

2011-2012
Living On
Handbook

Welcome to residence hall life at the University of Wisconsin-La Crosse. To help you get acquainted, we have put this section together with information you need to know while you are here.

Living On Handbook

2011-12

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The contents of this handbook/planner are accurate at the time of printing but are subject to change.



Hello!

Welcome to UW-L! I hope that your upcoming year on campus is both socially enjoyable and academically successful.

The Residence Hall Association Council (RHAC) is the student governance organization that represents all of the residence halls on campus. RHAC is made up of an executive team of nine elected officers, two representatives from each of the residence halls (and four from Eagle), and three advisors.

RHAC is divided into two committees, the Specific Issues (SI) and the Activities and Relations Committee (ARC). SI is responsible for taking up your concerns as residents and implementing plans and projects to address these concerns- making our residence halls and campus an even better place to live. If you have any suggestions or concerns, you can take them to your RHAC representatives and they will be considered and pursued. ARC is responsible for planning campus-wide events like Kraze Daze and the Winter Formal. I encourage you to attend these events because they're a fantastic time and a great way to meet new people.

I wish you the best of luck with your academics and hope that your time on campus is memorable and enjoyable. If you have any questions or concerns for RHAC, feel free to come by our office on the first floor of the brand new Eagle Hall, or call us at 608-785-8107. Have a great year!

Rob Schneider, RHAC President

important phone numbers

HALLS

Angell Front Desk	608-789-2100
Coate Front Desk	608-789-4100
Drake Front Desk	608-789-2200
Eagle Front Desk	608-789-2700
Hutchison Front Desk	608-789-2500
Laux Front Desk	608-789-2400
Reuter Front Desk	608-789-2600
Stanford Front Desk	608-789-2800
Wentz Front Desk	608-789-4200
White Front Desk	608-789-4300
RHAC Office (Residence Hall Association Council)	608-785-8107
NRHH Office (National Residence Hall Honorary)	608-785-8107
RLIS Office (Residence Life Information Services)	608-789-2300
ITS Support Office (Information Technology Services)	608-785-8774

RESIDENCE

Office of Residence Life 608-785-8075

CAMPUS HELP

Protective Services-Emergency	608-789-9999
Non-Emergency	608-789-9000
Campus Information	608-785-8000
Parking	608-785-8061
UW-L Counseling Center	608-785-8073
Student Life Office	608-785-8062
Health Center	608-785-8558

COMMUNITY HELP

La Crosse Police	608-785-5962
Emergency	911

24-HOUR CRISIS INTERVENTION

From Local Phone	211
From Cell Phone	1-800-362-8255
Gundersen Lutheran Medical Center	608-782-7300
Franciscan Skemp Medical Center	608-785-0940

If calling off-campus from a campus phone, dial 8 before the number.

what's hall life all about?

You are an important part of the Residence Life community! When you live with other people, you discover a variety of backgrounds and viewpoints. Take this opportunity to establish new friendships and gain knowledge of others. On-campus living is a privilege extended to those individuals wanting an educational experience beyond the classroom.

PERSONAL DEVELOPMENT

Living in a residence hall community enhances important aspects of human growth. This growth occurs through the interdependence of community members in fulfilling their combined needs. Cooperation with other residents, the willingness to communicate, and the warmth of belonging, foster valuable growth and learning for you. Responsibility to and for others, as well as to one's self, through involvement in decision-making and action, help shape the residence hall community living environment.

Both the structured and informal living/learning experiences available to on-campus residents are designed to develop each person to his/her greatest potential socially, emotionally, and physically. Take advantage of the opportunities available to on-campus residents. Get involved!

AFFIRMATIVE ACTION

The University of Wisconsin-La Crosse is committed to providing equal educational and employment opportunity, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, and parental status. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance by way of grant, contract or loan. Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, color, or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of physical or mental handicap.

Equal educational opportunity includes: Admission, recruitment, extra-curricular programs and activities, housing facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services and athletics. All grievances, questions or requests for information should be referred to the Affirmative Action Office, 132 Graff Main Hall (608-785-8541).

RESIDENCE LIFE MISSION STATEMENT:

The University of Wisconsin-La Crosse Residence Life Program is an integral component of the University's educational mission. We provide reasonably priced and well-maintained living/learning environments which are designed to foster learning, community, personal growth, responsibility, respect, leadership, and citizenship.

RESIDENCE LIFE DIVERSITY STATEMENT

The Residence Life program is committed to creating living learning environments that help all students feel welcome and included. This means that we are dedicated to fostering an inclusive environment for students of all racial/ethnic, cultural, sexual orientation, gender identity/expression, ability/disability, and religious backgrounds. We understand that learning to live in a residence hall community setting that is diverse can be a new and challenging experience and we strive to offer a variety of programs and services where all students can engage in understanding and interacting with others who are different than themselves. Our residence life staff, student leaders, and residents work together to ensure that these values are reflected throughout the residence halls. We work in concert with various departments across the campus to enhance compliance to these values. Some of these offices are: International Education (www.uwlax.edu/oie), Office of Multicultural Student Services (www.uwlax.edu/omss), Disability Resource Services (www.uwlax.edu/drs), the Pride Center (www.uwlax.edu/pridecenter/), and the Campus Climate Office (www.uwlax.edu/campusclimate).

Based on my gender identity, is university housing for me? We understand that when your gender identity/expression is not readily reflected when giving a preference for where you would like to live, it is difficult to determine what would be optimal for you. Residence life staff is committed to assisting you to determine how our program can work for you. Please contact the Director of Residence Life (608-785-8075, 1500 La Crosse Street Eagle Hall, www.uwlax.edu/reslife) prior to your contract due date to discuss options.

Differently gendered and transgender students are also encouraged to contact the Pride Center which is devoted to serving students and the UWL community regarding lesbian, gay, bisexual, transgender, intersex, queer, questioning, asexual and their allies (LGBTIQQA). This center is a primary campus resource and advocacy office for LGBTIQQA students and works closely with other campus offices striving to provide a safe atmosphere and accommodations for transgender students.

(Statement adapted from the University of Wisconsin Madison Housing department).

UW-La Crosse Residence Hall Team

RESIDENCE LIFE STAFF

The residence life team consists of the director of residence life, assistant directors of residence life, university services associates, office graduate assistants, hall directors, assistant hall directors, senior staff, resident assistants, desk coordinators, desk assistants, academic resource mentors, residence life information services staff, housekeepers and custodial & maintenance staff. The entire staff is readily available to assist you with your personal and educational development.

YOUR OFFICE OF RESIDENCE LIFE (608-785-8075)

The coordinating center of the residence hall program is located on the first floor of Eagle Hall. The Residence Life staff strives to enhance your educational experience. The Residence Life staff takes pride in its progressive and caring attitude, its openness to student input and the many programs that it has developed to provide you with the very best living-learning experience possible. The office is open from 7:45 am to 4:30 pm, Monday through Friday.

YOUR HALL DIRECTOR

The hall director in each residence hall is a member of both the Residence Life staff and the Student Affairs staff. As a full-time professional with a master's degree in counseling, student affairs administration, or a related field, the hall director is responsible for the total program within the hall. With a primary focus of addressing student needs, this is accomplished through advising hall government, supervising and training the student staff, working with the housekeeping staff, assisting individual students, enforcing policies, and coordinating special services provided by the Office of Residence Life. Hall directors are not on call 24 hours per day; however, students should contact the hall director in the event of an emergency. The hall director's office is located off the lobby or in the basement. He/she lives in an apartment on the first floor of the hall.

YOUR ASSISTANT HALL DIRECTOR

Angell, Coate, Hutchison, and Reuter Halls are also staffed with an assistant hall director. The assistant hall director is a UW-L graduate student. His/her major responsibilities are to work in cooperation with the hall director in the overall management of the hall.

YOUR SENIOR STAFF

The senior staff is either an RA or DC who also has previous RA and/or DC experience. Senior staff work closely with the HD to co-advise and liaison with the Hall Government and oversee certain programming efforts. Eagle Maroon, Eagle Grey, Drake, Laux, Sanford, Wentz and White Halls have senior staff.

YOUR RESIDENT ASSISTANT

Your resident assistant (RA) can be a valuable resource to you. He/she is a student who is responsible for a living environment of approximately 30 students. Some of the responsibilities of your

RA include: helping with personal and academic concerns, mediating group conflicts, encouraging a responsible attitude that will help to build unity, pride, and respect in your living environment, providing opportunities and activities that encourage the interaction and involvement that stimulate individual growth, and being an information source. Most of all your RA, with your help, will make the residence hall a worthwhile place to live.

YOUR DESK COORDINATOR

The desk coordinator (DC) is the student member of the Residence Life staff directly responsible for the administration of the "Front Desk Program" and over-seeing the computer labs in the hall. In addition to the administration of all related front desk functions, the DC is actively involved in the management of various financial transactions such as making change and pizza purchases. Inventory control of hall equipment and supplies is an equally important task of the DC under the supervision of the Hall Director. All hiring, supervision, evaluation, scheduling, and training of student desk staff are completed by the desk coordinator.

YOUR DESK ASSISTANTS

Approximately 10-15 students from each hall are employed as front desk staff and provide a variety of services to residence hall students. Desk staff welcome and provide information to residents and guests, help with hall security, sell pizzas and stamps, oversee the DVD checkout program, sort mail, provide change and maintain the checkout of games and hall supplies. Desk staff are some of the most visible and helpful people on the residence hall team.

YOUR ACADEMIC RESOURCE MENTOR/ACADEMIC COORDINATOR

The academic resource mentor (ARM) is an undergraduate student hired to assist students in their efforts to achieve academic success. There are 2-12 mentors assigned to each first year experience (FYE) residence hall. They make students aware of campus resources and plan programs and study groups for their residents.

YOUR HOUSEKEEPER AND ASSISTANT HOUSEKEEPER

Take time to get to know your housekeepers as they are important in your community. The housekeepers work in cooperation with the hall director, the student staff, the hall council, and the residents to clean the general areas of the hall. Repairs of furniture, plumbing, heating, etc. may be brought to the attention of the housekeeper and he/she will address the problem with maintenance personnel. Use of hall kitchens, or other facilities within the hall, is your privilege and you—not the housekeeper—are responsible for cleaning up after yourself. Personal trash and other messes are your responsibility.

YOUR COMPUTER STAFF/Residence Life Information Service (RLIS)

Each hall has a computer lab, which is connected to the University network. All halls have individual resident network hook-up (ResNet). Information regarding minimum requirements for your computer is listed at: <http://reslife.uwlax.edu/reslifeis>.

For further information or problems after hookup, call the ResNet Office at 608-789-2300 or email RLIS@uwlax.edu. We will help you as soon as possible - remember that your ResNet/RLIS staff are students too!

YOUR HALL GOVERNMENT

You have the opportunity to become involved with hall government on one of two levels; within your own hall council group, or in the Residence Hall Association Council (RHAC), which is the all-campus residence hall government. Your hall council or community board offers you an opportunity to get involved, to have a voice in how your residence hall operates, and to plan hall activities. Halls elect an executive board consisting of interested students who want to lead their hall. In addition, each floor, wing, or cube selects a representative(s) to speak and plan programs for them. The hall director and/or assistant hall director advises this group. Meetings are open to all residents. Responsibilities of the hall council include: planning social, educational, recreational, cultural, and academic events; promoting and assisting in special campus events; and reviewing and supporting the hall policies for your particular hall in addition to those policies maintained by the University. Benefits from participating in hall council are numerous. Opportunities to meet people, to become familiar with campus resources, to enhance leadership skills, and to provide an experience base that can be highlighted on your resume and can be utilized throughout your life, are just some of the many benefits.

YOU AND YOUR ROOMMATE

Having a roommate and being a roommate can be one of the best experiences of university life. How you approach this new experience and what you expect from it will be the basic ingredients in what may turn out to be a life-long friendship.

The outcome depends on both of you. Your willingness to share, to communicate and to work through conflict, are all factors in getting along with your roommate. You and your roommate will share the ups and downs of one another's lives, the good moods as well as the bad, the joys and sorrows; in short, all that makes each of you, you.

With care and energy, you can work out a good living situation with the degree of friendship you wish. Roommates are required to complete the roommate agreement form at the start of the fall semester and each time you receive a new roommate. This task can minimize misunderstanding and work to further communication between the roommates and should be reviewed and updated regularly.

ACUHO-I Statement of Residents' Rights and Responsibilities

Approved 1987, Revised 2002

Residents in university housing facilities possess specific individual and group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. Housing personnel should educate residents regarding these rights and responsibilities that are associated with community living and use them as a guide in making decisions concerning resident welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities.

RESIDENTS HAVE THE RIGHT . . .

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves freely within established guidelines.
- To expect enforcement of housing agreement/contract.
- To have direct access to staff who provide assistance, guidance, and support as needed.
- To host guests within established guidelines.
- To receive equitable treatment when behavior is in question.
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- To participate in resident governmental bodies, and housing departmental committees.
- To have access to individual and group social, educational, and developmental opportunities in their living community.

RESIDENTS HAVE THE RESPONSIBILITY . . .

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, or university officials, or fellow residents.
- To meet payment schedules for room, board, and other required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To respect the diverse backgrounds and interests of those others who are different from them.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To participate in housing departmental committees as requested.
- To express themselves individually, or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.

how can i get involved?

RHAC

(RESIDENCE HALL ASSOCIATION COUNCIL)

RHAC is the overall legislative body for the University of Wisconsin-La Crosse Residence Hall Association Council (RHAC). It is composed of nine elected officers including the president, vice-presidents, secretary, treasurer, national communications coordinator, public relations coordinator, two senators who serve as representatives to the Student Association and two representatives from each hall. The RHAC represents more than 3,200 students in all levels of university government and recommends new programs, improvements, and changes in campus living. The RHAC office is located in Eagle Hall.

At UW-L, RHAC is the largest governance group and is one of the strongest and most active organizations. Some of the annual programs coordinated by RHAC include All Night Movies, Kraze Daze (our Residence Hall Mock Olympics), the Holiday Formal, Grub Tubs, and our Spring Residence Hall Award Night. RHAC is also involved with Leadership Workshops, Dining Services Committee, and campus recognition.

NRHH

(NATIONAL RESIDENCE HALL HONORARY)

The Carol J. Bassuener Chapter of the National Residence Hall Honorary is a service of the National Association of College and University Residence Halls, Inc. It is designed to give national as well as local recognition to students making outstanding contributions to their residence halls. The NRHH office is located in the basement of Hutchinson Hall, room 29.

NRHH is the only nationwide organization that recognizes residence hall leaders. Activities sponsored by NRHH include the Campus Loft Rental Program, Recognition Days Program, OTM's, and funding for hall programs.

residence hall services

There are many benefits to residence hall living, the first of which is the convenience. Each of the halls on the La Crosse campus is able to provide students with a wide range of services to help make your experience as convenient and positive as possible. Here are some of the services available to you as a resident.

CABLE

Each room is provided with cable hook-up for TV which includes expanded basic cable along with a channel guide.

TELEPHONE SERVICE

Land line phone service to student rooms is no longer provided. If a student wants to connect to a telephone service, he/she should contact CenturyLink at 608-796-5300.

FRONT DESK OPERATION

Service desks are located in the front lobby of each hall. To serve students they are open the following hours:

- 9 am to midnight Sunday – Wednesday**
- 9 am Thursday to 3 am Friday morning.**
- 9 am Friday to 3 am Saturday morning.**
- 9 am Saturday to 3 am Sunday morning.**

Equipment available at each desk varies, but includes such items as games, vacuums, and cooking utensils. Computer cords, pizzas and stamps may be purchased through the front desk. Other services include keys to hall facilities such as the computer lab. You must have a University ID and be a resident of the hall to check out items. Rules, regulations, and times for check out vary among halls.

MAIL

The residence halls provide both U.S. and campus mail services when classes are in session. Campus mail is a free service for students wishing to correspond with other students or offices on campus. Address campus mail with the recipient's name, campus address, and **CAMPUS MAIL** printed clearly on the envelope. **NOTE: Campus mail may take 3-5 days and should not be used for the payment of university bills or for items with a deposit. We cannot accept responsibility for delays.**

To receive mail, have people address your letters as follows:

Your Name (Example) Sally Smith
Room Number,
Letter, & Residence Hall 102a Angell Hall
Hall Street Address 422 N 14th Street
La Crosse, WI 54601 La Crosse, WI 54601

Important information comes to you through your mailbox; check it daily. Please note: mail delivery to the halls depends on when it is received by the US Post Office; as a result, mail is usually not delivered at the same time each day.

Place outgoing mail in the correct mail bin located at the front desk. When moving out of the residence hall, complete a forwarding address card available from the campus Mail Room in Graff Main Hall.

Angell Hall	422 N 14th Street
Coate Hall	1405 Farwell Street
Drake Hall	1510 Badger Street
Eagle Hall	1500 La Crosse Street
Hutchison Hall	1425 Pine Street
Laux Hall	622 East Avenue N.
Reuter Hall	1824 La Crosse Street
Sanford Hall	1815 Farwell Street
Wentz Hall	1515 Pine Street
White Hall	1806 Farwell Street

INTERNET AND E-MAIL

Students have data connection in their rooms for Internet and e-mail access. To utilize this service the student must purchase an Ethernet/internet cord for their computer. If you do not already have them, these are available for purchase through the front desk of each hall. Each residence hall has a computer lab that allows residents access to university software programs, e-mail, and the internet. Additional information regarding in room connections is available on the Web at <http://reslife.uwlax.edu/reslifeis/>

Students are encouraged to check their university e-mail account daily as university billings and other important information is sent out via e-mail. This is an official means of communicating from the University to students.

FACILITIES WITHIN EACH RESIDENCE HALL

The University of Wisconsin-La Crosse Office of Residence Life is proud of the facilities that are available in each of its residence halls. Although each hall takes on a different look and personality, the facilities provided are very similar. You are expected to leave these facilities clean and neat.

Here are some of the things you can expect to see in each of the halls.

Computer Room-there are 6-14 computers in each hall that can be used by residents. There is a printer available at the front desk during regular hours for use from these computers. There is a charge of \$.06 a black& white page. Please visit <http://www.uwlax.edu/gca/html/printing.htm> to find out more about the Pay-for-Print Program. Computer room access is gained through a card-swipe system, which can be checked out at the front desk. These computers have common software used throughout campus, as well as access to internet.

Exercise Room-some halls have exercise rooms and equipment varies. Keys to the rooms can be checked out at the front desk.

Game Room-most contain a pool table and table tennis. Keys and equipment may be checked out at the front desk.

Kitchens-a minimum of one per hall with microwave oven, stove, and refrigerator.

Laundry Rooms-located in the basement and can be activated by coin or your University ID card.

Sauna-some halls have a sauna. Keys can be checked out through the front desk.

Studies and Lounges-are located on many floors and in most basement areas. In the fall, most floor study lounges are used to house residents.

TV Rooms-are usually found in the basement.

Coffee Houses-found in the basement of some halls. These facilities are provided for the benefit of residents.

contractual conditions

ROOM CONTRACTS

According to the Board of Regents' policy, freshmen and sophomore students who are not veterans, married or living with parents or guardians are required to live in a university operated residence hall when such accommodations are available. Students must be enrolled for a minimum of 12 credit hours to live in the halls. Any exception must be in writing and cleared by the Office of Residence Life. The Residence Hall Contract is for the entire academic year. If you move off-campus second semester or break the housing contract without permission, you will still be charged for the residence hall room. See contract #17, C for contract termination.

An advance payment of \$75 for your room was paid with your housing application. This payment will be applied to the second semester room fees. If you voluntarily withdraw from school during or at the end of the first semester, you will forfeit the \$75. But, if you are declared academically ineligible to come back second semester or leave because of health reasons, you may receive a refund of the \$75 by writing or calling the Office of Residence Life, University of Wisconsin-La Crosse. You will not receive your \$75 if you are moved out of the hall for disciplinary reasons or are found to be detrimental to the mental or physical welfare of other students.

RETURNING STUDENT SIGN UP

Students interested in returning to the residence halls for the following year will have an opportunity to sign up during the spring semester. Reuter Hall interest form application occurs late fall semester with actual suite sign up happening after spring break. Individuals who are a detriment to their living environment (i.e., behavioral problems, inability to live with a roommate) will meet with their hall director before being allowed to sign up for a room. These students will also be able to do a self-evaluation of their living experience.

ROOM CHANGES

Unless unusual circumstances exist, room changes are not allowed during the first six weeks of the semester. The Office of Residence Life encourages students to foster mutual respect and provide sufficient time for communication. If you want to change rooms or halls, you must contact your hall director. A limited number of such changes are made at the end of the first semester. Talking with your roommate about your wish for a room change is very important.

The University reserves the right to make room/hall changes or remove a student from on-campus housing when behavioral problems occur or when the well-being of a student is threatened.

ROOM INVENTORY FORM

As you move in, you should check your room carefully. Note any damaged items on the Room Inventory Form, which is provided to you. After you have completed the form, return it to your RA. It is important for you to record all damages present when you move in. This is because you will be required to pay for any damage or missing items which are discovered at the end of the year and that were not noted on the form when you checked in. Reuter also has common area inventory forms that residents will complete.

SINGLE ROOMS AND ROOM CONSOLIDATION

After all students are either placed in regular student rooms or given the opportunity to move, students without roommates will be offered the opportunity to "buy out" their room as a single (pending space availability) for the remainder of the academic year. Students will have 72 hours to select this option.

If the room is not purchased as a single, the student will participate in the consolidation process within the hall. Individuals will be given 3 days (72 hours) to either (1) find a roommate or (2) move in with someone else. These moves must be completed within one week. If none of these options is taken, the student will be informed that he/she may get a new roommate at anytime and that they will be expected to accept this new roommate.

WITHDRAWAL PROCEDURES

The place to begin withdrawal procedures is in the Student Life Office, 149 Graff Main Hall. This is necessary to ensure correct reimbursement, proper recording of your grades and clearance of encumbrances against your record. All of this will keep you in good standing in the event you plan to continue your education in future years.

If you officially withdraw from the University, you must move out of the hall within 24 hours after completing withdrawal procedures. See your hall director for forms and your RA for other checkout procedures. Withdrawing from the hall without withdrawing from the University is in violation of the Residence Hall Contract.

If you have any questions, check with the Office of Residence Life.

If you voluntarily withdraw from school, you will be refunded room fees paid in advance on a weekly prorated basis. The refund begins on Monday of the week following official withdrawal.

VACATIONS

The Halls are closed during Thanksgiving, and semester and spring breaks. If you decide to stay in La Crosse during one of the breaks, it is your responsibility to locate a place to stay. Limited accommodations may be available and will involve an additional charge. Reuter is open for all breaks during the academic year (Thanksgiving, winter and spring break). Residents are asked to inform Residence Life Staff if they will stay over the break periods. Residents must follow all closing directions posted in their halls. Once the halls have officially closed, unless prior arrangements have been made with your hall director, you will not be allowed to reenter until the hall has officially reopened.

Before leaving for vacation, you are to turn off all lights, securely close windows, unplug all appliances, empty all your garbage and recyclables, clean out your refrigerator and leave the refrigerator door open. Residence Life staff will go through your room after you have departed to assure that the building is secure.

ROOM ENTRY BY STAFF

In case of an emergency, University officials reserve the right to enter and inspect residence hall rooms at any time. Inspections will occur when necessary to protect and maintain the property of the University, the health and safety of its students, or whenever necessary to aid in the basic responsibility of the University regarding discipline and maintenance of an educational atmosphere. In such cases, effort will be made to notify the resident(s) in advance and to have the resident(s) present at the time of entry.

In addition, Reuter Hall completes monthly suite inspections to visually inspect the fire alarm system and fire extinguisher as well as ensure cleanliness is being maintained. Residents are informed when hall staff will visit their suite. At least one resident needs to be home when hall staff visit to complete the inspection, however if a resident would like to be present during their inspection, they can request this.

hall/room/suite policies

As mentioned before, living within the residence halls provides you with both the rights and the responsibilities of being an adult. As an adult, you will need to live within the guidelines that have been created in the interest of all those choosing to live in the halls. The guidelines were developed for reasons of courtesy, safety, and health. Please be aware that you are responsible for upholding the following policies.

**** Reuter & Eagle Halls have additional policies which need to be upheld.**

IN YOUR ROOM/SUITE

All University room furniture must remain in the room unless authorization for removal has been granted by the hall director. The residence halls do not provide storage. You can arrange your room in any way you would like without removing your desk, desk legs, bookcases, and closets. Also, in Reuter & Eagle Hall, removal of doors (main suite, bedroom or bathroom doors) is not allowed. These items are extremely difficult to reattach securely. Failure to comply with this policy results in a \$10 charge per item plus the cost for immediate replacement of those items.

Room Condition and Damages

If anything in your room needs repair, tell your RA, hall director, or housekeeper. In Reuter and Eagle, report issues to the front desk. They will see that the damage is reported. Damages that occur through normal wear and tear are paid for by the University; you will be charged for any other damages.

Care must be taken when using the Reuter garbage disposal and toilet facilities. Please refer to your opening newsletter for instructions on proper usage. A one-time courtesy visit by physical plant personnel will be provided for issues related to Reuter garbage disposal and toilet repairs. Any subsequent visits will be charged directly to the residents of the suite.

Study/Lounge Furniture must not be removed from the studies or lounges. If it is found in student rooms, a charge of \$10 will be assessed, the furniture will be returned immediately, and disciplinary action may be taken.

Air Conditioners. All air conditioner requests require a letter to the Director of Residence Life which indicates a medical need for an air conditioner. A doctor's letter of verification is also required. If this request is approved, the student must provide the air conditioner unit, which must meet our specifications, and will be billed for installation.

Refrigerators. One refrigerator, approximately 3.5 cu. ft., is provided for each room. If you bring in another refrigerator of your own (with hall director approval, 3.5 cu. ft. max), you will be assessed an additional electrical usage fee of \$25 per semester. Reuter provides a full-sized refrigerator.

Ceilings. At no time should anything be affixed to the ceiling. This includes bottle caps, glow-in-the-dark stickers, banners, posters, flags, etc.

Screen Removal/Window Panes-

Tampering/Interference. Screens must stay in place and in lowered position. Removal of screens will result in a \$15 fine. Each additional confrontation regarding screen removal will result in a graduated \$10 fine, i.e., \$25, \$35, \$45, etc., and disciplinary action. Throwing items or moving items in and out of a window is prohibited.

Painting. Murals in hallways are permitted, but must have prior approval by the hall director and the Assistant Director of Residence Life-Facilities. Residents are not allowed to paint or put contact paper on their room walls or door frame

Lofts and bunks. Lofts may be rented at a nominal charge. Contact NRHH at 785-8973 for specific information. Students may construct lofts or bunk beds according to the following guidelines:

1. When putting up bunks/lofts, all cutting of materials must take place outside of the residence hall, and messes must be cleaned up.
2. Construction cannot damage University furniture or property in any way.
3. No construction can rest on any University furniture.
4. Construction cannot block windows or doorways.
5. Pressurized Lofts are prohibited.

Additional Information For Reuter Residents

Reuter residents are responsible for maintaining cleanliness in their suite. As a general rule, non-abrasive products should be used on all surfaces. Cleaning products and mop/bucket are available for checkout from the front desk. Each suite is also visited by a Residence Life Housekeeper for bathroom cleaning. Suites are assigned a cleaning time every 2 weeks when classes are in session. Residents are responsible for removing any items from the countertop, shower and floor that would inhibit the housekeepers ability to clean the bathroom. Although housekeepers will visit suites to clean the bathroom, it is the responsibility of the residents to maintain bathroom cleanliness in between visits. Ongoing concerns in regard to cleanliness may result in disciplinary action.

Appliance manuals are available for reference from Reuter Hall staff and at the front desk. Garbage disposal repair resulting in a physical plant work order due to student misuse; 1st visit university will cover, subsequent visits will be responsibility of residents.

Moving carts are available at the start and end of each semester to assist with check-in and check-out. Cart checkout is available at the front desk with a student ID.

Reuter Lofts: Reuter has bed frames that provide the option to loft. For students desiring to loft their bed, additional pieces will be provided (at no additional fee) as part of the check-in process. Residents are responsible for returning those pieces as part of the check-out process.

For safety reasons, a lofted bed cannot be placed directly in front of the window or doorway in any bedroom. Some bedrooms have restrictions on lofts due to lowered ceilings where a lofted bed is extremely close to a sprinkler head and no lofting is allowed. For a complete list of bedrooms that have loft limitations, please contact Reuter Hall staff.

VISITATION AND OVERNIGHT GUEST POLICY

This policy establishes guidelines that protect the right of each resident to choose when a guest is permitted in their room. In Reuter, this guest policy is for all areas within the suite

Residence hall students may have guests in their rooms. A guest is defined as any person who is not assigned by the Office of Residence Life to live in the room even if that person lives on campus. Roommate approval is required before any visitation can occur. At all times residents and their guests are expected to be sensitive to the needs and wishes of their roommate(s) and other members of the floor community. An agreement must be reached which balances the right to privacy for sleep and study and the privilege of having guests/visitors. In cases where roommates cannot agree, the right of the person not to have overnight guests in the room will take precedence over the privilege of hosting an overnight visitor. The hosting of overnight guests and the terms under which this occurs must be mutually agreed upon by all roommates and in accordance with the guidelines established with regard to overnight guests.

Overnight visitation is prohibited until after the first Friday of classes have started in the fall semester. Limited visitation (until 2 am) is in effect until that date.

Overnight guests will not be permitted until the roommate agreement form has been completed and turned in to the resident assistant. These agreement forms will be kept on file in the hall director's office and

may be re-negotiated whenever one roommate deems it necessary.

Residents are responsible for the behavior of their guests and are responsible for informing their visitor/guest(s) of all residence hall policies. Failure of any guest to adhere to our policies will result in disciplinary action including possible immediate removal from the hall.

Each room may host a maximum of two overnight guests per night.

An overnight guest may stay a maximum of two nights in any hall within a seven-day period.

All visitors/guests must carry a valid picture I.D.

Keys will not be issued to guests.

Restrooms are for the use of residents assigned to the floor and their guest(s) of the same gender.

ALLOWED IN ROOMS

Small microwaves (700 watts or under) • Candle Warmer
Popcorn popper • Coffee makers • Hot pots

NOT ALLOWED IN ROOMS

Waterbeds/other water furnishings • Hot plates
Open coil appliances • Toasters • Air conditioners
Burning candles • Non-fused multi-plug outlets
Incense • Halogen lamps • Pressurized lofts • Weapons
George Foreman type grills • ASCD (Gooseneck lamps
with plastic shades OR the 5-light incandescent) floor
Lamps • Pizza Ovens

Allowed in Reuter: Toaster, George Foreman type-grills,
microwaves-must be kept/used in kitchen

general hall policies

PEER RESPECT

Peer respect is encouraged and expected. Residents are to personally address problem behaviors tactfully, in an open manner, and expect the same from others. Dealing with your peers maturely will help with the development of a cohesive and caring community.

COURTESY AND QUIET HOURS

Courtesy hours promote a positive living environment and are in effect 24 hours a day. Hall residents and guests are to maintain a noise level conducive to a comfortable living environment where residents can study. Residents should always be able to sleep and study in their rooms without interference from their neighbors. Your compliance with requests from other hall residents and residence life staff to adjust noise levels is expected.

Facing speakers out the window and playing loud music with an open door is not permitted at any time. Repeated misuse of audio equipment will result in storage of this equipment until it can be removed from university property.

To assist in keeping courtesy and quiet hours, a maximum of ten people are permitted in any student room/Reuter Hall suite. Quiet hours are in effect from 10 pm to 9 am during the week (Sunday evening through Friday morning) and midnight to 9 am on Saturday and Sunday. Residents may, through hall governance, change the above hours to expand quiet hours in their hall but may not decrease quiet hours. Quiet hours are designed to ensure a quieter environment during the evening and night time to promote a positive atmosphere for study and sleep. When quiet hours begin, outdoor recreational activities/games near the residence halls stop.

Violation of courtesy quiet hours will lead to disciplinary action.

ASSAULT/HARASSMENT

Verbal, physical or written abuse/harassment (including, but not limited to, racial, ethnic, or sexist slurs) will not be tolerated. Courtesy and respect are to be given to all students. In addition, all staff members are to be able to perform their assigned duties free of harassment, intimidation or menacing behavior from those with whom they work. When a staff member is engaged in the performance of authorized duties, the following behaviors by residents are strictly prohibited:

1. Verbal or written abuse.
2. Physical intimidations or menacing behavior directed at a staff member.
3. Display of visual materials that demeans or humiliates a staff member.
4. Interference with a staff member engaged in the performance of assigned duties.
5. Failure to comply with a reasonable request from a staff member.

Violations may result in dismissal from the residence halls and University disciplinary action, including suspension.

Physical force used by a resident against a staff member may result in removal from University residence halls. In every case involving physical assault on a staff member, suspension from the University will be considered.

HATE CRIMES

The Office of Residence Life will always keep the victim as our number one priority, making sure that care and support will always be available. If a perpetrator is known, University Police are to be contacted. While reporting isn't required, it is encouraged as all reports will receive a response. Please refer to <http://www.uwlax.edu/campusclimate/index/htm> for further information.

ALCOHOL POLICY

The Office of Residence Life takes all substance abuse violations seriously and has a concern for the safety and well-being of all residents. The Office along with University Police and the Office of Student Life is committed to holding all offenders accountable for their actions. No open containers allowed in public areas.

Consumption of alcohol is restricted to individuals who are 21 years of age or older. Students who are 21 can have alcohol in their room or the room of another person who is 21 years old. Room doors should be closed when alcohol is visible and or being consumed. Only one open container with alcohol is allowed per individual who is 21 or older. No alcohol can be consumed at any time, even if you are 21 years old, in a room where residents are minors. Minors who are not residents of a room should not be present when there are open alcohol containers. Residence hall disciplinary action and/or state legal action will result when violation of alcohol policies/laws occur. White Hall is a substance free building where possession or consumption of alcohol is prohibited regardless of age. Reuter Hall Staff are required to visually check a suite if there is any indication of a potential policy violation. Anyone who is in the suite during a staff confrontation will be held accountable for disciplinary sanctions. It is recommended that Reuter Hall residents who are at least 21 years old and choose to consume alcohol keep their alcohol in their bedrooms with the door locked when not present.

Possession of alcohol and/or containers meant to hold alcohol by students under 21 is not permitted. This includes beer bongs, bottles or cans as decoration. Barrels of beer, party balls and wappituli parties are not allowed in residence halls. Failure to comply with these policies is likely to result in removal from on-campus housing. Failure to comply with court ordered sanctions can result arrest warrant.

University Police may be contacted in situations involving underage drinking or disruptive behavior. If cited by a University Police Officer, the following penalties may apply:

1st Offense - \$375 fine and 90 day license suspension. Reduced to ZERO if they choose the assessment. Coulee Council assessment cost = \$65

2nd Offense - \$438 fine and 180 day license suspension. Reduced to \$186 if they choose assessment. Coulee Council assessment cost = \$150

3rd Offense - \$501 fine and one year license suspension. Reduced to \$249 and 3 months license suspension if they choose assessment. Coulee Council assessment cost = Cost to be determined by court.

False Identification = \$501 fine.
Disorderly conduct = \$186-280.50

Additional penalties from the University may apply.
Please note: Prices change periodically.

ILLEGAL DRUGS

Use or possession of illegal drugs or paraphernalia is against state law and will be dealt with accordingly. Staff reserves the right to call local authorities when students are under the suspicion of drug usage in the residence halls.

CONSERVATION AND RECYCLING

The Office of Residence Life is committed to the campus and state (Wisconsin Act 335) recycling efforts. All residents are responsible for separating trash from recyclables and for disposing of these items as prescribed by the recycling information bulletin that is distributed to each resident.

Recycling and trash dumpsters are located outside each residence hall. UW-L residents are responsible for recycling clear, green, and brown glass; plastics, aluminum cans, tin, and paper (including cardboard boxes). Reuter & Eagle Halls have recycling. For more information regarding recycling, call 608-785 8581.

GARBAGE REMOVAL

Residents must periodically clean, dispose of waste, and otherwise maintain the sanitation and safety conditions of their room/suite. As a member of your cube/wing community you are responsible for the proper disposal of your personal room garbage as well as contributing to the cleanliness of hallways, kitchens, and bathrooms. If garbage or other items are left in any of these areas you may be assessed a charge.

The residence halls take pride in maintaining a clean and neat environment. Garbage in hallways, kitchens or bathrooms is unattractive, unsanitary, and can be a fire hazard. Be aware that you are responsible to take garbage to the outside receptacles near your hall. In addition, garbage needs to be removed from your room prior to a University break or closure period. Personal items such as door mats, shoes and shower caddies are not permitted in the hallway. These items create a fire hazard, cause damage to carpet, inconvenience housekeeping efforts, and are unattractive to the living community. Housekeepers and staff are not employed to remove personal garbage.

FACILITY REPAIRS

Repairs and maintenance needs, including heat issues, broken furniture, malfunctioning equipment, fixture leaks, burnt out light bulbs, and other matters requiring attention should be reported to your housekeeping staff. Residents will be held responsible for personal damage as well as damage caused by your guest(s).

BULLETIN BOARD POLICY

All material to be posted in the residence halls must comply with the University and Office of Residence Life publicity guidelines.

POSTERS/SIGNS

Any signs, posters, pictures, or messages visible outside your room that are found to be offensive, objectionable, or questionable to another person must be removed. This includes the outside of the room door, items visible through the window, and items visible to a passerby when your door is open. Posting of flyers: even if registered at Student Activities, you still should drop off at Residence Life. Failure to do so may result in posting being taken down. Reuter Hall provides poster putty and blue painters tape to avoid damaging surfaces such as the dry wall, cabinetry, door, door frame and all university provided furniture. On cinder block walls, removable 3M hooks can also be used. Students desiring to provide additional poster putty beyond what has been provided should ensure that it is a non-oil based putty product to avoid leaving an oil residue on the wall. Other adhesive products (such as masking and scotch tape) and items that puncture surfaces (such as screws, nails and tacks) should not be used. You will be charged for repair. If damage occurs, do not attempt to fix as this will result in additional repair charges.

PETS

The only pets allowed in the residence halls are tropical fish. No other pets are allowed in the residence halls, not even for visits.

RESTROOM FACILITIES

Restroom use is only for the specified gender indicated on the restroom door. Disciplinary action will be taken if problems arise.

TOBACCO AND SMOKING

All residence halls are smoke free. The Office of Residence Life attempts to match roommates together who have compatible smoking preferences. Smoking is permitted outside each residence hall, but a 25 foot parameter from the building is a smoke free zone. Prior to entering a residence hall, proper disposal of cigarette butts and tobacco chew is expected.

DRIVING ON UNIVERSITY PROPERTY

Driving on University property is strictly prohibited. If a student needs to drive on University property, contact University Police to get permission to do so.

safety information

For safety concerns, the following activities are not allowed in the residence halls and should be enjoyed in recreation areas away from the residence halls.

Ball playing • Hockey • Ball bouncing • Bike Riding
Bowling • Boxing • Skate boarding • Frisbee • Tennis
Golfing • Dart throwing • Wrestling • Snowballs
Water guns • Roller blading

Guns, archery equipment, knives (hunting, sporting and/ or switch blades), or other officially recognized lethal weapons are prohibited in the residence halls. During hunting season, hunting equipment may be brought to campus but must be kept at the University Police Office. Air soft guns and paintball guns are items that students can have stored in their room, but cannot be used anywhere on campus.

Game Cleaning such as skinning squirrels, ducks, cleaning fish, etc. is strictly prohibited anywhere in the residence halls.

Fireworks and firecrackers are prohibited by Wisconsin Statutes.

Unlighted candles may be used for decorative purposes; candles must not have any sign of use, i.e., burnt wick. No open flames or burning of any items, including candles, incense, potpourri pots, etc. may take place in residence halls. Candle warmers are allowed only if the student is present when it is being used.

Live holiday trees and greens in the residence halls are prohibited by the Wisconsin Department of Administration. Artificial greens may be used.

Smoke detectors are provided in each room. For personal safety, do not unplug or obstruct the front of it. Violation of this policy may result in disciplinary action and/or arrest and immediate removal from the residence hall. Report malfunctioning smoke detectors immediately to hall staff.

Fire alarms require all residents to immediately vacate the building. Violation of this policy may result in disciplinary action and/or arrest and immediate removal from the residence hall.

SECURITY/RESIDENCE HALL ENTRY

Front doors are unlocked from 9 am-10 pm, 7 days a week when classes are in session. For the safety of all students, side and back doors are locked at all times. Card access to back doors is 7 am on weekdays and 9 am on weekends. During all other times, residents have access to their hall via their ID card. It is the policy of UW-La Crosse that students and their visitors carry proper, legal identification at all times. In certain situations, staff members may ask to see your identification. If a student cannot produce their ID, University Police or the La Crosse City Police may be

called to verify identity. It is very important to contact the hall director immediately if you lose your student ID card.

KEY

You are responsible for your key and should carry it with you at all times. For security reasons, key losses should be reported immediately to the hall director or assistant hall director. You will be charged for the replacement of a lost key. At no time should your key be given to someone else for his or her use. Keep your room door locked at all times. You are responsible for your key and access to your room. Staff will assist you as time permits but may not be immediately available. If you need to be let into your room, you will be assessed a \$1 fee to be paid to the staff member and documented on a key-in card. This money will be donated to charity. Ongoing need for staff key-in assistance may result in disciplinary action. Reuter suite doors lock automatically upon closure. If you are locked out of your suite, you will need to go to the front desk and show your ID card to be issued a temporary key. If you don't have your ID, you will need to find a staff member (see above).

SAFETY PHONES

There are outside safety phones on campus at the main entrance of each residence hall, between Hutchison and Drake Halls, Wimberly Hall, Murphy Library, Mitchell Hall, and Cartwright Center. Safety phones are identified with blue lights and ring directly to the Protective Services Office. The phones located at the entrance of every residence hall can also be used for local phone calls.

FIRE SAFETY INFORMATION

Know and follow fire evacuation routes posted around your residence hall. Note the location of a fire extinguisher in your residence hall.

IN CASE OF FIRE & FIRE EVACUATION

A If your door is hot or if the corridor is full of smoke,

1. REMAIN IN YOUR ROOM.
2. Put towels around your door and seal all cracks.
3. Hang a sheet or towel from your window, &
4. Signal for help.
5. If you have a phone in your room, call Protective Services – 608-789-9999 or Emergency Dispatch – 911.

B If it is safe to leave:

1. Open the draperies.
2. Close the windows.
3. Turn on the lights.
4. Wear hard-soled shoes and a coat, and take a wet towel if available.
5. Close the door as you leave.
6. Follow evacuation exit routes posted in your room.
7. Stand away from the building main entrance and wait for the signal to re-enter.

C If evacuation for an extended time is required, going to the basement of another building becomes necessary. The following evacuation schedule must be used:

Sanford to White	Hutchison to Angell
White to Sanford	Laux to Sanford
Wentz to Drake	Coate to Whitney
Drake to Wentz	Angell to Hutchison
Reuter to Laux	

IN CASE OF ANY FIRE

- a. Set off the fire alarm.
- b. Call Emergency Number 911 for the Fire Department and 608-789-9999 for Protective Services.
- c. Notify a staff member.
- d. Evacuate the building.

SEVERE WEATHER and TORNADOS

Severe weather during the warmer months is very unpredictable and may lead to very confusing and dangerous times. This is further complicated by the ways in which severe weather is classified, how it is announced, and the particular geographical location. Given this information, it is critical that we have an understanding of the various types of severe weather and the respective procedures that should be followed.

Signs of Severe Weather

1. Warm, humid days when the temperature drops quickly
2. Severe thunderstorms with frequent lightning, heavy rain or strong winds
3. Hail
4. Strange Lightning
5. Funnel Clouds

Terminology and What to do

A Tornado/Severe Weather WATCH means that the present weather conditions could produce a tornado, thunderstorm, or severe weather. When a WATCH occurs, individuals should take precautions to protect themselves, such as tuning in to a radio or television. These stations will allow you to stay in tune to the changing weather conditions.

If you become aware of a TORNADO WATCH for any of the surrounding areas, your hall director and RA's should be informed.

A Tornado WARNING means that a tornado has actually been sighted. In this situation, action should be taken immediately!

Notification of a tornado warning could be discovered over radio, television, or the civic siren in town. If you are alerted by the radio or television, please make sure that you understand completely where the warning is posted before following protocol. If you sight a tornado, do not endanger yourself; seek shelter.

In the event a TORNADO WARNING is established for our area, residents should be informed immediately. The residents should be instructed to:

1. Remain calm but move expeditiously.
2. Close and lock room doors.
3. Protect head and face.
4. Go down to the basement or move to an interior area of the building.

Stay away from windows and glass.

Do not leave this area until instructed to do so.

In the event that there is not any time to evacuate, crawl under a desk or use a mattress to protect yourself.

student conduct

Living in UW-L residence halls is a privilege that comes with certain responsibilities. It is your responsibility to know and support state laws as well as university and residence hall policies and follow these policies in all halls. Residence hall policies are outlined in this booklet along with several university policies.

==Confrontation

Generally, incidents and policy violations are confronted and documented by students and staff. Student staff and hall directors deal with situations in an attempt to maintain a positive living/learning environment. When you are confronted for a violation of policy, you must provide proper, accurate, identification (student ID, driver's license, etc.) and cooperation is expected.

Violation of Policy

Violation of policy will result in disciplinary action. Incidents are handled on an individual basis.

Discipline

Should you be documented for a violation of policy, depending on the severity and type of infraction, you will meet with your hall director. Your hall director may then refer you to your RA, your area coordinator, the director of residence life or the Office of Student Life.

Depending on the severity of the infraction and/or the student's disciplinary status, disciplinary action may include official warning; educational sanction; residence hall probation; relocation to another hall; cancellation of your housing contract; and/or referral to the Office of Student Life for official university disciplinary action.

Appeal

Residence hall disciplinary action may be appealed to the next hearing officer (i.e., assistant director of residence life or the director of residence life).

Serious Violations

The following types of behavior are considered serious violations of University regulations and are prohibited: (These rules are established by authority of the UW Conduct Code whereby the Chancellor may establish local rules.)

1. Unauthorized possession, consumption or distribution of alcoholic beverages.
2. The use, possession, consumption, or distribution of marijuana, hallucinogens, narcotics, or other controlled substances, as well as drug paraphernalia of marijuana, hallucinogens, or narcotics (Wisconsin Act 121).
3. Gambling and possession of gambling devices.
4. Disorderly or disruptive behavior including abuse of others.
5. Destruction or defacing of the property of another, including University buildings and contents.
6. Jeopardizing residence hall security by such action as:
 - a. Sounding a false fire alarm, tampering with the fire alarm/sprinkler system or unauthorized use or handling of fire extinguisher or equipment. (Subject to prosecution under Wisconsin Statutes, Chapter 941. Penalties specified are fines up to \$500, imprisonment up to one year, or both.)
 - b. Allowing or facilitating unauthorized access to the halls.
 - c. Allowing or facilitating an individual's unauthorized presence in the residence halls.
 - d. Participation in the making of false bomb threats.
7. Major or continuing disruption of the orderly operation of the residence hall or university, including failure or refusal to abide by published policies and regulations or to cooperate with authorized personnel.
8. Participation in raids or unlawful demonstrations or failure to follow instructions of authorized personnel during such disturbances. Other pertinent regulations are listed in the policies and procedures publication available in the Student Life Office.

This is not a complete listing of University policies. All students should be aware of other rules regarding student conduct, which are contained in the University General Catalog and other publications.

sexual assault incidents

SEXUAL ASSAULT INCIDENTS IN THE RESIDENCE HALLS WILL BE HANDLED AS FOLLOWS:

1. Sexual Assault/No Criminal Report Filed:

Each known incident is treated confidentially and the manner in which it is addressed may be determined by the victim. Possible avenues of action include:

- a. Meeting with residence hall staff. This may include the RA, hall director, and assistant director of residence life (area coordinator).
- b. Reviewing options for dealing with future contacts between victim and perpetrator, i.e., moving either victim or perpetrator if living in same residence hall. Safety of the victim will be given priority.
- c. Being assisted in meeting with staff at the Student Health Center and the campus Counseling and Testing Center.
- d. Being assisted in meeting with Office of Student Life staff.
- e. Being assisted in reporting the incident to the UW-L University Police and/or the La Crosse Police Department.

2. Sexual Assault/Criminal Report Filed:

- a. Each reported incident will be immediately addressed on a case-by-case basis by a designated group of staff from the residence halls. Usually this will be the RA, hall director and assistant director of residence life (area coordinator). Both parties will have input concerning the designated group membership.
- b. Action will be taken to move one of the parties from the residence hall if they live in the same hall. The victim's recommendation will be given priority.
- c. A recommendation will be made that both parties meet with Office of Student Life staff and seek counseling in the campus Counseling and Testing Center.

All students seeking information about violence prevention or sexual assault are encouraged to visit the Violence Prevention Office webpage at: www.uwlax.edu/violenceprevention/

For more information about policies and sexual assault statistics go to the Eagle Eye: www.uwlax.edu/StudentLife/eagle_eye.htm

solicitation/campaigning policy

SOLICITATION

Door to door solicitation is not allowed in the residence halls. This includes the solicitation of goods and services as well as ideas and pertains to all other nonprofit organizations, groups, or persons wishing to address residents at random. Students should immediately contact the hall front desk and/or University Police if solicitors are in the residence hall.

The Residence Hall Association Council and the Office of Residence Life have established the following guidelines for political campaigning and solicitation of ideas within the residence halls.

CAMPAIGNING

The following policy and procedures regarding political campaigning are designed to allow candidates the opportunity to discuss issues, distribute literature, and provide residence hall students the occasion to talk with candidates. Likewise, this policy and these procedures are designed to protect the students' rights to privacy and security.

Policy

Candidates in all elections pertinent to residence hall students may conduct timely door-to-door campaigns, hold open meetings in a designated meeting place, and distribute literature following the procedures below.

Procedures

1. To assure the security of residents, their property and University property, all candidates and their representatives (no more than 2) must leave proper identification at the front desk prior to entering the living unit. While campaigning, candidates and their reps must wear visible identification (a button) provided by the front desk. Candidates and their reps must return the button when they pick up their identification before leaving.
2. Door-to-door campaigning may only be conducted from 3 to 7 pm, Monday through Friday, and 3 to 5 pm on Saturday and Sunday. During these visits, candidates are welcome to distribute literature only to those residents

expressing an interest. Placement of materials under or on doors is prohibited.

3. Candidates must honor the wishes of students who choose not to speak with them or who do not invite them into their rooms.
4. To keep disruptions to a minimum, discussions among candidates, their representatives, and students are to occur in students' rooms only. Discussions in hallways are prohibited. Larger groups may meet in a designated area at the above times. This designated area should be reserved through individual hall councils.
5. Materials to be posted must be approved by the hall director and follow the poster policies of each hall. All posters not approved will be removed.
6. Candidates and their representatives who choose not to follow the above procedures will be asked to leave the residence halls and will not be allowed to return for the duration of the election.
7. Appeals may be made to the Residence Hall Association Council.

Please be sure that you understand and are aware of the contents of this handbook. If at any time you have questions or concerns, please contact the Office of Residence Life.