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 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 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 following statements outlines activities that are not permitted in our residence halls.

For persons under 21:

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

For persons 21 and older:

- Providing alcoholic beverages to students under the age of 21
- Transporting unconcealed alcoholic beverages and/or consuming alcoholic beverages in public areas within the Residence Halls
- Having more than one open standard alcoholic beverage per occupant
- Consuming alcohol in the presence of minors
  The consumption of alcohol in the presence of minors is prohibited. The exception to this is when a person of legal age and a person underage are roommates. Alcohol may be present in the room, but only in the possession of the legal age person

Policies regardless of age:

- Hosting a gathering where alcohol is consumed and violates other alcohol policies
- Possessing or displaying empty alcohol containers
  Students are not allowed to have empty alcohol containers, defined as: cans, bottles, caps, boxes used for transportation, or items with alcohol residue.
- Possessing devices to rapidly consume alcohol
  Students are not allowed to have devices used to rapidly consume alcohol, including but not limited to: beer bongs, funnels, etc...
- Participating in high-risk alcohol consumption. Examples Include:
  - Kegs or other large containers of alcohol
  - Beer pong, flip cup, drinking card games, 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.

2. Animals

Animals other than fish 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. Residents requiring service animals must contact the Access Center (165 Murphy Library, 608.785.6900).

3. Assault

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

4. Building Access

Keys and ID Cards are intended to provide room/building access only to the individual to whom it is assigned. Misuse of this privilege is prohibited and will result in disciplinary action.

5. Carrying ID

Residents living in the residence halls are required to have their student ID on them at all times. This is to aid in identification in emergencies and to ensure residents always have building access. Failure to follow through with this expectation may result in disciplinary action.

6. Complicity

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

7. Courtesy and Quiet Hours

Courtesy hours promote a positive living environment and are in effect 24 hours per day. Residents and guests are to maintain a noise level conducive to a comfortable living environment. Compliance with requests from other residents and Office of Residence Life staff members to adjust noise levels is expected.
Quiet hours are designed to promote a positive atmosphere for study and sleep. Quiet hours are in effect from 10pm to 9am during the week (Sunday evening through Thursday) and midnight to 9am on Friday and Saturday. When quiet hours begin, outdoor recreational activities/games near the residence halls are expected to stop.

- Causing excessive or repeated noise and/or disruption
- 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.

8. Destruction, Alteration, or Defacement of Property

Damage to facilities or furnishings may result in restitution, disciplinary action, and potential legal action. Report damages to University or personal property to a residence halls staff member and/or University Police. The University does not assume responsibility for student property.

9. 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 outlines activities that are not permitted in our residence halls.

- 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
- 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.
10. 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 outlines activities that are not permitted in our residence halls.

- Possessing or using drugs and/or controlled substances
- Possessing drug paraphernalia
- Possessing with the intent to manufacture, sell, or distribute any drug and/or controlled substance
- Use of drugs and/or controlled substances on or off campus that disrupts the hall community
- Misusing over-the-counter medications and/or prescriptions
- Hosting a gathering where drugs and/or controlled substances are consumed.

11. 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 residence hall staff member.

- Tampering with fire safety equipment
  Tampering with, removing, or inappropriately using fire safety equipment including all smoke detectors, fire extinguishers, fire doors, sprinklers, and emergency exit signs is prohibited.
- Initiating an intentionally false fire alarm
  Initiating a false fire alarm, whether by means of a fire alarm system or otherwise, is prohibited.
- Using prohibited heat-generating devices
  Open flames are strictly prohibited. Burning incense and potpourri is also prohibited. Candles without wicks may be used for decorative purposes only. Candle warmers are allowed only if the student is present when it is being used.
- Failing to evacuate a residence hall
  All occupants must immediately evacuate residence halls when a fire alarm sounds.
- Possessing or using fireworks and/or firecrackers
- Using flammable decorations
  Traditional holiday decorations, such as wreaths and evergreen trees are prohibited in the residence halls.
- Obstructing Hallway
  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, cause damage to carpet, and inconvenience residence hall staff members.
12. 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.

- Misusing keys and door access/student identification cards
  Residents are not permitted to give residence hall keys or door access/student identification cards to guests or other students.
- 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.
- Hosting guests who violate policy
  Hosts may be found responsible for policy violations of their guests. Alleged policy violations may prohibit the guest from remaining in the residence halls and/or may restrict future visits.
- 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.

13. 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, or by any other means of communication.

14. 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.
15. 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.

16. 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.

17. Sanitation and Cleanliness

The residence hall staff takes pride in maintaining a clean community. It is our hope that every student feels that same pride about their hall community and helps to maintain a clean and safe environment. Students are expected to contribute to the cleanliness of common areas within the residence halls and maintain a clean personal living space.

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

18. 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.
19. 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 outlines items or activities that are not permitted in our residence halls.

- Possessing weapons
  Prohibited weapons include, but are not limited to: firearms of any type, ammunition, hunting knives, switch blades, laser pointers, 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.

- Using weapons/objects as weapons
  Using any object (including weapons, imitation weapons, and non-weapons) to threaten or cause harm is prohibited.

Facilities Policies

1. Ceilings and Painting

At no time should anything be affixed to the ceiling. This includes, but is not limited to bottle caps, glow-in-the-dark stickers, banners, posters, flags, etc.

2. Murals

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 tamper with the colors of their room walls or door frame through painting, adding contact paper, or other means.
3. Prohibited Items

The following items are prohibited in the residence halls:

- Air conditioners of any kind
- Candles with wicks (Please remove the wicks from your candle prior to bringing them to your room. No open flame is allowed at any time in a UWL residence hall.)
- George Foreman-type grills
- Multiple light lamps or lamps with plastic shades
- Halogen lamps
- Hot plates
- Incense
- Bed lofts (There are lofts provided in each room at UWL.)
- Non-fused or multi-plug outlets
- Open coil appliances
- Items that produce wireless signals (routers, printers, etc.)
- Weapons of any kind
- Pets other than fish
- Portable, magnetic induction cookers

4. Public Area and Room Furniture

Furniture in your residence hall room 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.

5. 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 a windows is prohibited and will result in disciplinary action.
Office of Residence Life Procedures

1. Adjudication Process

You will meet with your Hall Director or Assistant Hall Director to discuss most policy violations. They may refer you 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 your 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 you believe 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, UWL 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 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.

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 at 608.785.8075 or reslife@uwla.edu. You will not receive your $75 if you 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 you bring in another refrigerator of your own, you will be assessed an additional electrical usage fee of $25 per semester. Only one additional refrigerator (3.5 cubic feet) is allowed per room. You must obtain prior approval from your Hall Director. Reuter Hall provides only one full-sized refrigerator per suite apartment.

4. Housing 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 students 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 student wishes to stay in La Crosse it is their responsibility to locate a place to stay.

Residents must follow all closing directions posted in their Residence Halls. Once the Residence Halls have officially closed, unless prior arrangements have been made with your Hall Director, you will not be allowed to reenter until the Residence Hall has officially reopened. Residence Life staff will enter your room after you have departed to assure that the building is secure and if policy violations are observed, they will be documented.

5. Keys

Keys and ID Cards are intended to provide room/building access only to the individual to whom it is assigned. Misuse of this privilege is prohibited and will result in disciplinary action.

You are responsible for your key and should carry it with you at all times. For security reasons, a lost key should be reported immediately to the Hall Director or Assistant Hall Director. You will be charged for the replacement of a lost key and for recoring of the lock. At no time should your key be given to someone else.

Keep your room door locked at all times. If you get locked out of your room, residence hall staff will assist you as time permits but may not be immediately available. Ongoing need for staff key-in assistance may result in disciplinary action.

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, students will be sent a form to be completed by the student’s health care provider.

7. Residence Hall Access and Security

Residents living in the residence halls are required to have their student ID on them at all times. This is to aid in identification in emergencies and to ensure residents always have building access. Failure to follow through with this expectation may result in disciplinary action.

Front doors are unlocked from 9am-10pm, 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 residence hall via their University identification card. It is the policy of UW-La Crosse that students and their visitors carry proper, legal identification at all times. It is very important to contact the TowerCard Office (608.785.8891) immediately if you lose your student Identification card.

Students are responsible for the security of their rooms. It is expected that students lock their rooms when they are sleeping or not present. The University does not assume responsibility for individual student property. Students who experience damage or theft of their personal property should report that damage to residence hall staff and University Police. Students are encouraged to check into their parent or guardians’ homeowners insurance to see if their belongings are covered.

Students may also seek renters insurance to cover any potential damage or theft of property.

8. Room Changes and Consolidation

The Office of Residence Life encourages students to foster mutual respect and provide sufficient time for communication. If you want to move to another room or Residence Hall, 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.

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 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 home when staff visit to complete the inspection, however if a resident would like to be present during their inspection, they can request this. On a publicized and regular schedule, housekeepers clean the bathrooms in Eagle and Reuter Halls.

10. Room Inventory Forms (RIFs)

When you move in, you will receive a Room Inventory Form (RIF). Check your room carefully and note the condition of the items listed on the RIF. After you have completed the form, return it to your Resident Assistant.

It is important for you to record all damages present when you move in. You will be required to pay for any damage or missing items which are discovered at the end of the year that were not noted on the form when you checked in.

11. Room Repair and Reporting Damage

If anything in your room needs to be repaired, tell your Resident Assistant, Hall Director, or Housekeeper. In Reuter and Eagle, report issues to the front desk. Damages that occur through normal use are paid for by the University; you will be charged for any other damages.

12. Solicitation/Campaigning

- 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 within the residence hall.

- **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. 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.

  - 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 living unit. 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 pick up their identification before leaving.
  
  - Door-to-door campaigning may only be conducted from 3-7pm, Monday through Friday, and 3-5pm 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.
  
  - Candidates must honor the wishes of students who choose not to speak with them or who do not invite them into their rooms.
  
  - 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.
  
  - 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.
  
  - 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.
  
  - Appeals may be made to the Residence Hall Association Council
13. Posters

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, you 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.

1. 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. You will be charged for repair. If damage occurs, do not attempt to fix it as this will result in additional repair charges.

2. Publicity and advertising
   All postings must be brought to the Office of Residence Life for approval. These will then be given to residence hall staff for posting at their earliest convenience. Individuals are not allowed to post materials in the residence halls on their own. Unauthorized removal or possession of signs is not allowed.

14. University Withdrawal Procedure

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 holds and charges on your University account. If you officially withdraw from the University, you must move out of the hall within 24 hours after completing withdrawal procedures. Exceptions must be approved by your Hall Director. See your Hall Director and your RA for other checkout procedures.

Cancelling your residence hall contract without withdrawing from the University is prohibited. If you have any questions, check with the Office of Residence Life. If you voluntarily withdraw from the University, 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.
Safety Standards and Protocols

Fire

Know and follow fire evacuation and safety information posted on the back of your room door and in designated locations throughout the residence hall. Note the location of fire extinguishers in your residence hall.

IN CASE OF FIRE & FIRE EVACUATION

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

1. Remain in your room
2. Put towels at the base of your door and seal all cracks
3. Hang a sheet or towel from your 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 as you leave
2. Follow evacuation information posted on the back of your door
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 Sanford Hall
- Reuter Hall to White Hall
- Sanford Hall to Laux Hall
- Wentz Hall to Drake Hall
- White Hall to Reuter Hall
Hate/Bias Incidents

The Office of Residence Life and UW-La Crosse views 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 you 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 our Campus Climate Office at the following address: uwlax.edu/campusclimate/reportahate

Responsible Action Policy

At its core, Responsible Action seeks to encourage students to call for emergency medical assistance by providing immunity from police citation and university discipline for alcohol-related offenses. It is a new policy being instituted at University of Wisconsin – La Crosse as a result of an active collaboration between the Office of Student Life, University Police, and the Student Association. This policy is currently active, starting with the 2014-2015 academic year.

For more information, please visit this site: uwlax.edu/Wellness/Responsible-Action-Policy/

Safety Phones

There are outside 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.

Severe Weather/Tornado

Severe weather during the warmer months is very unpredictable and may lead to very confusing and dangerous times.

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 see a tornado, do not
endanger yourself; seek shelter. In the event a TORNADO WARNING is established for our area, residents should be informed immediately.

In case of severe weather/tornado:

1. Remain calm but 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
5. Stay away from windows and glass
6. Do not leave this area until instructed to do so
7. In the event that there is not anytime to evacuate, crawl under a desk or use a mattress to protect yourself

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 at [uwlax.edu/Student-Life/Student-handbook/](http://uwlax.edu/Student-Life/Student-handbook/).

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 student. You are responsible for your behavior and how you interact with other members of the community. 3,500+ students live on campus at UW-La Crosse and our students thrive in part because of the strong sense of community in the residence halls. Your experience will be shaped by those around you and you will have an impact on the experiences of others. Because of this, it is important that you are sensitive to the needs and wishes of all members of the community, including your roommate(s), staff members, maintenance and custodial staff, or anyone else that is present in your 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 your time in your residence hall home to be safe and enjoyable. As a citizen of your residence hall community, you are responsible for the safety, security, and cleanliness of your 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, you accept responsibility for knowing and adhering to these policies.