emergency CONTACTS

IF AN EMERGENCY OCCURS IN THE RESIDENCE HALLS, CONTACT:
CAMBRIDGE COMMONS SECURITY ................................................................. (414) 935-6900
KENILWORTH SQUARE APARTMENTS SECURITY .................................. (414) 229-0512
RIVERVIEW SECURITY ........................................................................... (414) 229-3595
SANDBURG AND/OR PURIN SECURITY .................................................. (414) 229-6123

IF AN EMERGENCY OCCURS ON CAMPUS, CONTACT:
UNIVERSITY POLICE ................................................................................ (414) 229-9911
UNIVERSITY POLICE from a campus phone .......................................... ext. 9911

FOR MENTAL HEALTH CONCERNS OR EMERGENCIES, CONTACT:
NORRIS HEALTH CENTER ........................................................................ (414) 229-4716
   Hours
   Monday-Thursday: ........................................................................... 8:00am-4:45pm
   Friday: ............................................................................................... 9:00am-4:45pm
MILWAUKEE COUNTY CRISIS HOTLINE ............................................... (414) 257-7222
SUICIDE PREVENTION LIFELINE .......................................................... 800-273-TALK

The content and policies of this handbook are subject to modification throughout the 2015-2016 Academic Year. In the event of changes the most recent version of the Handbook will be available in .pdf format at www.uwm.edu/housing.

THE MISSION OF UNIVERSITY HOUSING AT THE UNIVERSITY OF WISCONSIN-MILWAUKEE:

UWM University Housing is committed to enhancing community members’ Cultural understanding, Leadership skills, Academic success, Social connections, and Social responsibility by creating safe, comfortable, and well-maintained living learning environments that inspire growth and development.
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# Housing Services

## Cable Guide

All University Housing residents receive the Time Warner Cable standard package. The channel lineup is listed below. Last updated June 2015. Subscriptions subject to change without notice.

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BILLS & PAYMENTS
If you are a UWM student, all University Housing charges (room, meal plan, loft rental, etc.) will be posted to your PAWS account. You must view your charges at: www.PAWS.uwm.edu. Online payment is available, or you can print your bill and submit a check with the payment coupon. The Bursar’s Office collects payment for University Housing. If you have questions about payment options, call them at (414) 229-4914 or visit them in Mitchell Hall room 295.

Kenilworth Square Apartment residents only: charges (room charges, parking, etc.) are due monthly and posted to the PAWS account on or around the 25th of each month for the next month’s bill. These payments are due on the 5th of each month.

If you are a non-UWM student or a UWM affiliate without a PAWS account, University Housing charges will be invoiced to you and mailed to your UWM campus address. Payments can be made at the University Housing office (Sandburg C100) Monday through Friday from 7:45am to 4:30pm or at the Service Desk of your assigned building.

CLEANING
Cleaning supplies can be checked out from your Service Desk. Cleaning kits include all-purpose cleaner, sponge, paper towels, and gloves. Vacuums, brooms, and dustpans are also available. The common areas in University Housing facilities (such as lounges, hallways, laundry facilities, stairwells, and elevators) are cleaned on a daily basis by the custodial staff.

COMPUTERS & INTERNET
The Residence Halls Computer Network (ResNet) is the residents’ in-room connection to the Internet. It is available in all resident rooms, and is the gateway to campus resources and the Internet.

Each resident will be provided a single wired Ethernet connection.

The ResNet office is available to help you get connected.

BEFORE YOU CONNECT TO RESNET
There are a few things residents can do to help make the connection to ResNet easier:

GET A FREE VIRUS SCANNER
Whether using Windows or MacOS, all university residents can install a full version of MacAfee VirusScan for free! This means residents don’t have to pay subscription fees or purchase a virus scanner – residents can download or get a resource cd from a campus computer lab to install the software. www.security.uwm.edu.

UPDATE COMPUTER OPERATING SYSTEM
Windows: use the windows update link or go to: www.update.microsoft.com.
MacOS: use the software update link in system preferences or go to: www.apple.com.

PATCH COMPUTER
It is important that you patch your computer(s) before connecting. Security and advanced updates will help ensure a smooth connection to ResNet.
PROTECT YOUR COMPUTER & ACCOUNTS WITH STRONG PASSWORDS

A strong password is one that cannot be easily guessed. You should have a strong password assigned to the user account on your computer, especially if it is an administrator account!

USE A FIREWALL

At a minimum, make sure the firewall included with your operating system is installed and active. Other third-party firewalls are also available via www.download.com.
- Install spyware removal and ad-detection software.
  
  SAITS staff recommend using Malware Bytes Anti-Malware on a weekly basis. This free tool can be acquired from www.download.com.
- Make sure your computer is not set up as a server.
- Turn off any file sharing functions or services related to sharing files or serving web pages.
- Bring all system CD-ROMs with your computer.

You should not leave home without the CDs that came with your computer! Many residents have to wait to go home and get these CDs or wait for the mail, in order to fix their computers; residents should be prepared in case something happens to their computer. The two most important disks are the Windows operating system CD and the drivers CD – some computers will only have a restore CD, so bring that instead. Be prepared and don’t forget to backup your files on a regular schedule!

If you have any questions about ResNet, please call the ResNet office at (414) 229-7337 Monday through Friday, 8:00am – 6:00pm. Residents can also find additional information and contact the ResNet office at www.aux.uwm.edu/compop.

CONNECTING TO RESNET

To connect directly to ResNet you need:
- a computer with an Ethernet connection or Ethernet adapter (USB/thunderbolt)
- a cat5, cat5e, or cat6 Ethernet cable

To connect to ResNet using a wireless router (not provided) you need:
- a wireless router* that must be registered in person in the ResNet office (bring your router and its power adapter)
- a cat5, cat5e, or cat6 Ethernet cable (to connect the router to ResNet)

The ResNet office is located in Sandburg C280, and can be contacted by calling (414)229-7337 or e-mailing it-services@uwm.edu.

Public use computer labs are available in the lobbies of Cambridge, Kenilworth, and RiverView, and on the second floor of Sandburg Commons. All labs include a public use printer; please see a Service Desk or adjacent print card machine to purchase a print card for use with these printers.

For issues not related to ResNet, students should contact the University Information Technology Services (UITS) Help Desk at (414) 229-4040 or e-mail help@uwm.edu. For security purposes, UWM runs active scans to find servers, infected or compromised machines, and excessive bandwidth usage inside the residence halls. University Housing and the ResNet office reserve the right to remove network connectivity for any violations of the network use policy.
UNIVERSITY HOUSING CAMPUS RESIDENTIAL COMPUTER NETWORK
RESNET USER AGREEMENT

I. OVERVIEW

The Residence Halls Computer Network (ResNet) is an extension of the academic environment at UWM. It is intended to be used for instructional and research purposes. University Housing is facilitating the connection of the residential rooms to the campus network and is not responsible for any service interruptions. The campus network availability may change without prior notice.

II. POLICY

All federal and state laws applicable to your computer and other connected devices (i.e. routers), along with all connections to devices, will be enforced in University Housing. This includes (but is not limited to) violation of copyright laws (illegal software or media), hacking (obtaining or using unauthorized information), forged identity, and other types of malicious activity. Violation of this policy will result in loss of connection and contract action.

You are responsible for the security of your computer and connected devices, such as routers, as well as protecting them from viruses and trojans. Residents can ensure security in ways that include (but are not limited to) using an up-to-date virus scanner, a firewall, patching the operating system, using secure passwords and using adware/spyware removal tools. Violation of this policy may result in loss of connection and contract action.

III. GUIDELINES

ResNet is intended to enhance your educational experience at UWM. Your network connection is a privilege, and improper use can result in the loss of connection. Your computer and other traffic through connected devices (i.e. router) is your responsibility, and network use should comply with University Housing, UWM, local, state, and federal policies, regulations, and laws. ResNet is not an unlimited resource. It is in every resident’s best interest, especially during daylight hours, to limit large bandwidth activity. Transfers of large files during the day severely degrades network performance, and is best saved for evenings and weekends. Excessive use of the network bandwidth may result in loss of connection and contract action.

IV. PROHIBITED ACTIVITIES

1. You may not send or forward chain letters via e-mail. If you receive one from off-campus, delete it. If it was sent to you from someone at UWM, forward it to help@uwm.edu for administrative action.

2. You may not post messages to large numbers of news groups. You may not post chain letters or moneymaking schemes to any news group.

3. You may not run robot programs for use with chat programs or muds.

4. You may not write, talk or send mail to anyone you do not know or have a legitimate reason to contact. Asking someone if they want to chat is not a legitimate reason to contact someone you don’t already know.

5. You may not attempt to break into any computers or use any other person's computer or account without their permission.

6. You may not attempt to forge mail messages, news postings or otherwise represent yourself as someone else.
7. You may not attempt to circumvent policies or network restrictions by reconfiguring your computer to unauthorized settings.

8. You are provided with a single network connection. You may not extend this connection in any way that impacts other users' network access.

9. You may not set up a server of any kind using a port in the residence halls.

V. AUTOMATIC SANCTIONS FOR RESNET AGREEMENT VIOLATIONS

Violation of copyright laws will result in loss of connection for 30 days. A second violation will result in loss of connection for 60 days. A third violation will result in loss of connection for six months.

You are responsible for the security of your computer and connected devices, such as routers, as well as protecting them from viruses and trojans. Violation of this policy may result in loss of connection for 30 days and until computer is secured. A second violation will result in loss of connection for 60 days. A third violation will result in loss of connection for six months.

Circumvention of the ResNet registration system or extending the network connection provided will result in loss of connection for 30 days. A second violation will result in loss of connection for 60 days. A third violation will result in loss of connection for six months.

VI. SPECIAL NOTICE

University Housing manages the network using technologies that include active monitoring and port scanning. All university records, including electronic files and e-mail, may be subject to disclosure under the Wisconsin public records law.

See campus computing policy and guidelines at: www.uwm.edu.

DINING/MEAL PLAN

Residents living in University Housing may make food purchases with their meal plan by using their Panther ID card. If a resident runs out of meal points, they may add more to their account online at www.uwm.edu/panthercard. Residents can also add money to their meal plan and gold accounts by using Cash Value Centers (CVCs). Should there be a positive balance remaining on a meal plan at the end of the academic year, the refunded credit for the remaining balance, less a $10 processing fee, will be posted on the resident’s PAWS account. Refunds are typically posted on PAWS by the end of June of the respective year. If you have an outstanding balance or posted charges from move out, any refund would be first applied to the outstanding UWM charges.

DINING LOCATIONS

For a detailed listing of all our operations, events, updated hours, menus, Facebook accounts, and dietary information, please visit us at www.dining.uwm.edu. Cambridge Commons, RiverView and Sandburg each have a cafeteria. The Cambridge Café is located on the north end of the first floor. In RiverView, the Café is on the second floor. The Sandburg Café is located on the second floor of the Commons (third floor of the Towers). Each Café provides residents with fresh fruit and salad bars, a build your own deli, a culturally diverse menu and much more. Residents who use their meal plan in the cafeterias and Palm Gardens receive a 50% discount off the cash price.
DINING HOURS OF OPERATION

CAMBRIDGE COMMONS CAFE

**Monday - Friday**
- Breakfast: 6:45am - 10:00am
- Limited service: 10:00am - 11:00am
- Lunch: 11:00am - 2:30pm
- Limited service: 2:30pm - 4:30pm
- Dinner: 4:30pm - 7:00pm
- Late Night: 7:00pm-10:00pm

**Saturday - Sunday**
- Continental: 8:00am - 9:30am
- Breakfast: 9:30am - 2:30pm
- Limited service: 2:30pm - 4:30pm
- Dinner: 4:30pm - 7:00pm
- Late Night: 7:00pm - 10:00pm

RIVerview CAFE

**Monday - Friday**
- Breakfast: 6:45am - 10:00am
- Limited service: 10:00am - 11:00am
- Lunch: 11:00am - 2:30pm
- Limited service: 2:30pm - 4:30pm
- Dinner: 4:30pm - 7:00pm
- Late Night: 7:00pm-10:00pm

**Saturday - Sunday**
- Continental: 8:00am - 9:30am
- Breakfast: 9:30am - 2:30pm
- Limited service: 2:30pm - 4:30pm
- Dinner: 4:30pm - 7:00pm
- Late Night: 7:00pm - 10:00pm

SANDBURG CAFE

**Monday - Friday**
- Breakfast: 7:00am - 10:00am
- Limited service: 10:00am - 10:30am
- Lunch: 10:30am - 2:00pm
- Limited service: 2:00pm - 4:30pm
- Dinner: 4:00pm - 6:30pm
- Late night: 4:30pm - 7:00pm

**Saturday - Sunday**
- Continental: 8:00am - 9:30am
- Breakfast: 9:30am - 2:00pm
- Limited service: 2:00pm - 4:30pm
- Dinner: 4:30pm - 7:00pm

SANDBURG PALM GARDENS

*Seven days a week*
- 7:00pm - 12:30am

THE GRIND

The Grind has one location in University Housing, located on the 1st floor of Sandburg Commons. The Grind serves a full menu of coffee drinks, with the addition of smoothies, and baked goods. Residents may use their meal plan at all Grind locations, but they will be charged the full cash price for all items.

SANDBURG GRIND

**Monday - Friday**
- 7:30am - 6:00pm

**Saturday - Sunday**
- 10:00am - 6:00pm
CONVENIENCE STORES

Restaurants are located in Cambridge Commons, RiverView and Sandburg Residence Halls. These locations provide fresh house-made grab n' go options such as paninis and fresh cut fruit. You are also able to get more traditional convenience store offerings at each of these locations. Residents may use their meal plan at these locations, but they will be charged the full cash price for all items.

CAMBRIDGE RESTOR + MORE

*Monday - Friday*
7:30am - midnight

*Saturday - Sunday*
Noon - midnight

RIVERVIEW RESTOR + MORE

*Monday - Friday*
7:30am - midnight

*Saturday - Sunday*
Noon - midnight

SANDBURG RESTOR + MORE

*Monday - Friday*
7:30am - midnight

*Saturday - Sunday*
Noon - midnight

UNION RESTAURANTS

The resident meal plan also allows residents to purchase food at any other on-campus restaurants. Residents may use their meal plan at these locations, but they will be charged the full cash price for all items. These venues have a variety of hours which can be found by checking the restaurant operations website: [www.uwm.edu/dining/](http://www.uwm.edu/dining/).

DIETARY ACCOMMODATIONS

Restaurant Operations works to ensure that dietary needs are met and will consult with students on an individual basis to determine what dietary or cultural needs can be met. If you require any special dietary accommodations or have questions related to dining options please contact Brian Vetter, bvetter@uwm.edu or (414) 229-7276. If you require specific dietary accommodations for medical reasons or cultural considerations please submit the Food Allergy & Special Dietary Needs Request form to Restaurant Operations. This form can be filled out online at: [http://uwm.edu/dining/dietary-info/](http://uwm.edu/dining/dietary-info/)

FITNESS CENTERS

Each residence hall offers an unattended fitness area with a variety of equipment for resident use, such as treadmills and elliptical machines (fitness areas will vary by size based on location and availability). Additionally, many of these areas will have basic fitness classes offered to residents free of charge. These fitness areas are a part of the University Housing commitment to offering positive, proactive health and wellness opportunities for our students.
FLICKS

Flicks is a student-operated second-run movie theater located in Sandburg Commons. This facility shows movies four nights a week, and admission is free for all University Housing residents and their registered guests. Flicks is equipped with a surround sound theater system, and provides various seating options.

MOVIE TIMES

*Thurs, Fri, Sat at 7:00pm and 9:30pm / Sundays at 9:00pm

* Movie times are subject to change.

FURNISHINGS

University Housing provides the following furnishings for each resident:

• Bedframe and Mattress (twin extra-long)
• Wastebasket
• Desk & Chair
• Chest of Drawers/Closet

University Housing provides the following furnishing for each room:

• Carpeting (except Purin)
• Window Blinds

HEAT

In Purin Hall and Sandburg North, South, and West, resident room temperatures are set at an average 68 degrees Fahrenheit. If you leave your window open for an extended time, you will not be able to recover the heat quickly. Plan on a one-day delay to bring the room up to the regular temperature. Keep furniture clear of the registers to allow an air circulation path around the register and windows and blinds closed. Sandburg East Tower, Cambridge Commons, Kenilworth Square Apartments, and RiverView residents have an adjustable heating/cooling unit in each room.

The most common problems with the heating system are caused by the heating registers being blocked or the windows are not fully closed and latched. The windows have been checked for proper weather-stripping insulation. If a draft develops, or are too hot or too cold, notify maintenance by means of a work order (completed online at: www.fixit.uwm.edu).

KITCHENS

Public kitchens are available for residents to use in Cambridge Commons, RiverView, and Sandburg. They include full-size refrigerators, stoves, ovens, and sinks. Cambridge Commons has a kitchen/lounge in the center of each residential floor. The RiverView kitchen is on the second floor next to the cafeteria. The Sandburg kitchen is located in room 110 of South Tower.

The keys to the Sandburg and RiverView kitchens can be checked out from the Service Desk in two-hour increments. By checking out a key, a resident takes responsibility for turning off the oven, stove, and sink, and cleaning the space. University Housing does not provide any cooking utensils, and residents may not store any items in the kitchen. Residents that don’t clean properly will be assessed a cleaning fee. Items left in kitchens after 24 hours will be discarded at the owner’s expense.
LAUNDRY

University Housing provides various laundry facilities for residents to use. In Cambridge Commons, the laundry room is located on the first floor, just south of the mailboxes. Kenilworth’s laundry room is on the east end of the 2nd floor, behind the elevators. The laundry room in Purin Hall is in the basement on the north side of the building. In RiverView, the laundry room is on the second floor in the south wing. There are two laundry facilities located in Sandburg Hall: one on the G2 level of North Tower, and one on the Upper Parking Level (UPL) of East Tower. Residents can check the status of their laundry at www.laundryview.com/uwmilwaukee. Each facility is equipped with washing machines, steam or electric dryers, folding tables, and a lounge area. All machines are operated with the UWM gold account. Residents can add money to their gold accounts at cash value machines or online at www.uwm.edu/panthercard.

LOFTS

Residents can request a loft after completing their University Housing contract on the MyHousing portal (https://www.uwm.edu/housing/myhousing) prior to the start of their contract. After the contract begins, residents can request a loft by completing an online work order (www.fixit.uwm.edu). Loft rental is $125 per academic year. Any loft placed in a resident room must be one that has been rented from University Housing—homemade or purchased lofts are not allowed. University Housing lofts are not available for rent by residents of Purin Hall or Kenilworth due to facility set up (i.e. ceiling fans, ceiling height, room dimension).

LOST & FOUND

Service Desks will hold non-valuable items for one month from date of receipt. All items not collected within that timeframe will be donated to a local non-profit organization. For items of value, check with University Police. The Service Desks will accept lost University Housing keys and student IDs. Every effort to return the item to the resident will be attempted before the item is given to the University Police.

MAIL

Each resident of University Housing is assigned an individual mailbox to be used while residing in University Housing. U.S. mail is delivered Monday-Saturday and is usually sorted and put into mailboxes by University Housing staff no later than 5:00pm daily. For residents living in Purin Hall, the U.S. Postal Service delivers mail directly to the residents’ mailboxes. Campus and University Housing mail is delivered Monday through Friday. Incomplete or incorrect addresses can lead to delays in delivery. Mail addressed to a nickname may delay delivery, or cause it to be returned to the sender. Name alteration with the intent to defraud is against federal laws and is a felony. Mail is delivered throughout the entire academic year. Once a resident has vacated University Housing, first class mail will be forwarded to his or her forwarding address for one year and third class mail will be forwarded for three months. The U.S. Postal Service requires that mail to residents of University Housing be addressed correctly.
Each resident is responsible for checking their mailbox on a regular basis and expected to comply with all official written correspondence. Failure to check the mailbox or respond to correspondence therein does not relieve the resident of any responsibility.

Any packages too large to fit in a University Housing mailbox will be held as packages. Residents of Cambridge Commons, Kenilworth Square Apartments, RiverView and Sandburg Hall, will be notified by e-mail and may pick up packages at their building’s Service Desk. Residents in Purin will receive a package notification from the carrier and may pick up packages (via U.S. Postal Service) at the Shorewood Post Office on Capitol Drive, just west of Oakland Ave.

Each resident is responsible for checking their mailbox and clearing it out prior to their final departure from University Housing. Additionally, residents are responsible for updating their forwarding address information on their MyHousing portal (https://www.uwm.edu/housing/myhousing) prior to vacating.

PERISHABLES

In order for appropriate notification to residents and quick dispersal, all packages containing perishable items must be clearly marked with a message indicating that the package contains a perishable item(s). University Housing is not responsible for the detriment of perishable items if the package is not clearly labeled with an indication that there are perishable items inside the package.

MAILING ADDRESSES BY BUILDING

insert Resident’s mailbox number in blanks indicated below

Cambridge Commons
Resident Name
Cambridge Commons Box #C____
2323 N. Cambridge Ave.
Milwaukee, WI 53211

Kenilworth Square Apartments
Resident Name
Kenilworth Square Apartments Box #K____
1915 E. Kenilworth Pl.
Milwaukee, WI 53202

Purin
Resident Name
Purin Hall Box #P____
2600 E. Kenwood Blvd.
Milwaukee, WI 53211

RiverView
Resident Name
RiverView Residence Hall Box #R____
2340 N. Commerce St.
Milwaukee, WI 53212

Sandburg
Resident Name
Sandburg Residence Hall Box #S____
3400 N. Maryland Ave.
Milwaukee, WI, 53211
MAINTENANCE

For emergency repairs (such as broken windows, locks, or other urgent situations), the Service Desk should be contacted immediately. Residents will be charged for damages for which they are responsible or for potential charges incurred when maintenance responds to requests of a personal nature (e.g. retrieving a student ID or keys from elevator shaft). Non-emergency repairs should be requested by logging on to the University Housing website at www.fixit.uwm.edu. Residents will be asked to enter information about the location of the problem, a brief description of the repair needed, and the resident’s contact information. This system will automatically update residents regarding the status of the repair if the resident checks the “notify me” box. Most repairs are handled within two business days of the work order being submitted. When major repairs are required, or if a repair part is not readily available, the repair may take a longer time, and residents will be updated regarding the status. Maintenance personnel work between 7:30am and 12:30am on weekdays and may not always be able to arrive at hours most convenient to residents. Residents should cooperate fully with university personnel so repairs may be made as quickly as possible. Typically, maintenance personnel will enter resident rooms from 10:00am until 10:00pm.

PARKING

LONG-TERM PARKING PASSES

A limited number of long-term parking spaces are available for residents of Cambridge, Kenilworth, Purin, and RiverView. If you would like to apply for a parking spot, access the parking request form at https://www.uwm.edu/housing/life-uwm/services/parking/. Permits in Cambridge, Purin and RiverView cost $500 per semester, while permits in Kenilworth cost $100 per month. Residents of Sandburg should contact UWM Parking & Transit regarding long-term passes.

DAILY AND HOURLY PASSES

CAMBRIDGE COMMONS - OPERATED BY UNIVERSITY HOUSING

Residents and guests of Cambridge Commons may purchase a daily pass at the Cambridge Commons Service Desk for $10.00. Metered parking is not available.

KENILWORTH SQUARE APARTMENTS - OPERATED BY UWM PARKING AND TRANSIT

Kenilworth residents and guests can pay for metered hourly parking at a cost of $0.85 per hour (paid using coins, Visa or MasterCard). Residents and guests of Kenilworth may purchase a daily pass at the Kenilworth Service Desk for $10.00.

PURIN HALL - OPERATED BY UNIVERSITY HOUSING

Daily and metered hourly parking spaces are not available in Purin Hall.

RIVERVIEW RESIDENCE HALL - OPERATED BY UNIVERSITY HOUSING

Residents and guests of RiverView may purchase hourly or daily passes at the RiverView Service Desk. Hourly passes are available in two-hour increments (not to exceed eight hours), and cost $1.00 per hour. Daily passes cost $10.00.

SANDBURG - OPERATED BY UWM PARKING AND TRANSIT

Residents and guests can pay for hourly parking or buy a daily permit. All parking spots are metered and cost $0.85 per hour. The daily permit cost is $10.00. Daily permits can be purchased from the Sandburg Service Desk.
CITY OF MILWAUKEE

The City of Milwaukee may allow overnight parking in certain areas for up to three nights. Visit the city website: http://mpw.milwaukee.gov/services/np_permission.

RA ACTIVITIES

UW SYSTEM RESOLUTION 1.1E  MARCH 10, 2006

"Resident assistants (RAs) are expected to work with 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 meetings 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 position to pressure, coerce or inappropriately influence residents to attend or participate.”

"Residents who feel that resident assistant has used their position to pressure, coerce or inappropriately influence them to attend or participate should share this concern (either in writing or in person) with the residential life staff member who supervises that RA. The staff member will investigate the concern and respond appropriately."

RECYCLING

The State of Wisconsin and the University of Wisconsin-Milwaukee are dedicated to preserving the environment through recycling. University Housing has developed a recycling program that allows for the collection and easy separation of recyclables from the general waste stream. We presently recycle within four main categories:

**Paper**: includes paper, newspapers, cardboard, containerboard, and magazines.

**Cans**: includes aluminum, steel and tin.

**Glass**: includes brown, clear and green glass.

**Plastics**: includes any plastic that has the recycling symbol and a number 1 through 7.

Recycling bins for paper and co-mingled recyclables are located in common areas, as well as each trash room.

**BATTERY RECYCLING**

University Housing has battery-recycling receptacles at each Service Desk. The batteries that can be recycled include: Alkaline (AAA, AA, A, C, D), Nickel-Cadmium (NiCad), Lithium Ion (Li-ion), Nickel metal hydride (NiMH), Lead acid (Pb-acid), Lead gel-cell (gel or SLA).

**RECYCLING HELPFUL HINTS**

- Separate your recyclables from your general waste. Do not allow contamination of recyclables – residents/floors will be charged for contaminated recycling.
- Rinse out all cans, glass, and bottles. Remove metal caps, rings. Paper or plastic labels and rings do not need to be removed.
- Pizza boxes and plastic bags are not recyclable!
- Large items (boxes, cardboard, furniture) should be taken directly to the dumpsters.
- Only buy those items that are made from recyclable products and can be recycled again.

_Residents are encouraged to help preserve the environment and assist in the recycling program. Residents that are found contaminating recycling may be charged by University Housing._
ROOM ASSIGNMENTS

ROOM ASSIGNMENT POLICIES

Residence hall assignments are based upon a random lottery starting in early May for Fall Semester and December for Spring Semester, utilizing the lottery number, resident preferences, and the availability of rooms. Kenilworth assignments are based upon a random lottery starting in early July for Fall Semester and December for Spring Semester, utilizing the lottery number, resident preferences, and the availability of rooms. Whenever possible, residents are assigned in accordance with their stated preferences. Assignment depends upon the availability of a resident’s preference when the assignment is made. (Note: the inability of University Housing to honor resident preferences does not void a resident’s contract.)

GENERAL PROCEDURES

After a resident checks into their room or apartment, any request for an assignment change must first receive approval from a University Housing Professional Staff Member.

ROOM CHANGES

Residents seeking a room change should first meet with their Resident Assistant. The RA will assist with the request and communicate with their supervisor to seek approval. The room change request must first be approved by the Residence Life Coordinator (RLC) or their designee. Each resident will receive specific guidelines from University Housing that explain the procedures needed to change spaces and check out properly.

VACATING PERMANENTLY (CONTRACT TERMINATION)

Residents seeking to or are required to permanently vacate and terminate their contract should contact the University Housing Office (Sandburg C100) prior to vacating. To schedule a termination exit interview please visit the University Housing Office in Sandburg C100 or call (414) 229-4065. The University Housing Office is open Monday-Friday from 7:45am to 4:30pm. The effective date of termination is the date on which all University Housing key(s) issued to you, the Resident, are returned and you have vacated. If you, the Resident, never retrieved University Housing keys but did not cancel your contract prior to the applicable date as set forth in your Contract, the effective date of termination is when written notification is received by University Housing.

MOVE-OUT CHECKLIST

After you have received approval for a room change or completed your Termination Exit Interview to permanently vacate, please complete the following steps to check-out properly:

- Meet with your Resident Assistant (RA) or Residential Hospitality Assistant (RHA) to schedule a check-out appointment to inspect your space.
- Remove all personal belongings from room.
- Clean your portion of the room and common area of suite/apartment.
- Return room to its original condition.
- Return room key (and any other assigned keys) to your RA/RHA.
- You are expected to complete your room change or permanently vacate by the designated date provided by the University Housing Professional Staff Member.
ROOM CONDITION REPORT FORMS

Residents are provided a copy of their Room Condition Report at check-in and check-out. The form serves as the record of the room’s condition at the beginning of a resident’s occupancy and at the time of vacating. Residents are instructed to note any defects in the room, ceiling, and furnishings, and inventory the items provided at check-in and submit a work order to www.fixit.uwm.edu.

Failure to return the form will mean that the condition of the room will be determined to be as it was at the end of the previous occupancy (as established by University Housing staff). Damages or missing items not reflected on the form will result in a charge on the resident’s account for the costs of repair and replacement. The room’s condition will be checked and the condition of the furnishings evaluated upon checking out by University Housing staff.

ROOM CHANGE REQUESTS

Typically, room changes are not offered during the first three weeks of the Fall Semester and the first two weeks of Spring Semester. After the room freeze lifts, all room change requests must first be directed to the individual’s Resident (Hospitality) Assistant. During times when residents are assigned to temporary spaces (which often occurs in the Fall), the first priority of University Housing is to provide those residents with a permanent room assignment.

HALF-VACANT ROOMS

If a resident’s roommate leaves during the course of the academic year, they should plan on being assigned a new roommate, and must keep their belongings on one side of the room. Residents who attempt to discourage someone from moving in with them will be referred to the University Housing resident behavior process. If there is a vacant space, University Housing, when available, will offer residents the opportunity to buy-out the vacant space.

ROOM SELECTION FOR CONTINUING RESIDENTS

Residents will have an opportunity in early spring to participate in the Returner Self-Assignment process for the upcoming academic year. Only residents who complete a housing contract (and who follow the guidelines for returning the contract) will be able to participate in Returner Self-Assignment. Those residents who fail to participate in Returner Self-Assignment, and who have a contract for the upcoming academic year, will be assigned through the first lottery.

Notice: University Housing reserves the sole right to assign or reassign rooms.

ROOM/FACILITY RESERVATIONS

Residents, resident organizations, and staff may reserve spaces (such as meeting rooms, cafeteria “booths,” the Sandburg courts, etc.) within University Housing buildings for their use, subject to the established University Housing facility reservation policies found at rgs.uwm.edu.

Reservations are coordinated through the University Housing Administration office located in Sandburg Residence Hall. To make a University Housing room/facility reservation, you may fill out the reservation form found at the following link: http://uwm.edu/housing/guest-services/reservation-form/
SERVICE DESKS

All Service Desks are open 24 hours when their respective buildings are open. These areas should serve as the primary resource for residents and the central location for emergency situations. Any cash or check transactions must be made between the hours of 7:00am and Midnight. The Cambridge Service Desk is located on the first floor, just inside the lobby entrance. Kenilworth Service Desk is located in the 1st floor lobby. The RiverView Service Desk is located on the third floor of RiverView Residence Hall. Located on the first floor of the Sandburg Commons, the Sandburg Service Desk is open 24 hours a day, 365 days a year. These Service Desks provide the following services for residents:

- Accepting payment for rooms charges if they are a non-UWM student contract holder (MATC, Milwaukee Repertory Theatre, etc.).
- Sorting and distributing U.S. mail.
- Accepting special delivery of items (UPS, FedEx, flowers, etc.). This service is limited. CODs are not accepted by the desk staff.
- Providing key replacements or room key-ins.
- Selling coaxial cable TV cords and computer ResNet cables.
- Coordinating lost and found items.
- Checking out recreational equipment (basketballs, volleyballs, etc.).
- Coordinating vending machine refunds.
- Checking out tools and household needs (vacuums).
- Selling parking permits for the parking garage (Cambridge Commons, Kenilworth Square Apartments, RiverView and Sandburg only).
- TTY capability to receive calls from hearing impaired residents and from people wishing to leave a message for a hearing impaired resident.

Packages can be picked up anytime from your Service Desk after receiving notification from EZ Track It. The exception to this rule is Sandburg Residence Hall. The package pick up will occur from the mailroom during specific pick up times only.

If you require immediate assistance with a package and are unable to go during the designated times please talk with a Service Desk clerk. All packages must be received from a commercial carrier or business. Personally delivered packages will be rejected.

STUDENT ORGANIZATIONS

STUDENT HOUSING ADMINISTRATIVE COUNCIL

The Student Housing Administrative Council (SHAC) is the residence hall association for UWM, a standing student government in charge of allocating funds, writing legislation and defending resident interests in on-campus housing. The senate, made up of students from each building (except Kenilworth Square Apartments), has the power to create major change in the lives of residents every day.

Under state statute 36.09(5) students are guaranteed the primary say in policies concerning student life, services, and interests, which means the student voice must be heard.

Overseen by an executive board and University Housing advisor, SHAC has many positions available for any resident who wishes to get involved.

SHAC also sponsors events such as carnivals, entertainers, educational programs, and
volunteer opportunities, plus other events for involved students, like retreats and trips to residence hall conferences. SHAC provides fundraising services that parents can purchase for students, such as Finals Packs, Valentines Day gift boxes and more. SHAC’s office is located in Sandburg C155, just east of the Sandburg Restor. The SHAC phone number is (414) 229-6313.

Please note: Kenilworth Square Apartments are not part of SHAC. Students interested in governance in Kenilworth Square Apartments should contact a Residential Hospitality Assistant at (414) 229-6588.

NATIONAL RESIDENCE HALL HONORARY (NRHH)

The National Residence Hall Honorary (NRHH) UWM Panther Chapter is a national organization, and considered an honor society. NRHH is founded on three principles: leadership, service, and recognition. An elected executive board and advisor provide guidance to NRHH. NRHH is open to all residents, and inducted members are considered the top one percent of resident leaders within the residence halls. NRHH participates in many service-based initiatives on-campus and in the city, including: the Boys and Girls Club, Hunger Cleanup, and the University Housing charity volleyball tournament. NRHH also organizes service-based programs like the Super Bowl Party, Camp-In Game Night, Lil’ Sibs Weekend and fundraising for the Make-a-Wish Foundation, to name a few.

Residents are encouraged to get involved with NRHH. The NRHH office is located in Sandburg C155, just east of the Sandburg Restor. Residents can contact NRHH by phone at (414) 229-6313.

TRANSPORTATION

The University Housing Shuttle Service operates between the UWM Kenwood Campus (Library on Hartford Ave.), Kenilworth Square Apartments, Cambridge Commons, and RiverView Residence Hall. Shuttle service is only available to University Housing residents and their escorted guests. Have your UWM ID or University Housing Guest Pass ready when you board the shuttle. University Housing employees may also use the shuttle during work hours. Shuttle schedules are available online: www.shuttle.uwm.edu.
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ELEVATOR USE

Elevators are programmed to provide the fastest possible service to the greatest number of residents. All of the elevators have posted maximum load limits, and it is expected (and strongly recommended) that residents obey these limits. In the event that an elevator entrapment does occur, each elevator is equipped with a phone that will directly call to University Housing staff members who will be dispatched to respond. Residents may be held financially responsible for damages if they are involved in the overloading or vandalizing (jumping, graffiti, etc.) of an elevator.

EMERGENCY EVACUATION FOR RESIDENTS WITH DISABILITIES

When made aware of a resident who may be in need of special notification or assistance during emergency situations, University Housing staff members will attempt to check on those rooms and assist with the evacuation of those residents. If our staff is unable to assist, residents with disabilities are encouraged to go to the nearest emergency stairwell. Emergency stairwells are considered “designated areas of rescue assistance.” Emergency personnel will arrive at the stairwells and evacuate as needed.

Prior to an emergency, it is recommended that each person with any limitations ask a friend or fellow student (in addition to University Housing staff) to provide assistance if an emergency develops. This “evacuation assistant” should be informed about what limitations the resident has and how he or she can best assist you. With an evacuation assistant, going to an area of refuge away from obvious danger is another emergency plan option. The evacuation assistant will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

EVACUATION GUIDELINES BY DISABILITY TYPE

MOBILITY IMPAIRED - WHEELCHAIR

Persons using wheelchairs should stay in place, or move to an area of refuge with their evacuation assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and alert the Milwaukee Fire Department or University Police to the location of the person with a disability. If the person with a disability is alone, they should phone the University Police at (414) 229-9911 with their present location and the area of refuge to which they are headed. We recommend residents program this number into a cell phone prior to any emergencies, if possible. If the stair landing is chosen as the area of refuge, wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.
Stairway evacuation of wheelchair users should be conducted only by trained professionals or the Milwaukee Fire Department. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users.

**MOBILITY IMPAIRED - NONWHEELCHAIR**

Persons with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (such as a lack of detectable smoke, fire or an unusual odor), the person with the disability may choose to stay in the building with the options listed above, until emergency personnel arrive and determine if evacuation is necessary.

**DEAF/HARD OF HEARING**

University Housing facilities are equipped with fire alarm strobe lights. Persons with hearing loss may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

**VISUALLY IMPAIRED**

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation, the assistant should communicate as necessary to assure safe evacuation.

**FIRE SAFETY**

University Housing facilities utilize a variety of safety equipment to contribute to a safe environment. Fire extinguishers, smoke and heat detectors, sprinkler systems, pull stations, and fire doors, are all in place to help ensure residents’ safety. Accidental or intentional setting of a fire, placing a false alarm, and/or tampering with firefighting and detection equipment is considered a Serious Rule Violation and may result in immediate contract termination. University Housing prohibits the use of any item of a combustible nature that can be considered flammable, explosive, or with an exposed heating element or open flame. For a list of these items please see “F1 Fire Safety” in the Rules and Regulations portion of this Handbook.

Cambridge Commons, Kenilworth Square Apartments, RiverView Hall and Sandburg Hall, have both a fire alarm and sprinkler system. Purin Hall is equipped with smoke detectors and a building fire alarm system, but does not have a sprinkler system. Sandburg Hall is equipped with a fire alarm system that sounds independently in each tower. Each suite and apartment has a horn and strobe light located in the hallway, and every resident room has a smoke alarm.

University Housing is required to test the alarm system in the residence halls every week. Each semester, a full evacuation fire drill will be conducted. University Housing will conduct a tornado drill at least once a year. Failure to evacuate the building when requested (both during a drill or an actual fire) may result in contract action and/or fines issued by UWM Police.
In the event that an alarm is activated in Cambridge Commons, Kenilworth Square Apartments, RiverView Hall or Sandburg Hall, residents should assume the alarm is genuine and respond according to directions given over the public address system. If the alarm is determined to be a false alarm, an “all clear” will be issued over the public address system. In the event of an actual fire or water emergency, residents will be instructed over the public address system to evacuate the building immediately. During an evacuation, residents must:

- Immediately evacuate the building using the nearest stairwell.
- If smoke or fumes are coming up the stairwell, a different stairwell should be used.
- Do not use the elevators. Depending on what activates the fire alarm, the elevator may go to the first floor and remain there.
- Once residents have exited the building, they must move as far away as possible from the building to allow fire fighters access to the building.

Residents failing to leave the building during an evacuation will be referred to UWM Police for possible legal action along with potential contract action with University Housing. University Housing staff will make clear announcements when the fire emergency has been resolved, and inform residents when it is safe to return to the building.

Purin Hall is equipped with smoke detectors and a building fire alarm system. There is no public address system in Purin. Every fire alarm is to be treated as an actual fire, and residents must evacuate the building immediately. University Housing staff and UWM Police will respond and notify evacuated residents when it is safe to return to the building.

PREVENTION

The actions of all residents are critical to creating and maintaining a safe community. To greatly reduce the chance of a fire, residents should:

- Use only University Housing approved appliances.
- Use extension cords and electrical strips appropriately. Residents should avoid running electrical cords under carpeting or in areas where cords can be stepped on and easily damaged and should not overload electrical strips or connect consecutive strips together.
- Use surge protectors with their own built-in fuse.

INFECTIOUS DISEASES

University Housing believes in maintaining the integrity of the community by keeping open communication with students regarding infectious disease such as H1N1 (influenza), meningitis and staph. When made aware of such issues University Housing has a plan of action to assist all students impacted by any potential infections on a case-by-case basis. In recent years, health officials have noticed a steady increase of meningitis cases in college residents, especially those living on-campus. It is believed that living in close quarters may put college residents at greater risk, since the disease bacteria is spread through the sharing of eating utensils, glasses, kissing, coughing. The American College Health Association has recommended that residents consider vaccination to reduce their risk of contracting meningitis. The Norris Health Center offers meningococcal vaccination, and can be reached at (414) 229-4716.
**KEYS**

From the moment a resident picks up a room key until the time it is returned, the resident to whom the key was issued is responsible for the key, the room, and its contents, as well as any charges for damages.

Residents must keep possession of the room key during the contract period and may not lend the key to anyone for any reason. Keys may not be altered or duplicated. Residents locked out of their rooms/suites may call the Service Desk and the building Security Staff will provide access (after asking for an ID). Key-ins are charged at the 3rd, 4th, 5th, and 6th occurrence (see table below).

<table>
<thead>
<tr>
<th>Key-in ##</th>
<th>Cost @ Key In</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>$0</td>
</tr>
<tr>
<td>3</td>
<td>$25</td>
</tr>
<tr>
<td>4</td>
<td>$25</td>
</tr>
<tr>
<td>5</td>
<td>$25</td>
</tr>
<tr>
<td>6</td>
<td>$25, lock change ($75), and meeting with Residence Life staff (FREE!)</td>
</tr>
</tbody>
</table>

**TOTAL COST ACCRUED AFTER SIX KEY-INS: $175**

If a key is lost, a temporary key will be issued and a lock change will be done as soon as possible. The resident will be charged $75, regardless of whether the key is found later.

Bike locker replacement keys cost $175. Residents with bike lockers will be billed for replacement keys should they need the key replaced or fail to return the key. Residents with mailbox keys will be charged $15 per replacement. Residents with fobs will be charged $20 per replacement.

**MISSING PERSON POLICY**

The Higher Education Opportunity Act (P.L. 110-315) requires UW-Milwaukee to maintain a missing student notification policy and protocol for on-campus residents.

**RESIDENTS 18 YEARS OLD AND OLDER**

You may identify a confidential contact to be notified within 24 hours if you are determined to be missing. You may designate your confidential contact by contacting the UWM University Housing department staff at any point.

**RESIDENTS YOUNGER THAN 18 YEARS OLD**

The policy requires us to notify your parents/guardians within 24 hours if you are determined to be missing. Residents younger than 18 years old may also designate a confidential contact by contacting the UWM University Housing staff at any point.

*Should a missing person report be filed on your behalf, UWM University Housing will:*  
- Ensure that the UW-Milwaukee Police Department has been notified;  
- Notify your confidential contact (or your parent if you are less than 18 years old) within 24 hours of the report; and,  
- Ensure that all appropriate law enforcement authorities are notified if you have been missing for more than 24 hours and have not provided a confidential contact (unless you are younger than 18 years old).
NEIGHBORHOOD CONDUCT & CIVIC RESPONSIBILITY

Part of being a UW–Milwaukee student and a resident of University Housing is learning about civic responsibility and being a good neighbor. When you head out into the surrounding neighborhoods please remember that there are neighbors of all different walks of life – not just students. These neighbors are also part of the university community and they have a large stake in everyone’s well-being. Most students contribute positively to the surrounding community and we applaud their efforts. We encourage you to greet neighbors when you see them and remember to appreciate and respect all community lifestyles. Be aware of your noise levels and make sure to pick up trash and garbage. Also, try to avoid walking alone and walk in well-lit areas – you are the best advocate for your own safety. Enjoy the Panther Pride in the community!

PARENTAL NOTIFICATION

Like many colleges and universities across the United States, UWM is very concerned about students’ use and abuse of alcohol and other drugs. Federal laws governing the privacy of student records, the Family Educational Rights and Privacy Act (FERPA), permits colleges and universities to inform the family of a student under 21 years of age when his or her student has been found in violation of university alcohol or drug rules and/or in the case of a health or safety emergency. A member of the Residence Life professional staff will notify the family of a student under 21 years of age:

1. By a phone call, if that resident is transported to an emergency medical treatment center for drug use or intoxication or if a person’s health and safety is at serious risk. Staff will contact the person the student listed as an emergency contact at the time the student is transported.

2. In writing, if the university determines that the resident has committed a serious violation of alcohol or drug policies. (This letter will be sent within several business days of the determination that the student violated University Housing or UWM alcohol or drug policies. Some policy violations that are considered less serious—for example, a person’s first time in a room where an empty beer can has been found—may not result in a notification letter being sent.)

PERSONAL BELONGINGS

UWM University Housing is not liable for personal property that is lost, stolen, or damaged, nor is it insured to cover such losses. If students desire insurance coverage, they should consult with their family and/or insurance provider. The best guard against property loss from a resident’s room is a locked door (whether the resident is present or not). Residents are encouraged to report any theft or suspicious activity to the UWM Police.

Items left in a room, suite, or apartment after the resident’s vacate date are not the responsibility of University Housing, though in certain cases they may be packed up and stored by University Housing for a period no longer than 15 days (packing charges will be assessed to the resident). Items not retrieved after the 30-day period will be disposed of.
POLICE (9-911)

The UWM Police Department is located in Sandburg Hall at the base of West Tower. Police will frequently assist University Housing staff in responding to resident concerns and emergencies. Moreover, the UWM Police Department provides University Housing staff and residents with programs and services, including:

- Campus lost and found
- Non-violent crisis intervention training
- Sexual assault prevention/personal safety classes
- OC spray (pepper spray) training
- Security surveys
- Operation Identification (an engraver available to mark property)
- Bicycle registration and recovery

For non-emergency service dial: (414) 229-4627.
For emergency service dial: (414) 229-9911 (on campus phones 9-911).

SECURITY

In order to facilitate a safe, comfortable environment that is conducive to academic study and personal growth, University Housing provides the following services to help residents and their guests make themselves secure:

A. Security monitors are located at the main entrance to Cambridge Commons, Kenilworth Square Apartments, RiverView Hall, and Sandburg Hall as well as the first floor entrance to each tower in Sandburg. Residents are required to carry a UWM ID to gain access to the residence halls and Kenilworth Square Apartments.

B. Residents are required to register guests, remain with their guests at all times, and be responsible for the actions of their guests. (See G2 in the Rules and Regulations portion of this Handbook.)

C. Cambridge Commons and RiverView security staff members check IDs at the building entrance 24 hours a day.

D. Sandburg security staff members check IDs at the building entrance from 5:00pm-8:00am, daily. Between 8:00am-5:00pm, IDs are checked at the entrance to each individual tower, leaving Sandburg Commons open for public use.

Security and RAs are present throughout the residence halls 24 hours a day to meet the needs of residents. To contact Security, call your Service Desk:

- Cambridge: (414) 935-6900;
- Kenilworth: (414) 229-0512;
- RiverView: (414) 229-3595, or
- Sandburg: (414) 229-6123.
- Purin residents should contact the Sandburg Service Desk if they need Security staff assistance.

Deadbolt locks are installed on both room and suite doors. Residents are strongly encouraged to lock their doors at all times.

There are no monitors at entrances to Purin. Lobby doors remain locked 24 hours a day. Residents should not allow strangers to follow them into the building. The intercom system in each apartment allows residents to check who is visiting. Residents must not prop open the front or back door.
**SERVICE DOGS & ASSISTANCE ANIMALS**

UWM, including University Housing, provides reasonable accommodations to individuals with disabilities. Such accommodations could include the use of a service dog and/or assistance animal in University Housing. If you are a resident of University Housing and wish to use a service dog or assistance animal in connection with such housing, please contact Kari Dawson, Assistant Director of Business Administration, who will work with you to evaluate your request and obtain documentation, if appropriate, to determine if such request is reasonable.

The care and supervision of any service and/or support animal is the responsibility of the individual who uses the animal. This individual must maintain control of the animal at all times and are responsible for any damage that may occur.

**TORNADO WARNINGS**

In the event a tornado warning is issued for the surrounding area, University Housing staff will make an announcement over the public address system alerting residents to the situation. Cambridge residents should go to the parking structure, close to the center stairwell. Kenilworth residents should seek shelter in the bathrooms within the apartments, or in the common space inside the apartment, if there are no windows. RiverView residents should go to the interior bathroom/entry area of their suite or to the second floor laundry room. Residents of Sandburg will be asked to move to the floor lounges located in the center of the towers. All Sandburg Commons and dining facilities will be closed immediately, and residents and staff will be asked to move into the towers or into a more secure interior room. University Housing staff will issue an all-clear when the tornado warning expires.

Purin residents will be notified of the warning status if a staff member is present during the time the warning is made known. Regardless, residents should be vigilant of severe weather and react accordingly. In the event of severe weather, Purin residents should stay away from windows and move to the parking garage.

**TYPE-INS**

As soon as a student receives their University ID, they are responsible for carrying it with them at all times. University Housing takes every measure to ensure a safe living and learning environment, including a Guest Pass swiping system to access the University Housing buildings. Residents must have their University ID with them at all times inorder to access any University Housing building or shuttle.
If a resident does not have their University ID with them at the time of the swipe in, they will be charged with a type-in. Type-ins are billed in accordance with the following table:

<table>
<thead>
<tr>
<th>Type-in #</th>
<th>Cost @ Type-in</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-29</td>
<td>$0</td>
</tr>
<tr>
<td>30th</td>
<td>$15</td>
</tr>
<tr>
<td>60th</td>
<td>$15, meeting with Resident Life Staff (FREE!)</td>
</tr>
<tr>
<td>90th</td>
<td>$15, meeting with Resident Life Staff (FREE!)</td>
</tr>
</tbody>
</table>

If a University ID is lost, you must get it replaced in the Registrar's Office Information Center located in Mellencamp Hall 274. Once replaced, please stop at your building's Service Desk so the new card can be activated. For more information on Registrar's Office Information Center's hours of operation visit the following website [http://www4.uwm.edu/academics/studentid/cfm](http://www4.uwm.edu/academics/studentid/cfm).

**PREFERRED GUEST POLICY – KENILWORTH ONLY**

The preferred guest policy allows a Kenilworth Square Apartment resident to place up to five (5) people on a “guest list”. These guests are allowed to go to and from a resident’s apartment, without being escorted by their host, provided they show proper ID at the Service Desk when they arrive.

This is how the program works:

- To register a preferred guest, a resident will fill out the Kenilworth Preferred Guest Request Form, which can be obtained at the Service Desk. Completed forms will be turned in at the Service Desk.
- Residents will need to provide the full name of their guest, as well as the guest’s contact information: most-current address, telephone number (preferably cell phone) and e-mail address.
- Residents must submit names of their preferred guest(s) no fewer than 72 hours prior to the arrival of their guest(s). If this information is not received in a timely manner, we will not allow the guests to go past security and the normal escort policy will apply.
- Once the form is verified by a professional staff member and the guest is added to the list, the resident and guest will receive e-mail verification.
- Residents are not allowed to have more than five (5) people on their preferred guest list at any given time.
- If there is an emergency or consequences for which someone needs to be removed from the list, the resident must contact the service desk in order to adjust the list accordingly.
- Residents are responsible for the conduct of their guests at all times, regardless of whether a guest is hosted or not. Liability falls to the resident for guests’ actions, behaviors, or issues. All other University Housing guest policies apply (see G2 – Guests – in Rules & Regulations section of this Handbook). If the preferred guest violated University Housing policy, they will be asked to leave immediately and will be taken off the preferred guest list and/or banned from University Housing for no less than a month.
RULES & REGULATIONS

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The University Housing resident behavior process is a part of community development within the residence halls at UWM. Members of a community have both rights and responsibilities. Inherent to the success of the University Housing resident behavior process is an awareness by residents of the need to acknowledge their responsibility for their behavior and how it affects the community in which they live. Primary emphasis is placed on the educational and developmental progress of the resident and is part of the educational mission of the university. Increased understanding of self and others has the strongest potential for educational impact. This process is designed, in part, to determine responsibility (or lack thereof) for violations of the University Housing Rules and Regulations—not guilt or innocence relative to criminal matters. The University Housing resident behavior process is not equivalent to, nor does it conform to criminal law processes. The University Housing resident behavior process is informal in nature so as to provide substantial justice, fair proceedings, and educational and developmental outcomes. It is not bound by legal jargon, court-like proceedings, or legal definitions. The technical rules of evidence applicable in civil and criminal cases do not apply. This Resident Handbook and associated policies are supported by and incorporate by reference the UWM Student Code of Conduct.

**RESIDENT DUE PROCESS RIGHTS**

In all University Housing behavior matters, residents have the due process rights to:

- A presumption of innocence, unless responsibility can be established by preponderance of evidence.
- A behavior meeting with a Residence Life Coordinator within a timely manner.
- Review the written report that describes allegations of the policy violation.
- Present evidence and witnesses—the resident must speak on their own behalf but can be accompanied by the advisor of their choice. The advisor may be an attorney.
- The advisor, including an attorney, may counsel the resident but may not speak on the resident's behalf.
- Be notified of the decision resulting from the behavior meeting.
- Request an appeal.
HOW THE BEHAVIOR PROCESS WORKS

When a hall staff member, resident, or any person observes or is made aware of what they believe is a violation of University Housing policy occurring in University Housing facilities or a University Housing sponsored event, they are asked to (a) provide information for, or (b) complete an incident report (IR) describing the alleged violation. If involved, University Housing staff members will identify themselves, request identification from all participants, communicate what policy/policies have allegedly been violated, and ensure that inappropriate behavior has ceased. The Residence Life staff will review the IR in a timely manner, and decide upon appropriate action. When a policy violation occurs during Finals Week and the resident has been provided a contract for the upcoming semester/year, the resident may be required to meet with Residence Life staff to discuss the alleged violation in order to execute their contract. Failure to meet with the Residence Life staff may place the resident's contract on hold. There are three manners in which an incident report may be handled: Meeting Deemed Necessary, Meeting Deemed Unnecessary, and No Action Needed.

MEETING DEEMED NECESSARY

A meeting is deemed necessary to discuss an incident. The Residence Life staff determines that the situation, as documented in the IR, warrants a meeting with the resident. A letter (containing information regarding the alleged policy violation) is generated and delivered to the resident’s UWM e-mail account, outlining the procedures for scheduling a meeting to discuss the matter (residents must schedule this meeting within four business days of the date in the letter attached to the e-mail). A paper notification to check the resident’s e-mail account is placed in the resident’s University Housing mailbox.

Residence Life staff may also place an administrative hold on a resident’s entrance into the residence hall if the Residence Life staff deems it important to meet with a resident immediately or if the resident has failed to schedule and/or attend a meeting after numerous requests. If an administrative hold is placed on a resident's account, once the resident attempts to enter the building, a message will notify the Security Monitor staff that the resident needs to schedule an appointment with a professional staff member. At that time, the security staff will escort the resident to the Residence Life Offices to set up a meeting within 24-48 hours. After the meeting has been set up, the administrative hold will be removed and the resident is allowed into the building.

When appropriate, University Housing may also refer residents to the Residential Review Board. The Residential Review Board (RRB) consists of residents of University Housing. Its role is to: uphold community standards and University Housing policies, increase basic participatory skills of students and develop in students an understanding of community living, democratic values and social responsibility.

All members receive training and are prepared to effectively facilitate meetings, mediate conflicts, and make fair decisions. The RRB only conducts meetings that are related to possible community violations (i.e. vandalism, guests, pets, sports, smoking, and noise). The Residential Review Board will not conduct meetings that are related in any way to: alcohol, drugs, harassment, domestic violence, harm to self, sexual misconduct, Serious Rule Violations and weapons.
MEETING DEEMED UNNECESSARY

A meeting is not deemed necessary, but action is required of the resident. There are certain incidents in which it is clear (based on the documentation) that a resident violated a policy or was present during a policy violation, but that the policy is one that is relatively minor and the sanction assigned is minor in nature (and does not involve contract action). In those instances, the Residence Life staff member may assign an automatic sanction based solely on the information provided within an incident report.

In cases which require an automatic sanction, instructions for completing the sanction and the possible consequences for not complying with the items required will be included in a letter generated and delivered to the resident’s UWM e-mail account.

The resident will be provided an option to either accept responsibility for the policy violation(s) and complete the sanction as required or discuss the allegations by scheduling an automatic sanction decision meeting (ASD meeting) within the timeframe provided in the e-mail sent to the resident. Please note that setting up an ASD meeting does not guarantee that the sanction(s) given to the resident will be revoked and/or changed. Residents who do not schedule the appointment by the deadline provided will be responsible for the policy violation and for completing the sanction as required.

NO ACTION NEEDED

A meeting is not deemed necessary and no further action needs to be taken on the part of the resident. The Residence Life staff determines that the situation, as documented in the IR, does not warrant a meeting with the resident. A letter is generated and e-mailed to the resident’s UWM e-mail account, explaining general information about the incident and the behavior process.

DURING A BEHAVIOR MEETING

During a behavior meeting the resident will have the opportunity to:

- Hear the specific allegations and review the incident report(s).
- Present a description of the incident in question and supply additional information.
- Ask questions relevant to the incident and/or behavior process.

The Residence Life professional staff member will determine the resident’s involvement based on the incident reports(s), relevant information from the behavior meeting, and, if needed, the outcome of any further investigation.

AFTER THE BEHAVIOR MEETING

The resident will receive a letter that will contain:

- The specific policy/policies from the Rules and Regulations that were violated.
- Any behavioral sanctions issued in response to the violation(s) of the Rules and Regulations.
- Instructions regarding how to appeal any University Housing sanctions and the deadline for filing an appeal.

All documentation (IRs, copies of letters, etc.) related to a resident’s involvement in the behavior process is kept in the resident’s behavior file. Individuals with concerns about confidentiality are encouraged to read our FERPA statement and speak with a member of the Residence Life professional staff.
THE APPEALS PROCESS

Residents have the right to appeal a decision made within the behavior process if there are concerns that:

- There was not substantial evidence to support the conclusions reached.
- A substantial error in due process was made where the resident did not receive adequate notice of the behavior meeting or standard university and University Housing procedures were not followed.
- There is new evidence of a substantive nature that came to light after the original behavior meeting.

All appeals must be received within seven business days of the sanction being issued. In order for a hearing of appeal to be granted, the resident is expected to follow the guidelines included on the Behavior Appeal Form (which is available online at www.universityhousing.uwm.edu or in the Residence Life Office located in Sandburg C120 and Cambridge Commons Room 144). The administrator who hears the appeal will contact the resident to have an in-person meeting or a phone meeting. The administrator hearing the appeal may decide to uphold the original decision, change the original decision to a less severe sanction, or overturn the original decision. Any appeals submitted following a termination sanction will be heard by the Director of University Housing, followed by the Associate Vice Chancellor for Student Affairs, if necessary.

SEXUAL ASSAULT, DATING/DOMESTIC VIOLENCE & STALKING

The University of Wisconsin-Milwaukee prohibits all forms of sexual violence, including, but not limited to, sexual assault, sexual harassment, dating and domestic violence, stalking and other sex offenses on University property or in conjunction with University activities. Wisconsin statutes define these offenses, which are described in this section for informational purposes only.

SEXUAL HARASSMENT, as defined in Wisconsin Statute section 111.32(13) and by UWM's sexual harassment policy, includes unwelcome sexual advances, requests for sexual favors, and other verbal, written (including electronic or graphic) or physical conduct of a sexual nature where the two parties are of unequal power. Harassment between equals is also possible. Conduct which unreasonably interferes with an individual's work or educational performance or which creates an intimidating, hostile or offensive environment for work or learning also constitutes sexual harassment. UWM policy prohibits all sexual harassment including consenting amorous or sexual relationships between an instructor and student or an employee and supervisor. The penalties for sexual harassment by a UWM employee may include any of the following: a fine, job suspension or termination, letters of reprimand or warning, or reassignment.

SEXUAL ASSAULT, including acquaintance rape, as described in Wisconsin Statute sections 940.225 and 948.02, is any sexual contact or sexual intercourse with a person without the consent of that person. Consent means words or overt actions by a competent person indicating freely given agreement to the sexual contact or intercourse. Consent is not an issue when the person involved is less than 16 years of age, unconscious or unable...
to communicate, or is suffering from mental illness or defect. Acquaintance rape is sexual assault committed by someone the victim knows. Date rape is acquaintance rape. At least one-third of all reported rape victims knows their attacker. Sexual assault is a criminal offense and the police are primarily responsible for enforcement and investigation.

**OTHER SEXUAL VIOLENCE** may include:

- dating violence, which is violence committed by a person in a “dating relationship” as defined by Wis. Stat. §813.12(1);
- domestic violence, which is conduct defined as “domestic abuse” in Wis. Stat. §§ 813.12(1)(am) and 968.075; and
- stalking, which is conduct defined in Wis. Stat. § 940.32.

If you feel threatened or are in danger you should contact the UWM Police Department at 9911 or call 911 if you are off campus. You may report any form of sexual violence or harassment to the Office of Equity/Diversity Services (EDS) at 414-229-5923 (Mitchell Hall 359) or the Dean of Students office at 414-229-4632 (Mellencamp Hall 118). The Director of EDS is UWM’s Title IX Coordinator, but either EDS or the Dean of Students can assist you with potential protective measures as well as filing a complaint concerning the conduct. Incidents of sexual violence may also be reported to the UWM Police Department (9911 in an emergency; 414-229-4627 for non-emergency calls). There are also other campus offices available to assist you as listed below.

**FOR SUPPORT OR TO REPORT AN INCIDENT, CONTACT:**

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norris Health Center</td>
<td>229-4716</td>
</tr>
<tr>
<td>Women’s Resource Center</td>
<td>229-2852</td>
</tr>
<tr>
<td>Milwaukee Sexual Assault Counseling Unit</td>
<td>278-4617</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>229-4632</td>
</tr>
<tr>
<td>Women’s Crisis Line</td>
<td>933-2722</td>
</tr>
<tr>
<td>University Housing</td>
<td>229-6589</td>
</tr>
<tr>
<td>University Police</td>
<td>9911</td>
</tr>
</tbody>
</table>

**PARENT/GUARDIAN NOTIFICATION FOR DRUG & ALCOHOL VIOLATIONS**

Like many colleges and universities across the United States, the University of Wisconsin–Milwaukee is very concerned about students’ use and abuse of alcohol and other drugs. Federal law governing the privacy of student records, the Family Educational Rights and Privacy Act (FERPA), permit colleges and universities to inform the family of a student under 21 years of age when his or her student has been found in violation of university alcohol or drug rules and/or in the case of a health or safety emergency.

A member of the Residence Life professional staff will notify the family of a student under 21 years of age.

- By a phone call, if that resident is transported to an emergency medical treatment center for drug use or intoxication or if a person’s health and safety is at serious risk. Staff will contact the person the student listed as an emergency contact at the time the student is transported.
• In writing, if the university determines that the resident has committed a serious violation of alcohol or drug policies. (This letter will be sent within several business days of the determination that the student violated University Housing or UWM alcohol or drug policies. Some policy violations that are considered less serious—for example, a person’s first time in a room where an empty beer can has been found—may not result in a notification letter being sent.)

COMMON SANCTIONS IN RESPONSE TO UNIVERSITY HOUSING CONTRACT VIOLATIONS

The University Housing behavior process directly connects to the University Housing Contract signed by each resident. The list that follows covers a wide range of sanctions and contract actions that may result when a resident is found responsible of having violated a policy as outlined in the Rules and Regulations. It is important for residents to note that sanctions do not always occur in a step-by-step or linear progression, (e.g., a resident may be placed on contract probation or have their contract terminated on the first violation, when appropriate). The list is not all-inclusive (i.e., the Residence Life staff member or other administrator may determine a more appropriate sanction).

CONTRACT STATUS SANCTIONS

WARNING STATUS

Resident has been found in clear violation of the University Housing Rules and Regulations. A written statement from a Residence Life staff member expresses disapproval of conduct and warning, and will serve as notification that continued behavior of this kind may result in further contract action.

CONTRACT PROBATION

Resident has been found in violation of the University Housing Rules and Regulations. This results in a conditional retention of resident status for a specified period of time. During the probationary period, the resident may be excluded from participating as a representative of University Housing through employment.

DEFERRED CONTRACT TERMINATION

Resident has been found in violation of the University Housing Rules and Regulations and is in danger of having their University Housing Contract terminated. The resident’s University Housing Contract is at non-renewal status (meaning the resident will not be allowed to live in University Housing minimally one year from the end date of their University Housing Contract and banned as a guest for one year from the end date of their University Housing Contract). During the time the resident is at the deferred contract termination level, the resident may be excluded from participating as a representative of University Housing through employment. Deferred contract termination is a sanction reserved for serious or repeated policy violations.
CONTRACT TERMINATION

Resident has been found in violation of the University Housing Rules and Regulations. This sanction will result in a permanent exclusion from University Housing facilities. A record of the termination is maintained in University Housing as a permanent record. The resident will no longer be allowed in any University Housing property and will not be permitted to enter or use residence hall property. Should the resident appear in any areas heretofore mentioned, they will be subject to arrest. Contract termination is a sanction reserved for serious or repeated policy violations, especially those related to the Serious Rule Violations.

OTHER SANCTIONS

WRITTEN REPRIMAND

A resident is sent a letter that serves as a “written reprimand.” This generally occurs when a University Housing staff member encounters a prohibited item within a room (like an appliance or candle, etc.) or for behavior in an incident that the administrator determines does not call for a meeting, but does warrant a letter that addresses the behavior. Residents who believe this written reprimand to be in error have the right to contact a Residence Life staff member.

ASSIGNMENT OF A JUDICIAL EDUCATOR MODULE

A Judicial Educator is an online activity designed to educate residents about the issues involved in the policies they violate. Each module takes an average of 30 minutes to complete. A student successfully completes the module by passing a test at the end of the online presentation. A written statement from a Residence Life professional staff member outlines the process for completing the assigned Judicial Educator module(s). Residents mandated to complete a Judicial Educator module will be assessed a charge of $15/module (with a limit of two modules for one incident report) on their University Housing account on PAWS for the costs related to the Judicial Educator program.

MANDATORY ATTENDANCE AT A C.A.R.D. CLASS
(CHOICES ABOUT RESPONSIBLE DRINKING)

In cases in which a resident is involved in a first-time or low-severity alcohol violation, he or she is mandated to attend the Choices About Responsible Drinking class (C.A.R.D.). Residents sent to C.A.R.D. will be assessed a charge of $45 on their University Housing account for the costs related to conducting the class.

A written statement from a Residence Life professional staff member outlines the process for class attendance and that failure to attend this class may result in further contract action. Residents may reschedule their C.A.R.D. session due to a conflict with a regularly scheduled UWM class. However, residents may reschedule only once and must do so no later than 72 hours in advance of their assigned C.A.R.D. session.
REFERRAL TO BASICS I.
The goal of BASICS Level 1 is to reduce harmful consumption and associated problems in students who use alcohol or marijuana. This evidence-based program provides students the opportunity to examine their use of alcohol or other drugs in a confidential and non-judgmental setting. It is specifically tailored for college students and combines cognitive-behavioral skills with motivational enhancement. BASICS Level 1 includes two sessions, including a two-hour group session and a one-hour individual personalized feedback session with a trained graduate student facilitator. The facilitator will provide the student with personalized feedback about their substance use based on information shared by the student through discussion, reflection activities and survey questions. A range of options about ways to reduce risks for harm will be explored and, if the student is interested, a plan will be developed. If indicated, efforts are made to connect students with additional on- or off-campus resources for additional support. The program does not provide a diagnosis of substance abuse or dependence. Good-faith participation is expected.

The fee for students mandated to BASICS Level 1 is $75.00. The program is free for voluntary UWM students. Registration information is at [http://www4.uwm.edu/ace](http://www4.uwm.edu/ace). For more information, contact the Norris Health Center Office of Health Promotion & Wellness at (414) 229-3712 or AODresources@uwm.edu.

REFERRAL TO BASICS II.
The goal of BASICS Level 2 is to reduce harmful consumption and associated problems in students who use alcohol or marijuana. More intensive than BASICS Level 1, BASICS Level 2 includes two to three one-hour individual sessions with the Campus Alcohol & Other Drug Coordinator. BASICS Level 1 is a prerequisite and is used as a foundation from which the student will engage in further examination of their use of and experiences with alcohol or other drugs within the context of personal goals and values. Students will be asked to commit to experiential learning activities and to debrief those experiences.

Similar to BASICS Level 1, this evidence-based program is conducted in a confidential, non-judgmental setting and combines cognitive-behavioral skills with motivational enhancement. Motivation for change will be explored and a plan for reducing risks will be developed accordingly. If indicated, efforts are made to connect students with additional on- or off-campus resources for additional support. The program does not provide a diagnosis of substance abuse or dependence. Good-faith participation is expected.

The fee for students mandated to BASICS Level 2 is $140.00. The program is free for voluntary UWM students. Registration information is at [http://www4.uwm.edu/ace](http://www4.uwm.edu/ace). For more information, contact the Norris Health Center Office of Health Promotion & Wellness at (414) 229-3712 or AODresources@uwm.edu.

REFERRAL TO NORRIS HEALTH CENTER COUNSELING SERVICES
In cases in which a resident has exhibited behavior that is cause for concern, such as talk of self-destructive behavior, the University Housing staff may refer the resident to the Norris Health Center for further evaluation or possible counseling. Refusal by a resident to cooperate with the reasonable requests of the staff regarding their disruptive and potentially dangerous behavior could result in contract action.
LOSS OF PRIVILEGES - HOST OR GUEST

Guests are not guaranteed access to University Housing facilities, and can lose their ability to visit designated areas (or all University Housing property) if it is determined that they have violated University Housing Rules and Regulations.

While University Housing encourages residents to utilize the guest registration process and host guests, they must do so in a manner that meets expectations established by the University Housing Rules and Regulations and those shared by his or her roommates and suitemates. Residents are not guaranteed the ability to host guests. Because a resident is responsible for his or her guest(s), policy violations by guests can impact a resident’s ability to host guests, and University Housing can revoke a resident’s ability to host guests for an established time period.

ADMINISTRATIVE MOVE

This sanction is used most often for, but not limited to, instances where a resident’s behavior has adversely affected community members or when a negative community atmosphere may be contributing to the resident’s behavior. This sanction is also imposed when a resident has violated an official roommate or suitemate agreement (a roommate/suitemate agreement is considered official when a University Housing staff member was present to assist in its development). Should the resident choose to continue in disruptive behavior, further contract action may be imposed.

LOSS OF PRIVILEGES - GENERAL

A loss of privileges can include restricted access to certain areas, programs, etc. University Housing can also prohibit a resident from having contact of any sort with another member of the University Housing community.

CONFISCATION OF ITEMS INVOLVED IN VIOLATIONS

This can include: stereo and/or musical instruments for cases in which behavior has disrupted community, alcohol for cases in which resident is under 21, and other prohibited items (see the “Fire Safety” section in the Rules and Regulations).

RESTITUTION TO THE UNIVERSITY

The resident may be charged for any damages, lost property, or unnecessary service costs caused by them or their guests to University Housing property, whether due to intent, accident, or neglect.

COMMON AREA DAMAGES (CAD)

Lounges and other common areas (elevators, suite hallways, kitchenettes, public restrooms, storage areas, stairwells, etc.) are inventoried for damage prior to occupancy for the Fall Semester. Damage (e.g. furniture damage/loss, extensive housekeeping) to common areas may be billed to the resident housing accounts of the members of the house, floor, wing, tower, or residence hall equally unless the person(s) responsible can be identified.

NON-ISSUANCE OF FUTURE UNIVERSITY HOUSING CONTRACTS

Resident has demonstrated (by behavior that consistently violates the University Housing Rules and Regulations) that they are not a positive addition to the community. The resident will not be issued future housing contracts.
OTHER

Examples of other sanctions that may also be required (determined by the relevant administrator, including but not limited to: the Community Review Board, Residence Life professional staff member, associate director, or director):

- Community service
- Making signs or bulletin boards
- Assisting staff with a project
- Participation in a UWM program
- Going to a campus office, etc.

BANNED GUEST

A banned guest is a non-resident or previous resident deemed disruptive to the population of the residence halls and apartments. The person is not allowed to enter University Housing facilities for either a specified time or indefinitely and will receive a written statement (sent to the email provided during guest registration) from an administrator regarding their status. Because it is officially considered trespassing, should the person appear in the residence halls or apartments, they will be subject to arrest.

UNIVERSITY HOUSING RULES & REGULATIONS

The following Rules and Regulations are based upon a natural concern for the resident’s safety, the safety of others, and one’s surroundings. Residents must comply with these Rules and Regulations as well as with those of the UWM, UWS Chapter 18 Conduct on University Lands (www.legis.wisconsin.gov/rsb/code/uws/uws.html), and with the laws of the State of Wisconsin and the United States, which are made part of these Rules and Regulations. Changes and revisions of the Rules and Regulations may be made by the Chancellor and are effective upon publication.

In addition to the terms of the University Housing Contract, residents are responsible for upholding all standards of behavior established by the University of Wisconsin - Milwaukee, its administration, and the Board of Regents. Specifically, behavior in violation of Wisconsin Administrative Code § UWS 17.09 and § UWS 18 may result in serious disciplinary action, up to and including suspension or dismissal from the university. University Housing staff are empowered to conduct hearings and adjudicate most alleged misconduct which occurs in the residence halls; however, severe and/or repeated violations of Chapter 17 or 18 may be referred to the Dean of Students Office.
CONTRACT ACTION

The resident is given license to occupy the assigned space under the terms and conditions of his or her contract. Violations of any part of these Rules and Regulations may subject the violator to contract action, university action and/or police action as appropriate. A resident involved in a violation of these Rules and Regulations or those of the university and the laws of the State of Wisconsin will be informed of the charges against them, as well as the right to respond. If contract action is sought, the resident will be notified in writing of the right of appeal. Contract action may include, but is not limited to the following sanctions: warning status, contract probationary status, administrative move, deferred contract termination, and contract termination. Continued or serious violation of these Rules and Regulations by a resident or his or her guest(s) is considered a breach of contract and may result in the termination of his or her contract. Said termination is not considered a denial of the individual’s right to an education. Contract action is separate from university disciplinary action or criminal prosecution, although an individual may be subject to any or all of these actions if circumstances warrant.

SERIOUS RULE VIOLATIONS

Some behaviors and policy violations may result in immediate contract termination. In general, these include behaviors that cause harm to one’s self or to others, threaten harm, are potentially harmful, or represent a risk to persons or property, which is unacceptable to residence hall living. The following are behaviors and policy violations that may result in immediate contract termination. Examples of this behavior include, but are not limited to:

1. The accidental or intentional setting of a fire.
2. Placing false fire alarms or tampering with firefighting and detection equipment (including smoke detectors, 'screamer boxes', sprinkler heads, fire extinguishers, etc.).
3. Possession, use, sale, or intent to sell narcotics or dangerous drugs, and/or the distribution, sale, or intent to sell marijuana.
4. Possession of a dangerous weapon.
5. The accidental or intentional throwing, dropping and/or falling of any objects out of a building window or off the window ledge; the placing of items on the window ledge; the climbing into, out of, or on the buildings or walking upon the roof of the building except in case of emergency (as directed by university staff).
6. Intentional violent behavior toward another person.
All use of alcohol in the residence halls and Kenilworth Square Apartments must be under appropriate conditions and in compliance with university procedures and the laws of the State of Wisconsin.

- If alcohol is being consumed or possessed, all people present must be 21 or older.
- No empty alcohol containers (even as decorations) are allowed unless all present are 21 or older.
- Guests (regardless of age) cannot bring alcohol into the residence halls.
- Common source containers of alcohol or mass consumption devices (kegs, barrels, beer bongs) are not allowed.
- No alcohol or alcohol containers allowed in common areas, including shuttles.

Residents may only store alcohol in common areas if all residents of the suite are 21 years of age or older. Under no circumstances are residents of legal drinking age permitted to consume alcohol in the presence of any underage persons with whom they do not share an immediate living space. See below for explanations of damp, wet, and dry rooms.

A **damp room** is a room that is occupied by a resident aged 21 years or older and a resident under the age of 21. In this situation, the resident of legal drinking age may only consume alcohol in the presence of an underage resident if that resident is their assigned roommate.

A **wet room** is a room that is occupied entirely by residents aged 21 years or older. These residents may not consume alcohol in the presence of any underage persons.

A **dry room** is a room that is occupied entirely by individuals under the age of 21. Underage drinking is prohibited in all University Housing buildings and can be sanctioned through the University Housing behavior process.

A. Individuals who are not of legal drinking age are prohibited from consuming or possessing alcoholic beverages (including alcohol in powdered form) in the residence halls or areas immediately surrounding the residence halls (i.e. patios, parking garages, etc.)

B. Individuals who are not of legal drinking age are prohibited from being in the presence of alcoholic beverages (including alcohol in powdered form) in the residence halls or areas immediately surrounding the residence halls (i.e. patios, parking garages, etc.)

C. All people, including those age 21 or older, present in a room or area where an alcohol violation has occurred will be considered in violation, whether or not they have personally consumed alcohol.

D. Empty alcohol beverage containers may not be possessed by underage residents (this includes items used for decorative purposes), or present in a space unless all people present are 21 or older.

E. Residents who are of legal drinking age may not purchase and/or sell alcoholic beverages to residents who are underage.

F. Distribution from or possession of common source containers (e.g. barrels, bowls, jugs, beer-bongs, kegs or mini-kegs, wine boxes), are not permitted and will be confiscated and disposed of by residents or guests present during the
policy violation. Kegs containing soft drinks are strongly discouraged from being brought into the residence halls, and residents should be prepared that the staff will ask the keg to be “tapped” to determine the keg’s contents.

G. Consumption or possession of open alcoholic beverages or empty alcohol containers by residents or guests in suite hallways, lounges, elevators, stairwells, corridors, the University Housing Shuttle, or public areas is prohibited.

H. Kitchens in East, Purin, and Cambridge Commons are considered common areas. Alcohol is not permitted in these areas (including the suite refrigerator) unless all residents and guests in the suite are of legal drinking age.

I. Alcohol bottles that have been previously opened may be transported in common areas by residents 21 years of age and older and only if enclosed in a bag that conceals the contents.

J. The playing of “drinking games” or other activities that increase the risk of excessive intoxication (such as beer pong, flip cup, etc.) are prohibited in the residence hall no matter the age of the resident.

K. Excessive alcohol consumption (whether on-campus or off-campus, and regardless of the resident’s age) is prohibited. Residents will be held accountable for any excessive alcohol consumption that leads to disruption of the University Housing community or endangers the resident(s) involved.

**B1 BEDS**

A. Lofts, bunk beds, or bed frames which are homemade, rented, or purchased from a vendor other than University Housing are not permitted.

B. Beds bunched or raised above the level of the radiator may not be placed parallel to the window in a manner that might enable accidental falling against the window or screen.

C. Lofted or bunched beds must be at least 24” below any sprinkler heads, sprinkler pipes, or heating/air conditioning vents or pipes.

D. Waterbeds are prohibited.

E. The desk chair is not designed to be used as a ladder to access a loft. Damage to the chair will be charged to the resident.

F. The resident agrees to sole liability for all damages and injuries as a result of their construction of any other room/bed modifications.

**B2 BICYCLES**

It is recommended that bicycles be stored in the areas provided outside of the residence halls and Kenilworth Square Apartments in a manner as not to obstruct free passage of pedestrians and vehicles. Residents are able to rent bicycle storage lockers at Sandburg Hall (for $75/academic year - replacement keys cost $175 each).

A. Bicycles are not allowed to be chained to anything except the bike racks provided.

B. If bicycles are stored in a room, or suite, or apartment, they must be stored in a manner that does not obstruct an individual from exiting the room or suite in case of fire or emergency.

C. Bicycles may not be ridden inside the residence halls.

D. Bicycles left for extended periods of time may be tagged and removed by University personnel to provide room for other bikes.
COMPUTERS

All federal and state laws applicable to your computer usage will be enforced by University Housing. This includes (but is not limited to) violation of copyright laws (illegal software or media, unauthorized distribution of copyrighted files), hacking or otherwise obtaining or using unauthorized information, forged identity, and other malicious or unlawful activities. Violation of this policy and/or of the ResNet Use Agreement, regardless of knowledge or intent, will result in loss of connection and contract action. UWM and University Housing are not in any way liable for actions taken by residents (or guests) that are in violation of established federal and state laws (this includes improper computer or ResNet usage).

ResNet, the campus residential computer network, is an extension of the academic environment at UWM. It is intended to be used for instructional and research purposes. Prior to obtaining access to the computer network, residents must (electronically) read and agree to the ResNet use agreement and are expected to abide by the policies and guidelines outlined in the agreement. Violations to the ResNet use agreement will result in restrictions to the network and relevant contract action.

A. Violations of the ResNet use agreement will result in the following automatic sanctions: The first violation of copyright laws will result in loss of connection for 30 days (or until the resident completes the Judicial Educator module #19 as assigned, whichever occurs first). A second violation will result in loss of connection for 60 days. A third violation will result in loss of connection for six months. In all cases, violating materials must be immediately removed. In addition to loss of network access, appropriate contract action may be taken.

B. Residents are responsible for the security of their computer as well as protecting it from viruses and trojans. Violation of this policy may result in loss of connection until the computer is secured. Residents who meet the minimum level of security with regard to protection against viruses (as outlined in the ResNet use agreement) will not be assigned a sanction. Residents who do not meet the minimum level of security, and whose computers are exploited, will be removed from the network for a minimum of 30 days. A second violation will result in loss of connection for 60 days. A third violation will result in loss of connection for six months.

C. Circumvention of the ResNet registration system or extending the network connection provided will result in loss of connection for 30 days. A second violation will result in loss of connection for 60 days. A third violation will result in loss of connection for six months.

D. Identification names for routers and wi-fi networks within University Housing must be appropriate and not of discriminating and/or derogatory in nature.

DAMAGES AND CHARGES

Abuse of university property within the residence halls, Kenilworth Square Apartments and the University Housing Shuttle results in expenses beyond funds allocated for regular repair and upkeep. The resident agrees to pay for any damages, lost property, or unnecessary service costs caused by them or their guests, either due to accident, neglect or intent, to the residence rooms and common areas.

A. Apartment/Room/Suite Damages: a resident is responsible for any damage or loss that occurs during their occupancy. A resident retains occupancy of a room, suite, or apartment from the moment the key is picked up until the key is returned. Any
damage to room, suite, or apartment furniture, or facilities, will be billed to the responsible party, or if the person responsible cannot be identified, the charges will be evenly divided between members of the room, suite, or apartment, as appropriate.

B. Common Area Damages (CAD): lounges and other common areas (shuttles, elevators, suite hallways, kitchenettes, public restrooms, storage areas, stairwells, etc.) are inventoried for damage prior to occupancy for the Fall Semester. Damage (e.g. furniture damage/loss, extensive housekeeping) to common areas may be billed to the resident housing accounts of the members of the house or tower equally unless the person(s) responsible can be identified.

D2 DISORDERLY CONDUCT

Disorderly conduct within or immediately surrounding the residence halls or Kenilworth Square Apartments is not permitted. Individuals are in violation of the disorderly conduct policy when engaging in the following types of behavior, knowing or having reasonable grounds to know, that it will or potentially could tend to alarm, anger, harm, or disturb others, or provoke an assault or breach of peace:

A. Engage in brawling, fighting, or prank activities;
B. Use offensive, obscene, or abusive language, or engage in conduct that would reasonably tend to arouse alarm, anger, fear, or resentment in others;
C. Threaten, harass, sexually harass, or endanger the health, safety, or welfare of a member of the university community;
D. Conduct themselves in a disorderly manner so as to cause a personal/public risk, a disturbance, or threaten the public peace;
E. Behavior such as public urination, “streaking,” “mooning,” “flashing” or any other sexual act, indecent exposure, or display in a public area is prohibited;
F. Harassing or demeaning materials should not be posted outside of a common area door. Materials posted within a room or suite must be approved by all members inside the room/suite;
G. Unauthorized production of audio, video, or photographic images of a person in a location in which that person has a reasonable expectation of privacy, including, but not limited to, residence hall rooms, workout facilities, and restrooms. This includes the use of devices such as digital cameras, cell phones, etc. For safety reasons, University Housing has security cameras installed in public areas, including elevators;
H. Laser pointers (or other types of commercially distributed concentrated source of light, excluding flashlights) may only be used for the 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 a building or within a hall, pointing the light through a window, and/or using the laser pointer to threaten or intimidate;
I. Inappropriate use of pepper spray (OC spray);

D3 DOMESTIC VIOLENCE

A. Under State Law 940.225(1)(2)(3), anyone intentionally inflicting pain, physical injury or illness, or threatening in conjunction with the physical act will be subject to arrest, possible prosecution and possible imprisonment, whether or not the victim presses charges. University Housing staff will contact the police and identify any suspected perpetrator or victim of domestic violence.
**D4 DRUGS**

Drug possession and use is strictly prohibited by University Housing including the following:

A. The use or possession of any illegal drug or controlled substance (including synthetic) in University Housing or any University Housing owned vehicle.

B. Being present in a room or area where drugs are being used or possessed (all people present will be held responsible for their behavior or their objects in the area even if they are not engaging in drug use or possession of paraphernalia).

C. The possession of any drug paraphernalia, including but not limited to bongs, blowtubes, pipes, and homemade devices.

D. The use of University Housing facilities to manufacture, process or distribute any drug, controlled substance, or drug paraphernalia.

E. Improper use of prescription or “over-the-counter” drugs (such as Adderall, oxycontin, etc.) is prohibited. This includes being in use or possession of prescription drugs prescribed to another person.

F. Possession, use, or sale of narcotics or dangerous drugs, and/or the sale or distribution of marijuana is prohibited. Violation of this rule is a Serious Rule Violation and offenders are subject to relevant legal involvement under Wisconsin statutes and immediate contract termination.

G. The possession, use, or sale of salvia is prohibited.

**E1 ELEVATOR USE**

Elevator use is a daily occurrence for most residents and their guests. University Housing employs measures to ensure that each elevator ride is safe. Residents and their guests play a major role in keeping elevators safe.

A. Damage to elevators including, but not limited to, pushing the doors open, putting foreign objects in the tracks, is prohibited.

B. Overloading of elevators is prohibited. Residents and their guests are expected to follow posted guidelines for weight limits and use good judgment in elevator use.

C. Damage to elevator cameras is prohibited.

D. General vandalism or littering within the elevators is prohibited.

All costs associated with elevator damage/repair will be assessed to the responsible individual(s).

**E2 ENTRY TO ROOM, SUITE, AND/OR APARTMENT**

Entry to a resident’s room, suite, or apartment is restricted to the resident(s) assigned to that space. Entry to a room, suite, or apartment by a non-University Housing staff person not assigned to a particular room, suite, or apartment without receiving permission is prohibited.

University Housing appreciates residents’ desire for privacy and will do all it can to protect the privacy of individual residents. It is, however, occasionally necessary for University Housing to exercise its contractual right to enter the rooms (or apartments) of residents. University Housing staff members may enter a room only for job-related purposes and shall adhere to the policy of the department that entrance to residents’ rooms by University Housing staff is kept to a minimum to assure the occupants’ privacy. University Housing staff members will always announce themselves and allow residents the opportunity to grant access prior to keying-in for job-related purposes.
Suite spaces are considered common areas of University Housing assigned to the residents residing in that suite. Entry to a resident’s suite is restricted to the residents assigned to that space and University Housing staff members. University Housing staff members will enter these areas in the performance of their routine duties. Suite spaces are defined as the suite hallway and bathroom.

The suite door should be locked for security purposes. University Housing staff members wishing to contact a resident will enter this area and knock immediately on the room door. University Housing staff may allow other university staff members, including the University Police, to enter a suite hallway in an escorted manner for the purpose of contacting an individual in a residence hall room. University Housing will not allow non-university staff access to suites, with the exception of contractors or other authorized maintenance personnel, who will be escorted by University Housing staff members. The authority to enter a resident room is established under the following conditions:

A. University Housing staff may enter rooms or apartments to ensure the discontinuance of rule violations (this includes entering to turn off an alarm clock sounding without the resident being in the room, etc.). University Housing may require immediate removal of items in violation of the contract (e.g. appliances, pets, alcohol, improper lofts, candles).

B. If the resident(s) is/are absent from the room or apartment and University Housing staff members have reason to believe that entry is necessary to investigate possible emergency situations endangering health or safety, the staff may enter without notice. (This includes shutting an open window in cases of high wind or cold conditions if members of the suite or apartment complain).

C. University staff members, including the University Police, may enter rooms or apartments without notice in the execution of a search warrant, when an emergency threatens health or safety, or with the consent of a contract-holder (including, in Kenilworth Square Apartments, a guest resident) assigned to the room.

D. University Housing staff may enter rooms or apartments with advance notice and at reasonable times, when possible, for necessary maintenance of areas, to remove unauthorized University Housing property, for inspection to determine occupancy where there is a possibility the room has been vacated, and for staff performance of routinely scheduled inspections. University Housing is not obligated to provide advance notice for minor maintenance and repair activities for which a work order has been initiated.

E. The vacating of a resident is considered to be advance notice to the roommate, suitemates, or apartment-mate that University Housing will be entering the room to inspect and clean the vacated space.

University Housing will not allow non-university staff access to a resident’s room without written consent from the resident. This includes, but is not limited to:

- Parents or other family members
- Friends or significant others
- Guests
- Suitemates/apartment-mates

Suite spaces are considered common areas of University Housing assigned to the residents residing in that suite. Entry to a resident's suite is restricted to the residents assigned to that space and University Housing staff members. University Housing staff members will enter these areas in the performance of their routine duties.
Due to University Housing’s commitment to safety, we restrict certain items and behaviors that could compromise safety. Possession of an item on the following list is prohibited:

A. Anything with an exposed heating element or open flame
B. Anything hung from the ceiling or sprinkler
C. Overloaded power strips
D. Firearms, fireworks, live ammunition, or other explosive materials that are combustible
E. Microwaves (allowed only where provided in suites/apartments with kitchens and floor/community lounges)
F. Hotplates, deep fryers, toasters, toaster ovens, waffle irons (unless a Cambridge Upgrade, Kenilworth Square Apartments, Purin Hall, or Sandburg East Tower resident and the items stay within the kitchen)
G. Space heaters, air conditioners, ceiling fans, or auxiliary heating/cooling devices
H. Candle warmers/burners, potpourri pots (allowed only in Kenilworth Square Apartments)
I. Flammable liquids and fuels
J. Candles, lanterns, incense, (whether burned or not) and any other item that use open flames. This includes embers or coals from a recently used hookah, etc. Hookahs are allowed to be stored (though not used) in a resident space, provided they are in a proper container and cleaned prior to being brought into University Housing.
K. Decorations of a combustible nature (e.g. cloth, fishnet, paper) when hung from the ceiling, overhead structures, or placed on a radiator
L. Combustible vegetation (e.g. evergreen trees, logs with dried bark, or birch logs)
M. Walls covered with paneling or flammable materials
N. Halogen lamps, “octopus” or any lamps with plastic lampshades
O. Holiday lights are permitted in resident rooms, provided residents follow these guidelines: only lights specified for indoor use may be placed in university buildings. The lights must have the Underwriter’s Laboratory (U.L.) approval. Cords should be inspected for deterioration and cracking. If either exists, the lights may not be used. If extension cords are needed, use the heavy-duty type. Unplug cords when the area is not attended. Fused power strips should be used to avoid circuit overloads. During University Housing-sponsored decorating contests, holiday lights are allowed (provided the guidelines listed above are followed). Staff will monitor light use accordingly. Lights must be hung underneath the sprinkler unit, not on or above, and may not be wrapped or strung around sprinkler heads/pipes or heater and air conditioning vents/pipes, or light fixtures, or emergency exit signs.
P. Hammocks, placed in rooms, suites, or lounges
Q. Smoke or fog machines
R. Water beds and personal mattresses
S. Motorized vehicles
T. Treated lumber
U. Grills
V. Soldering irons
W. Personal refrigerators in Cambridge Commons
Kenilworth Square Apartments, Purin Hall and Sandburg East Tower residents may use small kitchen appliances, provided they are used only in kitchen areas. Residents are responsible for any damages caused by use of these appliances.

Damage caused by malfunctioning personal items is the financial responsibility of the individual(s) responsible. Prohibited items that have been confiscated by University Housing staff members or University Police will be disposed of.

It is impossible to list all electrical appliances that are potential fire hazards, but in general, candles, appliances rated over six amps (700 watts), items with exposed heating elements, items without an automatic shutoff, or items not UL (underwriters laboratory) listed are prohibited.

**PERMITTED ITEMS**

- Stereos/radios
- Personal computers
- TVs
- Hair dryers
- Lava lamps
- Fan (box/rotating)
- Humidifier
- Vaporizer
- Vacuum cleaner
- Coffee pots, hot pots, crock-pots, and popcorn poppers are allowed if they do not have an exposed burner.
- Refrigerator (if in good repair, are permissible in the residence halls only if they do not exceed 4.0 cu. ft. rated capacity per person, with thin-wall construction and UL approved in construction and electrical work. Outside measurements should not exceed 36” x 26” x 26”. University Housing reserves the right to require the removal by a resident, or to remove at the resident’s expense, of any item which does not meet these requirements.) Refrigerators are not allowed in Cambridge Commons—they are provided in all suites. Exceptions may be made in case of medical necessity for those residents living in six-person suites. Requests must be submitted in writing to the Cambridge Residence Life professional staff member.

**F2 FIRE FIGHTING/PREVENTION**

A. Setting fires in and around University Housing is prohibited. Violations of this rule include setting fire to items on a room/suite door, bulletin board, apartments, fires caused by a lit candle or cigarette, or any other flammable material in the halls. This behavior is a Serious Rule Violation and offenders are subject to relevant legal involvement under Wisconsin statutes and immediate contract termination.

B. All residents and guests are required to participate in all fire/tornado drills. Residents should start to immediately evacuate if there is a fire alarm announced and move away from the building until University Housing staff announces the “all clear”.

C. Disconnecting, covering, or tampering with a fire sprinkler, a smoke or a fire detector unit, or ‘screamer box’ is prohibited; this is a Serious Rule Violation and offenders are subject to relevant legal involvement under Wisconsin statutes and immediate contract termination.
D. Residents should immediately notify University Housing if a smoke detector unit is not in operating condition by submitting a work order at: www.fixit.uwm.edu. Removing a battery or other forms of making a detector inoperable (instead of informing University Housing staff of needed repairs) is prohibited.

E. Placing false fire alarms, interfering with the fire alarm system, with firefighters, or with fire-fighting equipment is a Serious Rule Violation and offenders are subject to relevant legal involvement under Wisconsin statutes and immediate contract termination.

F. Discharging a fire extinguisher unnecessarily (when there is no fire), stealing or taking a fire extinguisher, are all considered to be a Serious Rule Violations and offenders are subject to relevant legal involvement under Wisconsin statutes and immediate contract termination.

G. Suspended items from sprinkler pipes, heating pipes, and vents, create unsafe conditions and are not allowed.

H. Responsible use of all University Housing appliances (i.e. microwaves, stoves, washers, dryers, etc.) is required. Misuse of University Housing appliances, such as unattended cooking or overcooking of food, and overloading of washers and dryers, can result in damage to the machines as well as create safety hazards for residents (e.g. fires or flooding of common areas). Residents found to have misused a University Housing appliance will be held financially responsible for any damages incurred.

I. Tampering with University Housing lights or light bulbs is prohibited. If a light is out or has to be changed a work order should be submitted online at: www.fixit.uwm.edu.

J. Residents should start to immediately evacuate if there is a fire alarm announced and move away from the building until University Housing staff announces the “all clear”.

F3 FURNITURE AND STORAGE

All University Housing furniture must remain in its intended location. Removal or disassembly of resident room furniture that belongs to University Housing is not permitted. The resident will be assessed for any loss or damage. Moving of public area furniture or any property not assigned to individual rooms is not permitted. The moving of such furniture from its original location will result in the responsible person(s) being assessed in an administrative charge.

G1 GAMBLING

Gambling, including online gambling, betting on athletic events, or the possession of gambling devices where winnings involve cash exchange is prohibited in University Housing buildings.

G2 GUESTS

A guest is defined as someone who is not a resident of University Housing or someone without an assignment to the room, suite, or apartment they are visiting. (all Kenilworth Square Apartment residents should be familiar with the Preferred Guest Policy, located in the safety and security section of this handbook.)

A. All guests present in a room or area where a policy violation has occurred will be held responsible for the policy violation.
B. In situations where a guest has been involved in a policy violation and/or has proven to be uncooperative, disruptive, and/or presents any risk to the residents or residence hall community, University Housing reserves the right to immediately remove the guest from the University Housing buildings and/or restrict entrance of any guest for any amount of time deemed appropriate. During final exams week (starting at 5:00pm on “study day” each semester) guests involved in policy violations will be escorted from the building and not allowed re-entry until the start of the subsequent semester.

C. All guests that are removed by University Housing staff are banned from all University Housing buildings until a University Housing official has processed the case and an e-mail has been sent to the address that was submitted in guest registration.

D. Hours: in consideration of all residents, guests are encouraged to limit visits to the hours of: Sunday - Thursday: 8:00am - midnight; Friday - Saturday: 8:00am - 2:00am

E. Guests may be present in a room only with the permission of other resident(s) assigned to that suite or apartment. A resident expecting an overnight guest must secure the prior permission of their roommate(s) and suitemate(s).

F. Each resident can have a maximum of three registered guests riding the University Housing Shuttle.

G. Each resident can have a maximum of three registered guests visiting at a time. Within a resident’s room, only three guests are allowed at one time for each resident; the term "guests" here includes anyone who does not reside in that room (registered guests and residents of different rooms within any University Housing facility).

H. Each resident can have overnight guests for a maximum of two nights in a seven-night period.

I. Any resident of Cambridge Commons, Kenilworth Square Apartments, RiverView or Sandburg, who wishes to enter after midnight a building in which they do not live, must preregister as a guest and be accompanied by a resident of the building they wish to enter.

J. Any guest age 16 or older must show proof of identity. The only acceptable form of identification is a picture ID, such as a driver’s license, state ID, or high school/college ID. If proper identification is not presented by the guest, access will be denied.

K. Any guest age 15 or younger who is not accompanied by a parent will be required to have the University Housing Minor Guest Admission Form (available on the University Housing website) signed by a parent/guardian with a copy of guest’s parent/guardian driver's license to be granted access to the building. If both of these items are not presented by the guest, access will be denied.

L. A guest’s overnight visitation is limited to two total nights in the residence halls or apartments within a seven-night period. Any exceptions must be obtained in advance from the Associate Director of University Housing or their representative. Residents violating this rule may be subject to a daily charge.

M. Guests (regardless of age) are prohibited from bringing alcoholic beverages into the residence halls.
N. Guests who are of legal drinking age may not possess or consume alcoholic beverages in the room of a host who is not 21 or older. If a guest 21 or older is in possession of alcohol in an area other than the permitted specified location, the guest will be documented and asked to remove the alcohol from University Housing.

O. Guests who are not of legal drinking age may not possess, consume, or be in the presence of alcoholic beverages within any University Housing facility.

P. University Housing does not have an obligation to host or care for a non-resident who is intoxicated or under the influence.

Q. Uninvited and/or unaccompanied guests may not loiter in the common areas of any residence hall. Loitering is defined as: standing or waiting around idly or without apparent purpose.

R. A banned guest is a non-resident or previous resident deemed disruptive to the population of the residence halls and apartments. This person is not allowed to enter university housing facilities for either a specified time or indefinitely and will receive a written statement (sent to the e-mail address provided during guest registration) from an administrator regarding their status. Because it is officially considered trespassing, should the person appear in the residence halls or apartments, they will be subject to arrest.

S. Guests must be escorted by their hosts at all times.

H1 HARASSMENT

All UWM students are expected to comply with UWM discriminatory conduct policy (https://www4.uwm.edu/secu/docs/other/S_47.pdf). Students should be aware that they can report instances of hate or bias using the form at www.uwm.edu/eds/hatebias/form/index.cfm?a1=edit. If you have questions regarding this policy please see Security or a professional staff member.

A. Harassing behavior, regardless of the method of harassment [written, verbal, via e-mail or phone, online communities (like facebook.com), or other information technology resources, posting of inappropriate materials in any public area (e.g. suite hallways, doors, lounges)] is prohibited in University Housing.

B. Behavior which demeans, intimidates, or threatens individuals based on age, ability, appearance, ethnicity, gender, group affiliation, HIV status, personal values, race, religious affiliation, sexual orientation, or size is not tolerated.

H2 HAZING

A. Intentionally or recklessly engaging in acts that endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with the university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.
II  IDENTIFICATION

A. Residents have the responsibility to carry their UWM ID with them at all times and to show their ID to University Housing staff (including University Housing Shuttles) or university police as requested.

B. Residents must demonstrate proof of University Housing residency at the request of any university officer acting within the guidelines of their employment. A university ID is the only acceptable proof of residency at the entrances to University Housing buildings or events.

C. Guests will be allowed access to the residence halls, University Housing Shuttles, and Kenilworth Square Apartments only when registered and accompanied by a resident and a guest pass and picture ID are presented and approval has been given to enter. If a proper ID is not presented by the guest, access will be denied.

D. University IDs are nontransferable. Residents may not allow anyone to use their ID to gain entrance to University Housing buildings. Residents may not be signed in by another resident if they fail to show proof of residency. If a resident does not have an ID with them when asked to show their identification, University Housing reserves the right to verify their identity. Unidentified residents must be able to be identified and verified, or they may be restricted from services.

E. Residents/guests may not alter or falsify information on university forms, or possess an altered identification. Permitting another person to wrongly use an ID with the intent to obtain university services, privileges, or goods, is prohibited.

F. Acceptable identification for guests includes university ID, military ID, drivers license, passport, state ID, official high school or college ID or any other official government picture identification. If a guest is 16 years and older, they need to show some form of acceptable identification.

G. Any university official may confiscate false, altered, or duplicate university IDs used in violations of this contract or any other university rule. Situations in which a resident or guest is in possession of a false ID may be referred to UWM Police.

H. Residents and their guests may not give false or misleading information or fail to give proper identification to representatives of the university acting within the guidelines of their employment.

I. Impersonating another person (including staff) is prohibited.

L1  LAW VIOLATIONS

Violation of any local, state, or federal law within University Housing buildings or sponsored events is prohibited.

M1  MENTAL HEALTH CONCERNS

University Housing is committed to maintaining the physical and emotional well-being of residents and has established the following guidelines for instances where residents have attempted or accomplished self-inflicted harm:

A. University Housing staff members will follow-up with residents in cases where a concern for their mental health has been made known (whether originated by members of the community, staff members, parents and family members, or other sources).
B. University Housing considers excessive alcohol consumption to be a form of self-inflicted harm that negatively impacts both the individual and the greater community.

C. No immediate threat to self: if there has been talk of self-destructive behavior but no physical action has been taken, then the resident will be evaluated by University Housing staff. Based upon this evaluation, staff may elect to 1) call the resident’s emergency contact person; 2) refer the resident to the Norris Health Center for further evaluation and possible counseling; and/or 3) involve UWM Police. Refusal by a resident to cooperate with the reasonable requests of the staff regarding their disruptive and potentially dangerous behavior could result in contract action.

D. Immediate threat to self: if a resident has actually made an attempt to self-inflict harm upon themself (this can include incapacitation due to apparent alcohol and/or drug use), immediate physical assistance will be given to ensure the resident’s physical safety and any of the following may occur: 1) 911 may be called; 2) UWM Police and professional medical personnel may be contacted for transport to the hospital; 3) the resident’s emergency contact person may be called; and/or 4) referral may be made to Norris Health Center or a local treatment facility.

University Housing staff members (sometimes assisted by the UWM Police) may perform wellness checks if a parent, friend or other community member expresses concerns for a resident’s well-being or safety.

**NOISE**

The realities of community living dictate that individuals respect community needs for the moderation of noise. University Housing encourages residents to confront one another when noise is infringing on an individual’s right to an environment conducive to sleep and studying. University Housing staff members may confront individuals at any time for noise violations, even when no specific complaint has been issued, in order to preserve academic communities within University Housing. Every resident has the right to request quiet from any other resident or their guests. When trying to estimate noise, residents are encouraged to think in terms of maintaining a level that would allow a neighbor to sleep or study undisturbed at any time.

University Housing suggests that residents limit the size of sound equipment and use headphones whenever possible. University Housing may require the removal of, at the expense of the resident, sound equipment that causes disturbances.

A. Official hours of quiet suitable for undisturbed study or sleep are 10:00pm until 8:00am, Sunday through Thursday; 12:00am (midnight) until 8:00am, Friday and Saturday

B. Each resident and their guest(s) must show reasonable concern for the rights of roommates, suitemates, other residents, and their guests. During quiet hours, stereos, radios, televisions, musical instruments, etc., may not be played at a level that demonstrates a lack of consideration for the rights of others, including the off-campus community.

C. Yelling or using “bull-horns” (or any other loud noise) directed outside the windows is an incredible nuisance for all community members, and is strictly prohibited.
D. Stereo bass has a unique ability to travel through room walls; even if the overall noise level is relatively low. Residents are encouraged to check with their surrounding community members if concern exists about noise level or bass. As in other violations of the noise policy, University Housing may remove sound equipment if stereo bass is negatively impacting the community.

E. Playing excessively loud music or any other excessively loud noises through open speakers in a common area is prohibited.

F. Courtesy quiet hours are in effect 24 hours a day.

G. During final exam week (beginning on "study day" each semester), official 24/7 quiet hours start at 10:00pm the night before study day and continue until 12:00pm of the final move-out day for residents for the semester/year (typically the Saturday of finals week).

H. Houses/wings/floors may increase quiet hours by majority vote provided that at no time will quiet hours be shortened.

I. All residents and guests in a room or area where the noise policy is being violated will be held responsible for the behavior, even if they themselves are not being loud. Therefore, if a resident is in an area where others are violating the noise policy, the residents should immediately confront the behavior and/or leave and report the incident.

**01 OFFICIAL NOTIFICATION**

University Housing will use resident mailboxes, and/or UWM e-mail as official sources of notification. Residents are expected to check and clear out all contents of their assigned mailbox (at least) once a week. Residents are obligated to respond to all official notification and meet the deadlines included therein. (For example, many letters related to the behavior process require response within four business days.)

**P1 PETS**

Pets or other animals are not allowed in University Housing, even for visits. Service animals are not considered pets and are allowed (though a resident will be asked to show proof of service animal certification, etc.). The only exception is fish, maintained to meet acceptable health standards in an aquarium or fishbowl (tank must be 10 gallons or smaller and may be subject to approval by University Housing staff). University Housing is not responsible for any losses to personal items (including animals) due to interruption of service (e.g. electricity, heat). University Housing reserves the right to remove pets at the expense of the resident.

**P2 PARKING**

University Housing manages parking garages in Cambridge Commons, Kenilworth Square Apartments, Purin and RiverView. Sandburg parking is regulated by the Department of Parking and Transit. The following policies apply in the University Housing-regulated parking garages:

A. Parking passes must be displayed in the front windshield of the vehicle, or on the fairing, in the case of motorcycles.

B. One parking permit will be issued per resident, per vehicle. A resident may not share their parking permit with any other person. Sharing a parking permit will result in immediate cancellation of the resident’s parking permit. Residents may not alter or counterfeit any University parking permits.
C. Residents who are issued a parking permit for Cambridge, RiverView, or Purin are required to park in their assigned space. Residents found parking in a spot that is not assigned to them could result in loss of parking privileges.

D. No resident should knowingly allow non-residents or guests access to the parking structure.

E. All residents who use the parking structure will obey all posted signs, including the posted speed limit and no parking signs, within the parking structure. Parking that impedes progress of necessary maintenance projects (e.g. snow removal, paving) is prohibited.

F. On occasion the parking structure will be used for special events. If a special event occurs, University Housing staff will make every reasonable attempt to notify those individuals who have a permit. Permit holders are expected to obey any signs and/or memoranda pertaining to parking during special events.

G. It is expected that residents who are parking pass holders will park correctly (i.e. not parking over lines, not blocking fire lanes, parking in 'no parking' zones, etc.) and abide by the parking regulations established by University Housing and the university parking and transit department. Located at https://www4.uwm.edu/parking/parking-options/regulations.cfml

R1 RESPONSIBILITY

A. Each resident is financially and contractually responsible for their actions and those of their guest(s) in the residence halls or apartments, University Housing Shuttles, residence hall parking garages at Cambridge Commons, Kenilworth Square Apartments, RiverView Residence Hall, Purin Hall, and at University Housing sponsored events and activities.

B. Each resident is responsible for all events in their room or common suite area (including the shared bathroom, hallway, or kitchen). If no member of the suite claims or takes responsibility, all residents of the suite may be found collectively responsible (even if a resident was not present but had granted access to their room to others).

C. If a resident’s guest violates any regulation, the resident will be held financially and contractually responsible for the guest’s conduct.

D. Residents assume responsibility for a guest who is checked-in under their name, whether they are with them at the time of a policy violation or not.

E. Hosts must escort their guests at all times, including both entering and exiting University Housing buildings, and on University Housing Shuttles.

F. All items that are checked out from the Service Desk must be returned to the desk in a timely manner: vacuums - 1 hr.; sporting equipment and/or games - 24 hrs.

G. Residents are required to respond upon request to relevant University Housing staff within four business days of the date of the letter received.

H. Residents and their guests are expected to comply with any reasonable request of University Housing or university staff (including presenting ID upon request, not leaving the scene of a policy violation when staff are resolving and documenting the incident, or knowingly refusing to answer a room or suite door).

I. Residents are expected to complete all sanctions assigned to them as part of the University Housing behavior process. Failure to complete an assigned sanction may result in further charges and sanctions including relevant contract action.

J. Residents are expected to comply with requirements established by the Room Assignments Coordinator or relevant University Housing administrator.
Behavior such as attempting to discourage someone from moving in with them, not moving on the assigned date, etc. is considered a policy violation.

K. Each resident is permitted to occupy space only in the space that has been assigned to them. Subleasing your assigned space is prohibited.

L. A resident whose contract is terminated (whether voluntarily or involuntarily) is obligated to return the room key as instructed and remove all items from the room as instructed. Items left in a room, suite, or apartment after the vacate date are not the responsibility of University Housing, though in certain cases, they may be packed up and stored by University Housing for a period no longer than 15 days (packing charges will be assessed to the resident). Items not retrieved after the 15-day period will be disposed of.

M. Attempts to interfere with a staff member attempting to resolve a policy violation or deal with an emergency situation is considered noncompliance.

N. Residents and their guests are expected to cooperate with and may not knowingly give false information to any representative of the university who is acting within the guidelines of their employment.

O. University Housing uses multiple methods to inform residents of their rights and responsibilities regarding the Rules and Regulations, including the University Housing Resident Handbook, regular house meetings, handouts, flyers, etc. Ultimately, each resident is expected to understand and abide by these Rules and Regulations. Questions about any of the policies listed should be directed to a member of the University Housing staff.

P. Residents are prohibited from granting banned guests access to University Housing buildings.

R2 ROOM AND SUITE/APARTMENT CARE

These policies were established to prevent the actions of residents or groups from placing their lives, welfare, personal property, or that of others, in jeopardy. These policies minimize the chance of personal hazards while maintaining the facility and permitting ample options for creativity in the utilization of the room.

A. Residents are responsible for the physical cleanliness and safety of their room, suite, or apartment (this includes the bathroom, kitchen, etc.) and must periodically clean on a weekly basis, dispose of waste, and otherwise maintain the sanitation and safety conditions of their room, suite, or apartment (this includes the bathroom, kitchen, or other common space within the suite or apartment); they are expected to recycle materials by putting these items in their proper containers as designated on the recycling containers.

B. Alteration of the physical structure of the room-suite/apartment is prohibited. Any such alterations will be removed and the cost of the removal and/or the repairs will be assessed to the resident(s) responsible.

C. No construction, decoration, or arrangement of furniture shall be introduced that creates an unsafe condition, blocks the door, or prohibits quick exit. Please see B1 for specific information about bed positioning. If the room is built in such a way that causes issues for following the specific guidelines regarding bed placement, please speak with a University Housing staff member.

D. All electrical cords must have UL listing and be used in a manner that does not pose a safety hazard (e.g. under rugs, more than one extension cord per socket, running cords from one suite to another, etc.).

E. Taping objects to walls/furniture is not recommended. Any resulting damage is the responsibility of the resident.
S1 ROOMMATE, SUITEMATE, AND/OR COMMUNITY CONFLICT

Kind, direct communication between people in conflict is the first step to resolution. If members of a community (whether in a room, a suite, an apartment, floor, wing, or house) are unable to resolve a conflict on their own, they are encouraged to first contact their Resident Assistant. The RA may offer to mediate the conflict or refer it to a relevant administrator. Conflict mediation can include staff-guided (written) roommate or suitemate agreement. If the conflict cannot be resolved, or if a member participating in the agreement violates its terms, the administrator may require an administrative room change and possible contract action for one or all involved parties. Residents are encouraged to establish an agreement with all members of their immediate community (within the room and suite/apartment) related to items such as room cleanliness, sharing of personal items, study and sleep schedules, guests, etc., and are encouraged to involve their RA.

S2 SAFETY AND SECURITY

Residents are required to comply with safety and security procedures and observe safety precautions.

A. Report to a Resident Assistant or other University Housing staff incidents or situations that could have an effect on the health, safety, and security of residents or guests.
B. Residents who knowingly allow policy violation(s) to take place in the residence halls (although not specifically involved) must notify University Housing of the violation(s).
C. Residents should always lock room and suite doors. Residents may not tamper with locked doors, admit unauthorized persons into University Housing or suites/apartments, duplicate or alter keys, or lend keys to anyone.
D. Residents are expected to carry their room keys at all times. Residents who lock themselves out of their rooms are able to be “keyed-in” by a member of the University Housing staff. See "keys" section for more information. Residents who feel that they were assessed a charge incorrectly are able to submit an appeal to the financial appeals committee.
E. Tampering with doors (room, suite, lounge, elevator, emergency exit doors, etc.) presents a safety risk and is prohibited.
F. Improper use of public restrooms is prohibited. Men entering a women's labeled restroom or women entering a men's labeled restroom will not be tolerated.
G. Residents should always identify visitors before opening room and suite doors.
H. Residents (or guests) may not tamper with or remove windows or screens, place objects on or hang them from window ledges, or drop/throw objects out of windows. Objects hung out of the windows or set on ledges can easily fall and cause harm to those below. The accidental or intentional throwing, dropping and/or falling of any objects out of a tower window or off the window ledge and/or items placed on the window ledge; and/or removal of screen is a Serious Rule Violation and offenders are subject to immediate contract termination.
I. No person may climb into, out of, or on university buildings or maintenance facilities or walk upon the roof of university buildings, except when emergency access to a fire escape is necessary, or for required maintenance, or when authorized by a university administrator. This is a Serious Rule Violation and offenders are subject to immediate contract termination.
J. Tampering with security cameras is a major security risk. Individuals who damage security cameras are subject to contract action and will be financially responsible for repair costs.

K. Trash chutes are for purposes of disposing of trash only. Disposing of loft pieces or other large items can create very unsafe conditions.

L. Exiting through emergency exits when an evacuation is not in progress is prohibited.

M. Tools that are used in a manner that causes damage to University Housing, another person or person’s property, or those that require significant electricity (i.e. high voltage) are considered disruptive to the standard functionality of the residence hall community.

N. Any homemade constructions that could cause a potential safety risk, or are deemed dangerous or inappropriate by University Housing staff are prohibited. This includes, but is not limited to: hot tubs, furniture with exposed nails, homemade electrical appliances, altered electrical devices, etc.

**S3 SEXUAL MISCONDUCT**

The University of Wisconsin-Milwaukee prohibits all forms of sexual violence, including, but not limited to, sexual assault, sexual harassment, dating and domestic violence, stalking and other sex offenses on University property or in conjunction with University activities. Wisconsin statutes define these offenses as:

**A. SEXUAL ASSAULT**

Sexual assault, including acquaintance rape, as described in Wisconsin Statute sections 940.225 and 948.02, is any sexual contact or sexual intercourse with a person without the consent of that person. Consent means words or overt actions by a competent person indicating freely given agreement to the sexual contact or intercourse. Consent is not an issue when the person involved is less than 16 years of age, unconscious or unable to communicate, or is suffering from mental illness or defect. Acquaintance rape is sexual assault committed by someone the victim knows. Date rape is sexual assault committed by someone the victim knows. Date rape is acquaintance rape.

**B. SEXUAL HARASSMENT**

Sexual harassment, as defined in Wisconsin Statute section 111.32(13) and by UWM's sexual harassment policy, includes unwelcome sexual advances, requests for sexual favors, and other verbal, written (including electronic or graphic) or physical conduct of a sexual nature where the two parties are of unequal power. Harassment between equals is also possible. Conduct which unreasonably interferes with an individual's work or educational performance or which creates an intimidating, hostile or offensive environment for work or learning also constitutes sexual harassment. UWM policy prohibits all sexual harassment including consenting amorous or sexual relationships between an instructor and student or an employee and supervisor.

**C. OTHER SEXUAL VIOLENCE**

Other sexual violence may include, but is not limited to: dating violence, which is violence committed by a person in a “dating relationship” as defined by Wis. Stat. §813.12(1); domestic violence, which is conduct defined as “domestic abuse” in Wis. Stat. §§ 813.12(1)(am) and 968.075; and stalking, which is conduct defined in Wis. Stat. § 940.32.
S4. SMOKING

Smoking (of any type, including electric cigarettes and vaporizers) is not allowed anywhere in University Housing buildings, shuttles, or parking structures. People who smoke outside the buildings are expected to be respectful of entrances/exits (and the effect that smoking can have on other people entering and exiting), as well as to dispose properly of cigarettes and related materials. Smoking is prohibited within 30 feet of any entrance or window. At press time, this policy was accurate. However, if during the course of the academic year the UWM campus becomes completely non-smoking, this university-wide policy will apply to University Housing facilities as well.

S5. SOLICITING, CANVASSING, OR PEDDLING

Under no circumstances will anyone other than University Housing staff members be allowed to canvass, peddle, or solicit door to door within the residence halls, Kenilworth Square Apartments, or University Housing shuttles (this includes all resident and common areas). This includes placing flyers or door hangers throughout the residence halls and Kenilworth Square Apartments. Persons interested in hanging flyers or door hangers must contact the University Housing Office for a complete list of guidelines for flyer approval. The number for the University Housing Office is (414) 229-4065.

The apartments, residence hall suites, rooms, or any common spaces are allocated as residential space. Residents may not run private businesses, other commercial endeavors, or solicit sales from their apartments/suites/rooms (examples include: hair-cutting, Mary Kay, Avon). Use of telephones and mailboxes for private business/commercial endeavors is prohibited.

*Solicitation on behalf of political candidates in the living areas of apartments, residence halls, or in shared commons spaces, is prohibited.*

S6. SPORTS

A. Playing sports in public areas, lounges, hallways, or rooms, including in-line skating, skateboarding, riding of manual/motorized balance boards, bicycle riding, and throwing or dribbling of any kind of object (e.g. softball, basketball, football, Nerf ball, Frisbee) are not allowed in the residence halls or apartment facilities, or on campus sidewalks, roadways, or parking areas except in areas specifically designated for this purpose.

B. Running anywhere within University Housing other than the designated fitness area on the fitness equipment provided is prohibited.

C. Carrying other individuals (e.g. piggyback rides) other than small children is not allowed within University Housing.

D. Use of items such as Nerf guns and water guns are not permitted within University Housing.
THEFT AND VANDALISM

Residents are encouraged to promptly notify UWM Police if they suspect that there has been a theft.

A. Residents and guests are expected to treat the belongings/property of residents, guests, and the property of the residence halls or university with respect.

B. Littering is considered a form of vandalism, and is prohibited.

C. No person may intentionally take and carry away, use, transfer, conceal, or retain possession of any property without consent and with the intent to deprive the owner, either permanently or temporarily, of possession. This includes cafeteria trays, street signs, “wet floor” signs, etc.

D. No person may deface, alter, destroy, or damage in any other way, either maliciously or carelessly, any property (personal or university) within University Housing facilities.

E. No resident or guest may obtain property or services by depositing anything which he or she knows is not lawful money or is an authorized token or ticket (e.g. in vending machines, laundry facilities).

F. Residents are expected to return checked-out Service Desk equipment in a timely manner – vacuums: one hour; sporting equipment and/or games: 24 hours. It is the resident's responsibility to inform the Service Desk clerk that the item(s) is/are returned and checked back in. Items not returned will be replaced at the expense of the student.

VIOLENT BEHAVIOR

Any behavior that jeopardizes the safety of oneself or another individual is prohibited and will result in contract action.

WEAPONS

Possession of weapons will result in significant contract action, up to and including contract termination, depending upon the nature of the violation. Individuals may not display, or portray as, any object that resembles a dangerous weapon or use any object in a violent or threatening manner. Possession of any dangerous weapon is a Serious Rule Violation and offenders are subject to relevant legal involvement under Wisconsin statutes and immediate contract termination.

A. The possession and/or use of firearms (guns including: air, paint, cap, pellet, and BB guns), bows and arrows, ninja stars, sling-shots, Tasers, stun guns, grenades, knives (other than small kitchen or folding pocket knives - blade length of less than 3.5 inches), and any other dangerous weapons are prohibited and will result in significant contract action.

B. Possession of ammunition for firearms is prohibited in University Housing facilities (exceptions are made for possession of air pellets, bbs and paint balls, provided no guns are present).
UNIVERSITY HOUSING STATEMENT ON THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99) is a federal law that protects the privacy of student education records. Additional details can be found at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html. In accordance with FERPA guidelines, University Housing administrators will not share any resident information, other than directory information, with anyone outside of the university system. This includes, but is not limited to, information about a student’s grades, behavioral history and action, health concerns, current whereabouts, and financial information. (If the person requesting information is a guarantor on the resident’s housing contract, certain financial information can be given.) Exceptions to this act, regardless of age, will be made in life-threatening situations. University administrators within the university system may decide to share information about residents on a need-to-know basis. Residents who chose to waive their rights to privacy may fill out a Release of Information Form, which can be found in the University Housing Residence Life Office in Sandburg Hall C120.
CAMPUS INFORMATION
CAMPUS INFORMATION

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cAMPUS INFORMATION

OFFICE HOURS INDICATED WERE CURRENT AS OF PUBLICATION DATE. SUBJECT TO CHANGE WITHOUT NOTICE.

BOOKSTORE
Office: Union Floor 1
Website: www.bookstore.uwm.edu/home.aspx
Phone: (414) 229-4201
E-mail: uwm-bookstore@uwm.edu
Facebook: www.facebook.com/UWMBookstore
Twitter: www.twitter.com/UWMBookstore
Hours: Mon: 8am - 6pm; Tues - Fri: 8am - 4:30pm

BE ON THE SAFE SIDE (B.O.S.S.)
Office: Union 322
Website: www.uwm.edu/boss/
Phone: (414) 229-6503
Facebook: www.facebook.com/boss.uwm
Twitter: www.twitter.com/uwmboss
Hours: Mon - Sun: 6pm - 2am

Be On the Safe Side provides van transportation to UW-Milwaukee Students as a core component of UWM’s commitment to campus safety. B.O.S.S. functions to promote a safe environment for members of the UWM community to live, work, and study.

When using B.O.S.S., students are asked to:
• Present a valid UWM ID and UPASS(M-Card) to the driver
• Wear a seatbelt
• Be courteous to the drivers
• Be courteous to the UWM neighborhood while waiting

CAREER PLANNING & RESOURCE CENTER
Office: Mellencamp 128
Website: www.uwm.edu/careerplan
Phone: (414) 229-4486
E-mail: cdc@uwm.edu
Facebook: www.facebook.com/UWMCP
Twitter: www.twitter.com/UWMCP
Hours: Mon: 8am - 6pm; Tues - Fri: 8am - 4:30pm

The mission of the Career Development Center is to help students choose meaningful majors and career directions, build skills and career experiences, and make successful transitions from college to career through successful job seeking. Express lane hours are also available during the week for walk-in career assistance and résumé reviews.
CENTER FOR COMMUNITY-BASED LEARNING, LEADERSHIP, & RESEARCH

Office: Union WG28  
Website: www.uwm.edu/community/  
Phone: (414) 229-3161  
E-mail: lmarks@uwm.edu  
Facebook: www.facebook.com/community.uwm  
Twitter: www.twitter.com/UWM_CCBLLR  
Hours: Mon - Thurs: 8am - 6pm; Fri 8am - 3pm  

The Center for Community-Based Learning, Leadership, and Research (CCBLLR) strives to foster an ethic of service and leadership within the UWM campus community by promoting and supporting volunteerism that addresses human and societal needs.

DEAN OF STUDENTS OFFICE

Office: Mellencamp 118  
Website: www.uwm.edu/dos/  
Phone: (414) 229-4632  
E-mail: dos@uwm.edu  
Twitter: www.twitter.com/UWMDean  
Hours: Mon - Fri: 8am - 4:30pm  

The Dean of Students Office serves as an advocate for students at UWM. Students come to this office to seek help resolving problems with other offices on campus or to seek support in times of crisis. The Dean of Students Office assists students with navigating university offices and processes and finding appropriate resources. They also work with students to resolve fee and fine appeals and support students who need to withdraw for medical reasons. Additionally, the Dean of Students Office promotes students’ rights and responsibilities by addressing student conduct on campus and in the surrounding communities. Contact this office if there is an incident you would like to report. If you need someone to listen, help, or lend a hand, the Dean of Students Office is your first stop.
THE OFFICE OF EQUITY/DIVERSITY SERVICES (EDS)

**Office:** Mitchell Hall 359  
**Website:** [www.uwm.edu/eds/](http://www.uwm.edu/eds/)  
**Phone:** (414) 229-5923  
**E-mail:** diverse@uwm.edu  
**Hours:** Mon - Fri: 8am - 4:30pm

The Office of Equity/Diversity Services (EDS) provides the essential services of promoting “unity in diversity” among students, staff and faculty members at UWM. The mission of EDS is to effectively integrate equal opportunity and diversity into UWM’s institutional climate. UWM’s policies provide equal opportunity in its admissions, employment, educational programs, and activities without regard to race, color, religion, sexual orientation, sex, national origin, age, disability, or veteran status. EDS is dedicated to preventing discrimination and guiding institutional compliance with applicable federal and state laws. Through educational programs, the investigation and resolution of complaints, and oversight activities, EDS fosters an environment and culture that appreciate all members of the UWM community.

GOLDA MEIR LIBRARY

**Office:** 2311 E Hartford Ave  
**Website:** [www.uwm.edu/libraries/](http://www.uwm.edu/libraries/)  
**Phone:** (414) 229-4785  
**E-mail:** [http://www4.uwm.edu/libraries/ask/](http://www4.uwm.edu/libraries/ask/)  
**Facebook:** [https://www.facebook.com/uwmlibraries](https://www.facebook.com/uwmlibraries)  
**Twitter:** [https://twitter.com/uwmlibraries](https://twitter.com/uwmlibraries)  
**Hours:** Mon - Thurs: 24 Hours; Fri: 12am - 7pm; Sat: 12pm - 7pm; Sun: 12pm - 12am

The UWM Libraries consist of several libraries and departments. All UWM libraries, departments, and collections are housed within the Golda Meir Library Building. The Library is open to all UWM students and materials may be checked out using a UWM ID.

INCLUSIVE EXCELLENCE CENTER

**Office:** Union W198  
**Website:** [https://sa.uwm.edu/inclusiveexcellence](http://https://sa.uwm.edu/inclusiveexcellence)  
**Phone:** (414) 229-7234  
**E-mail:** iecenter@uwm.edu  
**Facebook:** [www.facebook.com/uwmiecenter](http://www.facebook.com/uwmiecenter)  
**Twitter:** [www.twitter.com/uwmiecenter](http://www.twitter.com/uwmiecenter)  
**Hours:** Mon - Fri: 9am-5pm

The Inclusive Excellence Center is dedicated to the success of underrepresented students through campus engagement, connection, holistic well-being and college enjoyment.

The Inclusive Excellence Center focuses on retention and inclusion of marginalized students through peer mentoring and inclusive programing.
The Lesbian, Gay, Bisexual and Transgender (LGBT) Resource Center at UWM strives to connect to various resident populations and the community at-large through embracing diversity. The LGBT Resource Center works to increase awareness, education and presence of LGBT issues on the UWM campus, as well as providing a resource for students and community members wanting to learn more about LGBT issues. The LGBT Resource Center provides a safe space for all LGBT students and their allies at UWM.

The UWM Neighborhood Housing Office (NHO) and Community Outreach and Assistance to Student Tenants (COAST) leaders provide direct outreach and advising to help students find quality off-campus housing and roommate(s) through education, referrals, and support. NHO promotes healthy living and civic responsibility to connect students with UW–Milwaukee and the surrounding neighborhoods.

The NHO maintains an online listing service of rental units, individuals who are looking for roommates, rooms for rent, subleases, and general off-campus living information located on our website. These properties are not inspected or approved by the university.
NORRIS HEALTH CENTER

Office: 3351 N Downer Ave  
Website: www.uwm.edu/norris/  
Phone: (414) 229-4716  
E-mail: nhc-help@uwm.edu  
Hours: Mon - Thurs: 8am - 4:45pm; Fri: 9am - 4:45pm  
Norris Health Center assists students in identifying, understanding, and responding to their most urgent health issues. Students are eligible to use Norris Health Center if they are currently enrolled for a class credit at UWM and have paid the student segregated fee. Students are required to show a valid student ID card. Fees are charged for some services, such as outside laboratory tests, pharmacy prescriptions and injections.

PANTHER ACADEMIC SUPPORT SERVICES

Office: Bolton 180  
Website: www.uwm.edu/pass/  
Phone: (414) 229-3726  
E-mail: pass@uwm.edu  
Facebook: www.facebook.com/PASSUWM  
Twitter: www.twitter.com/pass_uwm  
Hours: Mon - Fri: 9am - 4:30pm  
The Panther Academic Support Services (PASS) offers tutoring for over fifty different 100-, 200-, and 300- level courses including math, English composition, and large lecture courses. Services are free to currently enrolled UWM students. Students can apply for weekly tutoring sessions or receive assistance at walk-in help desks in the Composition Corner (Bolton 180) or the Math/Science Center (Bolton 180). Weekly tutoring sessions are also held in Cambridge Commons, RiverView Residence Hall, and Sandburg Commons.

PARKING & TRANSIT

Office: Union WG25  
Website: www.uwm.edu/parking/  
Phone: (414) 229-4000  
E-mail: uwmpark@uwm.edu  
Facebook: www.facebook.com/parkinguwm  
Twitter: www.twitter.com/uwmparking  
Hours: Mon-Fri: 8am-4:30pm
The Roberto Hernandez Center (RHC) is committed to increasing the presence of Latinos at UWM, specifically students, faculty, and academic staff. The goal is to deliver effective advising and mentoring to UWM Latino students by faculty and staff in order to foster their retention and guide them to expediently complete degree requirements.

Student Involvement staff are here to help students connect to events and activities beyond the classroom that enrich their college experience. Looking to get involved in our 300+ student organizations, the Campus Activities Board, Fraternity/Sorority Life, Spiritual/Religious Life, attend the Distinguished Lecture Series, Sociocultural, Environmental, Latenight, or Gasthaus Entertainment Series programs? Wanna bowl, play billiards, see a movie, gaze at artwork, or create something in the studio arts & crafts centre? We have you covered. With over 1,000 events and activities each year, we are here to help you create, explore, learn, lead, celebrate, and connect to all UWM and Milwaukee have to offer.

The UWM Writing Center offers personal, one-on-one assistance on papers and with writing skills in a friendly, impartial atmosphere.
STUDENT SUCCESS CENTER (SSC)

Office: Bolton 120  
Website: www.uwm.edu/ssc/  
Phone: (414) 229-5385  
E-mail: ssc@uwm.edu  
Facebook: www.facebook.com/UWMSSC  
Twitter: www.twitter.com/UWMSSC  
Hours: Mon: 9am - 7pm; Tues - Thurs: 9am - 5pm; Fri: 9am - 3pm

The Student Success Center is the one stop where students can find all the information about valuable resources on campus. The mission of the Student Success Center is to provide quality comprehensive services to new freshmen and transfer students enrolled at UWM. The Center is also home base to the campus ambassadors/mentors who meet one-on-one and maintain communication with their first-year students and assist in the development of targeted first-year programming.

UNIVERSITY HOUSING

Office: Sandburg C100  
Website: www.universityhousing.uwm.edu  
Phone: (414) 229-4065  
E-mail: university-housing@uwm.edu  
Facebook: www.facebook.com/UWMUniversityHousing  
Twitter: www.twitter.com/UWMReshalls  
Hours: Mon - Fri 7:45am - 4:30pm

While University Housing Service Desks are open 24-hours a day, the University Housing Office in Sandburg C100 operates on a standard business schedule.

UNIVERSITY INFORMATION TECHNOLOGY SERVICES (UITS)

Office: Bolton 225  
Website: www.uwm.edu/technology/help/  
Phone: (414) 229-4040  
E-mail: helpdesk@uwm.edu  
Hours: Mon - Fri: 8am - 5pm
The UWM Police Department is located at the base of West Tower in Sandburg Halls. The UWM Police provide law enforcement on the UWM campus and respond to resident emergencies. UWM Police frequently provides personal safety programs for students.

*note: calling 911 from a cellular phone will contact the Milwaukee Police Department, not the UWM Police Department.

UWM Police Department provides walking escorts throughout the UW-Milwaukee Kenwood Campus area. To request a walking escort, contact the UWM PD or approach a safe walker team.

The Women’s Resource Center (WRC) enhances awareness and understanding at UWM of the diversity of women’s lives and experiences and the role gender plays in everyone’s life. The WRC promotes and supports the health and well-being of women juggling school with other responsibilities and help students to address their problems, recognize their individual and collective power, and achieve their full educational, career and personal potential at UWM and beyond. The WRC builds partnerships and advocates for change to create a campus climate that enhances the quality of life for all members of the university community.
campus phone numbers

EMERGENCIES
All Emergency Call (from campus phone) .............................................................. (414) 229-9911
All Emergency Call (from cell phone) ................................................................. (414) 229-9911
Campus Police (Non-Emergency) .................................................................... (414) 229-4627
Milwaukee Fire Department ............................................................................. (414) 347-2323
Milwaukee Police Department ......................................................................... (414) 933-4444
Sexual Assault Treatment Center .................................................................. (414) 219-5555

UNIVERSITY HOUSING
University Housing Main Office ..................................................................... (414) 229-4065
University Housing Fax .................................................................................. (414) 229-4127
Cambridge Service Desk ................................................................................ (414) 935-6900
Kenilworth Service Desk ................................................................................ (414) 229-0512
RiverView Service Desk ................................................................................ (414) 229-3595
Sandburg Service Desk .................................................................................. (414) 229-6123
ResNet Office ................................................................................................ (414) 229-7337
Residence Life Office ...................................................................................... (414) 229-5712
SHAC/NRHH Office ....................................................................................... (414) 229-6313

RESTAURANT OPERATIONS
Cambridge Cafe ................................................................................................ (414) 935-6923
Palm Gardens .................................................................................................. (414) 229-5610
RiverView Café .............................................................................................. (414) 229-3539
Sandburg Café ............................................................................................... (414) 229-5123
Gasthaus ........................................................................................................ (414) 229-6319
Kenwood Inn .................................................................................................. (414) 229-6649

STUDENT UNION
Bookstore ......................................................................................................... (414) 229-4210
Information .................................................................................................... (414) 229-4825
Neighborhood Housing .................................................................................. (414) 229-6999
Parking and Transit ......................................................................................... (414) 229-4000
Student Association ......................................................................................... (414) 229-4366
Union Theater ............................................................................................... (414) 229-4070
BOSS ............................................................................................................ (414) 229-6503

CAMPUS RESOURCES
Bursar ............................................................................................................ (414) 229-4914
Financial Aid .................................................................................................. (414) 229-4541
Klotsche Center ............................................................................................. (414) 229-5287
Legal Clinic .................................................................................................... (414) 229-4140
Library ........................................................................................................... (414) 229-4785
Norris Health Center ..................................................................................... (414) 229-4716
Athletics Information ..................................................................................... (414) 229-5151
Testing Center .............................................................................................. (414) 229-4689
Theater Box Office ......................................................................................... (414) 229-4308
Weather/Class Information .......................................................................... (414) 229-4444
**HEALTH CARE/PHARMACIES**

ER: Aurora Sinai Medical Center (945 N. 12th St.) ............................................................. (414) 219-6666
ER: Columbia St. Mary’s Hospital (2301 N. Lake Dr.) ....................................................... (414) 291-1000
Pharmacy: CVS Pharmacy (2607 N. Downer Avenue) ...................................................... (414) 906-0942
Pharmacy: Walgreen’s (4035 N. Oakland Avenue) ............................................................... (414) 961-2001
Urgent Care: River Woods Urgent Care (375 W. River Woods Parkway) ...................... (414) 963-7100
Urgent Care: Aurora Urgent Care Center (946 N. Van Bureen Street) .......................... (414) 276-4242

**FOOD (DELIVERY)**

Domino’s ........................................................................................................................................... (414) 332-6888
Jimmy John’s ................................................................. (414) 967-9014
Papa John’s ........................................................................................................................................ (414) 278-5646
Pizza Hut ......................................................................................................................................... (414) 278-0007
Pizza Shuttle ............................................................................................................................... (414) 289-9993
Runaway Meatball ................................................................. (414) 209-7371
Toppers ................................................................................................................................. (414) 226-2626
William Ho’s ............................................................................................................................ (414) 963-9781

**TRANSPORTATION**

A-1 Transport ................................................................................................................................ (414) 264-4550
Airport Connection ................................................................................................................ (414) 769-2444
American United Taxi ........................................................................................................... (414) 220-5000
Amtrak ........................................................................................................................................ (800) 872-7245
Badger Bus .................................................................................................................................. (414) 276-7490
MCTS ......................................................................................................................................... (414) 344-4550
Greyhound .................................................................................................................................... (414) 272-2156
Megabus ........................................................................................................................................ (877) 462-6342

**SHIPPING**

U.S. Post Office ....................................................................................................................... (800) 275-8777
UPS ................................................................................................................................................. (800) 742-5877
FedEx ............................................................................................................................................ (414) 272-2679

**MUNICIPAL RESOURCES**

City of Milwaukee Night Parking .......................................................................................... (414) 286-8300
Milwaukee County Libraries ..................................................................................................... (414) 286-3000
Milwaukee County Parks .......................................................................................................... (414) 257-7275
MAPS

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GETTING TO CAMPUS BY CAR

THE SCENIC LAKE ROUTE FROM ALL DIRECTIONS:
From I-43 or I-94 near Downtown, take I-794 east to Lakefront exit. Go north along the lake on Lincoln Memorial Dr. to the top of the hill, where Lincoln Memorial Dr. becomes E. Kenwood Blvd. and intersects with N. Lake Dr. Go straight (west) on Kenwood five blocks to campus.

FROM THE NORTH: Take I-43 south to the Capitol Dr. East exit. Go east on Capitol to N. Downer Ave., then south on Downer five blocks to campus.

Emergency Phone  
Public Parking  
Staff Parking 7am-3pm  
(Public Parking after 3 pm)  
Stairs to Parking Below  
Entrance to Underground Parking  
UPark Lot  
Ground Level Power-Assisted Entrance  
Bus Stop  
Bus Shelter  
Elevator  
Stairs  
Steep Walkways with Long Stretches, Cross Slopes or No Railings  
(Circle direction indicates wind)  
Covered Walkway  
UWM University Police

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Revised 6/2009
Eastside Map (including University Housing Shuttle Stops)