most televisions made after 2007 are QAM ready. If your TV is not a QAM signal ready device, you may request a QAM converter box from Residential Living. These are available on a first come, first serve basis for a fee. For additional information regarding QAM compatible devices, please visit www.uwsp.edu/resliving/pages/hallsrooms/cabletv.aspx. No student may install antennas or satellite dishes in any residence hall room or university building.

City ordinances

The following city of Stevens Point ordinances are of particular interest to students.

- Bicycles must be licensed at the Stevens Point Police Department if they are to be ridden in the Stevens Point area. Licenses cost \$6.
- Riding an unlicensed bike could result in a minimum fine of \$150.10. There is a speed limit of 15 mph on the Green Circle. Violators are subject to a minimum fine of \$156.20.
- Underage drinking or carrying false identification can result in a fine of over \$1000 by city police.
- Possession of marijuana and/or drug paraphernalia is a crime and may be prosecuted by the district attorney. Violators will be formally charged and are subject to a \$500 fine and up to 20 days jail time.
- Setting false fire alarms carries a minimum fine of up to \$400 plus a university restitution fine of up to \$600.

Fines are subject to change by the city of Stevens Point.

Cleaning supplies

Vacuum cleaners and wastebasket/recycling liners are available at each residence hall front desk. Brooms and cleaning kits are also available in each hall through the front desk.

Communication/information

Information regarding residence hall policies, closing, dining services updates and various other items are communicated to you through a mixture of means including: written materials, direct emails, postings on the Residential Living website (www.uwsp.edu/resliving), phone messages and Student Message of the Day (SMOD). It is your responsibility to thoroughly read (or listen to) these messages.

Computers and computer labs

There is a computer lab available in the basement of every hall. It features PC computers and a scanner. Students may print documents from the computer lab and pick up their printed items from the hall's front desk during desk hours only. These machines are connected to the university's network and provide numerous software options. Residence hall labs are available 24 hours/day, 7 days/week and accessible by using your hall Safflok. Labs are available only to residents of that hall. There is no additional fee required to use residence hall computer labs.

The computer lab is a study facility. Academic work takes precedence over recreational use. Users are expected to maintain a reasonable level of quiet. You are charged for printing in all campus computer labs, including the residence hall labs. Information regarding printing in computer labs is available at: www.uwsp.edu/infotech/pages/printing/printing-in-campus-computer-labs.aspx

Lab computers have a "standard load" – meaning you cannot make changes to the hard drive or store personal materials on lab computers. Be sure to familiarize yourself with campus rules on use of email and the Internet. Additional information regarding computing on campus (including other campus computer labs) can be found at: www.uwsp.edu/infotech.

You can connect to the university's computer network from your room. Ethernet cables for internet access are available at your hall's front desk. There is no additional charge for this service. The network jack under your desk has a cable already connected; simply attach your computer, open a web browser and follow the on-screen instructions.

There is also wireless service in the residence halls. Please note that gaming devices cannot utilize wireless services at UW-Stevens Point; you must connect through the wired network for any of these devices. More information is available at www.uwsp.edu/it/network/wireless/.

Contract

Your signed contract for housing and food services is a legally binding agreement between you (and your guarantor) and UW-Stevens Point. The university agrees to provide room and board for you and you are obliged to pay for such services for the full academic year unless the contract is altered or canceled in writing by the university. You are expected to abide by the terms of this contract while you are living in a residence hall at UW-Stevens Point. Please take time to review it. If you have misplaced your copy, you may obtain one through Residential Living, 715-346-3511 or online at www.uwsp.edu/resliving/pages/applying/contracts.aspx.

If you feel you need to be released from the on-campus residency requirement (as stipulated by the UW Board of Regents) call Residential Living (715-346-3511) for instructions on how to file an appeal. If you have any questions about your contract or these policies, feel free to call Residential Living at 715-346-3511.

Emergency contact information

Students can designate emergency contact information on the university website and on the emergency information card that is completed while residing in the residence halls. This information is kept confidential and only accessible by the hall director in an emergency situation.

Fees

www.uwsp.edu/resliving/pages/applying/costs.aspx

Room and board rates apply only to the times when the university is in session, not for other periods of time. Rates are subject to change, as specified in the contract. Accommodations are available during university break periods (Thanksgiving break, winter break and spring break) for a fee. Details will be posted approximately one month before each break period.

In cases of cancellation, refunds depend upon the date you check out of the residence hall as reported by the hall director. Room and board charges are pro-rated on a weekly basis. A week is defined as Sunday to Saturday.

You are responsible for full payment of all fees associated with your room and board contract. The Board of Regents confirms rates in July preceding the academic year. If you wish to arrange to pay under the university's partial payment plan, please contact the Student Billing Office at 715-346-2118.

All students housed in "traditional halls" (all halls other than the Suites@201) are billed for double rooms unless they have contracted with Residential Living for a single room. Single room charges are assessed as of the date that you no longer have a roommate.

If you choose to make a meal plan change after the semester begins, you may be subject to additional charges beyond the base price. This occurs when you spend more food points between the beginning of the semester and the day the change occurs than you would expect from a straight proration. Conversely, if you spend fewer points, you may end up paying less than the base price. You may also be assessed a service charge at the time of your meal plan change. Feel free to call the PointCard Office, 715-346-2012, with any questions you might have on meal plan options or changes.

Fee adjustments after withdrawal: When you withdraw from the university, you must check out of your room within 24 hours. Exceptions to the 24-hour move-out time frame are granted through your hall director. Please remember that your room and board contracts are tied together. Since our billing week is defined as Sunday to Saturday, it is to your advantage to check out prior to Sunday whenever feasible. Staying until Sunday on a weekend will cost you an additional week of room and board charges. Eating after you check out will also cause your room charge to be higher.

Front desk

Your hall's front desk is the main activity center in your hall. Mail and packages you receive may be picked up there. You can also check out a variety of games and recreational or kitchen equipment at your front desk with your student ID. Item(s) checked out must be returned in good working condition or you may be charged for repair or replacement of the item(s).

Game cleaning

Big game cleaning is not permitted in residence halls or on university grounds. Individuals who need to clean deer or other large game must make arrangements to do so off campus. Small game cleaning is permitted in the small game/fish cleaning kitchens located in the basement of each residence hall.

Half vacant rooms

During the third week of the semester, residents without a roommate may be required to move together in order to offer single rooms to interested students. Residents affected are contacted by their hall director and are directly involved in the decision-making process. During this time period, single rooms are allocated to students on a priority system developed in consultation with the Residence Hall Association. This priority system groups students by whether they were 21 years of age on the first day of the semester and then ranks them by classification (second semester senior, graduate student, etc.).

If your roommate leaves during the school year (or you are assigned to a half-vacant double room), you should plan on being assigned a new roommate. Your belongings should be confined to one side of the room. Residents who attempt to discourage someone from moving in with them will be subject to disciplinary action that could include additional charges for lost revenue. If you are without a roommate at the end of the fall semester, you should plan to have a roommate assigned to you during the break; your belongings must be confined to one side or you will face improper check-out fees as well as possible disciplinary action.

Hall constitutions

Each residence hall has a constitution that may list specific policies to be followed by its residents. Check with your CA or hall president about receiving a copy of your hall's constitution.

Hall equipment

All halls have floor kitchens, cable televisions and a variety of other equipment available to the residents of that hall. Kitchen utensils, sports equipment, assorted games and assorted other items may be checked out at the front desk using your student ID. Many halls have raised money to buy and/or install fitness equipment, electronic keyboards in music rooms, pool tables and/or foosball tables. To find out exactly what your hall has to offer, check with the front desk.

Heat

We have two types of heating systems in the halls – steam and hot water. If you are having issues with the heating in your room, please complete an online work order at <http://workrequest.uwsp.edu/reslife/home.html>.

How is the heat regulated?

In Smith and May Roach, each room has their own knob style thermostat. Pray-Sims has a damper control located on the front of the heater. Hyer has “zone heating”, meaning there are thermostats located in residential rooms on the fourth floor which control heating for each “zone” of the hall. Each thermostat monitors the temperature of that zone and when the temperature falls below the preset setting, the steam or hot water is delivered to that zone and to the room.

In renovated halls, (Baldwin, Burroughs, Hansen, Knutzen, Neale, Steiner, Thomson and Watson) rooms have individual thermostats in them; each room regulates its own temperature. There is a thermostatic control in the living room area of each of the suites in the Suites@201.

General heat information

It is common for the heating systems in unrenovated halls to make noises. “Hissing” and “pipes banging” are typical noises to hear. This is caused by the steam entering the heater coils that transfer the heat to your room and by the cooled steam (water) leaving the heater coils and coming in contact with hot steam causing the water to expand instantly, creating a “bang.” If this noise is constant or excessive, please have a work order completed online at <http://workrequest.uwsp.edu/reslife/home.html>.

There is no reason for there to be water leaking from under your heater. Please complete a work order online at <http://workrequest.uwsp.edu/reslife/home.html>.

Please keep the window shut during freezing temperatures. Leaving the window open can cause the pipes to freeze and may result in residents being charged for the damages or repair.

Kitchens

The information below does not pertain to the Suites@201. For information about suite kitchens, please refer to the information distributed in each suite's kitchen.

The kitchens are located at the intersection of the hall's wings on every floor. The kitchen is locked and only individuals from the assigned floors can open it (with your hall Saflok card). Depending on hall occupancy numbers from year to year, floor kitchens may be designated as residential rooms.

Floor kitchens are approximately the size of two residential rooms and may be used as a gathering place in addition to a place to prepare a snack. For reasons of safety and sanitation, no other area is authorized for cooking purposes.

Your kitchen contains a microwave, a standard size refrigerator, sink with garbage disposal, a pizza oven, a toaster and a stove. There are signs posted throughout the kitchen on the appropriate use of each appliance. If you are unsure of how to use one of them, please seek advice from your CA. Using one of these items inappropriately could threaten your safety or damage the appliance.

All residents assigned to the floor kitchen are responsible for maintaining the floor kitchen's cleanliness. If the kitchen becomes abused, your CA, in consultation with your hall director, may lock off the kitchen for a period of time.

If you choose to store items in the floor kitchen, be certain to clearly label the item with your name and room number along with the date you placed the item in the kitchen. Residential Living is not responsible for any items that are missing from the floor kitchen.

At no time should a floor kitchen be used to process big game meat (e.g., deer, bear, etc.). There are small game/fish cleaning kitchens provided in each hall. Please see *Small game and fish cleaning kitchens in the general information section.*

The following items are allowed in the floor kitchens but prohibited in residents' rooms:

- toasters
- toaster ovens
- pizza ovens meeting RHA-approved guidelines: Wisco 12" Pizza Oven, 2' x 2' x 8"

The above appliances must stay in the kitchens at all times.

Not allowed in floor kitchens or residents' rooms are:

- electric meat cutters
- electric bread cutters
- deep fryers
- any other items listed in this handbook that are not permitted in residents' rooms.

Kitchen items must meet the UL requirements in order to be owned or purchased by the hall. Items that are allowed in the floor kitchens may be acquired by purchase. The floor, hall and Residential Living are not liable for any injuries or damages that may result from the use of any appliance. Each hall is responsible for the inventory and maintenance of any items purchased by the hall. Replacement of any item is up to the discretion of the hall community. For more information regarding appliances residents may use or bring, please see *Appliances* in the *Policies section*.

When using the kitchen, remember that others also use the facility and you should leave the kitchen as clean – or cleaner – than you found it!

Floor kitchen cleanliness

It is the responsibility of each floor to keep its kitchen clean. If it is not kept clean, the CA will post a warning that the kitchen will be closed. The floor will be given a three-day minimum to clean the kitchen from the time the warning is posted. A warning will be posted before a kitchen is closed, except in extreme situations when safety is a concern (at which time the hall director may make a decision to close it immediately). If the kitchen is not cleaned within the warning period, it may be closed for a maximum of seven days.

Once the kitchen is closed:

- an announcement will be posted regarding the closing of the kitchen and the deadline for cleaning (before charges may be assessed);
- a floor meeting will be scheduled and held within 48-hours of closing the kitchen;
- residents may request access to clean the kitchen at any reasonable time prior to the deadline.

If the kitchen is not cleaned during the specified closing:

- a work order will be submitted for the cleaning of the kitchen;
- floor residents will be charged for the cleaning of the kitchen via community damages.

Upon the cleaning of the kitchen—by residents or custodial staff—the kitchen will be reopened immediately.

NOTE: If it is brought to the attention of a government/staff member that a mess was caused by a particular person or group, it will be handled as a conduct case.

Laundry

There is a laundry room located in the basement of each hall. Washers and dryers are operated by using PointCash on your PointCard. You can view the availability of washers and dryers in your building by going to www.laundryview.com/lvs.php.

Locks and keys

All front entrance doors are opened using a magnetized Saflok card. If your card does not work or you lose your card, contact your front desk. Room locks open with a hard key. If you lose your key or Saflok card, see your front desk. There will be a charge to replacement a lost room key or a Saflok card. There is not a charge for cards that stop working as long as the nonworking card is returned. It is important that you not share your key with friends or other members of your floor. That way, you can be certain that no one else has access to your room. You should also always lock your room door!

Key replacement policy

When you “lose” a key, the core will be changed. All work orders will state “change the core” versus “need a duplicate key.” You will be charged accordingly. The loss of a Saflok card will result in a fee for a new card.

When you are locked out of your room:

- If the time when you are locked out is before 8 p.m., go first to the CA on your floor to be let into your room. If the CA is not available, go to the next available CA in the hall. Once the CA verifies that you live in the room, the CA will follow the procedures listed below.
- If the time when you are locked out is after 8 p.m., go first to the CA on duty. If the CA is unable to let you into your room, then go to the CA on your floor. Once the CA verifies that you live in the room, the CA will follow the procedures listed below.

Assisting a resident locked out of his/her room; the CA will follow the procedures listed below:

- The CA will get the additional room key and let you into your room after verifying you live in the room. The CA will fill out the “lockout” sheet which details the date, time, room number, name of resident and the amount charged. The CA will unlock the door, and collect the appropriate fee.
- Lockout charges are as follows: free for the first time of each semester; \$1 for the second lockout; \$2 for the third lockout; \$2 for the fourth lockout, plus a letter from your hall director; \$3 for each additional lockout.
- Before the CA leaves, you must pay the lockout fee.
 - If you cannot pay the fee at the time of the lockout, a \$5 statement of charge form (SOC) will be filed. You have seven days to pay the lockout fee. If seven days pass, the \$5 SOC will be processed and your student account be billed.
 - If you move to a new hall anytime throughout the semester, your lockout record will not be carried over to the new hall. The record will carry over if you move to a new room within the same hall.

Mail

Your mailbox is located in the front lobby of your hall and is opened using your room key. Outgoing letters can be placed in the outgoing mailbox at the front desk. Both U.S. and campus mail are delivered daily to the front desk. Desk staff will notify you if you receive any packages via a package slip in your mailbox. Only mail and packages addressed to current residents of the hall are accepted. Mail (or packages) addressed to other individuals is refused. (Forwarding of mail for previous residents occurs through the following academic year.) Be certain that if your family or friends are sending you items that they note that the item is addressed to you as your legal name on file with the university. If a package arrives addressed to your parent (for example), it will be refused.

Mattresses

Mattresses in all halls are twin “extra-long” (36” x 80”).

Missing student notification policy

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the university community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when they are absent from the university for more than 24 hours without any known reason. All reports of missing students shall be directed to Protective Services. Protective Services shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by Protective Services or other university official in the event that the student is determined missing. If a missing student is under 18 years of age, Protective Services is required to notify the parent or guardian of the missing student no later than 24 hours after determination was made that the student is missing. Protective Services will also notify area law enforcement no later than 24 hours after it determines that the student is missing.

Notification Procedure

- Any report of a missing student, from whatever source, should immediately be directed to Protective Services.
- When a student is reported missing, Protective Services shall:
 - Initiate an investigation to determine the validity of the missing person report.
 - Contact the Dean of Students on call.
 - Make a determination as to the status of the missing student.
 - Notify the individual identified as the student's emergency contact within 24 hours of making the determination that the student is missing.
 - If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the university within 24 hours of the determination that the student is missing.
 - Notify the Stevens Point Police Department within 24 hours after determining that student is missing so that NCIC entry can be made.

The Dean of Students and the director of Residential Living will be notified by staff and the Dean of Students shall initiate whatever action they deem appropriate under the circumstances in the best interest of the missing student. If appropriate and necessary, the Vice Chancellor of Student Affairs will also be notified.

Murals

If your floor is interested in creating a mural, contact your hall director for specific guidelines on how to propose, design and implement your idea. Mural designs must be approved by a majority (at least two-thirds) of the floor, the residence hall director, and Residential Living. There are limitations on design elements (such as the amount of dark paints used, size, and building components to be painted).

Mural designs will be rejected if they are found to be sexually or racially offensive to groups or individuals such as, but not limited to, the following:

- murals that threaten or offend a particular group in such a fashion that they are concerned for their personal safety (i.e., sexist, racist or homophobic messages);
- murals that present any group in a demeaning fashion;
- murals that encourage violence within the residence hall community.

On-campus residency requirement

The UW Board of Regents requires that all freshmen and sophomores live in campus residence halls. For details, see www.uwsp.edu/resliving/pages/faqs/policies/bor.aspx.

Parental notification

UW-Stevens Point believes it is important to treat students as the adults they are. As members of our learning community, grades and other official university communication are sent directly to you. What you choose to share and discuss with your parent/ legal guardian is a personal and/or family decision.

We also honor each student's right to privacy on behavioral matters. However, there are several notable exceptions to this policy. The university may choose to contact a parent or guardian when a student's abuse of chemicals is jeopardizing his/her own health or that of others; when efforts to gain compliance with university alcohol, drug and other behavioral policies have failed and the student's status with the university is in question; when a student's physical or emotional health has become threatened or has become potentially dangerous to others; and/or when the university feels the student may be incapable of making safe, healthy decisions for him/herself. Contacts with parents or guardians in these instances will be made by the vice chancellor for Student Affairs or the designated investigation officer(s).

Parking

www.uwsp.edu/parking

If you want to park your car or motorcycle on campus, you will need to get a parking permit. Parking permits are available through Parking Services, 101B George Stien Building (715-346-3900) or online with a credit card or echeck. Lots Q, J, P, T, and W are designated student lots. All motorized vehicles must be parked in authorized areas. The first week of each semester Lot Q is open for any vehicle (with or without a permit). After the first week of school, all vehicles that do not display the appropriate parking permit will be ticketed. If you have a guest, or any other parking question, call 715-346-3900 or stop at Parking Services in the George Stien Building.

Pointer alerts

Pointer Alerts is an emergency communication alert system that allows UW-Stevens Point students, faculty and staff to be notified in the event of a campus emergency. The system is designed to provide information about active credible emergency situations that pose a threat and require immediate action. Students can sign up for Pointer Alerts via www.uwsp.edu/rmgt/Pages/em/pointer-alerts/default.aspx.

Power and light

If you lose power in your room, contact your hall director or front desk so that a work order can be processed. Rewiring of lights or switches by anyone other than authorized university personnel is prohibited. Use common sense when utilizing extension cords and/or power strips – avoid overloading any one particular outlet and always use UL-approved devices.

Residential Living encourages you to bring additional light fixtures to enhance your room's standard equipped lighting. All lights (including miniature holiday and/or decorative lights) must be UL-approved, designated as indoor lighting, in good repair and cannot contain any frayed cords and/or exposed wires.

Refrigerator rental

Residential Living has a limited number of refrigerator units available for rent. Please see your desk manager at the hall front desk for more information.

Repairs

How do I request repairs? To request repairs to items in your room, enter your request online at <http://workrequest.uwsp.edu/reslife/home.html>.

If you need assistance using the online request form, contact your hall's front desk or any in-hall staff member.

What time does maintenance personnel come to do the work? Building Services personnel scheduled work hours are 7 a.m. to 3:30 p.m. We make all attempts to not enter any student room before 8 a.m. unless there is an emergency.

Do I have to be in the room for work to be done? We do not require your presence but you are welcome to be there. If you or your roommate are not present at the time of the repair, the maintenance staff will leave a yellow note slip informing you that work has been performed in your room.

Damage to the room? Damages that occur through normal wear and tear are paid for by the university. You are charged for any other damages. Financial assessments for replacement or repair of items damaged are based on repair and replacement costs plus associated labor fees.

Residential Living cannot always control all of the costs associated with repairs. Much depends upon labor costs. For example, our department is charged different rates for a plumber based upon the time of service. When emergency repairs arise during "off" hours (such as at night or on the weekends), we are charged a minimum of two hours of overtime regardless of how long the repair takes even if it's only 15 minutes. You are responsible for the condition of your room when you transfer rooms or check out of the residence halls.

Room changes

The information below does not pertain to the Suites@201. Please contact Residential Living for information if you are seeking a room change within the Suites@201.

Room changes are normally permitted twice each semester – in weeks three and seven of each semester. Information about when and where room changes take place (typically they are accomplished online) will be posted under "hot topics" on your myPoint page.

Remember! You may not "just switch rooms." It is important that no move occurs before you have completed the appropriate paperwork associated with a room change. Students who make unauthorized room changes will be required to return to their original assigned room and may face disciplinary action.

If the university finds compelling circumstances, the appropriate hall director or the assignments coordinator may grant written authorization of a change at other times. The university reserves the right to relocate students in order to optimize learning environments.

Room condition

Remember, you are responsible for restoring your room to the condition it was upon check-in when you check out of your room. When you checked into your room, you received a room condition inventory record (RCIR) for one side of the room (either right or left). Occasionally residents decide to "switch" sides. If you decide to do this, contact your DM to update your RCIR. Failing to do so may result in you being charged for damages actually caused by your roommate.

You are responsible for the cleaning and care of your room. Past residents have brought the following tips to our attention:

- Tape and poster putty applied to walls and ceiling can cause paint to peel when removed.
- Carpet tape applied to tile floor will leave residue and is very difficult to clean up once the carpeting is lifted.
- Tape, especially double-stick tape, on the room door and mirrors also leaves a messy residue that can be difficult to remove.

- Darts thrown at the back of the room door leave small holes in the door. The residence hall room doors have been recently repaired; any dart hole marks that appear will be the current residents' responsibility. The charge for refinishing a room door is very high.
- There is a charge for each carpet tile that must be replaced. Accidents do happen and it is best to clean up spills immediately to help prevent staining.

Room entry

Authorized personnel may enter your room for reasons of health, safety, general welfare, or to make necessary repairs to rooms and room equipment. Advance notice of such action will be given except under compelling circumstances. Rooms are routinely inspected during all break periods.

Upon entry, a university staff member is authorized to do what is called a "plain view search." In other words, they may look at areas of the room that are plainly visible. Rooms will not be searched except with your permission or by appropriate legal agencies with a warrant. You may choose to deny a request for entry/search from hall staff or university personnel, but you will not be providing sufficient evidence that you are not in violation of a policy.

Room furniture

The following are "do's" and "don'ts" for the furniture in your room.

Do

- Use the drawer above the knee space of the desk as a keyboard, lap top tray and/or pencil drawer.
- Use the drawer on pedestal end of desk as a pencil drawer, mouse tray or other.
- Use the pullout reference shelves on desk for keyboard/laptop/mouse/writing space.
- Use the knee space shelf of desk as a storage shelf or footrest (please no shoes!).
- Adjust the shelf on pedestal end of desk to accommodate CPU tower/books/etc.
- Move furniture around in your room.
- Use the tackable surface with pushpins or tacks – no staples, please!
- Use the light on underside of hutch bookshelf. It has three adjustments: on/off, high and low.
- Keep the hutch attached on desk at ALL times!
- Use the raised back of hutch and grommet holes for cord management

Do not

- Remove any furniture from your room.
- Remove the hutch from desktop!
- Move or lift the desk by hutch.
- Remove your mirror.
- Sit/stand on furniture (chair excepted)
- Stack furniture!

If you have questions or problems with your furniture, please contact Residential Living at 715-346-2397.

Single rooms

Single occupancy rooms (rooms for which a resident pays an additional fee to maintain the room solely for him/herself) are provided on a space-available basis. Space availability is evaluated every semester.

Typically, more single occupancy rooms are available during the spring semester because the population in the residence halls is lower during that semester. Single rooms are sold during week three of each semester when space permits.

To be included in the consolidation/singles awarding process, indicate "yes" to the question on your housing/dining services contract that asks if you are interested in purchasing a single room if one is available. You can add your name to the list prior to week 3 of the semester in question by completing a contract amendment request. You will be contacted by your hall director if consolidation will occur. A meeting will be held in your building that will cover the details of the process.

Individuals who have a single occupancy room for the fall semester are typically able to retain the room as a single room for the spring semester. Individuals who have a single occupancy room during the spring semester, however, should understand that they will only be guaranteed a double occupancy room for the upcoming fall semester.

Individuals in half-vacant rooms (people assigned to a double room but do not have a roommate assigned at this time) must keep half of the room vacant at all times in anticipation of a roommate assignment. Notification of roommate assignments is made whenever possible, but time constraints sometimes prevent the Residential Living Office from contacting you in advance.

ADA/medical single rooms

Some students seek a single occupancy room because they have a medical condition or condition covered under the Americans with Disabilities Act that would be improved by the student having a single room. To make such a request, have your attending physician/counselor submit a

letter to Residential Living outlining 1) your diagnosis 2) your treatment protocol and 3) how a single room will enhance your treatment protocol (receiving a single room, in and of itself, is not considered a treatment protocol). Your physician's letter will then be reviewed by an appropriate professional at UW-Stevens Point (a physician at Health Service, a counselor at the Counseling Center, or the ADA coordinator). Please refer to www.uwsp.edu/resliving/pages/applying/singles.aspx for additional information.

Small game and fish cleaning kitchens

To accommodate residence hall students who fish and hunt small game, cleaning kitchens are available in each hall's lower level (except Suites@201 and Hyer). Residents using the small game and fish cleaning kitchens must check out a kitchen key from the front desk. This allows hall staff to monitor the cleanliness of the kitchen and to note who owns a game cleaning knife. Residents are expected to leave their game cleaning knives in a storage locker with their gun at Protective Services located in the George Stien Building.

Smoke detectors

Do NOT disable your smoke detector. It is there for your safety and the safety of other residents. You may check the alarm by using the test button. Individuals tampering with smoke detectors may be referred to the conduct system.

Instructions for operating your smoke detector:

- Three-pulse alarm pattern indicates that particles of combustion have been detected.
- Periodic flashing (45 seconds) of the red LED, indicates that the alarm is operating.
- An intermittent "chirp" indicates a low smoke alarm battery. Submit an online work request at <http://workrequest.uwsp.edu/reslife/home.html> to receive a replacement battery.
- The "hush" button will decrease the alarm sensitivity for approximately seven minutes. During this time, the alarm will "chirp" every 45 seconds. Push the test button to end the "hush" cycle.

Stolen property

Unfortunately, we cannot guarantee that you will never have anything stolen while you are living here so it is best to keep your valuables put away and your door locked while you are out. You, not the university, are responsible for any of your property that is lost or stolen. If theft does occur, contact your CA or hall director and Protective Services (715-346-3456) to file a report.

Storage

No space is available for storage within your hall. You may store your bicycle in your room as long as it does not block easy exit or entrance in case of emergency and your roommate is in agreement.

Telephones

Phones are not provided in residential rooms. You may bring your own cell phone or contract with the Telephone Support Office for a "land line" or cell phone service. The Telephone Support Office can be reached at 715-346-2562. Information about different programs available to residents is also available on-line at www.uwsp.edu/telephone/ (select the "Students" menu option).

There is a red emergency phone located on each floor in the t-section (near the recycling chutes). These are for emergency use only and are 911 capable. Courtesy phones are also located near the front desk of every hall.

Tobacco-free campus

UW-Stevens Point is a tobacco-free campus. More information can be found at www.uwsp.edu/tobaccofree. For assignment purposes, we do ask whether individuals smoke (even though they can only do so off campus).

For room assignment purposes, a smoker is defined as any individual who smokes, no matter how often or where. Individuals who indicate they smoke are not assigned as the roommate of individuals who indicate they do not smoke (except when the request is mutual). In cases where an individual's smoking "status" changes from what was indicated on the housing contract and this poses difficulties for the roommate, the individual whose "status" changed will be the person required to relocate.

USA Today Readership program

Residence Hall Association and Residential Living jointly sponsor the USA Today Readership Program which brings daily newspapers into the halls for use by residents. Newspapers are delivered daily and are available in your front lobby.

Vending machines

Every hall has vending machines located in the basement level. These machines operate with either cash or PointCash.

Weapons and weapon storage

Bows, arrows, guns, knives with a blade more than three inches long, paintball guns, and accessories and ammunition are not allowed in residence halls. There are storage lockers available in the Protective Services Office (George Stien Building) for use by residents. Lockers are free and locks are supplied on a first come, first serve basis. The armory is open 5 a.m. to 9 p.m., seven days/week and at other times by appointment.

Withdrawing

If you withdraw from the university after taking occupancy of your room, you will be responsible for payment up until the time you properly check out of your room. Room and board rates are prorated on a weekly (Sunday to Saturday) basis. To check out, contact your CA to complete your Room Condition Inventory Report (RCIR), return your key(s) and Saflok card and file a forwarding address card. If you do not check out of your room properly, you face a possible improper check-out charge (\$50 minimum), key charges (\$25 minimum), cleaning fees (\$50 minimum), as well as extra room and board fees.

For more information on checking out after withdrawing from the university, please view our brochure designed for residents who are withdrawing. The brochure is available online at www.uwsp.edu/resliving/documents/pdf/withdrawing.pdf.

Please remember that if you move out of the residence hall but do not initiate the university's withdrawal procedure, you will continue to be billed room and board charges for the entire semester.

If you have questions about withdrawing from the university, please contact the Office of the Registrar, Student Services Center at 715-346-4301. Please direct questions about checking out of the residence halls to Residential Living, 601 Division Street, at 715-346-3511.

POLICIES

Residential Living's expectation is that individual students, floor communities, residence hall communities and hall staff share responsibility for ensuring that our residence halls are safe, secure, and healthy living and learning environments that meet student needs. As in every community, Residential Living has specific rules and regulations, as well as general guidelines of good citizenship and responsible behavior. When students' behaviors are illegal, jeopardize the rights of others, or violate the policies in this handbook, they will be held accountable through the conduct system. By signing the UW-Stevens Point Residential Living Housing Contract, a student agrees to abide by these policies.

Since all university lands belong to the state of Wisconsin, some restrictions are placed on hall residents as the result of state law. As a student, you should familiarize yourself with the regulations specified in Chapter UWSP 14, Chapter UWSP 17, and Chapter UWS 18 and other regulations available at: www.uwsp.edu/dos/pages/information%20for%20students.aspx.

Alcohol policy

All alcohol policies are applicable to all residence halls; individual hall governments are not permitted to revise the policies.

1. **Alcoholic beverage distribution** - Residents who have attained the legal drinking age of 21 and older may only serve alcohol to guests of legal drinking age. Alcohol may not be provided to minors in any circumstance. Alcoholic beverages cannot be sold in residence halls.
2. **Alcohol consumption and intoxication** - Students under the influence of alcohol are held responsible for their actions, including lack of personal control or discretion.
3. **Alcohol containers** - Containers that were originally used to hold alcoholic beverages (cans and bottles) in any form; empty, sealed or open, may not be possessed by any person that is under the age of 21. If hall residents under the age of 21 wish to decorate their rooms with empty alcohol containers, they may do so only if they speak with the hall director and obtain written permission prior to decorating their room.
4. **Alcohol-free floors** - An alcohol-free floor is defined as a residence hall floor community in which all residents of the floor agree not to possess, drink, or be under the influence of alcohol on their designated floor. For purposes of this definition, under the influence is defined as having ANY alcohol in one's system. Residents who live on alcohol-free floors who violate this policy will be moved off the floor.
5. **Alcohol and guests** - Residents are responsible for informing their guests of the residence hall's alcohol policies, for advising their guests when behavior is not appropriate and for assisting in modifying inappropriate behavior when necessary. No guest may possess alcohol including nonalcoholic beverages containing 0.5% alcohol by volume or over, in the room of a resident that is under the legal drinking age.

Residents are responsible for individuals in their room who are under the legal age and consume alcohol. In these cases, not only the underage consumer may be sanctioned for their behavior, but the resident(s) of the room in which the violation took place may also be sanctioned.

6. **Alcohol in public areas** - Consumption of alcoholic beverages is not permitted in public areas. Alcoholic beverages in open containers (glasses, cans, bottles, cups, etc.) may not be transported between rooms.

Only in Hyer Hall, may alcohol be consumed by residents of legal drinking age and their guests of legal drinking age in the following areas: TV lounge, game room/area, and designated public social areas. The persons in these areas may have no more than one drink in their possession. Alcohol is strictly prohibited in public academic areas, study lounges, computer rooms and in fitness areas such as saunas, fitness rooms, etc.

7. **Legal alcohol consumption** - Only those residents who have attained the legal drinking age may possess or consume alcoholic beverages, including nonalcoholic beverages containing 0.5% alcohol by volume or over. [Residents not 21 years of age cannot drink or host drinkers.] If 21 or older, individuals may consume alcoholic beverages only in their own room/suite or in rooms/suites of occupants of legal drinking age with the door completely closed.

Use and consumption of alcohol in residence halls may not exceed the limitations listed below:

- there may not be more than 10 persons present in any resident's room;
- no bulk alcohol or empty bulk alcohol containers of any size are permitted in individual rooms (e.g. keg, etc.). Exceptions may be made for root beer kegs that are previously approved by the hall director.
- individuals of legal drinking age may only have one container of alcohol containing 0.5% of alcohol by volume or over open at any time per individual;
- no beer bongs shall be permitted at any time in the residence halls;
- no home-brewing processes shall be allowed in the residence halls at any time.

8. **Underage alcohol possession and consumption** - No one under the age of 21 may possess, use, procure, sell, dispense or give away alcoholic beverages to any person.

9. **Wet, damp and dry rooms**

A “dry room” is when all roommates assigned to the room are under the age of 21. No alcohol may be brought into a dry room by anyone (including parents). A resident of a dry room is held responsible for guests who bring alcohol into the room, regardless of age. Nonalcoholic beverages containing less than 0.5% alcohol by volume will be allowed in rooms of underage residents if the beverage is clearly labeled and during any confrontation that information is presented.

A “damp room” is a room where one assigned roommate is 21 and one roommate is under 21. If the under-21-year-old of a damp room is approached by hall staff for an alcohol policy violation, it is up to the discretion of the residence hall director to determine to whom the alcohol container belongs.

A “wet room” is a room where both roommates assigned to a room are 21 years of age or older. Residents of wet rooms are allowed to have alcohol in their room (per the above policies).

Residence hall staff shall intervene in situations where individuals exhibit symptoms of problem drinking, such as incapacitation, violence, abusive behavior, self-endangering intoxication, etc. An intervention by a staff member may result in a referral to the university student health promotions coordinator for information and resources or to the Dean of Students.

For information regarding the alcohol sanctioning grid, please refer to the Dean of Students website at www.uwsp.edu/dos/pages/behavioral-conduct-for-students.aspx.

Appliances

Small appliances that have no open coil are allowed. This includes small electric coffee pots and small microwave ovens (1500 watts or less). Refrigerators are permitted in individual rooms. There can be no more than a total of 5.4 cubic feet of refrigerator space in any one residence hall room. (You may have one 5.4 cubic foot refrigerator or a combination of two smaller units.)

“George Foreman grills” (this includes other appliances such as electric woks, electric skillet, quesadilla makers) are allowed but must be used in floor kitchens only. They may be stored in residential rooms after they have been allowed to cool and the grease is disposed of properly. (Grease should be allowed to cool and then disposed of in the garbage. Grease should never go into drains.)

Basic safety (as outlined in UWSP Chapter 18)

All basic safety policies are applicable to all residence halls; individual hall governments are not permitted to revise the policies.

Fireworks are never allowed in the halls or on the residence hall grounds. The use of explosives, which include fireworks, is a violation of civil law and of your contract.

Guns and bows are not allowed in the residence halls. This includes, but is not limited to: air guns, paintball guns, pellets, BB guns, hunting bows, and target and hunting arrows; this also includes any toy guns and any other object that can be classified as a dangerous object as defined by UWSP Chapter 18. These items must be stored in the George Stien Building. They must be unloaded and encased, and they must be taken off campus immediately when they are removed from storage.

Ammunition including, but not limited to, bullets and arrows are never allowed in the residence halls. They must also be stored in the George Stien Building.

Knives (excluding pocket knives and kitchen knives) are not allowed in the residence halls; hunting/cleaning knives may be used in the small game cleaning kitchens only.

Hoverboards are not permitted in the residence halls (they cannot be ridden or stored in the halls) due to safety concerns and fire hazards.

Oxygen for medical reasons is permitted. It is not permitted for recreational use. Individuals who have oxygen units in their room must post this information on their room door. Please contact your hall director if this affects you.

Persons placing false fire alarms, interfering with the fire alarm system (including tampering with the smoke detectors and/or the sprinkler system in Baldwin, Burroughs, Hansen, Knutzen, Neale, Suites@201, Steiner, Thomson and Watson), interfering with firefighters, tampering with or removing firefighting equipment, not evacuating a building in the event of a fire alarm, or violating other safety or security measures of Residential Living as expressed in the Housing and Dining Services Contract, this handbook and any other printed materials distributed to students (Chapter UWSP 17, “Student Disciplinary Procedures,” or Chapter UWSP 18, “Conduct on University Lands, Rules of the Board of Regents of the University of Wisconsin System”) are subject to prosecution under Wisconsin statutes and disciplinary action by the university, which may include termination of your housing and food service contract.

Throwing Objects – As defined by UWSP Chapter 18, no person may, in any manner throw, drop, kick, propel, or otherwise project any object, (e.g., bottle, can, container, snowballs, liquids, etc.) in, from, or at any person, object, or building.

Candles and incense

Burning candles and/or incense is prohibited. Decorative candles are allowed in the residence halls. However, these can be displayed only so long as the wick (or any portion of the candle) has not been burned. This restriction is a direct result of safety concerns. Open flames are a primary cause of fires in residence halls. A secondary concern for candles is that rooms have experienced smoke damage from simply burning candles. In addition, incense burning has caused problems for individuals suffering from allergies and asthma.

Complicity

Presence in a location where a policy violation is occurring indicates acceptance of this behavior and is, therefore, prohibited. Residents are expected to remove themselves from such situation. Reporting policy violations to the appropriate university personnel or making a reasonable effort to stop the behavior is encouraged.

Decorating

The following statements apply to common areas within the residence halls. Please refer to the room decoration section for information specific to decorating your room.

Individual room door decorations

- All decorations must be flat against the door.
- Nothing can be hung from the door jamb or ceiling above the door.
- Door decorations may cover no more than 50% of the door's surface.
- The room number and peephole must remain uncovered at all times.
- Any damage to the door will be the responsibility of the individuals living in that room.

Floor kitchen decorations

- All decorations must be flat against the wall. For safety reasons, the hall director must approve any exceptions to this.
- If the kitchen decorations result in damages, residents of that floor will incur the charges (through community damages).

Stairwell and basement decorations

(The following statements apply to basements, hallways and t-sections within the residence halls.)

- For any type of recognition (birthdays, appreciation days, etc.), decorations around an individual's door that are not flat against a wall or door must be removed within 24 hours. Any items attached to the ceiling door jams, or floors must be taken down within 24 hours.
- For special events including holidays, that may or may not be judged, decorations in the hallways/t-section not flat against a wall or door cannot be up for more than a total of 12 hours. Any items attached to ceilings, door jams, and floors must be taken down within 12 hours or by 10 p.m., whichever comes first.
- Items may only be attached with poster putty with the exception of bulletin boards where thumb tacks, push pins, and staples may be used.
- Take down all outdated decorations in a timely manner (to be determined by each hall government). If areas on a floor are damaged, the floor community will be financially responsible for any damages that occur. If the basement is damaged, all residents of the hall will incur the cost of damages.
- All decorations need to comply with lighting codes.
- Your hall director must approve any exceptions to the above statements.

Doors (entry)

Residential Living requires that all perimeter doors be kept closed and locked 24/7. Exiting these doors is possible, but an alarm sounds within 30 seconds of a door being opened (and not shut properly). Front doors are the only points of access – either when they are unlocked (8 a.m. - 8 p.m.) or by using your Saflok card.

Entering the residence halls through a marked “exit only” door is not permitted. Propping or interfering with the locks of any entry or exit door is prohibited. Individuals violating this policy will be referred to the conduct system.

Drugs

In conjunction with UWSP 17.09(6) and UWSP 18.09, the drug policies of the university and residence halls are designed to encourage a positive community experience, enforce state law, and ensure a safe environment for all residents. The following statements outline activities that are not permitted in our residence halls.

- Possessing or using drugs and/or controlled substances
- Possessing drug paraphernalia
- Possessing with the intent to manufacture, sell, or distribute any drug and/or controlled substance
- Use of drugs and/or controlled substances on or off campus that disrupts the hall community

- Misusing over-the-counter medications and/or prescriptions
- Hosting a gathering where drugs and/or controlled substances are consumed

The university cooperates fully with local and state law enforcement agencies. Involvement with controlled substances could lead to criminal charges being brought against those involved. For information regarding the drug sanctioning grid, please refer to the Dean of Students website at www.uwsp.edu/dos/pages/behavioral-conduct-for-students.aspx.

Elevators

Tampering with elevators is not permitted. This includes, but is not limited to, any action that may damage the proper functioning of the elevator.

Failure to comply

Students are expected to respond to all reasonable directives, written or verbal, from staff members and must not interfere with the performance of any duties (this includes opening your door when it is requested by University staff). No person may knowingly resist, interfere or obstruct a university Protective Services officer or other university employee while that officer/ employee is acting in an official capacity. This includes, but is not limited to, giving false information/statements, filing a false report, or placing physical evidence with intent to mislead.

Final exams study hours (also known as 24-hour quiet hours)

Final exam study hours provide residents with an atmosphere conducive to studying. Final exam quiet hours begin at 11:59 p.m. the Friday before Monday finals and remain in effect as continuous quiet hours until the last final exam period. If finals begin on a day other than a Monday, the day/time will be determined that semester as recommended by RHA General Assembly. The level of noise acceptable during this time is comparable to normal quiet hours, with breaks occurring during relaxed hours.

Relaxed hours will take place daily between 11 a.m. -- 1 p.m. and 4 p.m. -- 7 p.m. Relaxed hours are flexible hours that allow residents to leave their doors open, vacuum, play music at a reasonable level, talk in a normal tone, etc. Activities that are prohibited during relaxed hours include, but are not limited to, stereos and televisions in excessive volume and yelling.

Fire safety

Evacuation

All individuals must leave the residence hall when a fire alarm sounds. Any person who refuses to leave the hall when the fire alarm sounds, remains within 100 feet of the building or returns to the building before the all clear is given by authorized personnel will be subject to university and civil disciplinary action.

Fire alarms and equipment abuse

Fire alarms and equipment are not to be tampered with or abused. This includes, but is not limited to, unplugging or disconnecting smoke detectors, triggering or pulling a false alarm, damaging or removing parts from the fire alarm system, misuse of a fire extinguisher, starting a fire, personal belongings being placed in fire extinguisher cabinets, or items being hung from fire equipment.

Fog machines

Possession of fog machines and use of fog machines is prohibited in the residence halls.

Gambling

Gambling is a violation of university regulations and is not allowed. This includes, but is not limited to penny poker, games of chance, betting on sports events, etc.

Guests

Residents are responsible for informing their guests of all pertinent university rules and regulations. Guests are required to adhere to university rules and regulations. Violations may subject them to legal action. As host, residents are responsible for their guests' behavior. All nonresidents of a hall must register at the hall's front desk each time they visit. Residents are expected to be with their guests at all times.

Overnight guest policy

An overnight guest is defined as any person who is not assigned by Residential Living to live in the room/suite, even if that person lives on campus. There is a limit of two guests (per room/suite) for any given night. Guests may stay no more than three consecutive nights in any residence hall, with a maximum of eight nights per month; this maximum applies to individual guests in any hall on campus.

All overnight guests, including guests of residents who have a single room, must be registered each time an overnight stay occurs. This registration is accomplished by completing an overnight guest registration form, available at the residence hall desk, at least 24 hours before the arrival of the guest. Students contracting for housing may not extend residency to their guests or other students.

Prior to hosting overnight guests, both roommates/all suitemates must complete and sign the overnight guest agreement form. The purpose of this agreement form is to establish general agreement between roommates/suitemates with regard to the hosting of overnight guests. It does not give specific approval to host a guest. Roommates/suitemates may renegotiate their agreement form whenever any of them deem it necessary. If you have a single room, you are not required to complete this form.

In cases where roommates/suitemates cannot agree, the right of a person to occupy his or her room/suite without the presence of an overnight guest takes precedence over the right of a roommate/suitemate to host overnight guests. The hosting of overnight guests and the terms under which this occurs must be mutually agreed upon by both roommates/all suitemates and in accordance with the guidelines established in this policy.

Hall sports

Playing sports, skating, rollerblading, biking or using any type of bat, ball, stick or other object is not allowed within a residence hall.

Hoverboards are not permitted in the residence halls (they cannot be ridden or stored in the halls) due to safety concerns and fire hazards.

Identification

Residents must be able to produce appropriate identification (e.g., campus ID, valid driver's license, military ID or passport) when asked to do so by a staff member. Campus ID may not be altered or used as false identification to impersonate another student.

Indecent exposure

Students, guests and all others are expected to be appropriately clothed at all times when in public hallways, basements and lounge areas of the residence halls. "Streaking," "flashing" or public sexual acts are not allowed.

Locks and keys

Students are not permitted to duplicate keys made for any university lock. No one may transfer their university key to an unauthorized person. No one may possess a university key without authorization. Students may not replace, damage, tamper with, or vandalize any university lock, card reader or security device.

Lighting

Lighting within residence hall rooms must be hung in ways that will not cause wires to wear thin. Lights should be connected with heavy-duty extension cords and should be unplugged when unattended. Avoid overloading electrical circuits! Lighting around your door frame is not permitted because of the possibility that cords or wires may become "stripped."

Residential Living does not allow any lamp fixture that is or can be converted into a torchiere style lamp (lamps that focus light upward), and/or the use of any halogen bulbs of 250 watts or greater.

The various lighting fixtures in your room use different bulbs. If one of these bulbs burns out, you can request a new one by filling out an online request at <http://workrequest.uwsp.edu/>.

Lofts and bunks

The information below does not pertain to the Suites@201. All beds in the Suites@201 are self-lofting; residents may not bring in additional lofting mechanisms.

A lofted/bunked bed has been defined as one where the top of the mattress is more than three feet from the floor. When constructing your loft/bunk (referred to as "lofted" below), you must adhere to the following guidelines:

- **Lofts must be freestanding.** "Pressure lofts" which exert force between floors and ceilings or between walls are not allowed.
- **Lofts may NOT utilize any** residence hall furniture in any way to provide support and/or access into or for your lofts.
- **Lofts may not be constructed from pressure-treated or chemically-treated lumber (generally green in color).** Treated lumber is designed for outdoor use only and can create a serious health hazard in an enclosed environment.
- **Lofts must use the bed frames, bed legs and mattresses that are already in the room.** Protective bed leg coverings are available at the front desk of each hall and their use is encouraged. Storage is not available for any of these components; therefore, they must be incorporated in any design you use. Bed frame size is 80" x 33.5". You may not remove any residence hall furniture; it must remain in your room.

- **Designs should use metal bolts, wood, and steel.** Use of chains, ropes, cables or wires of any sort to bear loads in the construction of a loft is prohibited.
- **Designs in which any type of built-up platform, other than the bed platform, is raised off the floor are not allowed.**
- **Beds bunked or raised to a level up to or above the window ledge may not be placed parallel to the window or door.** This supports the Stevens Point Fire Marshall's efforts to clearly be able to enter the room or see into the room should a fire or intense smoke from a fire occur.
- **The top of the mattress cannot be higher than 71" from the floor.**
- **Lofts must be in such a position that the door can open freely.** The loft should not hinder door movement in any way.
- **Storage of lofts is not available.** Don't move anything to your room that you are not willing to take with you when you leave at the end of the year.
- **The use of guardrails is strongly encouraged.** There are certain dangers associated with lofting beds. You may want to consider installing bed rails or safety guards as a precautionary measure.

Should Residential Living deem a loft/bunk to be unsafe or not in compliance with loft/bunk policies, it reserves the right to require removal of the structure. It is also important for you to note that you assume liability for anything placed or constructed in your room. The University of Wisconsin-Stevens Point assumes no liability for the safety of any loft built, rented, or purchased for use in your residence hall room.

Noncompliance with disciplinary sanctions

Students are expected to complete all assigned sanctions that are the result of a previous conduct case that was adjudicated by Residential Living or the Dean of Students Office. Not completing sanctions by the assigned deadline may result in further charges and/or sanctions.

Offensive door or window decorations

Residence hall floor communities have both the right and the responsibility to regulate the "public" side of room doors and windows, including any offensive material displayed.

This argument stems from the belief that this part of the door or window is a community area shared by everyone who uses the hallway, the sidewalk, or lives within the residence hall building and not solely by the resident(s) of the room.

Residence hall communities have both the right and the responsibility to regulate the "public" side of room doors. Residence halls are considered a non-public forum related to the first amendment. Materials placed on the public side of room doors must be in compliance with UW-Stevens Point policies, e.g., UWS 14, 17, 18, UW-Stevens Point Discrimination and Harassment Policies, and UW-Stevens Point Alcohol Policy. The display and promotion of any event or activity where alcohol is the primary focus will not be permitted. The department mission is to build safe, inclusive environments. If the actions in question are incompatible with this mission, Residence Life reserves the right to limit those actions (The First Amendment on Campus, Bird, Mackin, & Schuster, 2006).

Any hall resident or staff member questioning the appropriateness of material(s) displayed on a resident's door or window will need to submit a report to the hall director. The hall director will then meet with the residents of that room to discuss the material and removal of the offensive material.

Pets

No animals or pets are allowed in residence halls, including visiting pets. The exception is fish. There is a limit of one 10-gallon tank/resident. The university assumes no responsibility for harm to, or loss of, an aquarium for whatever reason. Another exception to this policy is therapy, assistance and service animals as defined and approved by the university policy (www.uwsp.edu/disability/pages/legalinformation/satanimalpolicyprocedure.aspx).

Public areas

Residents are expected to keep public areas of the residence halls clean, including: bathrooms, kitchens, trash and recycling areas, stairwells, lounges, hallways and basement areas. Residents are not permitted to remove furnishings from any public area. Additionally, no resident should utilize public areas as sleeping quarters; this includes any of a resident's guests.

Public area damage/vandalism

Abuse of university property within the residence halls results in expenses beyond funds allocated for regular repair and upkeep. Most of the extra expenses can be substantially reduced if hall facilities are treated with respect. Residential Living reserves the right to charge for any damages to residence hall furniture, fixtures or facilities. If a student is found to be responsible for vandalism in the residence hall, this student is responsible for the cost of the repair/replacement of the damaged items. Charges over \$200 will be assessed to the floor, wing or hall, if the individual(s) responsible cannot be determined. Charges may also be initiated for any repetitive incidents, regardless of cost.

Quiet hours/noise

It is your right as well as your responsibility to let disruptive individuals know if their noise level is disruptive to you.

Courtesy hours are in effect 24 hours a day, which means stereos, radios, TVs, musical instruments, and conversations must be kept to levels that will not interfere with the study or sleep of other residents.

Quiet hours are in effect in every hall with the following schedule: Sunday through Thursday, 10 p.m. to 9 a.m. and Friday and Saturday, midnight to 9 a.m. "Quiet" is defined such that sound cannot be heard in another room with the door and windows closed or heard for longer than 30 seconds by someone who is standing in the hallway, two doors away.

Quiet communities have been established to meet the needs of those students who have expressed a desire to live in an area where a quiet study atmosphere is continually maintained. All quiet wings/floors have a minimum time period when quiet hours are to be observed: Sunday through Thursday, 9 p.m. to 10 a.m. and Friday and Saturday, 11 p.m. to 10 a.m. Communities may modify and extend these hours if they wish to make them even more conducive for focused study time.

Confrontation

If you encounter a noise problem during quiet hours or at any other time, request the offenders to be quiet. If they persist, contact your CA or the staff member on call or duty. Staff may also confront individuals whom they believe to be in violation of the quiet hours policy. Residents responsible for excessive noise or other disruptive behavior may be subject to disciplinary action that may include contract termination. In addition to other disciplinary action, residents may be required to remove stereos or musical instruments from their rooms if they are used inappropriately.

Recycling/conservation

www.uwsp.edu/resliving/pages/hallspooms/recycling.aspx

The university is required by state law to establish recycling programs in all of its buildings. In addition, Portage County and the city of Stevens Point have ordinances prohibiting disposal of certain recyclable materials in the Portage County landfill. To comply with these mandates, the university has established a universitywide recycling program.

There are recycling chutes available to students on each floor of every building. These chutes are for the disposal of recyclable materials only. Corrugated cardboard (including pizza boxes with the residual food removed) must be recycled in the basement recycling container available in the laundry rooms. Improperly disposed pizza boxes result in a fee. Garbage/waste disposal in the recycling chutes is not allowed. Fines are issued to individuals who do not recycle properly, so take a few minutes and not only save the environment, but your wallet. If recycling chutes are used improperly (e.g., disposal of garbage), community damage charges will be assessed and sanctions may be imposed upon the floor or hall.

Respect for others

Mutual respect is fundamental to creating a livable environment. Respect can cover many situations from honoring a fellow resident's request to turn down your stereo to listening to other viewpoints at a floor meeting. At no time are verbal or physical harassment acceptable forms of behavior for residents or staff. Persons found to be verbally/physically harassing others may be referred to the Dean of Students Office. You are also expected to comply with reasonable requests made of you by staff or fellow residents. Any conduct that interferes with the educational goals of the residence halls or impinges upon the rights of others may result in revocation of privileges and/or referral to the Dean of Students Office. Examples of inappropriate behavior include loud noise or disruptive behavior, littering or leaving areas of the hall dirty.

Community respect policy

UW-Stevens Point, Residential Living and the Residence Hall Association aim to provide living conditions that are representative of our wellness model of health life and academic excellence. The intent of this policy is not to discriminate against the community building taking place outside of the halls, but to help alleviate the tension and problems that arise when people are disruptive to a point of distraction from academic responsibilities, be it studying, or the well-being of the student as a whole. This policy is designed to protect the rights of the residents living in the halls to a living environment that is proper according to the "24-hour courtesy rule."

All outside areas surrounding all residence halls are "quiet zones." The quiet hours are the same as the quiet hours inside the residence halls: Sunday-Thursday, 10 p.m. to 9 a.m.; Friday and Saturday, midnight to 9 a.m. The quiet zone hours will not change during intensive study hours. They remain as stated above. The exceptions to this policy are for the service vehicles that are contracted by the university to empty the recycling chutes and dumpsters, and any university-sanctioned activity. Quiet is defined as sound that cannot be heard with windows and doors closed.

Assault: No person may intentionally strike, shove, hit, punch, kick, or otherwise subject another person to physical contact or cause bodily harm without their consent.

Discrimination: Discrimination and discriminatory actions/behaviors are prohibited in employment, educational programs, and activities on the basis of race, sex, religion, color, creed, disability, sexual orientation, gender identity, national origin, ancestry, or age of any individual.

Disorderly conduct: Disorderly conduct within the residence halls is not permitted. This includes, but is not limited to, engaging in fighting, prank activities, using abusive language, or acting in a manner so as to disturb or threaten the public space.

Domestic abuse: Individuals who have or had a relationship with another person and intentionally inflict pain; physical, emotional and mental injury or illness; or threaten an individual is strictly prohibited. This includes roommates living together per Wisconsin State Law.

Harassment: Harassing behavior, regardless of the method (written, verbal, via email, phone, online communities, or other information technology resources, posting of inappropriate materials in any public space), is prohibited in the residence halls.

Hate/bias incident: A [hate crime](#) is a criminal offense that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin. A [bias incident](#) is conduct, speech or expression motivated by bias against an individual's actual or perceived race, national or ethnic origin, religion, disability, sexual orientation, gender identity or expression, or gender. Bias acts occur whether the act is intentional or unintentional or is directed toward an individual or group and may contribute to creating an unsafe/unwelcoming environment for victims and social identity groups. Bias acts are considered such even when presented as a joke, prank, or delivered with humorous intent. Examples include: slurs, epithets, name calling, use of degrading language, graffiti, harassment or coercion directed at a targeted person or group. Hate crimes and bias incidents are prohibited.

Hazing: No one shall harass, intimidate, mock, ridicule, subject a person to physical, mental, or emotional duress or commit any other similar act as a prerequisite for membership, admission, or participation in any group within the residence halls.

Retaliatory action: Any action taken against a person lodging a discriminatory complaint/grievance or incident report is prohibited.

Sexual harassment: Unwelcome or coercive advances are not permitted. Sexual activities, behaviors, or materials in the residence halls that create a hostile environment for living, working, or learning are prohibited.

Sexual assault: Sexual assault, defined as unwanted sexual contact with a person without their consent, is strictly prohibited.

Stalking: Stalking is defined as repeatedly following or remaining in visual or physical proximity to a person, repeatedly conveying verbal threats, written threats, or threats implied by conduct. Stalking is prohibited when it is determined that the behavior is intentional, directed at a person, and/or causes a reasonable person apprehension of death, bodily harm, sexual assault, confinement, or restraint.

Threats: Threats made towards others verbally, physically, and/or in writing are prohibited.

Restrooms

Restrooms in buildings are identified by gender and are marked on the entryway to that facility. For general safety and security reasons, residents are not allowed in traditional restrooms designated for the opposite gender at any time.

All-gender restrooms are located on the second floor in three halls (Smith, Steiner and Watson). These restrooms are available for use by all individuals. This restroom provides a facility option for those who may not identify with their assigned gender. The other bathroom on the second floor will be labeled as the binary, male or female. Students who do not prefer to use this option will have the opportunity to travel up or down a floor to use a bathroom facility they feel comfortable with.

Hair cutting and/or dye is permitted only in residence hall bathrooms. All hair cutting waste needs to be swept, deposited into a trash bag (other than the one in the restroom) and taken to the dumpsters outside the building. All hair dye must be fully cleaned up. If hair waste or dye is not cleaned up, there may be charges for that individual or floor community.

Restroom facilities are cleaned daily; however, residents are expected to respect the areas and not abuse them. If Residential Living determines that a restroom is being abused, the facility will be locked so that only individuals on that floor may access it using their Saflok card. In halls where restrooms are separated on the floor, one side of a restroom may also be closed to use when extreme circumstances present themselves.

Room capacity

The number of people in a room at a time may not exceed ten persons. Room capacity for the Suites@201 may not exceed 13 persons at a time.

Room decorating

The university values your individuality. Your room is a place where you can express that individuality and we encourage you to be creative in decorating your room. However, the following guidelines ensure that your creative efforts do not cause hazards for you or others.

- Christmas trees, evergreen boughs, and branches with dead leaves are not permitted in residents' rooms. Natural vegetation that becomes dry is considered a fire hazard.
- You may move your bed anywhere in the room as long as you don't create an obstacle that would make it difficult to enter or leave your room.
- If you are interested in making bunk beds or lofts, please refer to Lofts and Bunks in this section.

- Your room door and window should not be blocked at any time.
- Nothing of a highly combustible nature may be hung from the ceiling or other overhead structures. Using cloth, fishnet, paper or other materials that burn easily presents a fire hazard.
- Suspension chains, pressure lofts or pressure-treated lumber pieces are not allowed in the residence halls. Waterbeds are prohibited due to their excessive weight.

Room door

The entrance to your room is the logical starting point for individualizing your room. When you do so, you must make certain that any decorations are flat against the door and that nothing is hung from the door jamb or ceiling above your door. Door decorations may cover no more than 50% of the door's surface. Your room number and peephole must remain uncovered at all times. Please also see Offensive window and door decoration policy in this section.

Room walls

Our professional staff must do all painting in student rooms. If you request to have your room painted at a time different than its scheduled painting, you will be charged for time and materials, which are fairly expensive. Walls may not be covered with anything other than paint (e.g., paneling, contact paper, graffiti, etc.).

If you are unsure about the safety of using a particular material, check with your hall director. We hope that you and your roommate enjoy working together to create a mutually satisfying living environment.

Room furnishings

All university furnishings, including lofts, must stay in student rooms. This includes rooms occupied as singles. Any furnishings affixed to the wall may not be removed. This includes mirrors, bulletin boards, closets and/or closet curtains, desks, bookshelves, smoke detectors and electrical fixtures. Windows and screens must also remain in place at all times. Public lounge furniture and waterbeds are NOT permitted in student rooms.

Sales, soliciting and posting

Solicitation (including political campaigning) is not allowed in the residence halls. This includes legitimate representatives of reputable businesses and organizations, as well as door-to-door salespersons. If solicitors wish, they may set up a booth at the Dreyfus University Center (DUC) or, with the hall government's permission, set up a display in your lobby. If you see an unauthorized solicitor in your hall, please notify your CA, DM or hall director immediately.

Organizations are limited to one poster per hall for each event. All individual correspondence which is not directly related to residential living that is delivered to the mailboxes must be individually addressed to each resident or to the occupants of each room.

More information is available online at:

www.uwsp.edu/resliving/documents/pdf/doingbusinessinreshalls.pdf

www.uwsp.edu/resliving/documents/pdf/politicalcampaigning.pdf

Screens

As a safety precaution and to prevent insects, birds, and bats from entering the building, all screens and windows must remain in place. There is a charge each occurrence a screen is removed. This money goes into the Residential Living account for maintenance and repair. If a screen is damaged you will be charged for repair or replacement. Individuals tampering with windows will be assessed a corresponding fee.

Smoking devices and tobacco

Smoking of any product is not permitted in the residence halls. The use of any vapor producing item is not permitted; this includes but is not limited to e-cigarettes, hookahs, and other vapor-producing products.

Smudging

Smudging is a ritual used by indigenous people throughout the world in which herbs are used to cleanse persons or places of negative thoughts, bad spirits or negative energy. Herbs are typically burned in a small shell or other container that will not burn. The State Fire Marshal of Wisconsin has stated that smudging is not allowed in residence halls. The Dean of Students Office can grant exceptions to the nonsmoking (tobacco-free) policy for smudging purposes. Individuals who wish to practice smudging should contact their residence hall director with information on when and where they plan to hold their ceremony.

Trash

You are expected to dispose of trash in the large dumpsters located outside the building. Plastic bags (required by local ordinances) are available for your use from your hall's front desk at no additional charge. Do not dispose of your personal trash using the floor restroom trash. Improper disposal of trash and/or recycling can result in fines.

Trespassing

Residence halls are public buildings and are unlocked from Sunday noon – 11 p.m., Monday – Wednesday 9 a.m. – 11 p.m., and Thursday – Saturday 9 a.m. – 3 a.m. The hall is open to residents of the halls and invited guests only. Any other person found in the halls is subject to prosecution for trespassing. Residential Living may make exceptions for individuals, including but not limited to, other housing staff, mail carriers, beverage vendors, etc.

Unauthorized entry

Students are not allowed to enter any room or suite in the residence halls without authorization. This includes, but is not limited to; gaining a temporary room key or ID by deceit, using force to gain access to a locked room, or using a key or ID that an individual knows has been reported lost.

Unauthorized possession of property and/or theft

Possession of another person's or the university's property, without prior consent, is prohibited. This includes property from individual student rooms, as well as from common areas.

Weapons

Weapons may not be brought in the residence halls. Weapons are defined as guns (including paint ball guns), bows and arrows, any type of non-kitchen knife with a blade longer than 3 inches, blow guns, ammunition, and toy guns.

EMERGENCY PROCEDURES

Emergency numbers

Protective Services x3456 (715-346-3456 from cell phones)

Fire Department/Emergency Call Center 911

Fires and fire drills

If you discover a fire:

- Sound alarm
- Leave building
- Call fire department: 911
- Do NOT attempt to re-enter building

If you are alerted to a fire by an alarm:

- Remain calm
- Keep low
- Feel the door

If the door or doorknob is hot or the hallway is filled with smoke, seal the cracks around your door, hang an object out your window, call 911, keep low to the floor.

If you can exit safely, take your key, close your room door, do not use elevator, leave by the nearest smoke-free exit, and stand clear of the building. Do not re-enter the building until the all-clear is sounded.

If you need assistance to evacuate, go to a stairwell landing (preferred location) or if unable to reach a stairwell, a room with a window. Call 911 and request immediate assistance to evacuate. Provide dispatcher with your exact location, phone number, building name, floor and room number. Stay on the phone until the dispatcher instructs you to hang up.

You must evacuate the building when the fire alarm sounds.

Severe weather

If alerted to a tornado warning by hall staff or emergency sirens:

- Leave room / lock door / go to safe area
- Safe areas: basement or lower level hallways where there are no windows
- Sit in fetal position with your face and head covered

If there is not time to evacuate to a safe area:

- Crawl under desk or protect yourself with a mattress
- Sit in fetal position with your face and head covered

Active Shooter

Once known, an active shooter situation will be announced to the UW-Stevens Point Community as "CODE REACT – ACTIVE SHOOTER ON CAMPUS." The campus will make all attempts to notify campus utilizing email, full-screen computer pop-ups, verbal or other notifications via available speaker systems in those buildings equipped with such systems or other means.

If you are in the affected building and able to escape shooter's area and able to exit building:

1. Exit the building immediately using the nearest exit or window (if safe), move to a safe location.
2. Warn others on way out of emergency and need to exit immediately.
3. Call 911 or UW-Stevens Point Protective Services (715-346-3456) once you have reached a safe location.
4. If police have already responded when evacuating follow their orders exactly and answer their questions.

If you are in the affected building and able to escape shooter's immediate area but unable to exit the building:

1. As soon as possible go to a safe location away from the violence and danger. Notify anyone you may encounter to do the same.
2. Go to the nearest room or office that is safe and lock door if able. Draw window shades if available. Barricade the entrance if possible with desks, chairs, etc. Do not answer the door.
3. Call 911 or UW-Stevens Point Protective Services (715-346-3456) if safe to do so.
4. Turn off lights, go to the back of the room and remain quiet. Stay down at ground level (kneel or lay down). Take protective cover under a desk or other location. Stay away from windows and doors. Think of a plan of action if the shooter enters your room.
5. Wait until police respond and provide direction.

If you are unable to escape shooter's area and in direct conflict with shooter:

1. There is no one exact procedure in these excruciating situations. Call 911 if at all possible and leave phone line open if unable to talk.
2. If able to escape – do so immediately and follow above instructions.
3. If unable to escape, use your best judgment and what you are capable of. Only you can decide what you are capable of.