Resident Rights and Responsibilities

ROOMMATE RELATIONSHIP
Having a roommate and being a roommate can be one of the best experiences of University life. Your approach to this new experience is essential. Your willingness to share, communicate, compromise and work through conflicts, are all factors in roommate success. With investment, care, respect and energy, you can work out a good living situation. Roommates are required to complete the roommate agreement form and revisit it periodically. This task can minimize misunderstanding and work to further communication between roommates.

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

ASSOCIATION OF COLLEGE AND UNIVERSITY HOUSING OFFICERS-INTERNATIONAL (ACUHO-I) STATEMENT OF RESIDENTS’ RIGHTS AND RESPONSIBILITIES
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

* from ACUHO-I Statement of Resident’s Rights and Responsibilities, Approved 1987, Revised 2002

Office of Residence Life Policies

1. ALCOHOL
The alcohol 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 University has adapted a policy to ensure students can feel safe contacting emergency services on behalf of a fellow student who is in need. That policy, in part, is as follows:

If a student caller is underage and intoxicated, but calls on behalf of an individual who requires emergency evaluation, the caller will not be subject to disciplinary actions from the university if the following conditions are met:

• Caller must remain with the impaired individual until assistance arrives
• Caller must be completely cooperative with emergency responders
• Caller must complete any programs deemed necessary by the Dean of Student’s Office

To view the entire policy, visit the Responsible Action Policy [here](#).

The following statements outline activities that are not permitted:

For Persons Under 21:

a) **Possessing and/or consuming alcoholic beverages**
   State law prohibits the possession or consumption of alcohol by persons under the age of 21.

b) **Possessing or displaying empty alcohol containers**
   Residents are not allowed to have empty alcohol containers, defined as: cans, bottles, caps boxes used for transportation, or items with alcohol residue.

For Persons 21 and Older:

For persons 21 and older, be prepared to present identification that provides date of birth.

c) **Providing alcoholic beverages to students under the age of 21**

d) **Transporting unconcealed alcoholic beverages and/or consuming alcoholic beverages in public areas within the residence halls**

e) **Having more than one open standard alcoholic beverage per of age occupant**

f) **Consuming alcohol in the presence of minors**
   In the event one roommate is 21 years of age or older while the other is not, the resident who is of legal drinking age may consume alcohol in their room, but may not furnish alcoholic beverages to those under the age of 21. Guests who are of legal drinking age may consume alcohol only if the resident who is 21 years of age or older is present and if each individual of legal drinking age possesses only one alcoholic beverage (UW-La Crosse enforces the Wisconsin law of underage drinking).

Policies Regardless of age:

g) **Hosting a gathering where alcohol is consumed and violates other alcohol policies**

h) **Participating in high-risk alcohol consumption. Examples include, but are not limited to:**
   • Kegs or significant amounts of alcohol
   • Beer pong, flip cup, and/or other drinking games
• Excessive use of alcohol on or off campus: excessive alcohol consumption (whether on or off campus, and regardless of resident age) is prohibited; e.g. use resulting in the inability to function without assistance, unconsciousness, inability to recall events, incoherent or disoriented behavior, loss of control of bodily functions. Residents will be held accountable for any excessive alcohol consumption that leads to disruption of the university housing community or endangers the residents.

i) Possessing devices to rapidly consume alcohol
Residents are not allowed to have devices used to rapidly consume alcohol, including but not limited to: beer bongs, funnels, etc.

2. ANIMALS
Animals – other than fish, approved Emotional Support Animals (ESAs), and Service Animals – are not allowed in the residence halls at any time. Guests with Service Animals may bring their Service Animals into the residence halls.
- ESAs are permitted if approved by the ACCESS Center and the Office of Residence Life, and are allowed in the resident’s room or apartment only. Approval is not guaranteed and takes time; residents should plan accordingly when seeking approval for ESAs.
- Guests of residents who are owners of ESAs are not permitted to bring the animal into the residence halls.
- If permitted animals cause disruption, residents are encouraged to contact their Residence Hall Director.

3. ASSAULT
Striking, shoving, hitting, punching, kicking, biting, or otherwise subjecting another person to physical contact or causing bodily harm is prohibited.

4. BUILDING ACCESS (RESIDENCE HALLS)
Keys, University ID, or temporary door access cards are intended to provide room/mailbox/residence hall building access only to the individual to whom it is assigned. Residents are responsible for their key(s) and should carry them at all times. Repeated lock-outs may result in a meeting with the Hall Director/Assistant Hall Director.

Propping open any residence hall exterior door intended to remain closed and/or locked for safety and security reasons, including fire safety, is prohibited.

5. CARRYING AND PRESENTING ID
Residents living in the residence halls are required to have their current student ID on them at all times; this aids in identification in emergencies and to ensure residents always have building access. Residents must promptly present their ID when requested by staff. Providing false ID is prohibited and may result in University Police being contacted.

6. COURTESY AND QUIET HOURS
A resident’s right to sleep and study takes precedence over someone else’s desire to generate excessive noise. Residents are expected to be courteous of others by monitoring their noise level and by responding politely when asked to be quiet.

During quiet hours:
- Noise is to be contained within a resident’s room or apartment. Noise levels should not be heard through ceilings, walls, floors, or windows
- Conversations need to be moved from hallways into private spaces, lobbies, or basement common areas

Quiet hours are in effect from 10p to 9a Sunday thru Thursday, and Midnight to 9a on both Friday and Saturday. Courtesy hours are in effect 24 hours a day and residents and guests are to maintain a noise level conducive to a comfortable living environment. Finals week quiet hours will be determined and communicated appropriately.

The following statements outline activities that are not permitted:

a) Causing excessive or repeated noise and/or disruption (if noise is heard outside a room or apartment)

b) Misusing speakers or stereo systems
Facing speakers out windows is prohibited. Playing loud or disruptive music is not permitted at any time. Repeated misuse of audio equipment may result in confiscation of this equipment.
7. DESTRUCTION, ALTERATION, OR DEFACEMENT OF PROPERTY
Damage to facilities or furnishings may result in restitution, disciplinary action, and/or legal action. Report damages to University or personal property to a staff member and/or University Police.

The University does not assume responsibility for student property.

8. DISORDERLY BEHAVIOR
The disorderly behavior policies of the University and residence halls are designed to encourage a positive community experience and ensure a safe environment for all residents.

The following statements outline activities that are not permitted in our residence halls:

a) Engaging in disorderly conduct
   • Displaying behavior that disrupts or interferes with the orderly functions of the University community or its members
   • Displaying obscene, lewd, or indecent conduct. Examples include, but are not limited to: voyeurism, public urination/defecation, public exposure of private body parts, or sexual acts in public spaces
   • Engaging in harmful, indecent, or otherwise disorderly communication

b) Treatment of Residence Life Staff or University personnel
   Residence Life Staff or University personnel must be able to perform their assigned duties free from harassment, intimidation, or obstruction. When Residence Life Staff or University personnel are engaged in the performance of authorized duties, behavior that prevents University personnel from completing job-related responsibilities is prohibited. Examples include, but are not limited to: providing false or misleading information, or failing to comply with a reasonable request.

9. DRUGS
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:

a) Possessing or using drugs and/or controlled substances on or off campus that disrupts the hall community

b) Possessing drug paraphernalia

c) Possessing with the intent to manufacture, sell, or distribute any drug and/or controlled substances

d) Misusing over-the-counter medications and/or prescriptions

e) Hosting a gathering where drugs and/or controlled substances are consumed

10. FIRE SAFETY
All residence halls are equipped with fire detection and notification devices in student rooms and common areas. To ensure the safety of the community, please immediately report malfunctioning fire equipment to a staff member.

The following statements outline activities that are not permitted:

a) Tampering with fire safety equipment
   Tampering with, covering, removing, or inappropriately using fire safety equipment including all smoke detectors, fire extinguishers, fire doors, sprinklers, pull stations, and emergency exit signs

b) Initiating an intentionally false fire alarm
   Initiating a false fire alarm, whether by means of a fire alarm system or otherwise

c) Using and/or storing prohibited heat-generating devices
Open flames are strictly prohibited. Burning incense and potpourri is also prohibited. Candles are allowed provided wicks are removed. Candles may be used for candle warmers or for decorative use only. Portable space heaters are prohibited unless provided by Residence Life facilities staff for student use.

d) **Failing to evacuate a residence hall**
   All occupants must immediately evacuate residence halls when a fire alarm sounds.

e) **Possessing or using fireworks and/or firecrackers**

f) **Using flammable decorations**

g) **Obstructing hallways**
   No personal items are allowed to be stored in the hallways. Items including, but not limited to, door mats, shoes, shower caddies, and umbrellas create a fire hazard.

11. **GUESTS**

   "Guests" are defined as anyone not currently assigned to the room in question. Overnight guests are not permitted until the roommate/suitemate agreement form has been completed and turned in to a Resident Assistant. In situations where roommates cannot agree about guests, the right of the person not to have guests in the room takes precedence over the privilege of hosting a guest. Residents must accompany their guests throughout the visit. Residents are responsible for the behavior of their guests and are responsible for informing their guests of residence hall policies. Alleged policy violations may prohibit the guest from remaining in the residence halls and/or may restrict future visits. Residents will only be held responsible for 11c if they are hosting a guest who is not a UWL student.

   The following statements outline activities that are not permitted:

   a) **Misusing keys and University IDs/temporary door access cards**
      Residents are not permitted to give residence hall keys or interim/student ID cards to guests or other students.

   b) **Hosting overnight guests**
      Each room may be occupied by a maximum of two overnight guests per night. Overnight guests may stay a maximum of two nights in any residence hall within a seven-day period. Exceptions must be approved by the Hall Director prior to the guest’s arrival.

   c) **Hosting guests who violate policy**
      Hosts may be found responsible for policy violations of their guests. University Police will be called when guests under the age of 18 violate federal or state law.

   d) **Exceeding maximum room occupancy**
      A maximum of ten people are permitted in any student room at one time including occupied study lounges and Reuter apartments.

   e) **Guests, including guests from other residence halls, are not allowed during Oktoberfest weekend**

12. **HARASSMENT**

   Causing repeated, severe, or pervasive intimidation, invasion of privacy, or any threat to the well-being of a person or group which is communicated by any means is prohibited. This includes but is not limited to: verbal, non-verbal, in writing, through technology, through a third party, on whiteboards, or by any other means of communication.

13. **PASSIVE PARTICIPATION**

   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 this situation. Reporting policy violations to the appropriate University and/or residence hall personnel or making a reasonable effort to stop the behavior is encouraged.

14. **PHOTOGRAPHY AND RECORDING**

   Undisclosed and/or unauthorized photography or recording of individuals within the University community is prohibited. Students are expected to respect the reasonable standards of privacy of other individuals. The recording of private, non-public
conversations and/or meetings on University premises without the knowledge and consent of all participants is prohibited. This provision does not extend to the recording of public events or discussions.

15. SANITATION AND CLEANLINESS
The residence hall staff takes pride in maintaining a clean community. Students are expected to contribute to the cleanliness of common areas within the residence halls and maintain a clean personal living space.

The following statements outline activities that are not permitted:

   a) Improperly disposing of garbage
   Students are responsible for the disposal of personal garbage. Garbage and recycling must be properly sorted and taken to the appropriate receptacles in or near the residence halls. Personal trash may not be put in public trash cans in the residence halls.

   b) Cleaning game
   Skinning, cleaning, or butchering animals is strictly prohibited anywhere in the residence halls or in the immediate vicinity.

   c) Negatively affecting community cleanliness
   Any action or inaction that compromises the cleanliness of the residence hall environment is prohibited, such as: failing to clean up after personal grooming, misusing drinking fountains, sinks, toilets, and showers, or not cleaning up after using public spaces.

16. SMOKING TOBACCO AND ELECTRONIC CIGARETTES
All residence halls are smoke free, including a 25-foot perimeter around the buildings. Smoking tobacco products or using electronic cigarettes is strictly prohibited in these areas.

17. UNMANNED AERIAL VEHICLES
No Unmanned Aerial Vehicles (UAVs), also known as a drone, may be operated within 100 feet of the residence halls. Any audio/video recordings or photographs taken from an otherwise permitted use of a UAV shall fall under the Photography and Recording Policy.

18. WEAPONS
The weapon 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 items or activities that are not permitted:

   a) Possessing weapons
   Prohibited weapons include, but are not limited to: firearms of any type, ammunition, hunting knives, switch blades, swords, sling shots, BB guns, airsoft guns, paintball guns, tasers, bows and arrows, and other weapons as defined in the State of Wisconsin Statutes. These items should never be housed in any of our residence halls at any time.

   A request to store any of these items may be made. This must go through the University Police and they may securely store items in their facility. University Police does not store ammunition. Exemptions to store an item in a residence hall may be granted by the Office of Residence Life on a case by case basis.

   b) Using weapons/objects as weapons
   Using any object (including weapons, laser pointers, imitation weapons, and non-weapons) to threaten or cause harm

Facilities Policies

19. MISUSE OF FACILITIES
The following statements outline activities that are not permitted:

   a) Restroom usage
   Entering a restroom designated for another sex is prohibited. Residence halls have open gender restrooms available. Within Eagle and Reuter Halls, roommates must agree upon terms of restroom usage.
b) *Common areas*
Sleeping in common areas (lounges, hallways, stairwells, lobbies, kitchen areas, recreation rooms, laundry rooms, and restroom) is prohibited as they are not rated for occupancy.

c) *Indoor recreational activities*
Engaging in activities that have the potential to injure others or damage residence hall facilities is prohibited. Examples of recreational activities include, but are not limited to: throwing, dribbling, running, acrobatics, using outdoor sports equipment, and wrestling. Programs or events that may require recreational activities that present a risk must be approved by the Hall Director.

d) *Screen removal*
Window screens are not to be moved or removed from their setting. Tampering with window screens, throwing or moving items, or moving people in and out of windows is prohibited.

20. **CEILINGS AND DOORS**
The entrance to your rooms 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 jam or ceiling above your door. Your room number and peephole must remain uncovered at all times.

At no time should anything be affixed to the ceiling or door frames, as this is a fire code violation. This includes, but is not limited to bottle caps, glow-in-the-dark stickers, banners, posters, flags, holiday décor, etc.

21. **MURALS**
Murals in hallways and common areas are permitted, but must have prior approval by the Hall Director and the Assistant Director of Residence Life-Facilities. Residents are not allowed to tamper with the color of their room walls or door frame through painting, adding contact paper, decals, or other means.

22. **PROHIBITED ITEMS**
The following items are prohibited in the residence halls:
- Air conditioners of any kind (unless provided by the University for medical purposes)
- Candles with wicks (remove the wicks from candles prior to bringing them to campus; no open flame is allowed at any time in a residence hall)
- George Foreman-type grills
- Multiple light lamps or lamps with plastic shades
- Halogen lamps
- Non-approved electronics
- Microwaves exceeding 1000 watts
- Non-LED lights
- Hot plates
- Incense
- Bed lofts (lofts are provided in each room)
- Non-fused or multi-plug outlets
- Open coil appliances
- Items that produce wireless signals (routers, printers, etc.)
- Weapons of any kind
- Non-artificial trees and wreaths
- Pets other than fish
- Pools, of any size
- Portable, magnetic induction cookers
- Hoverboards
- Portable space heaters (unless provided by Residence Life Facilities Staff)

23. **PUBLIC AREA AND ROOM FURNITURE**
Furniture in residence hall rooms and public areas must not be removed from their locations. If residence hall furniture has been misplaced, damaged, or removed, the person responsible will be adjudicated in our conduct process, and may be charged for the repair or replacement cost of the item in question. In cases where extensive damage has occurred and the
responsible party/parties cannot be determined in a timely manner, the Office of Residence Life reserves the right to bill all community members for necessary replacement or repair.

**Office of Residence Life Procedures**

1. **ADJUDICATION PROCESS**
   Residents will meet with a Hall Director or Assistant Hall Director to discuss most policy violations; they may refer residents to an Assistant Director, the Director of Residence Life, or the Student Life Office depending on the severity or circumstances of the situation. Common disciplinary action may include assigning one or more of the following: educational sanction, residence hall probation, parental notification, restitution, relocation to another residence hall, cancellation of housing contract, and/or referral to the Student Life Office for University disciplinary action. Through this process, there is an opportunity to appeal a decision if there is belief it is excessively severe, there is new evidence, or it is believed that a procedural error occurred. All appeal decisions are final.

2. **CONTRACTUAL CONDITIONS/CONTRACT CANCELLATION**
   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. Due to the demand for on-campus housing, UW-L does not require sophomore students to live on campus.

   Students must be enrolled for a minimum of 12 credit hours to live in the residence 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 a resident moves off-campus second semester or breaks the Residence Hall Contract without permission, they will be charged for their residence hall room. See contract #17C for contract termination.

   An advance payment of $75 for each room is paid with the housing application. This payment will be applied to the second semester room fees. If a resident voluntarily withdraws from school during or at the end of the first semester, the resident will forfeit the $75. If the resident is declared academically ineligible to return second semester or leaves because of health reasons, they may receive a refund of the $75 by writing or calling the Office of Residence Life at 608-785-8075 or housing@uwlax.edu. The resident will not receive their $75 if they are moved out of the residence hall for disciplinary reasons or are found to be detrimental to the mental or physical welfare of other students.

3. **EXTRA/PERSONAL REFRIGERATORS**
   One refrigerator (3.5 cubic feet) is provided for each room by the Office of Residence Life. If residents bring in another refrigerator, they will be assessed an additional electrical usage fee of $40 per semester. Only one additional refrigerator (3.5 cubic feet) is allowed per room. Residents must obtain prior approval from the Hall Director. Reuter Hall provides only one full-sized refrigerator per apartment.

4. **RESIDENCE HALL SHUTDOWN DURING VACATION PERIODS**
   Residents in Eagle and Reuter Halls are permitted to stay in their rooms throughout all break periods (Thanksgiving, semester, and spring).

   Residents in the other halls may stay in their room during the Thanksgiving and spring break periods but residents should notify their Hall Director they are staying and are advised that there are no dining options available. During the semester break period, these halls are closed and if a resident wishes to stay in La Crosse, it is their responsibility to locate a place to stay.

   Residents must follow all closing directions posted. Once the residence halls have officially closed, unless prior arrangements have been made with the Hall Director, residents will not be allowed to re-enter until the residence hall has officially re-opened. Staff will enter all rooms after residents have departed to assure that the residence hall is secure, and if policy violations are observed, they will be documented.

5. **KEYS**
   For security reasons, a lost key should be reported immediately to the Hall Director or Assistant Hall Director. Residents will be charged for the replacement of a lost key and for re-coring (lock change) of the lock.
Keep room doors locked at all times. Residents who are locked out of their room should contact a Student Staff member to assist them. After access is gained to the room, residents must show their room key to the Student Staff member. If no key is found, a lock re-core request (i.e. lock change) will be submitted.

6. MEDICAL ACCOMMODATIONS
Any and all medical accommodation requests require a letter to the Director of Residence Life which indicates a medical need for the accommodation. Examples of this include, but are not limited to: requesting an air conditioner, requesting a specific room or hall, or requesting a single room. Once this letter is received, residents will be sent a form to be completed by the resident's health care provider.

7. RESIDENCE HALL ACCESS AND SECURITY
Front doors are unlocked from 9a - 10p, seven days a week when classes are in session. For the safety of all residents, side and back doors are locked at all times. Card access to back doors is 7a on weekdays and 9a on weekends. During all other times, residents have access to their residence hall via their student ID card. Contact the Card Office (608-785-8891) immediately if a student ID card is lost.

Residents are responsible for the security of their rooms. It is expected that residents lock their rooms when they are sleeping or not present. The University does not assume responsibility for individual resident property. Residents who experience damage or theft of their personal property should report that damage to residence hall staff and/or University Police. Residents are encouraged to check their parent or guardians’ homeowners insurance to see if their belongings are covered. Students may also seek renter’s insurance to cover any potential damage or theft of property.

8. ROOM CHANGES AND CONSOLIDATION
The Office of Residence Life recognizes that for one reason or another, residents may wish to move to another room or hall during the school year. With the exception of the first two weeks of each semester, residents may move to another room or hall, provided there is a vacancy and they qualify to live in the area they wish to move. Due to limited spaces being available first semester, most moves occur at the end of fall semester. Moves must be approved before any move begins. Anyone moving without approval is subject to an incomplete check out charge. Critical to that process is that all those affected by the move are consulted in the matter and that anyone moving is agreeable to the move.

The University also reserves the right to make, or restrict, room/hall changes or remove a student from on-campus housing when behavioral problems occur, when the well-being of a resident is threatened, and/or residents are assigned to extended housing.

- **Room Change Process:**
  - Talk to everyone affected by move (current and new roommates)
  - Seek permission from the Hall Director to make the move (even if move is to another building)
  - Once the move is approved, check out officially with the RA on the date determined by cleaning one side of the room, completing the room inventory form and returning key(s)
  - Check in at new front desk and obtain new key(s)
  - Complete room inventory process with new RA
  - If moving from one building to another, ID access to that building will be initiated based on the date identified for the move

Starting spring semester, or when overcrowding is no longer a factor, residents 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. If the room is not purchased as a single, the resident will participate in the consolidation process within the Residence 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 are taken, the student will be informed that they may get a new roommate at any time and that they will be expected to accept this new roommate.

9. ROOM ENTRY BY STAFF
In case of an emergency, University officials reserve the right to enter and inspect residence hall rooms at any time. Staff will conduct regular inspections 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 to maintain an educational atmosphere or in an emergency situation. 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 staff will visit their suite. At least one resident needs to be present when staff visit to complete the inspection. On a publicized and regular schedule, Housekeepers clean the bathrooms in Eagle and Reuter Halls.

10. **ONLINE INVENTORY FORMS**
When residents move in, they will be asked to complete an electronic inventory form. This form is available through the housing application via WINGS.

To Access Your WINGS Account and Housing Application:
1. Go to WINGS, [wings.uwlax.edu](http://wings.uwlax.edu) and log in
2. Select "UW-La Crosse" in the dropdown menu at the top left of the screen
3. Select "Residence Life" in the dropdown menu at the top left of the screen
4. Select the "Housing Application" link
5. At the new screen, select the "Housing Application" link
   - **Note:** your browser may prevent you from opening the link. Please make sure to allow the pop-up.
6. Go to the tab labeled "Inventory"

Check the room carefully and note the condition of all items listed on the inventory form. It is important to record all damages present when moving in. After completing the form, submit it. Any damages or missing items discovered at check out that were not noted on the inventory form will be charged to the resident's University account.

11. **ROOM REPAIR AND REPORTING DAMAGE**
If anything in a resident room needs to be repaired, tell a Resident Assistant, Hall Director, Assistant Hall Director, or a Housekeeper. In Reuter and Eagle, report issues to the front desk. Damages that occur through normal use are paid for by the University; residents will be charged for any other damages.

Common area damage (e.g. property damage/loss, extensive housekeeping) either deliberate or unintentional, which occurs within a residence hall for which no individual or group of individuals has taken responsibility, will be charged in equal part to each resident of the hall or area. Common areas are lounges, hallways, stairwells, lobbies, kitchen areas, recreation rooms, laundry rooms, and bathrooms. The Hall Director, together with the staff of the Office of Residence Life, is responsible for determining the scope of responsibility in the case of common area damage.

12. **SOLICITATION/CAMPAIGNING**

   a) **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.

   b) **Campaigning**
   The following have been established as the guidelines for political campaigning within the residence halls:

   The policy and procedures regarding political campaigning are designed to allow candidates the opportunity to discuss issues, distribute literature, and provide residence hall residents the occasion to talk with candidates. Likewise, this policy and these procedures are designed to protect the resident’s rights to privacy and security. Candidates in all elections pertinent to residence hall residents may conduct timely door-to-door campaigns, hold open meetings in a designated meeting place, and distribute literature following the procedures below:

   1. To assure the security of residents, their property and University property, all candidates and their representatives (no more than two) must leave proper identification at the front desk prior to entering the residence hall. While campaigning, candidates and their representatives must wear visible identification (a button) provided by the front desk. Candidates and their representatives must return the button when they return their identification before leaving.
2. Door-to-door campaigning may only be conducted from 3-7p, Monday through Friday, and 3-5p 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 residents 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 residents are to occur in resident's 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. Campaign materials to be posted must be approved by the Hall Director and follow the poster policies of each residence 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 hall and will not be allowed to return for the duration of the election.

7. Appeals may be made to The Embassy.

13. POSTERS, SIGNS AND MATERIALS
In common areas: Residence Life Staff have both the right and the responsibility to regulate the “public” side of room windows and room doors. This argument stems from the belief that these parts of the window and door are a community area shared by everyone who uses the sidewalk or lives within the residence hall buildings and not solely by the resident(s) of the room. Therefore, residents will be asked to remove signs/materials:

- That create fear, threaten, or intimidate a particular individual or group with racist, sexist, or homophobic message such that they have a concern for their personal safety
- That present obscene, lewd or profane language
- That incite violence within the residence hall community

a) In student rooms
To post items in student rooms – to avoid damaging surfaces – it is recommended that poster putty or blue painters tape be used on dry wall, cabinetry, door, door frame, and all University provided furniture. On cinder block walls, removable 3M hooks can also be used. Other adhesive products (such as masking and scotch tape), and items that puncture surfaces (such as screws, nails and tacks) should not be used. Residents will be charged for repair. If damage occurs, do not attempt to fix it, as this will result in additional repair charges.

b) Publicity and advertising
Posters and fliers must follow the Campus Publicity Guidelines on the University Centers website. Each residence hall has 1 or 2 Registered Bulletin Boards designed for postings by entities outside of Residence Life.

14. UNIVERSITY WITHDRAWAL
Residents leaving the University at the end of any semester do not need to formally withdraw (residents are withdrawing simply by not registering for classes). Withdrawal procedures during the course of any semester begin in the Student Life Office (149 Graff Main Hall). This is necessary to ensure correct reimbursement, proper recording of grades, and clearance of holds and charges on University accounts. If officially withdrawn from the University, residents must move out of the hall within 24 hours after completing withdrawal procedures. Exceptions must be approved by the Hall Director.

Cancelling residence hall contracts without withdrawing from the University is prohibited and may result in continual housing fees being applied. If voluntarily withdrawing from the University, residents will be refunded room fees paid in advance on a weekly prorated basis.

Safety Standards and Protocols

1. FIRE
Know and follow fire evacuation and safety information posted on the back of resident room doors and in designated locations throughout the residence hall. Note the location of fire extinguishers in the residence halls.
IN CASE OF FIRE & FIRE EVACUATION

If the door is hot or the hallway is full of smoke:

1. Remain in the room
2. Put towels at the base of the door and seal all cracks
3. Hang a sheet or towel from the window
4. Signal for help
5. Call University Police (608-789-9999) or Emergency Dispatch (911)

If it is safe to leave:

1. Close the door when leaving
2. Follow evacuation information posted on the back of room doors
3. Stand away from the building main entrance and wait for the signal to re-enter

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

- Angell Hall to Hutchison Hall
- Coate Hall to Eagle Hall
- Drake Hall to Wentz Hall
- Eagle Hall to Coate Hall
- Hutchison Hall to Angell Hall
- Laux Hall to Reuter Hall
- Reuter Hall to Laux Hall
- Sanford Hall to White Hall
- Wentz Hall to Drake Hall
- White Hall to Sanford Hall

2. HATE/BIAS INCIDENTS

The Office of Residence Life and UW-La Crosse view hate incidents and all manifestations of prejudice and intolerance as contradictory to our mission as a University and a community, and as a threat to each individual's right to a safe living and learning environment. Any non-criminal act motivated, in whole or in part, by the victim's actual or perceived race, religion, ethnic background, sexual orientation, gender, gender identity, or disability is considered a hate incident. The Office of Residence Life, in conjunction with campus partners, will intervene in all such incidents.

In order to prevent hate/bias incidents from creating a hostile environment for any individual or group on campus and interfering with UW-La Crosse's educational mission, we believe the University and all people of conscience within the campus community must raise their voices in opposition to messages of hate and intolerance, and in support of inclusiveness for all. If residents experience or witness a hate incident, please notify a Residence Life staff member or University Police immediately and complete a Hate Incident Report Form through the Campus Climate Office. To learn more about the response to hate/bias incident reports, visit the Campus Climate website.

3. BLUE LIGHT/SAFETY PHONES

There are outside blue light/safety phones on campus at the main entrance of each residence hall and other campus locations. Safety phones are identified with blue lights and ring directly to University Police.

4. SEVERE WEATHER/TORNADO

If residents are alerted of severe weather (through the media, siren, CodeRed, etc.) please make sure that the location of the warning is understood completely before following protocol. If a tornado is spotted, seek shelter immediately.
In case of severe weather/tornado:

1. Close and lock room doors upon exiting
2. Protect head and face
3. Go down to the basement or move to an interior area of the building
4. Stay away from windows and glass
5. Do not leave this area until instructed to do so
6. In the event that there is not any time to evacuate, crawl under a desk or use a mattress as protection

**WI Code of Conduct**

In addition to Office of Residence Life policies, all UW-La Crosse students are expected to uphold the policies set forth by the Board of Regents of the University of Wisconsin System. The policies may be found on the [Student Life website](#).

**Office of Residence Life Student Code of Conduct**

The University of Wisconsin-La Crosse and the Office of Residence Life have high expectations for what it means to be a UW-La Crosse hall resident. Residents are responsible for their behavior and how they interact with other members of the community. 3,500 students live on campus at UW-La Crosse and our residents thrive in part because of the strong sense of community in the residence halls. Residents’ experiences will be shaped by those around them and will have an impact on the experiences of others. Because of this, it is important that residents are sensitive to the needs and wishes of all members of the community, including roommate(s), staff members, maintenance and custodial staff, or anyone else that is present in their community. An important part of living in a residence hall community is feeling comfortable addressing concerns with fellow residents on issues such as noise, cleanliness, or treatment of one another.

The Office of Residence Life staff wants time in the residence halls to be safe and enjoyable. As a member of a residence hall community, residents are responsible for the safety, security, and cleanliness of their living environment.

Care for residence hall facilities is the responsibility of all residents and staff.

There are established rules and policies that work to create a healthy living environment for student success. These residence hall specific policies, together with the University of Wisconsin Code of Conduct, constitute the expectations to live in our residence hall community. In signing a UWL residence hall contract and moving into a residence hall, residents accept responsibility for knowing and adhering to these policies.