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DEPARTMENT OF RESIDENCE LIFE

MISSION
The residence halls of the University of Wisconsin-Platteville strive to provide safe, clean, comfortable, and inclusive living environments as well as opportunities for individuals to be active participants in creating respectful and responsible learning communities.

In accordance with this philosophy, the residence halls of UW-Platteville strive to provide a safe, clean, comfortable, and inclusive living environment by:

- Providing residents with a living environment conducive to academic success plus social and personal growth
- Continuing to improve the physical environment of our halls from both a structural and cleanliness point of view
- Developing and exercising sound fiscal and operational practices in order to keep cost at the lowest possible level
- Striving to provide living spaces that are free from hate or bias-motivated incidents

Challenge each resident to realize and develop his or her full potential by:

- Involving residents in decision-making and in self-discipline through student government in wings, floors, halls, and hall complexes
- Gaining a satisfactory attitude of the resident population toward the total residence hall living experience

Residence Life staff members are committed to providing the support and services necessary to enable students to realize these goals.

HOURS OF OPERATION
Located on the first floor of Royce Hall, Residence Life serves as the hub for the entire residence hall program on campus. Office hours are 7:45 a.m.–4:15 p.m., Monday through Friday, during the academic year.
RESIDENCE HALL STAFF

RESIDENT DIRECTOR
The resident director of each hall has training and experience in the fields of human relations, student personnel, and/or counseling. Much of the RD’s daily work relates to the general management and operation of the hall as well as interpersonal areas such as advising and counseling individuals and groups. Specifically, each RD is responsible for training and selecting the resident assistant staff, handling discipline, making referrals, and establishing an environment conducive to academic and personal development. Each RD also holds responsibilities in a collateral position within the division of Student Affairs.

SENIOR ASSISTANT
The senior assistant has the primary responsibility to serve as an overall support in the day-to-day operation of the residence hall under the supervision of the resident director. The SA is a student who has previously been employed as a resident assistant and has been selected to serve in this role based on his or her leadership and organizational skills as well as his or her previous performance.

RESIDENT ASSISTANT
The resident assistant, typically an undergraduate student, lives right on your wing. An important focus is to aid residents in their adjustment to university life. As a member of the Residence Life staff, the RA is responsible for informing you of university resources and programs, working with various aspects of hall government, offering and receiving personal feedback, developing an educational atmosphere, encouraging involvement (wing, hall, and university functions), and dealing with personal and disciplinary concerns. RAs work to develop a community where each student can develop a sense of identity, find growth experiences, and feel a sense of responsibility toward others.

UW SYSTEM POLICY ON ROLE OF RESIDENT ASSISTANTS IN THE RESIDENCE HALLS
Resident assistants are expected to work with student residents to create an open, inclusive, and supportive residential community. At the same time, because RAs are students themselves, they are encouraged to participate in campus activities and organizations. As such, RAs may participate in, organize, and lead any meeting or other activities within their rooms, floors, or residence halls or anywhere else on campus, to the same extent as other students. However, they may not use their positions to pressure, coerce, or inappropriately influence student residents to attend or participate.

-UW System Resolution 1.1e. March 10, 2006

UW-PLATTEVILLE DEPARTMENT OF RESIDENCE LIFE STATEMENT
The UW-Platteville Department of Residence Life encourages its resident assistants and other staff members to be involved on the UW-Platteville campus and in the community. We recognize the many different opportunities that are presented as members of the campus community. As a member of the campus community and an employee of the university, we ask our staff members to use judgment about the way students might perceive their actions and to be role models and have an open door policy to all students. Should a student or Residence Life staff member view a UW-Platteville Residence Life staff member violating this policy, they are welcome to file a grievance with the resident director of the respective building where the violation occurred or one of the assistant directors of Residence Life.
Residence halls are designed communities. The on-campus community of students lives in 13 separate and unique residential facilities. UW-Platteville residence halls are specifically designed to promote and enhance a sense of community among the residents. Each residence hall is a small community complete with its own government and traditions. Within each hall is yet another subdivision known as a wing. There are between eight and 12 wings per building. A wing consists of approximately 30 residents. The smaller number of residents on the wing makes it easier to become involved and share your input on wing and residence hall activities and issues.

**HALL GOVERNANCE**

Each residence hall has its own body of government known as the Hall Council or forum. Councils/forums have been a strong tradition at UW-Platteville. The purpose of the hall government is to provide residents with an active role in determining their living environment. Hall governance/forum meetings are held once a week in each hall. The RD of the building serves as the advisor to the hall governance.

Functions of hall governance include:

1. Funding – Allocate monies for residence hall activities and events
2. Programming – Develop programs for the residence halls and establish traditions
3. Policy Setting – To review and recommend policies as they pertain to the university residence halls
4. To involve as many students as possible in the residence hall government and give each person an opportunity to participate
5. To increase visibility and status of the residence hall governments within the halls
6. To teach students valuable leadership skills and provide them with opportunities to develop those skills
7. To give students an opportunity to voice their opinions
8. To help students develop into well-rounded individuals
9. To keep hall residents motivated and energized
10. To recognize the efforts of members as they continue to strive to meet their goals

There are many opportunities to participate throughout the year. You may hold an executive board position such as president, vice president, secretary, treasurer, or RHA rep. You may also serve as a committee chair or you may be a wing representative for your peers. For the Executive Board (president, vice president, secretary, treasurer, and RHA reps), elections for many halls are held in the spring semester. However, these positions do open at various times during the year. If you are interested, see your RD. At the beginning of the fall semester, elections are held on each wing for representatives.

**RESIDENCE HALL ASSOCIATION**

The unifying link within the UW-Platteville residence hall community is the Residence Hall Association. The purpose of this association is to promote an interest and understanding among residents pertaining to their campus environment and serve as a general forum for improving residence hall life.

RHA meets weekly to deal with a variety of inter-hall concerns and activities such as:

1. Recommending Residence Life policy revisions
2. Appropriating funding for residence hall activities
3. Planning and sponsoring community programs such as the Thanksgiving Charity Drive and Blood Drive, etc.
4. Approving hall improvement projects
5. Fundraising for projects and programmatic funds through finals kits and linen sales
6. Representing UW-Platteville at state, regional, and national residence hall leadership conferences

If you have any questions, concerns, or suggestions regarding residence hall living, feel free to contact your RHA representative or the RHA Office in Royce Hall or call 608.342.1844.

**RHA STANDING COMMITTEES**

**Issues and Concerns** – This committee investigates and addresses the concerns of students living in the residence halls. In past years, this has included such things as parking, incense policy, overnight guest regulations, cable TV, lighting on campus, computers in residence halls, ice machines, in-room refrigerators, loft policy, and concealed weapon legislation. They are also responsible for recommending items to either purchase or provide as a system-wide project. These items have included Toasters for all microwave rooms, renovation of volleyball courts, sound system to checkout, etc.

**Communications and Development** – This committee is responsible for promoting and publicizing programs and activities of RHA. This involves updating the RHA webpage, publishing an RHA newsletter, and assisting with preparation for state, regional, and national conferences.

**Special Events** – This committee is involved with planning larger RHA events. These include the Thanksgiving Charity Drive (a penny wars type of fundraising activity that involves all residence hall wings), campus blood drives (sponsored in conjunction with the Red Cross), Residence Hall Awards Program (the end-of-year program that recognizes outstanding leaders and their contributions), and others.

**RHA Involvement in Campus Committees and Outside Governance Groups**

- Campus Planning Commission
- Parking Committee
- Parking Appeals Committee
- Student Senate
- Student Technology Advisory Committee
COMMUNITY STANDARDS

As a resident YOU are a member of a community

Living on campus in one of the 13 residential facilities will provide you with special opportunities for growth, learning, fun, and friendship. Residence hall living is an integral part of the college experience.

The following information is provided to enhance your experience. It gives details about the standards that govern community life in the residence halls. As a responsible member of the community, you are expected to know the community standards and follow policies and procedures.

The Residence Life staff makes frequent use of such words as community, standards, responsibility, learning, education, and development. We believe that a university community such as UW-Platteville is about all of those things, whether it's in the classroom, in a volunteer or student organization, or in the residence hall. From this point forward, you are a member of the UW-Platteville community and are responsible for the choices you make and the consequences of those choices. By conscious effort on the part of all residents, a wing community will be effective, developmental, and ultimately home. As a member of the community, you are responsible to not only the university and yourself, but to your neighbors as well.

What are community standards?

Everyone in the community is expected to respect the rights of others. Students must make choices to maintain a safe and secure environment and allow all residents to pursue their academic objectives. Residence Life personnel educates residents regarding their rights and responsibilities that are associated with community living and use them as a guide in making decisions concerning resident welfare and behavior. To meet the goal of all students achieving the pursuit of their academic objectives, standards of behavior and policies have been set for which you will be accountable. These include, but are not limited to:

- UW-Platteville Residence Life policies contained in this handbook (also available online)
- UW-Platteville Student Handbook, including UW System chapters 17 and 18
- UW System chapters
- Wisconsin state law
- Federal law of the United States of America

Don't be afraid to ask questions. That's why your resident assistant, senior assistant, and resident director are here. The Residence Hall Policy Handbook is a guide to many opportunities and requirements that affect the quality of your experience at UW-Platteville. This section outlines policies and expectations for the residence halls. As a resident, you need to read it carefully.

Residence Life partners with UW-Platteville's Dean of Students Office and University Police to enforce and hold accountable the policies and laws outlined above. It is possible for a student to be involved in one incident that violates policies across university, residence life, and state laws, and therefore, be in the conduct process with all three collaborative offices.

AN INCLUSIVE COMMUNITY

All of your life, you have probably been reminded of the virtues of "getting an education." Aside from helping you achieve academic and career goals, the university campus serves as a unique "laboratory" for other kinds of learning. Students of different nationalities, cultures, races, political affiliations, religions, philosophies, lifestyles, socioeconomic levels, sexual orientation and gender identity, and interests all come together to form the UW-Platteville community and contribute to its diversity and vitality.

The campus provides an atmosphere for exploring and understanding cultural differences and offers strong support for cultural traditions. You can choose to remain open to diversity, be curious, and share with others your similarities and your differences. To close yourself to people or ideas because of differences that seem strange or unusual to you deprives you of a valuable learning experience. Even if you ultimately find that you don't agree with another's perspective, you will have gained a clearer understanding of the basis for your differences and the need to accept others' rights to be who they are.

Our heritage, background, cultural, and religious values are an important part of who and what we are. Slandering or abusing someone's race, gender, religion, disability, or sexual orientation can be as offensive an act as attacking that individual directly.

PHILOSOPHY OF COMMUNITY DEVELOPMENT

The Residence Life staff believes that experiences outside of the classroom are an essential aspect of a college student's learning. The approach to community development of a wing, floor, or building utilizes a needs-based approach. Realizing that different times of the semester bring different challenges for each person, staff members are asked to address the needs of their residents through community development. Staff will use a variety of tools to aid them in designing activities which will benefit residents. Most importantly, however, are the students themselves. Residents are encouraged to advocate for themselves and become involved with their hall and wing by offering ideas and suggestions, or working directly with the hall staff and hall governance, in playing an active role in developing the community of their hall.

LIVING/LEARNING

Institutions of higher education have traditionally organized activities into academic affairs (learning, curriculum, classrooms) and student affairs (student activities, co-curricular activities, residential life). In post-college life, the quality of one's personal and professional life is highly interrelated and will draw from skills acquired both inside and outside of the college classroom. Our living/learning initiative will seek to stimulate, enhance, and extend the total learning experience of residence hall students by fostering new and innovative partnerships among faculty, staff, support offices, academic departments, and students.
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, 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 to the left
• 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
CONDUCT PROCESS

Residence Life at UW-Platteville bases its conduct process on a developmental and educational approach. As responsible members of our hall communities, we strive to support the development and growth of our residents, and hold students accountable for their actions, as they live as responsible members within our hall communities.

All of a student’s conduct is cumulative (i.e. on or off campus). Violations of policy during a student's residence hall occupancy will result in increased sanctions due to severity or repetition, throughout his or her academic career. Violations of residence hall rules and regulations may be grounds for university disciplinary action. Students may be removed or suspended from the residence halls for failure to comply with regulations or if their actions are found to be detrimental to the welfare of other students also living within the community. Students removed or suspended from housing may be prohibited further access and/or visitation in residence life facilities.

It is in your best interest to attend conduct meetings when you are requested to do so. Students are not required to attend, however decisions will be acted upon without the value of your input.

RESIDENCE HALL DISCIPLINARY SYSTEM

The Residence Life philosophy on discipline comes from an educational perspective which complements the academic goals and assists in the development of the individual as a whole. This is approached through the following steps:

1. Information is given to the students upon arrival. Each resident receives the residence hall rules in this Residence Hall Handbook electronically. They are also discussed at wing meetings and highlighted through hall newsletters, posters, etc.

2. When a resident makes inappropriate decisions, the inappropriate behavior is confronted. The staff tries to help residents modify the behavior through the discipline process.

Unwillingness to change inappropriate behavior will result in punitive steps. Residence Life staff prefers not to deal with students in this manner, but if residents are unwilling to follow the policies of the community, and expectations as a community member, they will be dealt with accordingly. The choice lies with the student. Throughout the discipline process, it is emphasized that it is the student's behavior that is not acceptable and must be changed. The student is still respected as a human being.

STEPS IN DISCIPLINE PROCESS

1. Inappropriate behavior occurs.

2. Residence Life staff files an incident report (or University Police may be contacted).

3. In most cases, the RD contacts (via email) those individuals involved in the incident to set up an appointment to discuss the situation. It is best that the meeting occurs as soon as possible while the facts are still clear. For repeat offenders and for serious violations, the initial contact will be from the central staff. Residence Life reserves the right to refer disciplinary cases and/or consult with University Police and/or the Dean of Students Office to determine next steps.

4. The purpose of the meeting is to gather all pertinent information about the incident. The student is asked to explain exactly what happened. After the student shares his or her perception, his or her role in the incident is examined by the RD with the incident report written by the staff members confronting the situation. If a student chooses not to meet with the RD, then a decision will be made without benefit of his or her input, so it is in the best interest of the student to meet with the RD and discuss the situation.

5. Following all input and fact gathering, the RD will make a decision whether the student's behavior violated any rules, policies or laws. If a sanction is necessary, an appropriate sanction will be given.

6. The student will receive an email explaining the findings of the meeting. If sanctions were implemented, the resident has the right to appeal the decision by contacting Residence Life within the time specified in the email.

SANCTIONS AND DISCIPLINARY ACTION

Sanctions and disciplinary action may include one or more of the following:

No action – No action is deemed necessary based on the resident’s behavior in the incident

Warning – A statement which indicates to the resident that the behavior was not acceptable and that further misconduct may result in more severe disciplinary action

Restriction of residence hall privilege – Examples of restrictions include alcohol privileges, overnight guest privileges, radio use, etc.

Restitution of damage – Requires the student to pay for damage/theft of property in or pertaining to residence halls, university, or private individuals

Assignment of creative work – Creative tasks relating to the inappropriate behavior may be assigned

Educational sanction – Some examples include the fulfillment of an online course, development of a program/bulletin board for their residence hall community, or write a reflection paper

Apology letter – In the event that an incident has been disrespectful, and deemed appropriate, a student may be required to write an apology to another resident

Removal and/or restriction from residential areas – Prohibits entry to specified areas in campus residence halls, whether it is a wing, hall, or the residence hall system

Referral – The student is referred to another individual or office

Combination – Any of those mentioned above may be combined
ACCOMMODATIONS TO ROOMS
Residence Life will assist residents who have the documented need for modifications to the room for accessibility and other medical needs. Accommodations include but may not be limited to telephone light strobe and furniture modifications. Please contact Residence Life for further information.

CHECK-IN PROCEDURES
Information related to checking in to your residence hall room will be presented at New Student Registration. An informational newsletter will be sent to you from your resident director in August. Please pay special attention to move-in times available to you, depending on your class status. Please pay special attention to:

- Pioneer Passport: Your student ID will give you access to your residence hall and is utilized for laundry.
- Personal Data Form: This health form must be completed at check-in. It is available online under the Move In/Out section of the website.
- Room Check Form: Take the time to thoroughly inspect your room for existing damages using the room condition form as a guide. List all existing damages upon your check-in on the room condition report. Notify your RA of any room damages immediately. The listing of room damages is important, as you will be personally responsible for any damages found at the time of your check-out from the room. Sign and date the room condition form upon your check-in.

CONTRACT CANCELLATION
Students who wish to be released from their housing contract may petition the director of Residence Life or his/her designee. This request must be in writing and state the reasons clearly. A contract release form is available for this purpose at the Residence Life office. A response letter will be sent concerning the decision.

It is important for students within commuting distance of UW-Platteville to realize that the room rental agreement cannot be broken during the term of the rental period in order to begin commuting from home or to live with a relative.

According to UW System bylaws, freshmen and sophomores are required to live in university residence halls unless released in writing by the director of Residence Life or his/her designee.

OCCUPANCY MANAGEMENT
In our residence halls, if your roommate/suitemate vacates your room you have options:

1. Move to another room where one bed is vacant
2. Select a new roommate
3. Sign a single room contract and pay the additional fee
4. Do nothing, recognizing a student could be placed with you at any time. You will be notified prior to this placement.

If students remain in expanded housing, those students will be assigned to that vacancy. The above options are not available until students in expanded housing are all reassigned.

Your RD will provide assistance as needed.

REFUND AND FORFEITURE
A student not fulfilling the length of the rental agreement will forfeit the $150 rental prepayment under the following circumstances:

1. Voluntary withdrawal from UW-Platteville
2. Department of Residence Life or university disciplinary action including suspension from the residence halls
3. Academic dismissal

A student not fulfilling the length of the rental agreement will forfeit $50 of the rental prepayment under the following circumstances:

1. Denial of admission
2. Participation in a university sponsored:
   a. Internship
   b. Cooperative program
   c. Exchange program
   d. Student teaching program
3. Graduation from UW-Platteville
4. Active military service

ROOM CHANGES
If you wish to change your room location for any reason (whether you wish to change within your own hall or to transfer to another), you may, provided there is space available. In order to move, you must complete a Room Change Form. See your RD for more information.

ROOM ENTRY
Authorized personnel may enter a student’s room for reasons of health, safety, general welfare, or to make necessary repairs to the room and/or room equipment. Insofar as possible, advance notification will be given. No room will be searched except by appropriate legal agencies with a warrant, or with permission or as noted below. Residence hall rooms occupied by students will not be entered or searched and university personnel will not search the personal possessions of students without the permission of the student unless a search warrant has been obtained. However, in case of emergency circumstances, authority to enter or search without a warrant may be granted in written form by the chancellor or designee. This action will only be taken when circumstances warrant immediate intervention as a means of protecting the safety and welfare of persons or property.
The university, as landlord, retains the right to enter student rooms for maintenance purposes. Maintenance requests by students will be considered to be permission to enter. In such cases, no notification of entry will be given. For purposes of health and sanitation inspection, a 24-hour written notification will be given to students. Residents should be aware that Residence Life staff may enter a room to turn off an annoying alarm, unattended music, or to close a window. In cases of this type, as well as life-threatening emergencies, at least one resident or staff member will accompany the Residence Life staff member whenever possible.

**CHECK-OUT PROCEDURES**

When vacating the room at the end of the academic year or when vacating the room during the academic year due to room change, withdrawal from the university, graduation, transferring, etc., each resident is required to properly check out of the residence hall by following these procedures:

1. Arrange a specific appointment with your RA to finalize your check-out from the room. If your RA is unavailable, contact another RA, SA, or your RD.
2. Clean the room—the room is to be returned to its original condition. Cleaning is to include vacuuming the carpet, dusting the desk and dresser, and removing room trash to the dumpster. Trash is not to be placed in the hallway, recycling room, kitchen, microwave room, or bathroom. Violators will be charged a cleaning fee minimally of $26 per hour.
3. Return room furnishings to original positions.
4. Remove all personal belongings from the room.
5. Return your room key to the staff member conducting the check-out.
6. Complete the check-out portion of the room condition report with the staff member. The resident is to sign and date the room condition report at check out. Residents are responsible for any room damages listed at check-out that are not listed at the time of check-in.
7. Review room damages with the staff member. For damages assessed to the resident, the resident is to sign a billing agreement and will receive a copy at time of check-out. The charge will be placed on the student’s account. Please note that damage assessments at the time of check-out are estimates of charges for materials and labor. Residence Life, in collaboration with Facilities Management, determines the final charges.
8. Update your address in your PASS account.
9. Clean the room refrigerator (defrost, clean, and dry). A minimum of $25 is charged if a refrigerator is not properly defrosted and $30 if not properly cleaned. Damages may be assessed for missing parts and/or damages to the unit.
10. Have the staff member lock your room door on your departure from the hall.

Residents not following these check-out procedures will be subject to an improper check-out fee. This fee will also be assessed if a resident does not check out by the publicized closing time.

If a resident does not return all keys upon check-out, replacement fees will be charged to the resident directly. If a room is left in an unclean condition upon check-out, cleaning costs will be charged to the resident at a rate of $26 per hour with a minimum charge for one hour.

Room rental charges continue as described in the residence hall agreement.

**IMPROPER CHECK-OUT**

Each student must notify Residence Life personnel of his or her decision to leave the residence hall. He or she must fill out, sign, and return a completed room inventory sheet and have the room checked by a staff member. Failure to do so will result in a $50 improper check-out fee.

**SUMMER STORAGE**

Summer storage is available in residence halls, dependent upon facilities renovations. Contractual information will be available beginning in April. Please see residence hall staff for questions.
ALCOHOL

The UW-Platteville University Alcohol Policy is published on the UW-Platteville webpage. All students are held responsible for this policy. In addition, policies specific to UW-Platteville residence halls are incorporated as a component of the UW-Platteville Alcohol Policy. They are as follow:

- The Department of Residence Life takes the enforcement of the state 21-year-old drinking law and university alcohol policy very seriously.
- A significant or severe single situation may result in escalating sanctions; for example, if a student is medically transported due to use/abuse of alcohol.
- One should note that in residence halls the DISCIPLINE and LEGAL PROCESSES are separate. One may face legal consequences for his or her behavior and still face consequences in the discipline process. A student's conduct file is cumulative. Violations of policy during a student's residence hall occupancy will result in increased sanctions due to severity or repetition, throughout his or her academic career.

Underage consumption and/or possession

If any underage student is found to be in possession of and/or consuming alcoholic beverages, he or she will be reported on an incident report. If found in violation, Alcohol-wise or Under the Influence is typically given as a first offense sanction. A fee of $25–$50 is charged for the alcohol-wise course. Residence Life strives to be educational in its approach in enforcing state law.

If the student is confronted for a second violation and found responsible through the judicial process, the student will be required to attend University Counseling Services class and may be moved to a different residence hall and restricted from entering or being present in their current residence hall. The student will be billed $100 for the cost of the course. Residence Life staff may inform parents that disciplinary action has occurred as a result of a second alcohol policy violation. In addition, students who are found responsible for violating the alcohol policy a second time will not be eligible to sign up during the room reservation process to live in Southwest Hall the following year.

If a student is found in violation of the alcohol policy a third time, the student’s residence hall contract may be terminated and the student will be restricted from the residence hall system altogether.

University Police may be called in to deal with underage students at any point in the process and will issue citations as deemed necessary.

If all roommates officially assigned to the room are underage, then that room is considered a “dry room.” No alcohol or used, empty alcohol containers (cans, bottles, etc.) may be brought into a dry room by anyone (i.e., guest 21-year-old or older). A resident of a dry room is held responsible for guests who bring alcohol into the room and the guest also faces consequences. If a person is underage and is in the presence of alcohol, that person may be suspected of violating the alcohol policy and may be susceptible to the sanctions outlined by said policy.

Legal age possession and/or consumption

The fact that alcoholic beverages are permitted in the residence halls for those of legal age does not reduce concerns that noise and disruptive problems may result from drinking. You will be held fully responsible for the UW-Platteville Alcohol Policy. Expectations of legal possession and/or consumption should be discussed amongst roommates/suites mates. The legal use of alcohol is not to interfere with the community standards or other members of the community.

For those of legal age for alcohol use, it is expected that alcohol beverages will be used in MODERATION and that residents’ rights to privacy, sleep, and study will be respected. The use of beer kegs, beer bongs, or any other common source or mass consumption alcohol device in the residence halls is prohibited. Alcohol is to be confined to residence hall rooms and is prohibited in hallways, restrooms, and other common areas.

Decorative displays of empty alcohol containers are not allowed within residence hall rooms as they may pose health, sanitation, and alcohol policy enforcement concerns.

All residents are advised to remember that in the residence halls, drinking is considered a PRIVILEGE—not a right. For that reason, loud and/or disruptive behavior, damages, or drinking habits injurious to your physical health and/or others may result in the removal of this privilege, as well as appropriate disciplinary action. This also refers to students who may return to the residence halls under the influence of alcohol and cause a disturbance. Those students can and will be held responsible under the alcohol policy guidelines.

Serving minors (those not of legal drinking age) with alcohol beverages is a violation of state law. Appropriate disciplinary action and/or arrest can and will be taken if staff confront any violations. Individuals not of legal drinking age are strictly prohibited from possessing or consuming alcohol in the residence halls. Underage individuals choosing to possess/consume alcohol will face consequences. There will be no warnings by staff. Violators confronted by staff will be referred to a hearing officer and may also be arrest by university police. Residence Life takes underage drinking very seriously. Repeated offenses may result in reassignment to another hall or suspension from the residence halls.

University Police will be called into the residence halls to deal with alcohol situations where all students do not produce proper identification upon request, where individuals do not cooperate with requests of staff, and other situations that warrant police intervention.

ASSAULT

No person may intentionally strike, shove, hit, punch, kick, or otherwise subject another person to physical contact or cause bodily harm. All forms of physical assault are prohibited in the residence halls and will be dealt with severely. Furthermore, such actions may invoke the Wisconsin Mandatory Arrest law for domestic abuse. This law provides for the mandatory arrest of any person who commits any physical act against a roommate or former roommate. These actions are also subject to adjudication through the Dean of Student’s Office via UWS code Chapter 17.

ASSISTANCE ANIMALS

Residence Life prohibits students from having animals in the residence halls, with the exception of service and assistance animals. The department strives to make reasonable accommodation as recommended by the Residence Life Accommodations Team, for individuals with appropriate documentation. Please follow the guidelines listed on our web page. Also see Pets on page 16.
BIAS AND HATE INCIDENTS
The definition of bias is single or multiple acts toward an individual, group, or their property that are so severe, pervasive, and objectively offensive that they create an unnecessarily intimidating, hostile, or offensive work, learning, or program environment, and that one could reasonably conclude are based upon actual or perceived age, race, color, creed, religion, gender identity or expression, ethnicity, national origin, disability, veteran status, sexual orientation, political affiliation, marital status, spirituality, cultural, socio-economic status, or any combination of these or other related factors.

The above definition is used for reporting and statistical purpose only. It carries no independent sanctioning weight or authority.

Students are expected to live in such a way that their actions do not have the purpose or effect of interfering with an individual's academic or work performance and/or create an intimidating or offensive academic, living, or work environment. Although the expression of an idea or point of view may be offensive or inflammatory to some, it is not necessarily a violation of law or university policy. The university values and embraces the ideals of freedom of inquiry, freedom of thought, and freedom of expression, all of which must be vitally sustained in a community of scholars. While these freedoms protect controversial ideas and differing views, and sometimes even offensive and hurtful words, they do not protect acts of misconduct that violate criminal law or university policy.

Acts may be considered bias even when presented as a joke, prank, or delivered with humorous intent. Examples include, but are not limited to: slurs, epithets, name calling, use of degrading language, graffiti, harassment, or coercion directed at a targeted person or group. This includes verbal, electronic (text, Facebook, etc.) and written forms of communication.

RESIDENCE HALLS
BIAS AND HATE INCIDENTS
The definition of bias is single or multiple acts toward an individual, group, or their property that are so severe, pervasive, and objectively offensive that they create an unnecessarily intimidating, hostile, or offensive work, learning, or program environment, and that one could reasonably conclude are based upon actual or perceived age, race, color, creed, religion, gender identity or expression, ethnicity, national origin, disability, veteran status, sexual orientation, political affiliation, marital status, spirituality, cultural, socio-economic status, or any combination of these or other related factors.

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Residence halls are considered a non-public forum related to the first amendment. The department mission is to build safe, inclusive environments. If the actions in question are incompatible with this mission, Residence Life reserves the right to limit those actions (The First Amendment On Campus, Bird, Mackin, & Schuster, 2006).

Responses to incidents will vary based on the incident and the individuals involved. Some incidents will be referred to the student conduct process if there was a violation to our code of conduct, Department of Residence Life policies, or to law enforcement. It is important to note that the majority of incidents will not travel that path. This occurs for a variety of reasons including at the request of the targeted student or because the action would not be considered a violation of the policy, law, or conduct code.

Whenever possible, based on the information available, the University Bias Incident Team and colleagues throughout the university will attempt to create an educational opportunity with students who have engaged in a bias incident. Although occasionally frustrating, this approach creates the opportunity to respond to a larger number of incidents while also maintaining the educational mission of the university.

CAMPAIGNING IN THE RESIDENCE HALLS
Registering Students to Vote
- Any recognized group may utilize the residence hall lobbies to register students to vote. Recognized groups must denote who they are to ensure residents are aware they are a legitimate group registering students to vote.
- This time must be organized and scheduled through the hall council/forum of that residence hall.
- No campaign material from any party may be present during registration of voters. Registration is meant to be an unbiased process. The message should be: ENCOURAGE RESIDENTS TO VOTE.

Candidate Campaigning
- Candidates and political parties may campaign in the residence hall lobby space of any residence hall. No door-to-door campaigning is allowed.
- Candidates must seek out residence hall council/forum times to campaign.
- This time must be organized and scheduled with prior permission through the hall council/forum of that residence hall.
- Unless a part of a residence hall organized program, it is not the responsibility of the hall council/forum to ensure all sides are represented to the residents during elections.

COMPLICITY
Students who anticipate or observe a violation of policy are expected to remove themselves from the situation and are encouraged to report the violation to the appropriate Residence Life staff. A student's presence during any policy violation in such a way as to condone, support, or encourage that violation will be subject to the Residence Life judicial processes.

COMPUTERS AND COMPUTER ACCESS
All of the traditional residence halls have computer labs in the basement of each hall that are connected to a laser printer at the main desk. Southwest Hall has a computer located in each study lounge and one computer located in the commons area. Bridgeway Commons has two kiosk computers located on the main floor in the common areas. Routree Commons has numerous kiosks and workstations located on the main level of the building. The network printer is not to be used as a copy machine. Food and beverages are not allowed in the computer rooms. Computers that are not functioning properly or have been vandalized should be reported immediately to the Help Desk at 608.342.1400. In the event of an emergency, students should follow posted protocol in each lab and continue with the emergency evacuation procedures. The campus acceptable use policy can be found at campus.uwplatt.edu/its.

AUDIO/VIDEO RECORDING AND PHOTOGRAPHY
Undisclosed and/or unauthorized recording of other individuals within the university community is prohibited. Students are to respect the reasonable expectations of privacy of other individuals. Students are not permitted to make or attempt to make video or audio recordings, or take photographs of any person(s) in bathrooms, showers, bedrooms, or other university premises where there is an explicit expectation of privacy with respect to nudity and/or sexual activity, without the knowledge and consent of all participants subject to such recordings. This provision does not extend to the recording of public events or discussions, or to recordings made for law enforcement purposes.
Appropriate behavior is essential to community living. No person may engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct, under circumstances in which the conduct tends to cause or provoke a disturbance, in university buildings or on university lands.

**DISORDERLY CONDUCT**

Appropriate behavior is essential to community living. No person may engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct, under circumstances in which the conduct tends to cause or provoke a disturbance, in university buildings or on university lands.

**DOMESTIC VIOLENCE**

Violent or aggressive behavior within a residence hall room or residence hall suite, or abuse between individuals in a relationship is prohibited. Students living in the residence halls who wish to file a complaint about domestic violence may do so through a residence life staff, University Police and/or by submitting the Sexual Violence and Sexual Harassment Reporting form. All incidents will be handled through the Dean of Students Office.

Wisconsin domestic violence laws apply to both roommate and other relationships. Specifically, this law applies to:

1. Adults who reside or have resided together
2. Adults who share a child in common
3. Spouses/former spouses

This means if a criminal confrontation occurs between members of these groups and those confrontations meet the requirements as defined by state statute, police are required to arrest the individual deemed the predominant aggressor.

**DRUGS**

Illegal drug use is a violation of Wisconsin state laws. Therefore, the use, possession, distribution, cultivation, manufacture, or sale of drugs, including medicinal marijuana, or drug paraphernalia (e.g., bongs, pipes) is prohibited. Additionally, being in the presence of illegal drugs is prohibited within, or in the vicinity of, university housing and campus. Students suspected of using drugs (because of odor, disruptive behavior, or by information brought to staff) will be documented and subject to disciplinary action by university and/or civil authorities.

**FIRE**

No matter how small the fire or even if it is extinguished, report it to your RA or RD. Appropriate action will be taken. In the event the fire alarm sounds, leave the building immediately via the nearest exit. If possible, turn on the lights, open the drapes, close windows, and lock the door before you leave the room. Also, remember to wear shoes and carry a towel to place over your nose if smoke is present. If you should happen to be away from your room when the alarm sounds, do not return to your room, but leave the building via the nearest exit.

Fire alarms and smoke detection equipment are located throughout each floor for your safety. If the alarm sounds, evacuate the building in the safest way possible using the nearest exit. Do not return until instructed to do so. There is a smoke detector in every student room. Do not tamper with or disconnect this safety apparatus. Report any malfunction to the Maintenance Hotline immediately (608.342.1155) or use the online maintenance link/button.

Rountree Commons residents: if your smoke detector sounds, please contact a staff member immediately. Detectors will not quit sounding until reset by a staff member. Tampering with smoke detectors will result in disciplinary action.

On the first Wednesday of each month, the building fire alarm system will be tested to assure that it is in proper working order. You are not required to evacuate at this time. Fire drills are held once per year. Wisconsin state law prohibits false alarms or misuse of fire equipment and subjects violators to serious legal and disciplinary action by university and/or civil authorities.
FIREWORKS, EXPLOSIVES, AND FOG MACHINES

The possession or use of any form of fireworks, explosives, gunpowder, flammable substances, or incendiary devices is strictly prohibited within residence halls and on any university property or grounds. Persons in violation of this regulation may expect disciplinary action and may also expect to be prosecuted under applicable ordinances and statutes. The use of fog machines in the residence halls is prohibited due to fire safety. UWS Code 18.10(6) POSSESSION OF FIREWORKS. (a) No person may possess or use fireworks on university lands without authorization from the chief administrative officer. (b) In this subsection, the term "fireworks" has the meaning specified in s. 167.10 (1), Stats.

FOOD STORAGE

For the purpose of maintaining high standards of health and sanitation, you are advised to use good sense in storage of food in your room. Because the residence halls are located near fields, you are asked to be especially careful since rodents may be present. Food and beverage items are not to be stored on your window ledges or between the glass panes.

GAMBLING

Wisconsin statutes expressly forbid gambling in most forms and students who violate this law subject themselves to disciplinary action.

GRAFFITI/VANDALISM

Abuse of university property within the residence halls results in expenses beyond funds allocated for regular repair and upkeep. Most of the extra expenses can be substantially reduced if hall facilities, especially rooms, are treated with respect. You will be charged for any damages you cause.

GUESTS

Guests are defined as anyone not currently assigned to the room. Overnight guests are not permitted until the roommate/suitemate agreement form has been completed and turned in to a resident assistant. If roommates/suitemates cannot agree on terms of overnight guest visitation, residence hall staff will assist in negotiating acceptable terms for all parties involved. 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.

Key points regarding overnight guest procedures:

- Misusing keys and university IDs/temporary door access cards – Residents are not permitted to give residence hall keys or temporary/student ID 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 three nights in any residence hall within a seven-day period. Exceptions must be approved by the resident 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. University Police will be called when guests under the age of 18 violate federal or state law. Different policies may apply per university sponsored events, camps, or conferences.

Any resident seeking a request outside of the parameters above must seek preapproval from their resident director.

HAIR CUTTING

Cutting of residents’ hair will be confined to resident rooms. Vacuum cleaners are available at each main desk for clean-up. If the area is not cleaned, at least a $26 charge will be assessed.

HALOGEN LIGHTS

Because of the significant danger of fire, all forms of halogen lighting are prohibited within student rooms in the residence halls.

HARASSMENT

The crime of harassment occurs when a person engages in a course of conduct or certain acts against a victim. Harassment occurs whenever a person, with the intent to “harass or intimidate” the victim, either strikes, shoves, kicks or otherwise subjects the person to physical contact or attempts or threatens to do the same, or engages in a course of conduct or repeatedly commits acts which harass or intimidate the person and which serve no legitimate purpose. Students living in the residence halls who wish to file a complaint about harassment may do so through the University Police, Residence Life staff, and/or the Dean of Students. Alleged individuals may be adjudicated through the Dean of Students office via UWS Chapter 17.09 (04).

HATE CRIME

A criminal offense that is motivated, in whole or in part, by the offender’s bias against an actual or perceived race, national or ethnic origin, religion, disability, sexual orientation, gender identity or expression, or gender is prohibited by the Department of Residence Life. Residence Life will refer any crime directly to University Police and the Dean of Students Office for further investigation.
HAZING
No one shall harass, intimidate, mock or ridicule anyone else or commit any other similar act as a prerequisite for membership, admission, or participation in any group within the residence halls. These actions are also subject to adjudication through the Dean of Students Office via UWS Chapter 17.09(4).

IDENTIFICATION CARDS (CAMPUS ID)
Wisconsin Administrative Code UWS Code Chapter 18.08(5) IMPROPER USE OF IDENTIFICATION CARDS.
   a. No person may falsely alter, alter or duplicate, or request the unauthorized falsification, alteration, or duplication of a university identification card.
   b. No person may knowingly present a false, altered, or duplicated university identification card with the intent that such card is relied upon by university employees or agents in connection with obtaining university services, privileges, or goods.
   c. No person may knowingly use or permit another person to use a university identification card for the purpose of making a false statement with respect to the identity of the user and with the intent that such statement be relied upon by university employees or agents in connection with obtaining university services, privileges, or goods.
   d. University officials may confiscate false, altered, or duplicate university identification cards or university identification cards used in violation of paragraph C.

Students who lose their IDs should deactivate their Campus ID through their e-account. In addition, they should inform their RD.

ILLNESS AND INJURY
Each main desk is equipped with a first-aid kit for minor needs only. If your injury is not too serious, contact Student Health Services (second floor Royce Hall) and have it checked. If it is serious, contact 911 services and then contact the RA or RD. Carry-out meals from Bridgeway Stations are available for students who are confined to their rooms because of an illness. The student must contact the RD or the RA to make proper arrangements.

INAPPROPRIATE BEHAVIOR
When living in such a large community, it is important that the rights and property of others are respected. Consequently, behavior such as rowdiness, pranks, the making of a mess, or any actions which damage property or disturb others will be considered inappropriate for the residence hall community and the surrounding area. Other behavior that would reasonably be considered inappropriate conduct for a residence hall community, and not addressed in other specific policies, is prohibited.

INCENSE
Residence Life prohibits the lighting or use of incense on university lands. Thus, for the predominant reason of fire safety, but also because of the concerns related to health (respiratory issues) and nuisance factors, incense may not be present in the residence halls.

LAZER POINTERS
Laser pointers (or other types of commercially distributed concentrated source of light, excluding flashlights) may only be used for their intended purpose in presentations and programs within the residence halls. Misuse and inappropriate use include, but are not limited to shining the light on a person coming in or out of the building or traveling within the hall; shining the light in other areas where it is possible that individuals will pass and/or be present; using the laser pointer to threaten or intimidate. Disciplinary action as determined by the Department of Residence Life will result from misuse of laser pointers.

LOCK-OUT POLICY
It is the responsibility of residence hall students to carry their room keys and student IDs with them so that they may have access to their room and building. A resident can contact their residence life staff member to provide them access should they get locked out of their room. If this becomes a reoccurring incident, they will be referred to their resident director.

MENINGOCOCCAL MENINGITIS AND HEPATITIS B VACCINATION RESPONSE
Wisconsin State Public Health Law, Act 61, became effective Jan. 1, 2004. It requires all colleges and universities in Wisconsin to inform students and seek responses regarding vaccinations from students living in residence halls. This form will be completed by all students at check-in.

MISSING STUDENT NOTIFICATION
Residence Life will notify authorities when residence hall students have been deemed missing. Those notified include University Police for all individuals and either the parent/guardian for residents under the age of 18 OR the emergency contact of students who are over the age of 18. Emergency contact information will be obtained from the information residents provide to the campus.

Any time a student believes that a resident is a threat to themselves or others, they should contact University Police immediately. If they want to report that a student is missing, they can either contact the police directly or they can print a “missing student notification” form by going to the Residence Life homepage at campus.uwplatt.edu/residence-life and clicking on “In Case of Emergency” under Resources. The “Missing Student Notification Policy” will be listed on the side menu. Students can complete this form any time they believe a resident has been missing for an unusual amount of time. Students completing this form should submit it to their RA or RD who will then contact University Police and the Dean of Students Office.

MOTORIZED AND NON-MOTORIZED WHEELED CONVEYANCES
The use of wheeled conveyances such as bikes, skateboards, roller blades, skates, electronically motorized boards, or any other wheeled conveyance that is not required for mobility accommodations is prohibited within the residence halls. Please see UWS code Chapter 18.10(5) where self-balancing transportation devices are prohibited for use on university lands. The storage of electronically motorized boards is prohibited in bike lockers and within the residence halls due to fire hazard.
MUSICAL INSTRUMENTS AND AMPLIFIED MUSIC
Students are allowed to play musical instruments and amplified music in their rooms between the hours of 11 a.m. to 9 p.m. throughout the week except during finals week extended quiet hours. Residence Life encourages the utilization of practice rooms available in Doudna Hall. Hall councils have the ability to make special exceptions to the amplified music policy for programmatic purposes.

NOISE AND QUIET HOURS
In order to create an environment conducive to studying and privacy, activities such as playing radios and televisions loudly, yelling, slamming doors, horseplay, running, or any other disturbances are prohibited in the residence halls. You are asked to exercise good sense and consideration of others at all times. Residents responsible for excessive noise and/or disruptive behavior may be required by their RD to remove stereos, radios, musical instruments, and any other form of sound amplification from their rooms. Yelling out of windows is not permitted under any circumstances.

Campus-wide quiet hours are:
Sunday to Thursday: 11 p.m. to 9 a.m. the next day, Friday to Saturday (or days that do not precede class): 1 a.m. to 9 a.m. the next day.
Quiet hours are defined as times when the highest priority is given to the conditions necessary for students to sleep and/or study within their rooms in the residence hall. Any activity that interferes with quiet hours is prohibited. Violations of quiet hours may result in disciplinary action.

Campus-wide courtesy hours are:
24 hours a day, seven days a week.
Courtesy hours are defined as times when activities that might produce noise are limited out of courtesy toward fellow students, their wingmates or other students in the hall. Talking in the hallways should be kept to soft voices, games should not be played in hallways, and amplified music should be kept at a low volume.
Individual residence halls may expand these quiet hours but may not implement fewer hours than outlined above. As always, excessive noise within the residence halls is inappropriate at any hour of the day or night. It will be the responsibility of every residence hall student to assist in the enforcement and effectiveness of this policy.
Consideration and noise courtesy
An atmosphere conducive to normal living and study must be maintained 24 hours a day in the residence halls. As always, respect for the rights and freedoms of other residents should be the basic guideline for your behavior. The period of time between dinner and breakfast is usually used for study and sleep. Please exercise good sense and consideration of others at all times, but especially during this time. Radios, TVs, and other sound equipment must be used with discretion at all times. Speakers are not to be played out windows.
Musical instruments must be played in accordance to the policy found earlier in this handbook.

OC SPRAY (PEPPER SPRAY)
Wisconsin Statute 941.26(4) legalizes the civilian use of OC spray. OC spray (more commonly known as pepper spray) is sometimes used to thwart/disable someone who is attempting to harm or detain someone against their will and is done by spraying this chemical into their face. Residence hall policies regarding the possession and use of OC spray comply with the statute and include: OC may not be used or possessed by anyone under the age of 18. OC may be used for defensive purposes only. Only OC spray is legal. Products containing other gas or substance are not legal (i.e. those products containing tear gas or mace). Camouflage products are not legal. Camouflage products are those containers designed to appear as something other than an aerosol container (i.e. ballpoint pens, lipstick, etc.). Penalties related to the misuse of OC spray are very serious.

OBSTRUCTING OR THREATENING THE STAFF
It is a violation of student conduct standards to interfere with or obstruct any university employee or officer engaged in the lawful performance of duties. It is also a violation to attack, physically abuse, or threaten to injure or intimidate a member of the university community or guest. Students who attack, obstruct, or threaten residence hall staff may expect prompt disciplinary action by Residence Life and/or the Dean of Students Office via UWS Chapter 17. Criminal charges may also be filed in response to incidents of this type.

PETS
For purposes of health, pets (with the exception of fish) are not allowed to visit or be kept in residence halls. The maximum aquarium size is 10 gallons per resident and cannot be accumulated between residents in a room or suite. Service animals and guide dogs are allowed after following the appropriate procedures for approval.

POSTING AND ADVERTISING PROCEDURES
These guidelines prescribe locations and formats within the residence halls for the promotion and advertising of activities, programs, and services of interest to UW-Platteville students, faculty, and staff. It was developed with regard for effective and available space utilization, demonstration of support for campus-related programs and services, and an understanding that the halls are living environments.

These guidelines explain who, how, what, when, and where items may be posted and/or advertised. It provides consistency, is more readily explained, lessens fire code concerns, and addresses overuse of fliers.
The following are guidelines for the procedure.

General Guidelines
• All postings from student organizations, businesses, individuals, and non-UW-Platteville recognized groups may submit only two posting for each hall’s lobby (26). All postings must be brought to the Department of Residence Life for approval. The department will review all postings to ensure compliance with UW-Platteville policies, e.g., UWS Code Chapters 17 and 18, UW-Platteville Discrimination and Harassment Policy, and UW-Platteville Alcohol Policy. The posting and promotion of any event or activity where alcohol is the primary focus will not be permitted. Postings 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.
• Only Department of Residence Life personnel may physically place postings (signs, fliers, and posters) in the residence halls.
SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination and is not tolerated at UW-Platteville. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments in the living, work, or learning situation. Often sexual harassment involves relationships of unequal power, and contains elements of coercion—as when compliance with requests for sexual favors becomes a criterion for some benefit. However, sexual harassment may also involve relationship among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person’s ability to study or work in the academic setting. Students living in the residence halls who wish to file a complaint about a sexual assault may do so through a residence life staff member, University Police, and/or the Dean of Students Office by filing a Sexual Violence and Sexual Harassment Reporting Form. All incidents of sexual assault will be handled following the UW-Platteville Sexual Violence and Sexual Harassment Policy.

SIDEWALK CHALKING

The chalking of sidewalks with advertisements of on-campus events and activities of student organizations recognized by UW-Platteville and in good standing at UW-Platteville is permitted under the following conditions:

1. Sidewalks may be chalked no closer than 10 feet to any building or overhang. Designated crosswalks are not to be chalked.
2. Sidewalks may not be chalked more than one week prior to advertised event or activity.
3. Sidewalk chalking does not require registration. It may be done on a first come, first served basis. An organization may not clear a sidewalk for their own use until the date of the advertised event or activity has passed.
4. Sidewalk chalking must include the name of the sponsoring organization, date, time, and location of the event or activity.
5. Sidewalk chalking is limited to text. No drawings, pictures, graphics, or symbols are permitted.
6. The content of chalked messages must be in compliance with UW-Platteville policies, e.g., UWS Code Chapters 17 and 18, UW-Platteville Discrimination and Harassment Policy and UW-Platteville Alcohol policy.
7. Sidewalk chalking may not include themes or references to alcohol, profanity, or illegal drugs.
8. Failure to comply with this policy may result in disciplinary action for student organizations and/or specific members of student organizations by the Dean of Students Office.

RESIDENCE HALL COMMUNITIES

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

In addition, no items may be adhered to or displayed in windows. The only items that may be in a window are twinkle lights around the perimeter of the window. You will be asked to remove any other materials by departmental staff.

RECREATIONAL ACTIVITIES

No person may swim, fish, boat, snowmobile, ride horseback, or use any type of all-terrain or off-road vehicle on university lands except in those areas and at times expressly designated by the chief administrative officer and denoted by official signs. No person may dock, moor, park, or store any boats, boating gear, snowmobiles, or similar equipment on university lands except under conditions specified by the chief administrative officer.

SECURITY

All outside entrances to each residence hall will utilize the student’s ID card. Rountree Commons residents utilize a key fob for entrance. The side and front entrances will be locked 24 hours a day. Southwest Hall and Bridgeway and Rountree Commons residents may find additional policies in their guides to living.

SELF-CARE

While living in the residence halls, all residents are responsible for their own self-care including appropriate personal hygiene, management of medical conditions, or illnesses including mental health and/or disability-related personal needs. Resources on campus to assist with personal self-care include Student Health Services, University Counseling Services, and Student Support Services.

SEXUAL ASSAULT

Sexual assault is a serious, violent crime with far reaching effects. UW-Platteville and the Department of Residence Life make every effort to educate the community about sexual assault and to facilitate safe environments for students. Sexual assault is defined as an act in which a person sexually touches another person without that person’s consent, or coerces or physically forces a person to engage in a sexual act against their will. It is a form of sexual violence which could include rape (forced vaginal, anal, or oral penetration or drug facilitated sexual assault), groping, child sexual abuse or the torture of the person in a sexual manner. Students living in the residence halls who wish to file a complaint about a sexual assault may do so through a Residence Life staff member, University Police, and/or the Dean of Students Office by filing a Sexual Violence and Sexual Harassment Reporting Form. All incidents of sexual assault will be handled following the UW-Platteville Sexual Violence and Sexual Harassment Policy.

SMOKING

State law prohibits smoking of any kind in the residence halls and in any location that is 25 feet or fewer from a residence hall. Residents choosing to smoke must do so outside the building, while remaining over 25 feet away from the building.

Students found smoking within the prohibited area will receive one warning. Additional violations will result in a $10 penalty. Residence hall staff will work in conjunction with University Police regarding reports of smoking violations and consequent citations.

Vapes

Recreational vapor products, including, but not limited to E-cigarettes, E-hookahs, vape pens (wax and herb), etc. are prohibited in the residence halls. Residents choosing to use a recreational vapor product must do so outside the building, while remaining 25 feet away from the building.
SNOW REMOVAL
In the event of a substantial accumulation of snow, the residence hall parking lots may need to be cleared of vehicles for snow removal. If the parking lots have to be cleared, RHA, Physical Plant, and University Police have established the following procedure:

1. Students will be given 24-hour notice before removal.
2. Students will be notified in a variety of ways of their responsibility to comply.
3. A ticket of a minimum of $150 (ticket and tow) will be given if vehicles are not moved as directed.

Should a snow emergency occur, these procedures might be altered to accommodate the emergency situation. Please see Snow Emergency for Parking page.

SOLICITATION
No person may sell, peddle, or solicit for the sale of goods, services, or contributions within the residence halls. Individuals are not allowed to campaign, conduct business or sales through the distribution of fliers, advertisements, etc. under doors, attached to doors/walls, or by going door to door. All of these means of solicitation are prohibited in the residence halls. Should you encounter a solicitor, please contact residence hall staff members (RA/SA/RD).

Officially recognized student organizations wishing to conduct fundraising activities in the residence halls should contact the RD of the hall for permission and/or additional information.

SPORTS IN THE RESIDENCE HALLS
Sports are not allowed in the hallways or public areas of a residence hall. This policy is in place to protect the safety of the students in the residence halls as well as adhere to the quiet hours of the building. When students are engaged in throwing hard objects, such as a ball, frisbee, etc., they run the risk of hurting themselves or others. Once an object leaves a student's hand, the student no longer has control over it and cannot be sure that it will not hit someone or strike an object that could hurt someone, strike a smoke detector, or further damage the hall. The same is true of skateboards, roller blades, bikes, or objects rolled along the floor.

STALKING
Any repetitive act directed at a specific person that would cause a reasonable person to fear for their safety, or suffer substantial emotional distress is prohibited. Students living in the residence halls who wish to file a complaint about a sexual assault may do so through a residence life staff member, University Police, and/or the Dean of Students Office by filing a Sexual Violence and Sexual Harassment Reporting Form. All incidents of sexual assault will be handled following the UW-Platteville Sexual Violence and Sexual Harassment Policy.

TECHNOLOGY ABUSES AND NUISANCE BEHAVIOR
Any type of nuisance call, text, social media, or email is considered serious and students who elicit such behavior may be subject to university disciplinary action as well as possible action by civil authorities. Please refer to UWS Chapter 18.11 (1) and (3) for more information.

THEFT AND INSURANCE
UW-Platteville is not responsible for theft, damage, or loss of valuables, money, or other personal property belonging to students.

The best guard against property loss from a student’s room is a locked door (especially while sleeping). Room doors should be locked whenever you leave the room, even if it is only to take a shower or visit next door. Report any theft or suspicious person to University Police, 608.342.1584.

You are advised against keeping large sums of money and other valuables in your room. Items particularly attractive to thieves include money, jewelry, radio and computer components, calculators, other audio equipment, televisions, and clothing.

It is strongly recommended that you insure your personal property either by your parents’ homeowner’s policy or by purchasing personal property insurance. Be sure to record all serial numbers of your belongings and keep this list in a safe place.

THROWING HARD OBJECTS AND SNOWBALLS
No person may, in a manner likely to cause physical harm or property damage, throw, drop, kick, hit, or otherwise project any hard object, bottle, can, container, snowball, or other item of a similar nature on university lands or within or from within university buildings or facilities.

Snowballs: Persons identified as throwing snowballs at buildings or windows will assume total financial responsibility for the damages attributed to their individual actions or for the damages resulting from a group of snowball throwers with which they are identified. Residents, whose actions contribute to the breaking of their own room windows or the windows of others nearby, assume full financial responsibility for any damages where the culprit is not specifically identified.

The cost of a broken window will be assessed by UW-Platteville Facilities staff. Department of Residence Life personnel will consult with the RD of the hall before a decision regarding billing is made.

THROWING OBJECTS OUT RESIDENCE HALL WINDOWS
The throwing of objects out of windows is strictly prohibited. Individuals who are identified throwing objects out of windows will face disciplinary action by the Department of Residence Life, in addition to the fee for removing window screens. Individuals may also be adjudicated through the UWS code Chapter 18 via the Dean of Students Office.

TRESPASSING
Students who occupy or visit residence halls without appropriate authorization will be referred to the residence life judicial processes. This includes students who violate a Residence Hall ban sanction.

UNPILOITED AERIAL VEHICLES
No unpiloted aerial vehicle, 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 Audio/Video Recording and Photography policy in this handbook.
VACATIONS
To provide security for those staying on campus and the belongings of all residents, in our traditional halls, you may NOT occupy your room during the time between semester closing and start of Winterim. Southwest Hall, Rountree and Bridgeway Commons and Cooper LLC are open during the entire academic year.

VISITATION
Visitation in the UW-Platteville residence halls shall be defined as those time periods when residents may invite friends or relatives to visit them in their residence hall rooms or in designated residence hall areas such as lounges and the basement.

Limits and procedures
In accordance with the UW System Board of Regent guidelines, campus visitation options are defined as follows:

1. Closed: A policy in which no visitation is permitted.
2. Limited: A policy in which in no case shall visitation exceed a maximum of 17 hours per day, with residence halls closed no later than 2 a.m. on any day.
3. Open: A policy in which a maximum of 24 hours of visitation is permitted.

Each wing unit will have the responsibility of determining its own hours of visitation. Discussion and voting will be conducted by each wing unit. Hours must be approved by two-thirds vote.

Any student may change to a wing unit of his or her preference to obtain more desirable visitation hours if space is available.

Guests are to utilize the bathroom facilities of their identified gender. Each building has a bathroom in the basement for visitors.

Violations
A violation shall constitute a visitor entering a wing unit prior to the determined time of visitation, remaining on a wing after the closing of the unit’s visitation period, or any other violation of that wing’s visitation guidelines.

Priority rights
With respect to your roommate, if they do not have a guest or want to sleep or study, they have priority regarding the use of the room.

WEAPONS
The presence of dangerous weapons in a community of higher education is not compatible with the objectives at the university or the residence halls. An objective of the residence halls is to ensure the safety of the students living in these facilities. Therefore, dangerous weapons of any kind (including, but not limited to, firearms of any type, sling shots, paintball guns, BB guns, Airsoft guns, toy guns that look like real firearms, bow and arrows, and knives used to threaten and/or cause harm or whose primary purpose is that of a weapon) and ammunition are not permitted in campus buildings by state of Wisconsin statutes. This restriction applies to all campus buildings. Failure to comply with this policy subjects one to serious disciplinary action by the university and/or civil authorities. Any dangerous weapons, explosives, firearms, or fireworks found on campus will be confiscated. It is recognized that some students participate in hunting or sporting activities involving dangerous weapons that cannot be possessed on campus. In order to serve those students, the University Police has a sporting weapons storage program that will accept any of the weapons listed above. Details on the storage program can be found at campus.uwplatt.edu/police.

Note: The cleaning/dressing of wild game is prohibited on university property or grounds, including the residence halls.

UWS Code Chapter 18.10(03) DANGEROUS WEAPONS.

a. No person may carry, possess, or use any dangerous weapon on university lands or in university buildings or facilities, except with the written approval of the chief administrative officer or for law enforcement purposes.

b. No person may display or portray as real any object that resembles a dangerous weapon on university lands or in university buildings or facilities, except with the written approval of the chief administrative officer.

c. Dangerous weapons in violation of this subsection may be confiscated and removed from university lands by police.

d. In this subsection, the term “danger weapon” has the meaning specified in s. 939.22(10), Stats.
IN-HALL AMENITIES

Bathrooms
Cleaning schedules are noted on signs posted by custodial services. Do not use the bathroom facilities during the posted times. Bathroom garbage dispensers are used for bathroom garbage only. Personal room garbage is the responsibility of the resident and must be taken to the appropriate dumpster located outside of the building.

Game Rooms
All of the residence halls are equipped with a variety of recreational equipment, such as pool tables, foosball tables, and ping pong tables.

Ice Machines
All of the traditional residence halls are equipped with a high volume ice machine. The ice machines are located in the laundry rooms. Residents will need to bring their own ice buckets.

Kitchens
Limited cooking is permitted in student rooms in our traditional halls. A kitchen, complete with a stove, counter area, sink, and garbage disposal is available in the basement of each traditional residence hall. (Rountree and Bridgeway Commons, Wilgus and McGregor halls have kitchen units on each floor.) A variety of cooking supplies and utensils are available at many main desks. There is a microwave oven and generally a toaster on each wing or floor for student use. Because many residents use the kitchen, you are asked to exercise courtesy and cleanliness. Kitchens and microwave rooms that are unclean or unsafe may be closed.

Laundry Rooms
ID/card swipe washers and dryers are located in the laundry room of each hall for your use. The costs for these machines are $1.50 for one washer load and $1.50 for one dryer load. There is an option to add for additional drying minutes. Prices are subject to change. Rountree Commons laundry room costs are included in the residence hall fee. Courtesy and respect for others’ property should always be practiced in the shared use of these facilities. Laundry machine maintenance concerns should be reported to CSC Serviceworks. Contact information is in each residence hall laundry room. Requests for refunds can be directed to laundry@uwplatt.edu.

Lounges
Lounges on each wing or floor have been furnished for the added comfort and convenience of hall residents. Unknown damages are the responsibility of the wing and/or floor involved.

Main Desk
For your convenience, the main desk in each residence hall has regular hours for equipment check-out and information. Most check-out procedures require an activity membership. However, all students may check out a vacuum cleaner with a student ID card. When you check out items, please be timely in the return of item. Equipment and materials that may be checked out include sporting equipment, tools, games, and cooking supplies. Please visit your main desk to see what specifically is available. Burned out light bulbs should be exchanged at the main desk.

Recreation and Meeting Space
Each residence hall has some type of facility available for residents’ use. Please see your senior assistant or resident director for instructions on reserving the space.

FACILITIES ON THE RESIDENTIAL SIDE OF CAMPUS

Basketball Courts
Four full-court outdoor basketball courts are located at the driving range on the west end of campus and are available on a first-come, first-served basis.

Lynn Collins Conference Room
In the basement of Wilgus Hall, a 60-person capacity dining room is available for sponsoring special events. Residence hall students can reserve kitchen facilities, complete with pots, pans, china, glassware, and cooking utensils. Contact the Wilgus Hall SA or RD to reserve this space.

Dobson Hall Multipurpose Room
Located in the basement of Dobson Hall, a full-purpose, catering ready kitchen accommodates a large, multi-purpose room, and three small conference rooms. At maximum, the large room can seat 200 people. This room is equipped with a fully functioning computer projector and smart board. Contact the Dobson Hall SA or RD to reserve this space.

Southwest Hall Multipurpose Room
The Southwest Hall multipurpose room is an adjustable room with the option to be split into three smaller rooms. At maximum, this can seat 50 people. This room is equipped with a fully functional computer projector. Contact the Southwest Hall SA or RD to reserve this space.
Rountree Commons Conference Room and Media Center
The Rountree Commons conference room seats 25 in conference room-style, located in the entryway of the building. The media center is located on the first floor and contains a smart board for presentations. These spaces can be reserved by contacting the SA for Facilities and Desk Management.

Bridgeway Commons Multipurpose Room
The Bridgeway Commons multipurpose room is an adjustable room with the option to be split into three smaller rooms. At maximum, these individual rooms can seat 50 people. The room is equipped with a fully functional computer projector. Contact the Bridgeway Commons SA or RD to reserve this space.

Porter Hall
Porter Hall has an executive conference room, media room, and multipurpose room available to be reserved for meetings or events. Contact the Porter Hall SA or RD to reserve this space.

Disc (Frisbee) Golf
An 18-hole disc golf course is part of the campus landscape. Hole number one is located west of Glenview Commons. Discs may be available for check-out through the residence hall main desk or purchased through Momentum Bikes and Boards on Main Street, 608.348.6888.

Fitness Center
The Williams Fieldhouse is the location for the UW-Platteville Pioneer Activity Center, also know as the PAC. The PAC offers an excellent workout that can be completed in a short period of time (30 to 40 minutes). The PAC is open seven days a week and hours are posted online at campus.uwplatt.edu/pac.

Nature Trail
Enjoy nature and 200 species of trees along the 1.5-mile nature trail. The trail’s beginning is located east of Greenwood Avenue Market.

Volleyball Courts
Sand volleyball courts are located by Brockert, Dobson, Morrow, Pickard, and Hugunin halls for student use. They may be reserved for special tournaments through the senior assistant of the corresponding building.
POLICIES AND PROCEDURES PERTAINING TO FACILITIES

ABANDONED PROPERTY
Property will be considered abandoned by residence hall students if it is left in a resident's room after a student's Residence Life contract has been terminated, a student is no longer enrolled at the university, or a student does not formally check out from their assigned residence hall space.

Abandoned property will be boxed up by a minimum of two Residence Life, custodial, or facilities staff members and all items will be noted on the boxes. The student may also designate a roommate to assist with boxing items.

The residence hall resident director along with the assistant director of Residence Life-Facilities Operations will offer the direction as to which staff members are responsible for boxing up items. Another Residence Life central staff member will assist in the absence of the assistant director of Residence Life-Facilities Operations. Boxed items and any furniture will be taken to a designated storage location. During this time, UW-Platteville, its officers, employees, and agents will not be responsible for damage or theft to this property.

The residence hall's resident director will correspond with the student within 48 business hours of the materials being boxed and stored. Students will be expected to make arrangements with the resident director to pick up their items within 10 days of the correspondence being sent to the student.

Communication will occur:
- Via email to the student's UW-Platteville email account.
- Via USPS mail to the student’s home address.
- Via phone call to the student's home phone number or cell phone number on file.

The following procedures will occur when a student does not retrieve the items within 10 days or a mutually agreed upon time frame.
- Food items will be donated to local food pantry.
- Items that are in good condition will be donated to local appropriate agencies.
- Items that are high in monetary value will be sold as "surplus" items in the next campus surplus sale.
- Any profits from sales will be deposited into an account that will be used to benefit residence hall students.

The assistant director of Residence Life-Facilities Operations will determine whether or not an item will be donated or sold as a surplus item. Designated staff will use discretion when boxing items if the items are trash.

Questions about this policy should be directed to the assistant director of Residence Life-Facilities Operations.

ACCOMMODATIONS TO ROOMS
Residence Life will assist residents who have the documented need for modifications to the room for accessibility and other medical needs. Accommodations include but may not be limited to telephone light strobe and furniture modifications. Please contact Residence Life for further information.

AIR CONDITIONERS AND SPACE HEATERS
Generally, air conditioners are not permitted in student rooms unless a documented medical condition exists. Supporting documentation from a doctor is required. Exception and approval must be sought through Residence Life. Once approved, Residence Life will provide and install the air conditioner. The cost of the air conditioner will be added to your university bill. Air conditioners will be removed on or around Oct. 15 for the winter and will be installed for the spring on or around April 1, if desired. Portable air conditioning units are not allowed.

Because of fire hazards, space heaters are not permitted in residence halls. If your room is cold, contact your RA first to provide assistance and then please call the Maintenance Hotline at 608.342.1155 or report it through the maintenance request online form.

ANTENNAS OR SATELLITE DISHES
No external antennae of any form (including satellite dishes) may be attached to or extend from your room window due to possible danger from electrical storms or possibility of damage to the building.

BED ENDS AND ROOM FURNITURE
All furniture must remain in residents' rooms with the exception of bed ends (bed frame, headboard, and footboard). Residents are responsible for storing bed ends and bed frames if they are removed from the room. There is NO storage available in the residence hall. If other furniture is removed from the room, upon written notification, the resident will be charged a fee per day until the furniture is returned. Bed ends and bed frames left in residence hall common areas will be removed and the resident will be subject to the same fee upon written notification. Mattresses may not be removed from the room. Bridgeway Commons, Dobson Hall, McGregor Hall, Melcher Hall, Porter Hall, Rountree Commons, Southwest Hall, and Wilgus Hall residents cannot remove any furniture from their rooms or suites. Rooms cannot be super-suited by residents.

BICYCLES AND BICYCLE STORAGE
UWS code Chapter 18.08(3) BICYCLES. No person may park or store his or her bicycle in buildings, on sidewalks or driveways, or in motor vehicle parking spaces, except in areas designated for that purpose or in bicycle racks. Bicycles shall be parked so as not to obstruct free passage of vehicles and pedestrians. Bicycles are not to be locked to trees and must be removed at the end of the year from campus. Bicycles that are parked in non-designated areas will be confiscated, bike chains/locks will be cut and removed and students will be required to pay a fine to receive their bicycle back from the Facilities Management Office. Bicycles that are left after the end of the spring semester will have the locks cut and be removed. Confiscated bicycles not picked up 30 days after spring semester final examinations will be disposed of.

Bikes cannot be temporarily or permanently stored in the residence halls. Bike racks are provided outside the halls for this purpose. Bicycles should not be secured to trees, light poles, or other structures. Bike lockers are also available for storage of bikes and the cost is added to your university bill. If interested in a locker, visit the Department of Residence Life website for details and reservations. The one exception to this policy is that students are allowed, during the winter months, to bring their bicycles into their room to store until the spring. Once the bicycle is taken back outside it must remain outside for the remainder of the year. For your protection, make sure that your bike is licensed with the Platteville Police Department or with University Police. The Platteville Police Department is located on the corner of Fourth and Mineral streets.
CABLE
Tampering with IPTV equipment is prohibited. Any damage to the IPTV connection in your room will result in a charge for repair. Should there be a problem with IPTV in your room contact Media Technology Services Help Desk at 608.342.1400.

CANDLES AND WAX WARMERS
For reasons of health and fire safety, candles and wax warmers of any kind may not be present in the residence halls under any circumstances.

CARPETING
All student rooms are carpeted. The main desks provide vacuum cleaners for your use. Please note that you will be charged $50 for each carpet burn, tear, or stain, which occur during your occupancy of the room. Rooms with carpet tiles will be charged $40 per tile for burns, tears, or stains. The use of duct tape or other types of tape on the carpet is prohibited. This is due to the damage that occurs to carpeting from the residue left behind. The sticky residue remains and is not removed during carpet cleaning.

CEILING FANS
The use of ceiling fans, either attached to the ceiling or to a loft/bunk bed, is not permitted within the residence halls.

CLEANING
It is the responsibility of each resident to help the hall custodian keep all common areas of the hall clean. Please pick up after yourself when leaving these areas. It is your responsibility to keep your own room clean.

COMMUNITY DAMAGES
Abuse of university property within the residence halls results in expenses beyond funds allocated for regular repair and upkeep. Most of the extra expenses can be substantially reduced if hall facilities, especially rooms, are treated with respect. You will be charged for any damages you cause. Any damages billed to a student are subject to a minimum administrative charge of $3. Charges for damages are based upon actual repair or replacement costs to restore the room or facility to its original condition. You will also be liable for any extra custodial services required by these actions.

Remember the following:

1. You are directly responsible for damages in your room. If another party damages your room, make sure that you see your RA or RD immediately. Any damages not marked on the room condition form will be the responsibility of the student.
2. In cases of loss or damage to common areas of the building (defined as those areas not assigned to an individual), the cost of repair and/or replacement will be assessed to the responsible individual(s). If those responsible are unknown, charges will be assessed to residents on the wing, floor, or building in which it occurs on a percentage basis.
3. Residents will be notified of the damage assessment by a RA who will facilitate a wing meeting, if necessary, to discuss the issue. Damage charges will be collected at the end of each semester.
4. Unpaid damage bills will result in transcripts being held.
5. Specific price estimates for damage billing are available from the Department of Residence Life.

COOKING AND ELECTRICAL APPLIANCES
The traditional residence halls on our campus were built with the idea that meal plans would always be required. Therefore, the traditional residence halls, Bridgeway Commons, and Rountree Commons have limited facilities for cooking, with kitchens in the basement of all halls and floor kitchens in Bridgeway Commons, Rountree Commons, and McGregor and Wilgus halls. Southwest Hall residents can refer to the Southwest Hall Guide to Living Handbook for specific policies relating to the use of their kitchen facilities.

Limited cooking is allowed in student rooms. State, health, building, and fire codes all play a role in the existence of this regulation. The only electrical cooking appliances permitted in your room are coffee pots, popcorn poppers, bread machines, and microwaves provided they are used for the purpose for which they were intended. No appliances with open heating coils are permitted. The following appliances are not allowed in student rooms: toaster ovens, pizza ovens, toasters and appliances that produce high amounts of heat or steam such as hot plates, grills, griddles, and crock pots.

The following appliances may be used if done so in the kitchen facilities in your residence hall but not in residents’ rooms: sandwich makers and George Foreman® type grills or griddles. If you have a question regarding other appliances, please ask an RD.

DOOR VIEWER
A peephole is provided in each room for your protection. It can be used to determine hallway conditions in case of a fire alarm or to identify who is at your door. Never leave your door unlocked while you are sleeping or while you are away for any period of time. Removal of the door viewer from the door is prohibited. In certain renovated residence halls, this is not provided.

ENERGY AND WATER CONSERVATION
Please follow the following procedures to help keep your room cost as low as possible. Turn off TV, lights, and electronics before leaving your room; keep windows closed when the heat is on; and control any unnecessary waste of water. The use of a surge protector is recommended for expensive electronics. Water bottle fillers are available in the residence halls to encourage the reuse, rather than the disposal of water containers.

GARBAGE AND TRASH
Use one of your wastebaskets to collect your room trash (food wrappers, soiled paper, and garbage). Free wastebasket liners are available at the main desk to make it easier for you to dispose of trash. YOU MUST take your room trash and recycling to the appropriate dumpster outside the building. Rountree Commons residents will dispose of trash in trash rooms located on each floor. Trash must be bagged. Use the other wastebaskets for the recyclable items. If your room trash or garbage is placed in any location other than the dumpster, you or your wing will be fined: first offense—$15; second offense—$20; third offense—$25; etc. If you throw non-recyclables or garbage in the recycling barrels, it will ruin the other recyclable items.

INSECTS
During the summer months, all residence halls are inspected for bed bugs, and are certified bed bug free. In addition, preventative processes are completed to minimize the amount of insects that gain access to the residence halls. While these processes are complete both in the interior and exterior of the residence halls, some insects may enter via screens, doors, etc. Insects or pests that may inhabit your room do so in search of food, water, or a safe harbor. To help avoid pest problems in your room keep your room as clean as possible at
all times; do not leave food out; do not collect empty cans and bottles in your room; and make sure trash is disposed of often. Also be cautious of any items such as cardboard boxes that you may bring into the building. Many times, insects or insect eggs are transported into the buildings via these containers. All residential facilities are preventative sprayed for insects, and certified inspected for bed bugs. Students will be held responsible for costs related to insect removal from their space.

KEYS (ROOM/BUILDING)/SECURITY
You will be issued a room key upon checking into the residence hall. We urge you to carry your keys with you at all times. There is a lock replacement charge for a lost room key. This covers the new locks (room and mailbox) and the keys. If your key is lost, bent, or broken, see your RA or call the Maintenance Hotline at 608.342.1155, or make a work order at http://tmaprod.ion.uwplatt.edu:82/

UWS Code Chapter 18.08(6) KEYS

a. No person may duplicate a university key or request the unauthorized duplication of a university key.
b. No person may transfer any university key from an individual entrusted with its possession to an unauthorized person or be in unauthorized possession of a university key.
c. Keys in the possession of unauthorized persons may be confiscated.
d. No person shall replace without permission, damage, tamper with, or vandalize any university lock or security device.

Traditional Halls, Bridgeway Commons, and Southwest Hall
You will receive building access on your student ID when you check in. This ID access allows you to enter the building you live in. Residents younger than 18 years of age may be required to secure written parental permission and have such on file in the Department of Residence Life to have building access added to their ID.

Rountree Commons
Residents will receive a building access fob when they check in. This allows you to enter the building. If you rent an indoor bike storage space, your fob will be programmed to grant you access to that room. Never let a stranger into the building. Do not jeopardize your security or the security of others by propping open doors or permitting access to the building by strangers.

Loss of your student ID will cost you $20 for card replacement. Report a lost ID or building access card to your RA, SA, or RD immediately. Waiting will only result in the inconveniencing of others, creating a potential security risk, and a belated bill at the end of the semester.

Mail
Mail is distributed daily (except Sundays and holidays) in each resident mailbox (shared with your roommate in traditional halls). Outgoing mail may be dropped in the appropriate slot at each hall’s mailroom. Please make sure that you have a return address on each piece and proper postage. When residents leave the university at the end of the academic year or to graduate/transfer, it is very important to update their mailing address in their PASS account.

Keys (Room/Building) Security

- No person may duplicate a university key or request the unauthorized duplication of a university key.
- No person may transfer any university key from an individual entrusted with its possession to an unauthorized person or be in unauthorized possession of a university key.
- Keys in the possession of unauthorized persons may be confiscated.
- No person shall replace without permission, damage, tamper with, or vandalize any university lock or security device.

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You will receive building access on your student ID when you check in. This ID access allows you to enter the building you live in. Residents younger than 18 years of age may be required to secure written parental permission and have such on file in the Department of Residence Life to have building access added to their ID.

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Residents will receive a building access fob when they check in. This allows you to enter the building. If you rent an indoor bike storage space, your fob will be programmed to grant you access to that room. Never let a stranger into the building. Do not jeopardize your security or the security of others by propping open doors or permitting access to the building by strangers.

Loss of your student ID will cost you $20 for card replacement. Report a lost ID or building access card to your RA, SA, or RD immediately. Waiting will only result in the inconveniencing of others, creating a potential security risk, and a belated bill at the end of the semester.

LOUNGE FURNITURE
Furnishings must remain in the lounge areas for use by all residents. Lounge furniture is not intended for private use in individuals’ rooms. Students violating this policy are subject to a penalty fee per occasion and/or per item. Each wing/floor is responsible for the furniture in their lounges and study areas. Wing meetings will be called when damages occur to determine who will be financially responsible.

MAIL
Mail is distributed daily (except Sundays and holidays) in each resident mailbox (shared with your roommate in traditional halls). Outgoing mail may be dropped in the appropriate slot at each hall’s mailroom. Please make sure that you have a return address on each piece and proper postage. When residents leave the university at the end of the academic year or to graduate/transfer, it is very important to update their mailing address in their PASS account.

Please have your mail addressed to you as follows depending on which hall you reside in:

- Department of Residence Life
  - Royce Hall
  - 1 University Plaza
  - Platteville WI 53818
  - First and Last Name
  - Room #
  - Cooper Living Learning Center
  - 29510 College Farm Road
  - Platteville WI 53818

- First and Last Name
  - Room # Bridgeway Commons
  - 1200 Southwest Road
  - Platteville WI 53818

- First and Last Name
  - Room # Brockett Hall
  - 1455 Circle Drive
  - Platteville WI 53818

- First and Last Name
  - Room # Dobson Hall
  - 1200 Greenwood Avenue
  - Platteville WI 53818

- First and Last Name
  - Room # Hugunin Hall
  - 1355 Circle Drive
  - Platteville WI 53818

- First and Last Name
Tampering with mail and packages is a federal offense.

**MAINTENANCE REQUESTS**

**Traditional Halls, Bridgeway Commons, Cooper Living Learning Center, and Southwest Hall**

If you need something repaired in your room or residence hall, please report it by either utilizing the online maintenance request http://tmaprod.ion.uwp Spaß.edu:82/, or by calling 608.342.1155. Give the hall, room number, a detailed description of the problem, and your name and phone number. The work crew will try to make the repair(s) as soon as possible.

**Rountree Commons**

Residents of Rountree Commons will submit a work order through the Rountree Commons resident portal for maintenance and repairs. Please be as detailed and timely as possible. The work crew will try to make the repair(s) as soon as possible.

**MICE AND OTHER PESTS**

Contact the Maintenance Hotline, 608.342.1155 or submit an online maintenance request at http://tmaprod.ion.uwp Spaß.edu:82/ with any issues regarding mice and other pests. Mouse traps are available.

**MICROWAVES AND TOASTERS**

All of the traditional residence halls have microwave rooms on each wing or floor. It is the responsibility of the wing to keep their microwave room clean and sanitary. The use of these rooms can be suspended if residents fail to keep them clean. Personal microwave ovens are permitted within student rooms. Toasters are not allowed within resident rooms but are provided in the microwave rooms.

**PACKAGE DELIVERY**

Packages sent via UPS, FED EX, Airborne, etc., will be delivered to the individual residence hall. Delivery occurs on a daily basis, Monday through Friday, 10 a.m. to noon. You will receive notification via your student email account with instructions to pick up your package(s). You must bring your campus ID to the front desk during regular desk hours to obtain your package. Your ID card will be swiped at the front desk as confirmation that you have received your package. Packages that are not picked up within a reasonable amount of time will be returned. Please note that no outgoing packages may be sent by you through the Department of Residence Life. There is UPS drop box package service available near Garvey’s Service Station on Main Street or Radio Shack for larger items. Packages can also be sent via U.S. Postal Service through the office on Court Street.

**PLATFORMS**

The construction and/or use of any type of platform in a student's room is prohibited.

**RECYCLING**

Residence halls at UW-Platteville are part of a recycling community. We recycle for three reasons:

1. Laws—Wisconsin and Platteville have a mandatory recycling law to decrease the amount of garbage in landfills. UW-Platteville students recycle approximately 42 tons of recyclables each year.
2. Environmental concerns—Especially since 60 percent of our refuse is recyclable, recycling is an environmentally sound practice.
3. Costs—Residence halls rely on only your room rent to cover all of the costs, including garbage collection. If you did not recycle, room rent would be higher.

Each room has two recycling containers to handle aluminum cans, plastic, glass, paper, newspapers, corrugated cardboard, etc. Residents are strongly encouraged to save the environment and recycle resources. The city of Platteville is single stream and containers are located in the dumpster areas of each hall. Students are responsible for removing recyclables from their room to the outside receptacles.

**REFRIGERATORS**

**Traditional Halls and Bridgeway Commons**

Each room is furnished with a four cubic foot compact refrigerator. Roommates are held mutually responsible for the room refrigerator. Upon check-out, the room refrigerator must be defrosted, cleaned, and dried. Failure to do so will result in a $25 charge for defrosting and a $30 charge for cleaning. Residents desiring to add a personal refrigerator to the room will pay a $25 per academic year energy surcharge. Personal refrigerators or freezers may be no larger than five cubic feet.

**Rountree Commons**

No additional refrigerators may be brought into student rooms.

**ROOM ARRANGEMENTS**

Room furnishings may be arranged in a variety of ways, but the following guidelines exist related to safety, emergency exit, and heater efficiency. There must be a clear path width of 32 inches from the floor to the ceiling from the door to the window. Bunked or lofted beds may not be placed in such a way as to block emergency entrance or exit to and from the room via the window or door. This supports the Platteville fire marshal's efforts to clearly be able to enter and exit the room in the case of fire or intense smoke.

The top of the mattress must be at least 22 inches from the ceiling. Do not place items directly in front of the heater, as it will interfere with the efficiency of the heater.

**ROOM CONDITION, DAMAGES, AND DECORATIONS**

You are encouraged to decorate your room using the philosophy that the room must be in the same condition when you check out as it was when you checked in. You must follow these policies:

1. Your room, in every way, must be in the same condition as when you originally moved in. You will be held accountable for all damages incurred from the movement of furniture.
2. All furniture must remain in the room, with the exception of bed frame, headboard, and footboard in residence halls that allow bed pieces to be removed. These items can be moved off campus, but cannot be stored in the residence hall storage area.

3. With regard to room decorating, a strict fire code is enforced. Highly combustible materials such as barn boards, partitions, hanging fabric, fish nets, and parachutes will not be acceptable for use in room decorating.

4. To avoid damaging wall surfaces in the traditional halls, Bridgeway Commons, Cooper LLC, or Southwest Hall, 3M products have been found to be most productive. Other adhesive products (such as any style of tape) and items that puncture surfaces (such as screws, nails and tacks) are prohibited. You will be charged for repair. If damage occurs, do not attempt to fix it as this will result in additional repair charges which may include costs of fully painting a room or suite. Residence hall students are responsible for the condition of the walls, even if the damage is caused by what has been recommended. Residents of Rountree Commons are encouraged to use small nails for heavier items while tacks, poster putty and blue or green painters tape for smaller items to hang on your walls. You may not use hooks, screws, masking tape, duct tape, foam tape, double backed tape, 3M products, or any other adhesives. Rountree Commons residents are responsible for the condition of the walls, even if you damage them using what has been recommended. Please use discretion in the amount of nails that you use, excessive use of nails will result in charges at the time of check out. This is specific to Rountree Commons; if you move to another residence hall, the policy regarding posting on walls is different and nails are prohibited.

5. Lofts in your room must be rented through the Department of Residence Life or www.bedloft.com depending on your hall. Construction of any type of platform is prohibited in rooms.

6. Partitions are prohibited by state fire code. A partition is any structure projecting into a room constructed with any flammable material. You must receive approval from the director of Facilities prior to any construction in your room.

7. Paneling may not be glued or fastened to walls by nails, screws, rivets, or bolts.

8. Ceiling fans are not allowed. Requests for air conditioning must be based on medical necessity, have appropriate documentation, and be approved by Residence Life.

9. Closets may not be removed in any residence hall.

10. Residents who use detergent on the ceiling or walls may be charged for repainting of the ceiling or walls.

11. The use of duct tape or other types of tape on the carpeting is prohibited.

12. Ceilings must be kept free of posters, flags, and any other flammable materials due to fire code.


SCREENS
SCREENS MAY NOT BE REMOVED. The following is the rationale for this regulation:

1. Personal safety is endangered.
2. Rodents crawl up the sides of the building to gain easy entrance into student rooms.
3. Prevents throwing garbage and other items from windows.
4. Screen and window tracks experience heavy wear as a result of removal.

Failure to comply with this regulation will imply your automatic consent for housing personnel to enter your room and replace the screen at a cost to you. Removal of screens will result in a $100 fine. Subsequent offenses will be referred to Residence Life.

SMOKE DETECTORS
In compliance with Wisconsin statutes, each student room is furnished with a photoelectric type of smoke detector. These smoke detectors are designed to protect student life. Please cooperate by keeping your smoke detector plugged into the wall outlet. According to Wisconsin statutes, there is a fine for unplugging or tampering with these smoke detectors. If your smoke detector is not working properly (there is a test button on each unit), please report it immediately by either utilizing the online maintenance request http://tmaprod.ion.uwplatt.edu:82/, or by calling 608.342.1155. Any damage to or loss of the smoke detector will result in a replacement charge. Rountree Commons smoke detectors are wired into a fire system. If they sound, please contact a staff member as the detectors will not stop sounding until reset by a staff member.

SNOW REMOVAL
In the event of a substantial accumulation of snow, the residence hall parking lots may need to be cleared of vehicles for snow removal. If the parking lots have to be cleared, RHA, Physical Plant, and University Police have established the following procedure:

1. Students will be given 24-hour notice before removal.
2. Posters will be displayed in the main lobbies giving the time, date, and location of removal.
3. A flier will be placed in each mailbox of the residence halls.
4. The removal time, date, and location will be announced on 90.5 FM.
5. A ticket of $50 will be given if vehicles are not removed from the lots. Should a snow emergency occur, these procedures might be altered to accommodate the emergency situation.

SPRINKLER SYSTEM
Bridgeway Commons, Dobson Hall, Melcher Hall, Porter Hall, Rountree Commons, and Southwest Hall are equipped with sprinkler systems in the event of a fire. Tampering with or misusing the sprinkler systems, including sprinkler heads, is prohibited. Bridgeway Commons, Rountree Commons, and Southwest Hall residents should refer to their guides to living for specific details.

TELEPHONES
Local phone service is not provided as part of the residence hall room rent. Students may use their own cell phone or contact their own local service.

VOMIT CLEANUP
If staff must clean vomit, a minimum fee of $26 will be assessed to the responsible person; if the person responsible cannot be determined, the wing may be assessed the $26 fee.

WATERBEDS
Waterbeds are prohibited.

WINDOWS
Residents are asked to keep windows closed during periods of cold weather due to the risk of freezing pipes. Students who leave windows open, resulting in a burst pipe, will be assessed clean-up and repair charges.
EMPLOYMENT

For information on employment within the residence hall, see your resident director.

For information on all student positions in the Department of Residence Life, food service, information technology, tutoring services, and the Markee Pioneer Student Center, log into your HANDSHAKE account, available through the Career and Professional Development Office.

PARKING

A valid UW-Platteville parking permit is required to park in all lots on campus except for metered stalls. Parking regulations in residence hall lots are enforced from noon on Sunday through noon on Friday. For more information regarding parking and transportation and to purchase parking permits, please visit campus.uwplatt.edu/police/parking.

Snow Emergency for Parking

A city of Platteville parking ordinance requiring alternate-side street parking from Nov. 15 through April 1, 2–6 a.m., is no longer in effect on the following campus streets: Greenwood Avenue, College Drive, and University Plaza.

In its place, a Snow Emergency for Parking ordinance is in effect during those dates. When two to three inches or more of snow or ice have accumulated on the campus streets, the university will declare a snow emergency for parking. That means that alternate-side parking is in effect for a period of two days. During that two-day period, vehicles must park on the A or B sides of the street from 2–6 a.m. so that streets can be plowed. A and B designations will be advertised through hall postings, mailbox stuffers, social media, email and local media. The University Police Department will issue parking citations for any vehicles parked in violation of the SEP rules. The citation amount is a minimum of $150 (ticket and tow).

Parking is not allowed in commuter nor staff parking lots from 2–6 a.m. all year long. Anyone who violates this restriction during an SEP will be issued a $150 (ticket and tow) parking citation. Please review the entire snow emergency for parking description which is located on the Department of Residence Life website. Information will be sent to all students/residents via email notification as well.

ROOM RESERVATION PROCESS FOR 2019–20

Information about the room reservation process and deadlines will be widely publicized during the fall semester. It is extremely important that students pay attention to dates, procedures, etc. Watch the Department of Residence Life website for more information.

A few things to keep in mind:

• Each student will need $150 to reserve a space for next year. Each student must reserve a residence hall space for each academic year. No one is automatically placed.

• University of Wisconsin Board of Regent policy states that all freshman and sophomore students must live in university residence halls unless they meet established criteria for exemption. Freshman and sophomore students are required to live on campus and will not be able to cancel their rental agreement unless they are withdrawing from the university. Students who are not required, but choose to sign a rental agreement, will be held to their contract unless they are no longer attending UW-Platteville. By submitting the electronic room rental agreement, you are entering into an academic year contract and are financially obligated for rental in the residence halls for the academic year. Exceptions to this will be available to students who participate in a recognized university program that requires the student to live away from this area such as student teaching, internship, co-op, and study abroad.

• The process for Southwest Hall room reservations begins in the fall and is available to students with junior class standing and above.

• The process for Bridgeway Commons, Cooper Living and Learning Center, Rountree Commons, and the nine traditional halls typically begins in February and is based on a student’s class status.
DATES TO REMEMBER

FIRST SEMESTER:

- Aug. 31, 2019 – New student move-in
- Sept. 1, 2019 – Returning student move-in
- Sept. 3, 2019 – First day of classes
- Sept. 29, 2019 – Hall governance training
- Oct. 4–6, 2019 – Family Weekend
- Oct. 15–17, 2019 – Residence Hall Association blood drive
- Oct. 19, 2019 – UW-Platteville celebrates Homecoming
- Oct. 25, 2019 – Fall break, halls remain open
- Week of Nov. 11, 2019 – Southwest Hall open for all students with 45 post high school credits
- Nov. 27, 2019 – Halls lock at 6 p.m. for Thanksgiving break; students choosing to stay for Thanksgiving weekend must sign up at their front desk
- Dec. 13, 2019 – Last day of classes
- Dec. 14, 2019 – Commencement
- Dec. 16–20, 2019 – Finals week
- Dec. 20, 2019 – Halls close at 6 p.m.; if a traditional hall student needs to stay until 9 a.m. on Dec. 22, they must sign up with their resident director; suite halls and Cooper LLC remain open for break periods

SECOND SEMESTER:

- Jan. 5, 2020 – Halls open for Winterim at 2 p.m.
- Jan. 6–24, 2019 – Winterim session
- Jan. 23, 2020 – Halls open at 10 a.m. for students attending second semester
- Jan. 27, 2020 – Classes begin
- Jan. 29, 2020 – Resident assistant applications are due by 4 p.m. to the Residence Life office
- Feb. 4–6, 2020 – Resident assistant interviews
- Feb. 17, 2020 – Room reservations begin for 2020–21 academic year
- Feb. 11–13, 2020 – Residence Hall Association blood drive
- March 23–27, 2020 – Spring break, halls remain open
- May 15, 2020 – Last day of classes
- May 15–16, 2020 – Commencement
- May 18–22, 2020 – Finals week
- May 22, 2020 – Halls close at 6 p.m.; if any residence hall student needs to stay until 11 a.m. on May 23, they must sign up with their resident director; summer residents move to Southwest Hall