



Guide to Residential

Living



Letter from the Director of Residence Life



Welcome to the residence hall community on the University of Wisconsin Oshkosh campus. It is our goal to help you achieve academic and social success through your involvement in both residence hall and campus activities. Our staff is available to help you make the the most of the opportunities of on-campus living. This handbook describes the programs and policies that help make our halls enjoyable places to live and socialize.

For many of you, this will be the first opportunity to experience independent living. We encourage you to make the most of this chance to get to know your peers and interact with the hall staff. Should you have any questions regarding the policies and pro-grams outlined in this handbook, please contact your Community Advisor, Assistant Residence Hall Director (ARHD) or Residence Hall Director (RHD) at your convenience.

We are proud of the thousands of students and staff who came before you and helped make UW Oshkosh a great place to live, study, and learn. Our communities function best when students find a healthy balance between living responsibly and exercising their freedom. With your active participation in the life of our residence hall environment, you will better enjoy the experience and be more likely to find academic and social success. Thank you for choosing Oshkosh and I hope you have a wonderful year.

Sincerely,

The Department of Residence Life.

Table of Contents

Section 1	The Department of Residence Life	3
	Mission Statement	4
	Beliefs and Values	4
	Goals	4
	Diversity Statement	5
	Residence Life Personelle	5
Section 2	Housing Information	7
	Residence Hall Addresses	8
	Board of Regents Housing Policy	9
	Housing and Dining Contact	9
	Interim and University Breaks	9
	Academic Year Checkout Process	10
	Express Checkout Process	10
	Residence Hall Registration	11
	Room and Hall Changes	13
Section 3	Residence Hall Services and Amenities	14
Section 4	Health, Safety, and Security	18

The Department of Residence Life

Section 1



The Department of Residence Life

RESIDENCE LIFE MISSION STATEMENT

The Department of Residence Life is committed to providing comfortable, clean, well-maintained, and affordable residence hall environments where the personal development and academic success of students are encouraged and supported.

RESIDENCE LIFE BELIEFS AND VALUES

We Believe...

- the residence hall experience is an integral component in the life of a college student.
- that students and staff will strive to create and sustain social and academic environments which are open, just, caring, purposeful, disciplined, and celebrative.
- the Department of Residence Life has the responsibility to assist students in being accountable for themselves and their community.
- in providing opportunities for social growth through floor, hall, campus, and community involvement.
- that the power of the student voice is essential and should be heard through hall governments and the United Students in Residence Halls (USRH) organization.
- in supporting a campus-wide collaborative network to address the needs of our students and staff.
- the Gruenhagen Conference Center and available residence hall spaces are important conference resources for the University and the Fox Valley community.

We Value...

- an open environment where individual and human differences, and diversity of thought, are understood, accepted, and appreciated.

- residence hall environments which are clean, comfortable, attractive, well-maintained, secure, and affordable.
- physical environments which are conducive to the pursuit of academic success and social development.
- environments that promote leadership development and service to the campus and Oshkosh community.
- residence halls as intellectual environments which sustain the academic excitement that ignites in University classrooms.
- the development of activities and events that involve all students in campus life.
- residence life staff members who are competent, team-oriented, caring, diverse, well trained, and ethical.
- a residence hall staff that is committed to its own academic success.

RESIDENCE LIFE GOALS

- Create residence hall environments which are conducive to the academic, social, and personal growth of students.
- Provide clean, secure, comfortable, well-maintained, and affordable residence hall environments in response to students' needs.
- Foster student awareness of their rights and responsibilities as accountable members of residence hall communities.
- Facilitate the personal, academic, leadership, and social development of students.
- Design opportunities and support systems which enhance student leadership.
- Support the University's academic mission and goals.

The Department of Residence Life

- Provide computer technology and support staff within the residence halls to assist in the academic success of students.
- Develop and offer programs and services in response to students' needs.
- Challenge students to demonstrate strong ethics and positive lifestyles.
- Provide a caring, motivated, helpful, and well trained staff that supports the mission and goals of the Department of Residence Life.
- Establish an open and diverse environment that promotes the understanding and acceptance of gender identification, cultural, ethnic, racial, physical, sexual, and religious differences.
- Provide conference facilities and services to the University and Fox Valley communities.

Approved by the United Students in Residence Halls (USRH) May 1, 1997

RESIDENCE LIFE COMMITMENT TO DIVERSITY STATEMENT

The University of Wisconsin Oshkosh's Department of Residence Life is committed to creating an open and diverse living environment that is physically and psychologically safe, respectful, and civil; where individual and human differences and diversity of thought are understood, accepted, and celebrated.

RESIDENCE LIFE PERSONNEL

Approximately 130 staff members live in the residence halls to assist students. Their function is to: provide advice; assist in community development; refer students to other University resources as needed; help mediate conflicts; and plan educational, social, and cultural activities to enhance the college experience.

A 12-month live-in professional **Residence Hall Director (RHD)** staffs each hall. They have been selected for this position on the basis of their educational background (all RHDs have attained a Master's Degree) and their interest in, and concern for, people. The RHD is responsible for developing and maintaining an environment conducive to both living and learning. They are also available to advise those who may be experiencing difficulty in their academic or personal lives. Seven of the residence halls are also staffed with an **Assistant Residence Hall Director (ARHD)** who assists the RHD in all aspects of managing the residence hall. ARHDs are graduate students at the University.

A **Community Advisor (CA)** is an undergraduate student who serves as a resource to the residents of the building. A CA is in a position to help residents develop a community that is based on individual responsibility and respect for others. Each CA is trained to answer questions about campus, refer students to various resources for further assistance, aid in resolving roommate conflicts, and advise students in developing stronger study skills.

Most residence halls have an undergraduate staff member that assist in managing the building's desk. These staff members are called **Senior Community Advisors**.

South Gruenhagen has one additional staff member, an **International Community Advisor (ICA)**. Their role is to assist our international students and create specific social and educational events for this community.



The Department of Residence Life

The RHDs, ARHDs, CAs, and ICA are considered to be University officials. As such, functions of their jobs are to enforce University policies and to help ensure the security and safety of residents. The University expects students to cooperate with residence hall staff in their capacity as University officials.

In addition, Residence Life staff include: Director of Residence Life, Assistant Directors, Coordinators, Conference Center Staff, Administrative Staff, Custodial and Facilities Staff, Front Desk Staff and IT Staff. Their contributions are equally important. The entire staff works cooperatively to create an environment conducive to personal growth and academic achievement.

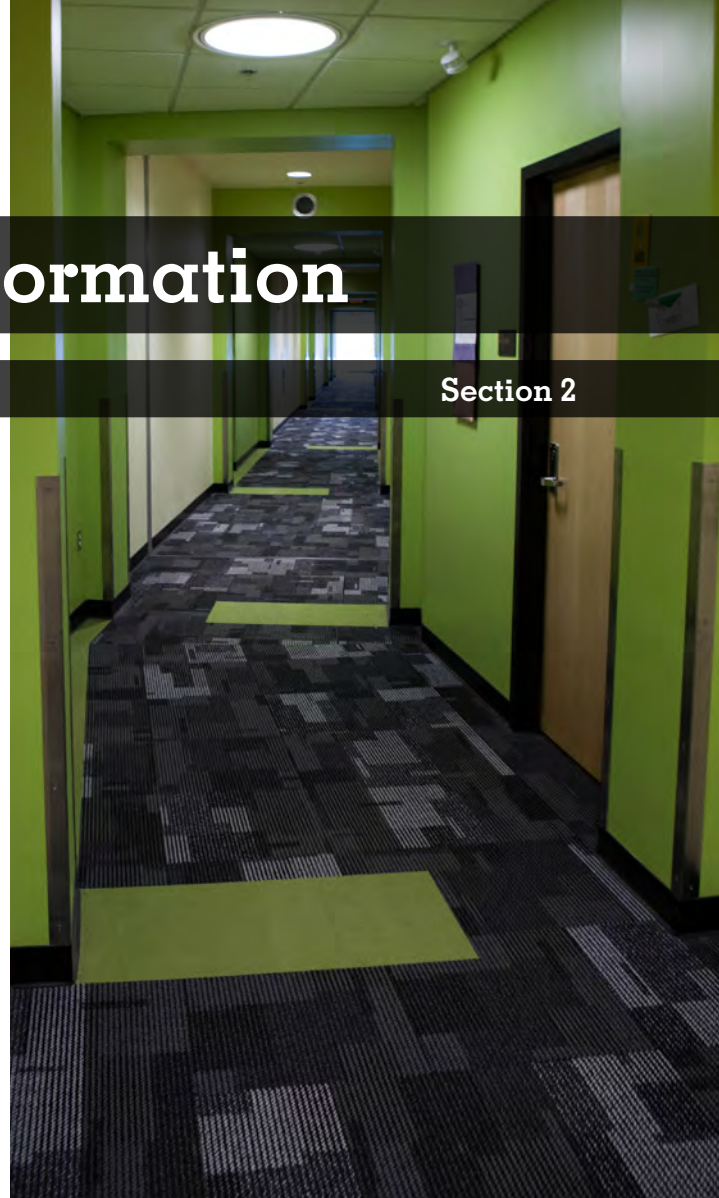
For the most up-to-date information about the Department of Residence Life, please visit our website at www.housing.uwosh.edu.





Housing Information

Section 2



Housing Information

Donner Hall

820 High Ave.
Oshkosh, WI 54901-3563
Desk (920) 424-1829
RHD (920) 424-1820
ARHD (920) 424-1828
Duty (920) 420-1934

Evans Hall

727 W. Lincoln Ave.
Oshkosh, WI 54901-4349
Desk (920) 424-1825
RHD (920) 424-1431
Duty (920) 420-9417

Fletcher Hall

712 Elmwood Ave.
Oshkosh, WI 54901-3517
Desk (920) 424-1731
RHD (920) 424-1730
ARHD (920) 424-2199
Duty (920) 420-9276

Gruenhagen Conference Center

208 Osceola St.
Oshkosh, WI 54901-3584
Desk (920) 424-1106
RHD (920) 424-0956
ARHD (920) 424-1663
Duty (920) 420-9273

Horizon Village

635 Elmwood Ave.
Oshkosh, WI 54901-3503
Desk (920) 424-1819
RHD (920) 424-1818
ARHD (920) 424-1822
Duty (920) 420-4410

North Scott Hall

625 Algoma Blvd.
Oshkosh, WI 54901-3501
Desk (920) 424-1162
RHD (920) 424-1169
ARHD (920) 424-1169
Duty (920) 420-9279

South Scott Hall

625 Algoma Blvd.
Oshkosh, WI 54901-3501
Desk (920) 424-1162
RHD (920) 424-1169
ARHD (920) 424-1169
Duty (920) 420-9326

Stewart Community

723 W. Lincoln Ave.
Oshkosh, WI 54901-4349
Desk (920) 424-1801
RHD (920) 424-1802
Duty (920) 420-9431

Taylor Hall

780 High Ave.
Oshkosh, WI 54901-3552
Desk (920) 424-1831
RHD (920) 424-1830
ARHD (920) 424-1799
Duty (920) 420-9312

Webster Hall

810 High Ave.
Oshkosh, WI 54901-3563
Desk (920) 424-1821
RHD (920) 424-1820
ARHD (920) 424-1828
Duty (920) 420-9315

Gruenhagen Conference Center

For more information, visit our website at:
www.gcc.housing.uwosh.edu
or call (920) 424-1106

United Students in Residence Halls

(the residence hall governmental body)

For more information, visit our website at:
www.usrh.housing.uwosh.edu
or call (920) 424-4334



Housing Information

BOARD OF REGENTS' HOUSING POLICY

The Board of Regents of the University of Wisconsin passed the following student housing policy, currently in effect:

Those freshmen and sophomore students (having earned less than 60 credits as of the first day of classes, fall/spring semester) who are not veterans, married, or living with a parent or guardian shall be required to live in a University operated residence hall when such accommodations are available.

In addition, UW Oshkosh exempts the following:

- Those who are at least 21 years of age by the first day of classes
- Students who have earned at least forty-eight (48) credits or have lived in a residence hall for four (4) semesters prior to the beginning of classes
- Students who are single parents with custody
- Commuter status is granted only to those students who live with a parent or guardian within a 45-mile driving distance from the University. Students living with a parent or guardian must complete and return a Commuter Information Card to the Department of Residence Life. It must be signed by a parent or guardian and be notarized by a Notary Public.

Students who feel that their particular situation justifies an exception to the Regents' and the Department of Residence Life's housing policies may request an exception by completing an appeal form obtainable from the Department of Residence Life. The USRH Appeals Review Committee will review the request and inform the student whether or not the exception will be granted.

HOUSING AND DINING SERVICES CONTRACT

Your contract is an agreement between you (and your guarantor) and the University. The University agrees, under the conditions cited, to provide your room and

board while you are obliged to pay for such services for the full academic year. This will remain true unless the contract is altered or canceled in writing by the University. Students are fully responsible for all sections of the University of Wisconsin Oshkosh Housing and Dining Services Contract. Students should understand that the University reserves the right to make changes in the rules and regulations during the term of the contract. Students may not re-enroll, be granted withdrawal privileges, or be issued transcripts until all charges and fees have been paid, including rental charges or additional charges for damages/losses. In the event that a student has their contract terminated for conduct/disciplinary reasons, the student will be financially responsible for a \$125 contract termination fee.

When living in a residence hall, you are required to purchase a meal plan. If you have lost or misplaced your copy of the contract, you can go to the Residence Life website and print a copy, or you can contact the Department of Residence Life for an additional copy.

ADMINISTRATIVE MOVES

The Director of Residence Life, or designee, has the right to administratively reassign or remove any resident if, in their judgment, a resident's disruptive behavior has, or will have, an adverse influence upon the residence hall community by continued residence. Any student who is removed may be restricted from entering a particular residence hall or all halls. Trespassing will be reported to the University Police.

INTERIM AND UNIVERSITY BREAKS

Winter Interim: There is no additional cost for interim housing to those students who currently have a residence hall contract. If you are registered for spring semester and choose not to attend winter interim, you do not have to check out of your room. If you are not enrolled in classes for the winter interim and are involved in, or are causing, conduct issues, you may be required to vacate the building until the spring semester (if enrolled). If you are not enrolled for spring semester classes and winter interim classes, you will need to vacate the halls before interim. All enrollments will be verified.

Housing Information

Spring Interim: There is no additional cost for housing to those students who currently have a residence hall contract. If you are not enrolled in classes for the spring interim and are involved in a disciplinary situation, you may be required to vacate the building immediately. Due to renovation, construction, custodial and maintenance needs, or security and financial considerations, Residence Life reserves the right to close floors and/or halls, and to consolidate residents into other residence halls.

University Break Periods: There is no additional cost for University break periods to those students who currently have a residence hall contract. All of the residence halls will remain open during break periods. Residence Life reserves the right to restrict a student from being in their residence hall room during break periods if they are not following the policies and procedures outlined in this handbook and their contract.

On-campus summer housing is limited to the Gruenhagen Conference Center.

ACADEMIC YEAR CHECKOUT PROCESS

If a student currently living in a residence hall will no longer be attending the University, they will need to properly check out of their residence hall room. The student's Department of Residence Life Housing Contract outlines that they have 24 hours after they withdraw to check out of their room in the hall.

Follow the process below to complete your room checkout during the semester:

1. Contact your CA or another CA in the building to schedule a checkout appointment. This should be done 24 hours in advance of moving out.
2. The checkout needs to happen between 8a.m.-4:30p.m. on any day of the week. Any checkouts that occur after 4:30p.m. are subject to a \$25 charge.
3. You need to pack all of your belongings, clean your side of the room (the whole room if living alone), and return your room to its original arrangement prior to your checkout appointment.
4. If you rented a loft from College Products, you will need to make arrangements with the company to have the loft returned. You cannot be successfully checked out if your loft is still present during your scheduled checkout appointment.
5. If you do not check out properly with a CA from your hall, you can be charged (e.g. not making an appointment with a CA, just leaving your keys in your room and leaving, not returning a rented loft, etc.).

EXPRESS CHECKOUT PROCESS

The Express Check out process has been developed to make your check space out as efficient as possible after spring final exams and interim. You do not need to make an appointment to check out with your CA or notify them of your departure date or time. Do please contact your CA if you would like them to go through your room with you prior to departure to minimize your chance of receiving damage and/or cleaning charges.

To prepare your room for checkout:

Please review these procedures with your roommate. Should you have any questions, ask your CA or RHD.

- Place all furniture back in its original location according to the diagrams provided during closing.
- Remove all decorations, posters, markings, tape, etc., from all surfaces, including the windows, walls, and both sides of the door. For areas within your room that need touch-up paint, check out a brush and paint kit from your hall's desk.
- Remove all trash and leave the room in a clean condition. Wash out the trash and recycling bins. Clean up all trash left directly outside your room's door. Place trash in the appropriate location and not into the hallway, lounge, or other common areas.
- Vacuum the floor, dust all surfaces, wash the walls and furniture, especially if the room is excessively dirty.

The Department of Residence Life

Any personal property of apparent value that is left behind will be disposed of or donated, if not claimed within 30 days. Other miscellaneous items will be discarded as trash.

You and your roommate are responsible for all damages to the room or its contents, and cleanliness charges. If individual responsibility for damages or cleanliness issues cannot be determined, the charges will be equally split between the occupants of the room.

Students must vacate the halls by:

- A)** the designated day and time outlined in the Important Dates section (pg. 11), or
- B)** 24 hours after their last class, if it occurs before the hall's closing time.

Each room (with the exception of Taylor Hall and Horizon Village) is provided an internet switch, switch power supply, and one ethernet cord at the beginning of the year. These items must remain in the room upon checkout.

Failure to check out of the hall according to the procedures outlined above in the Express Checkout section will result in additional costs for Improper Checkout. Failure to return your Express Checkout envelope upon checkout may result in a lock change and an additional charge. There will also be a charge for the bathroom key if it is not returned.

Follow the process below to complete your Express Checkout:

1. Clean your room to meet Residence Life standards as outlined by your CA and on the closing materials provided to you.
2. Arrange your room back to its original format as depicted on your closing paperwork.
3. Sign and date the front of the Express Checkout envelope (given to you at your floor's closing meeting). This indicates that your room is ready to be checked out, that you understand your room will be checked after your departure, and that you understand your room will be checked after your departure, and that

you may be billed should there be any damages or cleaning issues.

4. Place your keys in the envelope and seal it. If you should lose your envelope, please contact your CA, RHD, or go to your hall's desk.
5. Place the completed and sealed envelope into the Express Checkout key slot located at, or near, your hall's desk (look for designated signs).

Failure to follow these steps could result in associated charges. Final inspection will be conducted when rooms become vacant or immediately upon closing.

IMPORTANT

All residence halls will be open and will continue to be staffed during winter break, interim break and spring break. Summer housing is run through the Gruenhagen Conference Center.



Housing Information



ROOM AND HALL CHANGES

Room and hall changes are permitted, subject to approval from the hall's Area Secretary or the Residence Hall Director, and the availability of space. For more information about the room and hall change processes, see your Area Secretary or RHD. Room changes may occur throughout the semester except during the following times:

1. The first three weeks of the Fall semester
2. The first two weeks of the Spring semester
3. The second and third weeks of the Fall three-week interim



Students making room changes without the approval of the Area Secretary or RHD may be assessed a minimum fee of \$50 for an illegal move and may be required to move back to their originally assigned room. Students changing rooms with permission who do not follow the proper procedures may be assessed a fee of \$25 for an improper checkout.

ROOM OCCUPANCY CHANGES

The Department of Residence Life, with the endorsement of USRH, reserves the right to suspend offering single room accommodations during those periods each semester when incoming housing contract needs are being determined, when new room assignments are being made, when "no shows" are being confirmed, or when "overflow" housing is being used. If space permits and a student's roommate checks out, the remaining student will be sent a letter outlining the "Right of First Refusal" process. This letter will outline three options for the student:



The Department of Residence Life

1. The remaining student can have another person move into the room with them.
2. The remaining student can consolidate with another person on the floor or in the hall.
3. The remaining student can rent the room as a single at a pro-rated additional cost.

The student will have five business days to respond to the letter or they will automatically be billed for a single room until they respond.

Anyone who has signed a "Right of First Refusal" should be prepared to move or to receive a roommate at any time. The room should be ready for a roommate at all times, meaning that half the room is clean and clear of personal belongings.

(Reminder: it is against residence hall policy to discourage potential roommates from wanting to move in.)
Provision: If a room is not ready when a new roommate is assigned, that roommate must also agree to the present room arrangement. If they do not, everything must be put back in its original place. If a room is not ready for an incoming roommate, and it becomes necessary for Residence Life staff to prepare/clean the room, a \$50 fee will be assessed to the student receiving the new roommate.

ROOMMATE CONFLICTS

To assist in developing a strong roommate relationship, residents are required to complete an online Roommate Agreement. This Agreement allows each roommate to enter in their preferences on a variety of topics, such as study and sleep habits. Once both residents complete the online Roommate Agreement, their CA will meet with them to resolve areas of disagreement or potential conflict. This meeting results in the completion of the Official Roommate Agreement.

When conflicts occur between roommates, they are encouraged to resolve their disagreements themselves. If unable to reach an agreement, residents are encouraged to contact their CA to obtain assistance in resolving their differences. The CA will use their Roommate Agreement to assist in handling the conflict. All hall staff are trained

in roommate mediation techniques.

When residents are unwilling to abide by the terms of a Roommate Agreement, when they are unwilling to enter into the mediation process, or when they pose a threat to their roommate, the RHD or Department of Residence Life reserves the right to require new room assignments and/or institute disciplinary procedures.

WITHDRAWAL FROM RESIDENCE HALLS

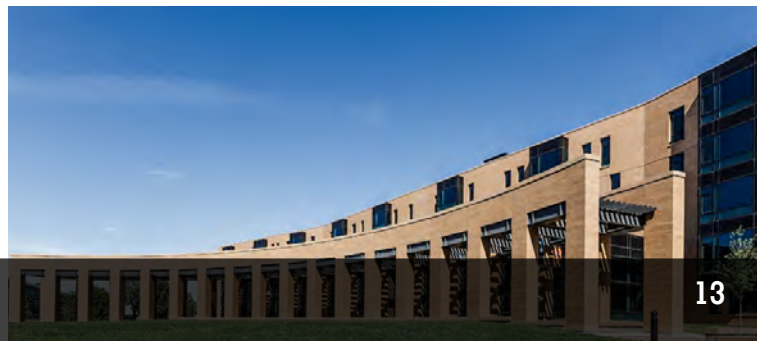
The room and board contract lasts for the duration of the academic year unless (1) the student has an approved one-semester option or (2) the student withdraws from classes. In order to officially withdraw from the University residence hall prior to the end of the contracted period (for reasons other than withdrawing from school), it is necessary to have been released from your contract. Students may request this release through the Department of Residence Life. Approval is necessary before a student may be checked out of their room. Very few releases are granted!

COMMON AREA DAMAGES (CAD)

Common Area Damages (CAD) are defined as those areas not assigned to an individual within a residence hall. In cases of loss or damage to common areas, the cost, repair, and/or replacement may be assessed to each resident on a prorated basis.

Residents are responsible for any damages, lost property, or unnecessary service costs caused to University residence halls through accidents, neglect, or intent.

Residents are responsible for their guests and may be assessed the cost of any damages, lost property, or unnecessary service costs caused by their guests.



Residence Hall Services and Amenities

Section 3



Residence Hall Services and Amenities

CABLE TELEVISION

All residence hall rooms have been wired for cable services to provide better reception and increased programming. The charge for basic cable television service is incorporated in your room charge. For cable television repairs, visit your myUWO Portal and submit a Work Order request online.

FLOOR LOUNGE, PUBLIC AREA, AND ROOM FURNITURE

Floor lounges are available for studying, being social, and holding events. Most floor lounges come equipped with sofas, lounge chairs, and study tables.

The moving of public area furniture into a student's room is not permitted. The moving of such furniture will result in a per day charge for each day the furniture is in a student's room/possession. An additional charge will be assessed for furniture left in a student's room during any break period.

Removal of student room furniture that belongs to the University is not permitted. Residence Life furniture must remain in student rooms at all times and may not be stored, even temporarily. Furniture from one room is not allowed to be stored in another room, lounge, or other place within the residence hall; it cannot be stored anywhere off campus (including the student's permanent address). Furniture cannot be transferred from one residence hall to another.

LAUNDRY

Laundry machines are located in the basement of each hall (Fletcher Hall also has laundry machines on each floor) and accept Titan Dollars. North Taylor, Gruenhagen, and Horizon Village will also accept coins. Residents who experience a malfunction with either the card reader or machines should report it to their hall's desk. Online refunding information can be found on the Residence Life website at housing.uwosh.edu/refunds.

We have a laundry vendor that uses the LaundryView eMonitoring System, allowing students to check the

availability of machines online, to view when machines become available, and also notifies students when their laundry is complete. More information on how to utilize these services will be available upon your arrival to campus.

MAIL

The U.S. Mail is delivered to each hall once daily, except on Sundays and holidays. To facilitate prompt delivery of your mail, and to avoid returned, misdirected, or lost mail, please have your mail addressed to you with special care. Full addresses for each building can be found in Section 2; use the format of these addresses for your mail delivery.

[Your Name]
Room # _____ [Your Hall]
[Your Hall's Street Address]
Oshkosh, WI 54901

US Postal Services Mail (cards, letters, magazines, and packages):

The USPS prefers that you use an alternative simplified address to receive your general mail. For this, your room number and hall are all that is needed (not the street address). An example of a simplified address would be:

[Your Name]
Room # _____ [Your Hall]
Oshkosh, WI 54901

MAILBOXES

Mail that can be distributed to individuals through residence hall mailboxes is limited to the following: any mail addressed to the occupant; any addressed or unaddressed mail originating from Residence Life; and any University Dining, USRH, OSA, RUB, or UW Oshkosh Administrative Office mail, flyers, information, etc., approved by the Department of Residence Life. All mail that requires postage or has been post-marked must be distributed in mailboxes or forwarded. It's your responsibility to check your mail on a regular basis.

Residence Hall Services and Amenities

MAIN DESK

The cornerstone of each hall community is the main desk. Located on the first floor, the main desk is where various hall functions are performed and items are provided. Some of these include distributing mail and hall equipment, dispensing change, communicating hall and University activities, and assisting with hall check-ins and check-outs. We encourage all residents to be familiar with their hall's main desk.

RESIDENCE LIFE POSTING POLICY

The Department of Residence Life strongly believes in keeping students informed about upcoming campus and community events and activities. The most effective way to communicate an event is by submitting it on the myUWO Portal Event Calendar.

Submitting Information:

- Open your web browser and go to:
portal.housing.uwosh.edu.
- You will be asked to enter a username and pass-word; enter in your UWO NetID username and password here.
- Once logged in, click on Add App on the upper left, search Events Calendar, and then click Add Application
- Click Submit Event to add an event on the Event Calendar application.

If problems arise with the submission process, please contact our team at ***helpdesk@uwosh.edu***.

All event publicity and postings must be approved through the Residence Life office before they can be disseminated and/or posted.

We will post:

Campus events and activities, community events and activities, athletic events, upcoming important dates to remember, student organization information, academic deadlines and activities, and on-campus student job announcements; with space permitting: off-campus position announcements.

We will not post:

Sales or promotional information for companies or businesses (including individual sales for profits of students living in the residence halls, i.e., Avon salesperson, Mary Kay salesperson, Spring Break trips, etc.) and sales information of a personal nature, (i.e., bikes for sale, apartments for rent, etc.).

RECREATION SPACES

Recreation spaces in the residence halls are provided for the relaxation and enjoyment of the residents and their invited guests. It is the responsibility of all that use these spaces, including the hall kitchen, to help keep them clean and presentable.

REPAIRS AND MAINTENANCE

A Work Order website is available for residents to utilize to report normal wear and tear maintenance repairs needed within their rooms. If you have a repair, visit the myUWO Portal at ***http://portal.housing.uwosh.edu*** and add the Work Order application. Follow the instructions and please be as specific as possible when describing the problem. Be sure to include the location. If it is an emergency, contact hall staff immediately; Facilities personnel will then process the request and you can reference it later, if needed. The residents of the room are still responsible for the cost of the repair if the damage

Residence Hall Services and Amenities

was due to circumstances other than normal wear and tear. Please contact your CA or RHD if damages were caused that will result in a charge.

Residents will be provided with a Room Condition Inventory Form (RCI) upon their initial move into the residence halls. Residents will be responsible for completing the RCI with information about the condition of their room and its furnishings prior to moving their belongings into the room. Once completed, the resident must return their RCI to the desk or a CA on the same day they moved in to the hall. It is important that residents fill out this form in detail and report any damages or items needing repair, otherwise, at the time of checkout, the resident will be held responsible for damages they did not cause, as hall staff will not know differently. Any questions should be directed to your CA.

STORAGE

No storage facilities are available in our residence halls. Limited storage will be made available to international residents upon request. Please ask your RHD.

There is no storage allowed over the summer in the residence halls. Any items not claimed or removed within 30 days after spring interim/closing will be disposed of, including bikes and mopeds left outside of residence halls.

TELEPHONE

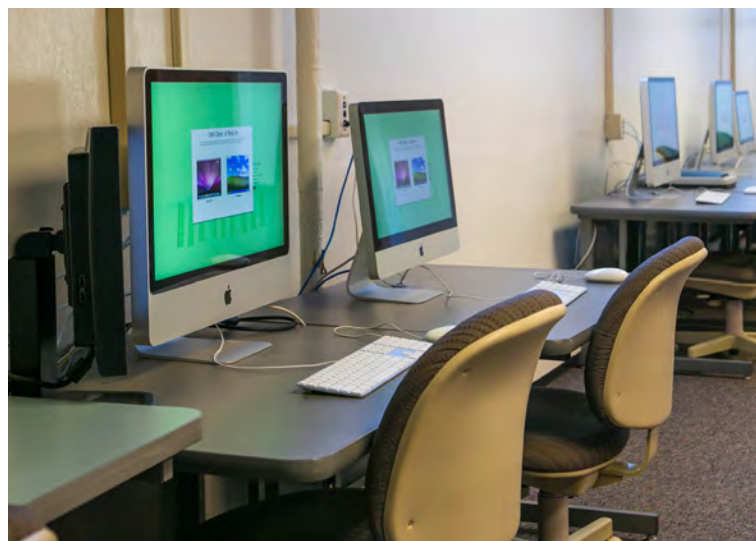
The Department of Residence Life does not provide telephone lines in rooms for resident use. Courtesy phones are available in residence hall floor lounges to make local calls. To call a campus office, dial the last four digits of the phone number. To make a local Oshkosh call, dial "9," then the area code (920), and then the phone number. Misuse of telephones (i.e. prank or harassing phone calls) is prohibited.

VACUUMS

The Department of Residence Life does not provide vacuum cleaners. We encourage residence hall students to bring their own vacuums, as it is the student's responsibility to keep their carpet clean and vacuumed.

VENDING

Vending machines in the residence halls accept both US currency and Titan Dollars. If you lose money or vending card credit, a refund slip can be submitted at: <https://uwosh.edu/reeve/forms/soda-snack-refund-request/>.



Health, Safety, and Security

Section 4



Health, Safety, and Security

AIR CONDITIONERS

Air conditioners are not permitted in student rooms except when substantiated by medical need. In these situations, you must submit written documentation from your treating physician on an annual basis. The documentation must include that an air conditioner is medically necessary, and why. If approved, Residence Life will work with you to be assigned to live in an air-conditioned room. There is a \$75 charge that will be billed to your account for the installation and removal of the A/C unit. Taylor Hall and Horizon Village are the only halls that are air conditioned, however, the A/C is only operating during the typical air conditioning season.

BICYCLES

In accordance with the provisions in Chapter UWS 18.06 Conduct on University Lands: 18.06 (8) Bicycles. No person may park or store a bicycle except in areas designated for the purpose or in bicycle racks. Bicycles shall be parked so as not to obstruct free passage of vehicles and pedestrians.

The Department of Residence Life permits students to store bicycles in their residence hall room, as long as it does not block easy entrance or exit to the room. Facilities for locking bikes are also provided in several hall basements. There is no storage for bicycles on campus during the summer period.



FIRE ALARMS/EVACUATION

All persons must evacuate the building when an alarm sounds. Fire drills will be held periodically at varying times of the day and night during the academic year. If you find any malfunctioning fire equipment, report it to a staff member.

If you discover or suspect a fire, sound the building fire alarm by pulling one of the hall's pull stations and then leave the building by the nearest exit. Once outside and safe, call the fire department by dialing 911. Give as much information as possible to the fire dispatcher. Do not hang up until told to do so. Do not attempt to rescue others unless you can do so safely.

When you have been alerted by shouted warnings, the alarm, or the sensation of smoke or fire:

- Keep low to the floor if there is smoke in the room.
- If there are doors you must enter/exit to get to safety, feel the doorknob with the back of your hand before opening it. If it is hot, do not open the door. If it is not hot, brace yourself against the door and open it slightly, but if heat or heavy smoke are present, close the door and stay in the room.
- Seal up the cracks around the door using sheets, pieces of clothing, or whatever is handy if you can not leave the room. Then, hang an object out the window (e.g. bed sheet, jacket, or shirt) to attract the fire department's attention. If there is a phone in the room, call the fire department (911) or University Police at (920) 424-1212 and report that you are trapped. Be sure to give your room number and location.
- Close all doors as you exit.
- Go to the nearest exit or stairway. Do not use an elevator. If the nearest exit is blocked by fire, heat, or smoke, go to another exit.
- If you enter a stairwell and find it blocked below you, go to a higher floor, find a window, and signal for help. Always try to remain calm.

- Never re-enter a building to try to save your personal possessions.

Any persons with special needs are asked to work with their RHD to establish an evacuation protocol in case of fire, including those with temporary disabilities such as a broken leg.

INCLUSIVITY AND DIVERSITY

UW Oshkosh residence halls are places where all students should have an equal opportunity to participate actively in the community. To this end, our goal is to create an environment open to people from diverse backgrounds. No student should have to tolerate demeaning comments or actions of any kind. This includes, but is not limited to, comments regarding an individual's race/ethnicity, gender, sexual orientation, gender identity or expression, country of origin, and ability as well as cultural, political, religious, or other affiliations. We view college life as an opportunity for individuals to meet and get to know many types of people. These interactions and relationships help us build strong hall communities.

In working to make the climate of our campus both accepting of, and welcoming to, all students, faculty, and staff, the University of Wisconsin Oshkosh has taken the stand that it will not tolerate bias incidents or hate crimes.

Bias incidents and/or hate crimes involve behavior that is motivated by race/ethnicity, gender, sexual orientation, gender identity or expression, country of origin, and ability as well as cultural, political, religious, or other affiliations. Bias incidents include those that are motivated by bias, but may not meet the necessary elements required to prove a crime.

Hate crimes are also motivated by bias and they include property damage, personal injury, or other illegal conduct. A hate crime is a bias incident that has risen to the level of a violation of criminal statute. All hate crimes are bias incidents, but not all bias incidents are hate crimes.

Students who are a victim of a bias incident or hate crime, a witness to such an incident, or are told of such an incident, are encouraged to contact their CA, RHD, the Department of Residence Life, or the University Police.

Health, Safety, and Security

You can anonymously report incidents online using the Bias Incident Report Form, which can be found on the UW Oshkosh Division of Student Affairs webpage: <https://uwosh.edu/police/bias-incident-report/>

The purpose of reporting is to track the nature of bias motivated incidents on and off the UW Oshkosh campus in an effort to prevent future behaviors, and to help maintain a positive learning, living, and working environment within our community. Examples may include, but are not limited to, the use of degrading language or slurs (spoken or written) directed at women, men, persons of color, members of the LGBTQ community, etc. Incidents that rise to the level of a crime should also be reported to University Police. This form does not take the place of reporting a crime to law enforcement. Information from the report will be sent to the Office of the Vice Chancellor of Student Affairs and the Dean of Students Office to assess if action is required. Information about trends of such incidents will be sent to areas that work with climate issues for the targeted identity group, such as the Office of Equity and Affirmative Action, the Multicultural Education Center, Residence Life, the LGBTQ Resource Center, the Women's Center, the Counseling Center, Student Health, etc.

Additionally, we feel bullying is a very serious matter. UW Oshkosh residence halls are living communities where students should feel both physically and emotionally safe. The Department of Residence Life believes in building communities on the principles of inclusion, civility, and respect. We find harassment or bullying of any kind, whether it be in person, electronically, or through a third party, a serious issue that will not be tolerated in our communities. We encourage residents who think that they have witnessed or experienced bullying to contact hall staff.

MEDICAL WASTE

Contact the Student Health Center on campus or see your RHD for removal of medical waste.

ROOM ENTRY/SEARCH AND SEIZURE

Students residing in UW Oshkosh residence halls are afforded the same Fourth Amendment rights pertaining to search and seizure as any renter or homeowner. Law enforcement officials must follow due process as specified by law in the areas of search, seizure, and arrest.

UW Oshkosh, as landlord, retains the right to enter student rooms for maintenance, fire safety, personal welfare, and for the comfort and/or safety of fellow residents (i.e. turn off an alarm, close a window, etc.). Maintenance requests by students or staff shall be considered permission to enter student rooms, and no notification of entry will be given. In addition, hall staff members will conduct safety checks as deemed necessary by the Department of Residence Life.

Please recognize that when a student's safety is in question, Residence Life staff will enter a room. If students choose not to open their residence hall door for a hall staff member or University Official, the staff member must further assess the seriousness of the situation, and possibly involve the University Police. If there is believed to be a safety concern or potential harm to the residents or community, Residence Life staff reserve the right to enter the room.



SECURITY STATIONS

All residence halls have nighttime Security Stations staffed by Community Advisors and Community Service Officers (CSOs). Security Stations serve as a checkpoint for monitoring resident and guest access to our residence halls. Residents must use their TitanCard to gain access into the building; guests must present a state-issued ID. The stations are staffed nightly and run Sunday through Wednesday from 9:30 p.m. - 2:00 a.m., and Thursday through Saturday from 9:30 p.m. - 3:00 a.m. On a few occasions, Security Station hours will be extended to coincide with an increased student presence on campus. These instances will be posted in-hall ahead of time.

TORNADO PROCEDURES

The City of Oshkosh tests the tornado warning siren at 12 p.m. (noon) on Saturdays (March through October). During siren testing, residents will not be asked to leave their rooms. Typical signs of tornadic activity are: severe thunderstorms with frequent lightning, heavy rain, hail, strong winds, or power failure; roaring wind noises; and funnel cloud(s). The city of Oshkosh is located in Winnebago County.

Tornado Watch

- Conditions are favorable for the development of a tornado.
- The local National Weather Service will issue a watch bulletin to the local authorities, as well as the local media (TV networks and radio stations).

Tornado Warning

- A tornado has been sighted or detected by radar and may be approaching.
- City warning sirens will sound in a steady tone. When a Warning has been issued, students should seek shelter immediately in the lowest level of the building, an internal hallway, or a bathroom without windows. Staff may assist in guiding students to safe locations within the building.

UNIVERSITY POLICE DEPARTMENT

The University Police Department provides a wide variety of law enforcement services 24 hours a day for the campus and surrounding areas. Services include bike, foot, and vehicle patrol, as well as residence hall events and staff liaison activities. Within the Department, Community Service Officers (CSOs) provide additional foot patrol services every night for the safety of the students on campus. CSOs are student assistants that check all University buildings, including residence halls, for locked doors and maintenance concerns, and report suspicious or disruptive activity to University Police Officers. For more information regarding the University Police Department, please call (920) 424-1212 or visit www.uwosh.edu/up.



Index

A

Air Conditioners, 19
Administrative Moves, 9

B

Beliefs & Values, 4
Bicycles, 19
Board of Regents' Housing Policy, 9

C

Cable Television, 15
Checkout Procedures, 10
Common Area Damages, 13

D

Damages & Costs, 13, 17
Department of Residence Life, 3

E

Express Checkout Process, 10

F

Fall/Winter Interim, 9
Fire Alarms/Evacuations, 20
Floor Lounges, 15

G

Goals, 4

H

Health, Safety, & Security, 18
Housing & Dining Services Contract, 9
Housing Information, 7

I

Important Dates, 11
Improper Checkout, 11
Inclusivity/Diversity, 20
Interim and University Breaks, 9

L

Laundry, 15

M

Mail, 15
Mailboxes, 15
Main Desk, 16

Management Information Office, 8
Medical Waste, 21
Mission Statement, 4

P

Personnel, 5
Posting Policy, 16
Public Area Furniture, 15

R

Recreation Spaces, 16
Receiving a New Roommate, 12
Repairs and Maintenance, 16
Residence Hall Addresses, 8
Residence Hall Services & Amenities, 14
Residence Hall Registration, 12
Room & Hall Changes, 12
Room Entry/Search and Seizure, 21
Roommate Conflicts, 13
Room Vacancies, 12

S

Security Stations, 22
Single Rooms, 12
Spring Interim, 10
Storage, 17

Table of Contents,

Telephone, 17 2
Tornado Procedures, 22

U

University Police Dept, 22
USRH, 4, 8

Vacuums, 17
Vending, 17

Withdrawal from Residence Halls, 13

