

# RESIDENCE LIFE HANDBOOK 2016 . 2017



EDGEWOOD COLLEGE

[www.edgewood.edu](http://www.edgewood.edu)

Each resident student is responsible for knowing and understanding the information in this handbook and the Edgewood College Student Handbook 2016–2017/Student Code of Conduct.

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Nothing herein contained shall be deemed a limitation upon the expressed or implied powers or duties of the Board of Trustees or the administrative offices of the College.

# LIFE IN THE HALLS

It is likely that this will be the only time in your life when you will live in a community with 30–45 other people, sharing bathrooms, common lounges, common kitchens, etc., and all in very close proximity. It is also likely that you may never live with a large group with whom you share so much in common. All of your neighbors are pursuing an academic degree, surrounded by people in a similar age group, and sharing some similar challenges on a day-to-day basis. This living environment is exciting, vibrant, and also prone to the normal conflicts people experience when they have conflicting or competing needs. Living in the Edgewood Residence Halls will require some personal adjustment in behavior and attitudes for most individuals. To minimize difficulties, and maximize opportunities, each individual is expected to contribute in a positive way to the creation and maintenance of a strong, responsive, and inclusive community.

The primary purposes of the Residence Halls at Edgewood College include providing a comfortable living environment, fostering academic achievement, and creating opportunities for individual residents to achieve their social, spiritual, and personal potential. In order to accomplish these goals, the residence hall program provides out-of-class learning experiences which promote student involvement in directing their own learning process, the development of leadership and communication skills, an appreciation of diversity, and a commitment to service.

Each resident has a role to play in determining whether the life-style of the community will foster a good atmosphere in which students will grow and learn. Your behavior affects the lives of those around you. Please think about the effects your actions will have on others. Will your stereo be heard by the people next door? Will your language offend someone? Are you being honest with your roommates or neighbors when problems or conflicts arise?

Disagreements, or conflicts of interest are normal in a group living situation. Civility, honesty, and respect for others when working through conflicts are strong values in the Edgewood Residence Halls.

The Residence Life Staff will work with you and your neighbors to help you develop living communities which honor each member as well as the group. We cannot promise you that every experience will be positive. You and your peers are the only ones who can determine the real quality of your experiences in the halls. However, we do promise to facilitate, support, and work with all residence hall students to achieve strong living communities.

## COMMUNITY LIVING

### SHARING A ROOM/SUITE/APARTMENT/CO-OP

Sharing living space can be challenging. Housekeeping, even in a small space, needs to be shared. Different expectations about cleanliness and neatness can become a major source of conflict. Occasionally, roommates may feel that differences in lifestyle, music preference, sleeping patterns or study habits create significant problems. Your RA/AC can help you find ways to communicate and negotiate acceptable agreements which can make everyone more comfortable. Roommate/Suitemate Agreement Forms are available from your RA/AC to use as a guideline in your discussions. If additional help is needed, you and your roommate(s) or suitemate(s) may have a mediation or arbitration meeting with a Residence Life staff member. Also, remember guests are a privilege, not a right.

### RESPECT FOR OTHERS

The Residence Halls at Edgewood College are designed, within the limits of Civil laws and College Policy, to provide a living space with the maximum opportunity for free intellectual inquiry; the exploration of human values, issues, and communication; and the formation of healthy, nurturing relationships. With any large group of people, there is a need to limit some elements of personal expression for the good of the overall group. We, at Edgewood College, operate within the context of the commitment and mission of the Sinsinawa Dominicans.

Residents can expect to encounter people whose values, backgrounds, ethnicity, religious faith, sexual orientation, culture, and country of origin differ from their own. Part of the richness of the college experience is this exposure to the unfamiliar, the challenge of living respectfully with others who differ from us, and the serious examination of values and ideas we have previously taken for granted.

It is expected that every member of the community including staff, faculty, and other students, will be treated with respect and awarded basic dignity and courtesy at all times. The Residence Hall environment must be free of abuses, intimidation or harassment. Everyone should feel welcome to live, study, work, and play comfortably within the community.

### GOALS OF A STRONG RESIDENTIAL COMMUNITY

1. Each resident is able to study and sleep in their room without undue interference from noise or other distractions.
2. Each resident is assured that their personal possessions are treated respectfully according to the wishes they have expressed concerning others using or borrowing them.

3. Each resident has reasonable amounts of private time in the room, of time together with roommates, and of time with guests present.
4. Community residents ensure that any guests they sponsor are respectful toward other community members and the physical surroundings.
5. Each resident is courteous and responsive to all reasonable requests from other community members.
6. All community residents take an interest in the safety and security of other members (i.e. looking out for one another)

## RESIDENCE LIFE STAFF

### PROFESSIONAL STAFF

There are three full-time professional staff members in the Office of Residence Life:

**Director of Residence Life:** The Director of Residence Life is responsible for overseeing all housing administration including room assignments, room selection, hall opening and closing, as well as serving as a contact for general questions.

**Area Directors:** There are two Area Directors on campus who are responsible for supervising ten each of the twenty RAs/ACs. They oversee the residential, out-of-classroom experience for residents in three or four halls on campus.

### RESIDENCE LIFE STUDENT STAFF

There are 20 residence life student staff members who work directly with small communities of students in the residence halls. There are 17 Resident Assistants or RAs staffed in Dominican, Marshall, East & West Regina, and Stevie Halls. There are 3 Apartment Coordinators or ACs staffed in Dominican, Siena and Weber Apartments with collateral roles including: Bystander Intervention, Academic Success, and Diversity & Inclusion. The residence life student staff members live in the halls and provide services on a day-to-day basis. The student staff members are responsible for:

- Assisting new residents in the transition to college life
- Providing information about the campus and its resources
- Peer counseling about personal or academic concerns
- Peer mentoring resident students concerning their campus involvement, leadership development, and “outside the classroom” opportunities
- Helping facilitate the resolution of interpersonal conflicts among residents
- Addressing student conduct issues
- Facilitating the formation of strong, active and inclusive living communities

## RESIDENCE HALL INVOLVEMENT

Residents are encouraged to make the most of their residence hall experience. One of the ways to meet other residents is to take part in the many activities that are sponsored in the residence halls.

Resident Assistants (RAs) will organize activities throughout the semester for you and tailor programs to your interests. Also, if you have a skill or interest that you would like to share, your Resident Assistant will be happy to help you coordinate an activity.

Students can also get involved through Residence Life Advisory Board (RLAB), which is the student governing body for the residence halls. This organization focuses primarily on improving campus life for residents.

# RESIDENCE HALL POLICIES AND PROCEDURES

## AIR CONDITIONING

All residence halls on campus, with the exception of Marshall, have either central air conditioning or window air conditioning units. For safety reasons, personal air conditioners (both window units and portable units) are not permitted in any residence hall or apartment unless otherwise approved by Disability Services.

## ALCOHOL & OTHER DRUG POLICY

Edgewood College, in general, mirrors Wisconsin State law concerning drug use and alcohol consumption with the exception that all alcohol is prohibited in the residence halls. Below is an at-a-glance chart to help students understand our policies.

Can I drink or possess alcohol?	Under 21	21 or older
Residence Halls (Dominican suites, Marshall, East & West Regina, Stevie)	No	No
Apartments (Dominican apartments, co-op, Siena, Weber)	No	Yes

\*All other illegal drug use is prohibited.

## Alcohol/Drug Use and Your Behavior

You will be held accountable for having consumed alcohol or misused drugs, even if it was off campus, when it affects your behavior and the community around you.

## Providing Alcohol to Underage Individuals

Anyone found providing alcohol for underage people will be subject to disciplinary action.

## Presence of Alcohol

*Residence Halls:* It is considered an alcohol violation if you are in a room where alcohol is present, even if you are not consuming alcohol. If an individual is found in possession of alcohol when it is a violation of the stated alcohol guidelines, the individual will be instructed to dispose of the alcohol and the alcohol containers in the presence of Residence Life and/or Security staff and will be subject to disciplinary action.

*Apartments:* If you are under the age of 21, you can be in the presence of alcohol but are prohibited from consuming or possessing alcohol. If alcohol is present in the apartments, it must be possessed only by residents 21 and over.

## Alcohol Container/Paraphernalia Policy

*Residence Halls:* Empty alcohol containers (beer cans, wine bottles, beer cases, etc.) are not permitted for decorative purposes in the residence halls. Prohibited items also include beer bong, funnels, drinking game boards and accessories, drug paraphernalia, hookahs, pipes, scales, crushers, etc.

*Apartments:* Empty alcohol containers for decorative purposes and alcohol signage are permitted in the apartment/cooperative living areas. However, empty alcohol containers and alcohol signage are prohibited from windows and should not be seen from outside of the building.

## Hosting an Alcohol Event or Supplying Alcohol

Any student found responsible for hosting an event involving large amounts of alcohol may be held to a higher level of judicial sanctioning. Hosting will be defined as either providing the alcohol and/or the space for an event. Apartment residents may consume alcohol the resident is 21 or older but may not do so in a way that is disruptive to the community or that involves providing alcohol to underage individuals. Beer kegs are prohibited. Possession of alcohol in open containers outside of an apartment will be subject to disciplinary action.

## Repeat Offender Fines

When a resident is found responsible for a second alcohol and or drug violation, a \$75 fine will be administered to the student's account. When a resident is found responsible for a third alcohol and or drug violation, a \$150 fine will be administered to the student's account.

## Alcohol/Drug Awareness Education

When a resident is found responsible for a second alcohol/drug violation a consultation with the college's alcohol/drug counselor will be mandated. If a resident is found responsible for a third alcohol/drug violation, a clinical assessment will be mandated.

## Parental Notification

In line with higher education best practices and FERPA compliance, the Office of Residence Life will inform parents/guardians when a resident is found responsible for a second, third etc. alcohol/drug policy violation as similar subsequent instances may interfere with the student's ability to remain in campus housing and may impede academic and social success.

## **Hospital Transport**

In situations where a student is transported to a medical or mental health facility from Edgewood's campus, the Residence Life office reserves the right to contact the Emergency Contact person listed at check in. Situations where contact is made could include (but is not limited to):

- Life threatening or serious medical situations
- Alcohol or other drug overdose
- Suicide attempt or ideation

## **APPLIANCES**

Due to potential fire hazards and power failures caused by overloaded electrical circuits, electrical appliance usage must be limited. When three or more appliances are plugged into one outlet, it is required that students purchase and use UL approved power strips with surge protectors which have multiple sockets, to prevent circuit overload and help avoid personal injury and/or destruction of property. When electrical appliances are used, they should be checked to be sure that they are UL approved and that the cord attached is UL approved. For extension cord guidelines, please see the section below titled Fire Safety Regulations.

Straighteners and curling irons (with auto shut off features), electric shavers, hair dryers, hot combs, clocks, DVD, irons and coffeemakers with automatic shut-off mechanisms, radios, stereos, and televisions are permissible (so long as the latter have a volume control).

Room-size refrigerators can be no larger than 4.5 cubic feet and use no more than two amps when running. We recommend one refrigerator per room or suite.

Microwaves are permissible as long as they do not exceed 1000 watts. Toasters are permissible only in the apartments (Weber or Siena) and the common kitchens in the Residence Halls. Res Life is not responsible for personal items stored in the common areas.

Space heaters, sun lamps, halogen lamps, popcorn poppers, toaster ovens, pizza ovens, grills, hot plates (e.g. plug-in grill), electric frying pans or any other appliances with an exposed heating element, are prohibited in the residence halls, apartments, and campus grounds for safety purposes. Additionally, all lamps must have bulbs within the recommended wattage range for the lamp.

## **BATHROOM AVAILABILITY**

All members of the community are encouraged to use the bathroom that aligns with their gender identity. In Marshall, a single stall restroom is located off the small study lounge, on the east side of the building between the male and female sides. In Dominican, there is a single stall restroom located off the main lounge on all floors. There is a single stall restroom in the lobby between East and West Regina and a public restroom is located on the first floor as you enter Phil's. Additionally, a multi-stall gender inclusive restroom, including showers, is available on first floor East Regina and is accessible via resident swipe access. If you have questions, please contact the Office of Residence Life, Predolin 215, 608-663-3228.

## **BUILDING ACCESS**

Keys/ID Cards: Each resident is responsible for carrying their key and ID card and for keeping their room door locked at all times. Residents are not allowed to share IDs; failure to comply will result in disciplinary action. Lost keys should be reported immediately to a Resident Assistant or the Residence Life Office.

Students will be billed a \$75.00 charge for a lock change and new key (per lock/key). Dominican residents receive two keys, so if both are lost, the charge is \$150.00.

The replacement cost for lost ID cards is \$5.00. A lost ID card must be reported IMMEDIATELY to the Technology Assistance Center (608-663-6900).

In the event that you are locked out of your room or apartment, you may contact an on-duty Security staff member to open your room door. Either before or upon entry into the room, Security staff may ask you to present a valid Edgewood College ID. Failure to provide a valid Edgewood College ID may result in you being removed from the room and the door being re-locked.

The first two lock-out calls will be free of charge. However, the third lock-out call may result in a room lock change and the student(s) will be billed \$75.00 for a new lock and keys. If all members of a room can provide proof to the Office of Residence Life that all room or apartment keys are accounted for within 24-hours of the third lock-out call, the charge will be reduced to \$50.00. Each subsequent lock-out call will result in either a \$50.00 or \$75.00 charge.

All living areas of the Residence Halls are locked 24-hours a day. You will need to use your ID card to gain entry to the building, and your room or apartment key to gain entry to your room.

## **Resident Building Access**

Residents of all halls have daytime and early evening access to all halls between 8:00am and 11:00pm. Outside of these hours, residents are considered guests of the hall they are visiting and must be escorted by a hall resident at all times. Just as is expected with non-resident guests, residents may not be a guest of a room for more than three consecutive nights.

If you are found to be abusing your swipe access, we reserve the right to restrict access (individually or as a building). Please keep in mind that Edgewood has the ability to track swipe use, so always use your swipe and building access responsibly.

Maintaining the building security is a shared responsibility of all the hall residents. It is a SERIOUS violation of policy to endanger other residents, residents' personal property or College property by:

- Admitting a non-resident into a building for whom you are not assuming personal responsibility, and will not escort at all times
- Loaning your ID (i.e., building access card) or your room key to ANYONE; these items are issued for YOUR PERSONAL USE ONLY
- Propping open a secured door
- Loitering near a propped door
- Blocking any door closed

Since it is expected that all non-resident guests will be escorted at all times, if you observe anyone in your living area who is not escorted, call Security immediately at 608-663-4321.

## **Break Building Access Policy**

*Residence Halls:* When halls are closed for breaks (Winter and Spring break) all residents are expected to leave the building. Requests to stay during a break period can be made through the Director of Residence Life in Predolin 215. There may be a charge associated with staying in the halls during a break period.

*Apartments:* Residents of the apartment/cooperative living communities are allowed to stay on-campus during all breaks at no additional cost and access will automatically be on their ID card.

## **CANDLES/INCENSE**

Candles and incense are not allowed in the residence halls or apartments on campus, even for decorative purposes, even if the wick has been removed. Confiscated candles will be disposed of immediately.

## **CHECKING OUT OF YOUR ROOM**

Students departing before the end of the academic year must first check with the Residence Life Office to ensure awareness of any issues that may arise when their contract is broken. If you are making an approved room change or moving out of the Residence Halls, you must make an appointment with your Resident Assistant to be formally checked out. Your room must be returned to its original condition (i.e., furniture in place and room cleaned). At checkout, your RA will collect your room key. Facilities Staff will check the room and assess charges as necessary.

Failure to follow these instructions will result in an improper check-out fee of \$45.00 in addition to any additional charges assessed for room damages. Extended stays (unapproved) will incur a \$25 hourly charge, up to \$100 after which the student will be escorted off the property and will forfeit all belongings.

## **CHILD CARE/BABYSITTING**

Children are welcome to visit the residence halls however, for safety and roommate reasons, students may not babysit in the residence halls. Small children who are visiting should not be left unattended by their parent/guardian and are not allowed to stay overnight - 11:00pm to 8:00am (even with parent or guardian supervision).

*Note: This includes all residence halls, apartment buildings and individual residence hall rooms.*

Childcare definition: a relative or non-relative child present without parental/guardian supervision. The only exception will be when children are visiting for approved events when emergency information and parent/guardian information is collected via the minor visitation form.

## **CONTROLLED SUBSTANCES**

The possession, use, or sale of controlled substances and/or drug paraphernalia in the residence halls or apartments is prohibited and will result in a minimum of College disciplinary action. The College reserves the right to contact the Madison Police Department for any incidents involving controlled substances and/or drug paraphernalia.

## CLEANLINESS OF ROOM

*Residence Halls:* Housekeeping tasks are the shared responsibility of the room or suite residents. It is expected that each resident will maintain a reasonable degree of cleanliness in their personal space. Cleaning private bathrooms within suites is the responsibility of the residents, not custodians. Additionally, suite residents must supply their own cleaning products. Dominican Hall is a LEED certified building. Residents are encouraged to use only green sealed certified cleaning products. Vacuum cleaners are provided in each building and must be returned to their post immediately after use. Vacuums may not be used during quiet hours. Health and safety inspections will be conducted twice per year.

*Apartments:* Housekeeping tasks are the shared responsibility of the apartment/cooperative living residents. Apartment spaces including kitchens and bathrooms are not cleaned by custodians. Cleaning personal and common space is the responsibility of the residents, and residents must supply their own cleaning products. Vacuum cleaners are provided in each building. Dominican Hall is a LEED certified building. Residents are encouraged to use only green sealed certified cleaning products.

## DECORATIONS

We encourage you to decorate your room according to your personal taste and want you to make your room feel as much like your home as possible. **Blue painters tape or poster putty (white preferred) are the only approved adhesives to use** for hanging pictures and posters because they can be easily removed without damaging property. Nails, tacks, screws, adhesive tapes (i.e. masking, clear, duct,), double sided foam adhesives, self-adhesive hangers, command strips, or hooks are prohibited for decorating because of damage they may cause. Charges will be assessed if damage occurs as a result of using non approved adhesives. We highly encourage roommates to make mutual decisions regarding decor. While you may decorate the inside of your room to suit your tastes, the outside of your door and window are considered available to public view.

The College will not allow the posting of items which are deemed to be racist, sexist, indecent, scandalous, illegal, inciting, or in any way oppressive in nature. These items may be removed, and disciplinary action may be taken. The College does all exterior and interior painting. Students are not permitted to paint their individual rooms. Decorations such as street signs, street crossing flags etc. are strictly prohibited and will result in disciplinary action.

### Specific holiday decoration guidelines

The following guidelines have been developed to minimize potential fire hazards associated with holiday season decorations:

- Inspect all light cords and extension cords before using. Only heavy-duty extension cords should be used for decorations and they must be taken out of service after the holiday season. Make sure light cords are free from damage or fraying. No multi-plug adapters may be used. Power strips with a fuse or circuit breaker may be used if there are not enough outlets.
- No electrical cords (either extension or light cords) may be routed through doorways or under throw rugs or loose carpeting. The opening and closing action of a door and people walking over the carpet will damage the cord. Cords may also be tripping hazards.
- Lights and extension cords used for decorations must be unplugged (not just turned off) at the end of each day. Efforts should also be made to remove holiday decorations before personnel leave for the college's holiday closure.
- No items may be attached to or hung from sprinkler heads or sprinkler system piping. This is a particularly important requirement because of the potential for breaking the heads, pipes or pipe hangers.
- No items may be hung from or attached to interior or exterior lighting. This includes but is not limited to fake spider webbing.
- Paper decorations should not cover more than 25% of the surface area of any wall. For example, if an office wall is 8 feet high by 10 feet long, the paper decorations should not cover more than 20 square feet of wall area.
- All decorations must be kept away from exit signs, fire alarm devices (pull stations, smoke and heat detectors, etc.), fire extinguishers, and emergency and normal-use light fixtures. Exit signs and emergency lights must not be obstructed in any way.
- Decorations should only be hung with **approved adhesives** as to avoid damage (see Decorations policy.)
- We don't permit the use of artificial snow.

### General Christmas Tree Information

- Cut trees and/or live trees are NOT allowed in Residence Halls.

### Decorative and Holiday Lights

- All decorative lights must bear the UL label and should only be used in accordance with their rated application (indoor or outdoor).
- Before placing light strings on the tree, the lighting should be checked for proper operation. Check for fraying, bare wires, loose connections, and cracked plastic parts. If any of these conditions are present, the string or cord may not be used. Decorative lights are inexpensive and it is safer to replace the defective equipment than repair it.
- Do not plug decorative lights into an overloaded circuit. Multi-plug adapters are prohibited. A power strip with a fuse or integral circuit breaker must be used when extra outlets for decorative lights are needed.
- Decorative lights must be unplugged (not just turned off) at the end of the day and over weekends.
- Any time decorative lights are on, the tree should not be left unattended.



## **EMERGENCY SAFETY**

### **Fire**

Review the emergency fire evacuation information which is outlined in the “Quick Reference Guide to Emergency Procedures” located in each apartment and residence hall room. Whenever a fire alarm sounds in any apartment or residence hall, you and your guests are required to evacuate the building immediately and follow the directives of all Residence Life, Security, and/or Fire Department personnel. If no staff is available, individuals should adhere to the procedures outlined in the “Quick Reference Guide to Emergency Procedures” booklet. Failure to evacuate and/or not follow the directives of an emergency response person(s) is a violation of Edgewood College policy and subjects you to a minimum of College disciplinary action. Every attempt should be made to close and lock your door and turn off your lights. You are encouraged to carry a wet towel to protect your face. Do not use elevators for fire evacuation. The fire department assesses fines to those who do not vacate during an alarm.

The College will assess charges if you are found responsible for . . .

- Negligent cooking (\$75)
- Setting off a fire alarm (dependent)
- Causing damage (dependent on extent of damage)
- Causing multiple alarms (\$75+, dependent on extent of community impact).

### **Tornado**

**Tornado watch** – When atmospheric conditions are such that severe weather or a tornado could develop, a tornado watch is in effect. Stay indoors, stay alert for warning sirens, and listen to your radio for updates on the weather situation.

**Tornado warning** – When a funnel cloud has been sighted in the area or when radar indicates that there is a possibility of a tornado forming, a tornado warning is in effect. In the instance of a tornado warning, air horns will be sounded by a residence life or Security staff member. When a siren is heard indicating a tornado warning,

- Do not activate alarm systems.
- Use the stairwells to go to the corridor areas of the lower floors. Do not use the elevators. Do not stand near windows and exits during the warning period.
- Remain in the corridor areas until the “all-clear” is announced by the Residence Life staff or Security staff.
- See your “Quick Reference Guide to Emergency Procedures” and/or Residence Life staff for building specific locations.
- When the “all-clear” is announced you may return to other areas of the hall.

### **Other Emergencies**

For a complete listing of emergency procedures, please refer to the “Quick Reference Guide to Emergency Procedures” located in each apartment and residence hall room.

## **ENTRY TO ROOMS/ROOM SEARCH POLICY**

The right to privacy is of paramount importance and should not be violated; however, the entry into and/or search of the living quarters and personal property of an individual may be conducted by the following people for the purposes and under the procedures detailed below:

- By civil law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
- By authorized College personnel (i.e., Residence Life and Security Staff, etc.) to ensure that college policy, health, fire, and safety regulations are maintained. This includes checking rooms immediately following a fire alarm to ensure that everyone has evacuated the building.
- By authorized College personnel or agents to make improvements and repairs and to provide routine maintenance services.
- By authorized College personnel in emergency and/or extraordinary situations to protect the health, safety, and welfare of students or to make emergency repairs to prevent damages to the property of the student and the College.
- When there is reasonable cause to believe there is/has been a violation of College regulations or local, state, or federal laws or ordinances. (Examples include smell of marijuana, cigarette smoke, excessive disruptive noise.)
- When a staff member knocks and is invited into the room.
- When the door is open and a violation of College policies is in plain view.

In an emergency where safety or security is a concern, advance warning may not be possible. When there is sufficient cause to believe that College and/or civil regulations are being violated in a room, staff will knock and identify themselves before entering. In suites, Residence Life and Security Staff have the authority to enter all connecting rooms when investigating safety or policy concerns.

In all instances, such entry shall be made only for the purposes set forth above. Observed alleged contraband will be confiscated and/or alleged violations of College policies, rules, or regulations will be referred to the appropriate judicial officer for follow-up action. Contact the Residence Life Office for information and appropriate procedures to attempt to retrieve confiscated items. Routine health and safety checks by staff will occur during break periods.

## **FIRE SAFETY REGULATIONS**

- Candles are not allowed in the residence halls or apartments on campus, even for decorative purposes, even if the wick has been removed. Confiscated candles will be disposed of immediately.
- Objects should not be hung from water or around sprinkler systems/pipes.
- No open flames (e.g., candles, kerosene lamps) or any incendiary devices will be permitted in the residence halls. The burning of incense is not allowed in any residence hall room or public area.
- The storage or use of flammable liquids or substances is strictly prohibited in the residence halls.
- Electrical appliances should be limited to docking stations, clocks, televisions, irons and coffeemakers with automatic shut-off mechanisms, and other non-heat producing items, and must be in safe operating condition. Heat producing items such as space heaters, sun lamps, halogen lamps, popcorn poppers, toaster ovens, grills, hot plates, electric frying pans or appliances with an exposed heating element may not be used in any area of the residence hall.
- All living and storage rooms will be maintained in such a manner as to allow a wide, uncluttered pathway.
- Leaving items (garbage, shoes, welcome mats, etc.) in the hallways is prohibited. Clutter obstructs safe exit of the building in case of an emergency.
- The use of multi-outlet plugs or power strips in the residence halls is acceptable only if the equipment has a built-in circuit breaker.
- Extension cords will be no less than UL-approved #12-gauge wire. This is a heavy-duty, grounded, protected cord which will allow for the safe use of those appliances most often found in a residence hall room. Gang plugs or cubes are not permissible. The extension cord itself must be maintained in a safe condition. The cord should not be draped over a nail or around/on a bed or bed frame, placed in a foot traffic area where it could be damaged, and should otherwise be protected to ensure its safe condition.
- Live trees are not permitted in the residence halls.
- In order to ensure compliance, Residence Life staff members and/or the fire department for the City of Madison may check student rooms on a continuing basis.
- The possession or use of firearms, fireworks (including firecrackers, bottle rockets, sparklers, snaps, etc.), other explosive materials, or weapons in any College owned housing unit or at a student activity on campus is strictly prohibited by College policy and state law. Students are not to start a fire, explode fireworks or chemicals, improperly use a weapon, set off false alarms, or tamper with firefighting equipment.
- Motorcycle engines, fuel tanks, mopeds, and other motorized vehicles may not be stored or repaired within the residence halls/storage rooms.
- In the event of a violation of the above rules, disciplinary action will be taken.

The College may recommend dismissal if you are found responsible for . . .

- Transmitting, in any manner, a false fire alarm in any residence hall on the Edgewood College campus.
- Damaging property by means of fire or explosives in any residence hall on the Edgewood College campus. Such criminal acts are a threat and danger to the lives and property of all residence hall students. In addition, College authorities will cooperate with the Madison Police Department in bringing appropriate charges and assisting in the prosecution of offenders under local, state, and federal laws.
- The use of a fire extinguisher or other fire protection equipment for other than its intended purpose will result in College disciplinary action plus the cost of recharging or replacing the extinguisher.
- Damage or misuse of College or residence hall fire or safety equipment (e.g., fire extinguishers, pull stations, emergency lighting, etc.).

## **FIREARMS/WEAPONS**

Residents may not possess or store firearms or other lethal weapons in their rooms or in any other place in the residence halls or apartments. Water or foam guns resembling real firearms are prohibited. Anyone possessing firearms and/or lethal weapons such as: bow and arrows, swords, police batons, brass knuckles, knives, blow guns, dart guns, wrist rockets, pellet guns, bee-bee guns, catapults, switchblades, and martial arts equipment is subject to College disciplinary action which could include dismissal.

## **FURNITURE**

Students may bring in outside furniture, however, all furniture supplied by Edgewood College must remain in the room or apartment. Personal mattresses are not permitted for the health and safety of other residents (unless approved by Accessibility and Disability Services).

## **FURNITURE IN PUBLIC AREAS**

Furniture in the public areas of the halls are intended for the use of all the individuals. The movement of public area furniture to students' rooms, outside the residence hall, or to unauthorized areas is prohibited and may result in College disciplinary action. Damage to furniture or missing furniture may result in the assessment of community or individual charges.

## **GARBAGE**

Students are responsible for trash removal from their rooms. All trash must be removed regularly and may not be left in the halls or deposited in inappropriate receptacles intended for small garbage. Residents should take personal garbage to the dumpster assigned to their hall. Office of Residence Life reserves the right to assess community charges or individual charges as needed for trash removal. PLEASE NOTE: pizza boxes cannot be recycled!

Garbage/Recycling locations:

- East & West Regina, Stevie, and Weber: Regina recycling receptacles and compactor in front of Regina Hall. Note when using the compactor to simply place your garbage inside, you do not need to utilize any controls/buttons.
- Siena: Regina dumpsters or Dominican trash room.
- Dominican: Trash room on first floor Dominican
- Marshall: Marshall Dumpsters (between Marshall and Facilities)

## **GENDER IDENTITY**

Edgewood College Residence Life does not discriminate based on a student's gender identity. In accordance with Title IX, we treat a student's gender identity as a student's sex and believe students are the authority on their own gender identity. We allow all students to access housing consistent with their gender identity including transgender students. We do not require any student to stay in single-occupancy housing based on their gender identity, though voluntary requests may be made and honored.

If a student has questions or wishes to assert a gender identity different than previous representations, they should contact the Office of Residence Life, Predolin 215, 608-663-3228.

## **GOOD SAMARITAN POLICY**

### **Purpose**

The Good Samaritan Policy protects students who seek help in matters of safety or well-being.

### **Policy**

Students who report a safety concern or policy violation will not face judicial sanctions for violating College policy if the intent in reporting is to ensure safety or to act in good faith. Similarly, the student in need of assistance will not face judicial consequences for violations related to risking harm to self.

Good faith is shown when a student comes forward to seek assistance or to report an incident and not primarily to avoid judicial consequences. For example, a student who has violated the alcohol/drug policy but comes forward out of concern for the safety or wellbeing of self or others will not face judicial consequences.

Students involved may still need to meet with residence life/dean of students' staff for a review of the incident. However, meetings will not result in sanctions from the College if the intent is to ensure safety or to act in good faith.

This Good Samaritan Policy does not preclude disciplinary action regarding other violations of College standards, such as causing or threatening physical harm, sexual misconduct/ relationship violence as an alleged perpetrator, damage to property, harassment, hazing, etc. Students should also be aware that this College policy does not prevent action by local and state authorities.

Good Samaritan status can be sought as many times as needed. Incidents will be carefully reviewed by the College to ensure safety and good faith use of the policy.

Specific to an alcohol/drug emergency, the student in need of assistance will be asked to visit with the alcohol and drug counselor for an alcohol and drug clinical assessment. This is not a judicial sanction. The purpose of the alcohol assessment is to minimize the chances of future serious alcohol/drug incidents through education.

If in doubt about a person's safety related to but not limited to alcohol/drug use, incidents of sexual misconduct/relationship violence, or bias incidents, seek help by calling Edgewood College security at 663-4321.

## **GUEST/VISITATION POLICY**

Edgewood College permits students living in residence halls and apartments to have guests visit their rooms. Residents may host a guest or visitor(s) in their room in a manner consistent with the visitation policy.

1. Guests parking on campus must register their name, vehicle, and host at the Campus Assistance Center.

2. No overnight guest may stay longer than three consecutive days or a total of three days in any two week period.
3. It is expected that hosts get approval from all roommates/suitemates for guests. If approval is not asked for and/or not granted by roommates, residents should discuss this with their roommate(s) and contact their RA for support if needed.
4. All guests must abide by the rules and policies of the residence halls and the College. Hosts will be held responsible for guest policy violations. Any violations of these policies or disruption of the community may result in the guest being asked to leave and disciplinary action being initiated.
5. Residents are expected to be with their guests at all times after they admit them to the building.
6. Residents are not to give their residence hall/apartment keys or ID cards to guests.
7. Guests are not allowed over Halloween weekend.

### **Underage Visitation Policy**

The Department of Residence Life strives to develop positive living and learning environments within the residence halls at Edgewood College. An important part of our role in this involves ensuring the safety of our students as well as any visitors and guests, particularly those under age 18. For this reason, we require that the *Request Form for Minor Visitation in the Residence Halls* be completed for any minor (under age 18) requesting to visit an Edgewood College student in the residence halls overnight without a parent or guardian present. Please also refer to the Childcare/Babysitting policy in this handbook. All requests will be reviewed on a case by case basis.

This form must be submitted (mail, in person or scanned with signature attached to an email) no later than 12:00pm on the business day (Monday-Friday) prior to the minor's visit to the residence halls. A Residence Life staff member or RA will contact the student host and/or guest directly with the decision regarding the request for the minor's visit. This form must be completed and signed by the minor's parent or legal guardian.

### **Excessive Room Occupancy**

Residents in each residence hall room/apartment may have a maximum of three guests per resident, but not to exceed 6 guests per room at one time. In the cooperative living community, this amounts to 40 residents within the entire space.

### **HALL SPORTS**

The use of sports equipment and playing sports in hallways or rooms is not permitted. Hall sports include, but are not limited to: soccer, football, foam gun play, etc.

### **LAUNDRY**

Laundry is available in all of the halls and is free for resident use. Please be respectful of your community; laundry should not be done during quiet hours in laundry rooms that are adjacent to resident rooms (i.e. East & West Regina and Stevie.) Soap pods go directly into the machines. Jamming the pods into the soap dispenser causes flooding in the laundry rooms. Please use high efficiency soap when possible and only use the recommended amount. Remember that on-campus laundry facilities are for resident's personal use only, not for use by visitors, commuter students etc. Also, students should remove their laundry promptly from the machines as they are shared by all residents. Items left behind may be donated to a local charity. Report any issues to facilities at [facilities-support@edgewood.edu](mailto:facilities-support@edgewood.edu) right away. The college is not responsible for damaged or stolen articles.

## LOFTS

The loft policy varies by hall and room type. Please refer to the chart opposite for details. Note that all Edgewood provided furniture must remain in the room, regardless of how residents choose to set it up.

Dominican Single in a suite with no living room	
Loft kits will be provided in each room. All furniture must remain in the room. Students utilizing a lofted bed are liable for any personal injuries that may result.	
East Regina, all rooms	
	Loft kits will be provided in each room. Kits include a guardrail which must be in position if the bed is lofted. All furniture must remain in the room. Students utilizing a lofted bed are liable for any personal injuries that may result.
Marshall & West Regina single rooms only	
	<p>If you would like a loft, please keep in mind that all of our beds can be set at a low loft position, which allows for extra under the bed storage etc. You may want to explore that option before committing to the time and expense of purchasing and installing a loft.</p> <p>Residents may install a personal loft brought in from off campus in these rooms only. Personal Loft Criteria (Marshall &amp; Regina West single rooms only):</p> <ul style="list-style-type: none"><li>• Please note that per Edgewood College policy, Edgewood Staff is not allowed to assist with the building, installation or adjustment of a personal loft.</li><li>• All lofts must be free standing (i.e. they may not rest on or be anchored to any other furniture, walls, or the ceiling).</li><li>• Pressure lofts of any kind are NOT permitted. Lofts must be constructed with sturdy materials and heavy bolts.</li><li>• A minimum of two cross-bracing bars must be provided on both ends and the back.</li><li>• Maximum height allowed is 6 feet tall, measured from the top of the top piece of the frame.</li><li>• The width and breadth dimensions of the loft may not exceed the size of the bed (i.e. the mattress should fit precisely). The mattresses are 36" by 80".</li><li>• Contact your Resident Assistant after you have moved in to arrange an inspection appointment. Lofts not meeting the policy criteria will have to be removed. Students installing a loft in these rooms are liable for any personal or room injuries or damage that result from the loft.</li></ul> <p>Note that all furniture that is in the room when you move in must remain in the room, including the existing bed ends, mattress and mattress platform.</p>
All other rooms	
	Students living in all other rooms are not permitted to install a personal loft nor does the college provide a loft kit for those rooms. Also note that all of our beds can be set at a low loft position, which allows for extra under the bed storage etc. Beds in double and triple rooms are also bunkable.

## LOUNGES AND SHARED SPACES

Please keep in mind that lounges are intended for community use. While we encourage you to utilize this space, we also want you to keep in mind that extended use or misuse of the space impedes community enjoyment of the lounge. No overnight guests are allowed in lounges. All individuals are expected to "pick up after themselves" in public areas. The custodial staff provides routine cleaning. Custodial work schedules only allow time for specific tasks. Therefore, pizza boxes, soda cans, etc., should be properly disposed of by residents. It is also unacceptable to leave your garbage in the hallways, dirty dishes in the bathroom sink, etc. Please be considerate of the other people who live with you. Where damages or messes in public areas occur, and individual responsibility cannot be determined, the residents of the community living in that area will be held collectively responsible.

## MISSING RESIDENT POLICY

In compliance with the "Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat. 3301 (2008)" Missing Student Notification Policy and Procedures, it is the policy of the Office of Residence Life to actively investigate any report of a missing resident who is enrolled at the College and residing in on-campus housing.

For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Each resident, upon checking into their assigned room, is required via the Personal Data Card to identify the name and contact number of the individual(s), a primary contact and secondary contact, to be notified in case of an emergency or in the event that the resident is reported missing. In the event the resident is under the age of 18 or is not emancipated, the College is required to have the primary emergency contact be a custodial parent or guardian.

If a member of the College community has reason to believe that a student is missing, Security should be notified. Upon receiving notification, Security, Residence Life and other applicable college personnel will make reasonable efforts to locate the student to determine their state of health and well-being. These efforts may include, but are not limited to, checking the resident's room, class schedule, friends, ID card access, locating the resident's vehicle, and calling their reported cell phone number. As part of the investigation, the College reserves the right to make contact with emergency contacts to help determine the whereabouts of the resident.

If upon investigation by Security and Residence Life Staff, the resident has been determined by Security to be missing for at least 24 hours, the following will occur. Security will contact the resident's designated emergency contact and will inform the appropriate law enforcement agency within the next 24 hours. Investigation will continue in collaboration with law enforcement officers as appropriate.

## **NEIGHBORHOOD, DOMINICAN DRIVE AND GATE**

Please keep in mind that Edgewood and its residence halls are part of the Madison community. All students are expected to act within the Student Code of Conduct when in the neighborhoods. This includes keeping noise levels down (especially in the evening and at night) and respecting neighbors' property and belongings.

Students are expected to follow all posted parking regulations and to remember that in parking in the neighborhood, you are using space near residential homes. Violators of parking policies in the neighborhoods may face on campus judicial action. See the parking section for further information.

The gate at the top of Dominican Drive that meets Edgewood Avenue must follow a schedule of open and closed times based on an agreement that Edgewood has with the City of Madison.

*Gate hours are: Open 5:00am – 11:00pm (closed 11:00pm – 5:00am) Daily*

When the gate is closed, residents are expected to use the main Edgewood College drive entrance or Monroe Street walking gate entrance. Violators (those found climbing, going through the gate or being disruptive at the gate) may face judicial action and fines. The fine for the first gate offense is \$75 and the second offense is \$150. Further offenses fines and sanctions will be at the discretion of the judicial officer. This area is monitored by a camera. If found responsible for neighborhood disruption, there will be a higher level of disciplinary sanctioning.

Dominican Drive is open for student use only during move in and move out periods. Violators will face judicial action and fines. If you have exceptional circumstances and need access to Dominican Drive outside of these times, please contact Security at 608-663-3285 or the Office of Residence Life at 608-663-3228.

## **NON-COMPLIANCE**

It is expected that the Residence Life and Security staff members will be treated with respect and that students will respond cooperatively to all requests made by a staff member. Making a false statement, either orally or in writing, or interfering with a staff member performing their job duties will be considered a serious policy violation.

If a resident has a concern about a staff member's performance or questions the instructions a staff member has given, the resident should talk with the staff member or their immediate supervisor to resolve the matter. In the case of student conduct confrontations, residents are expected to be cooperative and comply with staff members. Later, the residents should follow-up if they have questions or concerns, but it is not acceptable to argue, debate, or prolong discussion at the time of the confrontation.

## **NON-SOLICITATION POLICY**

Solicitation is defined as tabling, going door-to-door, or having a presence within the residence halls and apartments for the purpose of promoting events, advising a decision and/or action, providing or requesting information, distributing or selling merchandise, products, and/or services to students. The spirit of this policy is not to limit the resident interactions and community building.

### **Solicitation Policy – for outside groups (not affiliated with Edgewood College)**

- Solicitation from outside groups, organizations, or businesses (not affiliated with Edgewood College) is prohibited in the residence halls and apartments. Exceptions will not be granted.
- This Solicitation Policy also applies to groups, organizations, or businesses that employ or are represented by students and employees of Edgewood College.
- Examples include, but are not limited to: selling, distributing, or informing of merchandise, products, or services such as Girl Scout Cookies, Mary Kay, Tupperware, Pampered Chef, Norwex, Scentsy, etc.

### **Solicitation Policy – for recognized student organizations, individual students and employees, campus departments, academic courses, or other groups affiliated with Edgewood College**

- Residence Hall or apartment rooms or lounges may not be used for any organized business ventures outside of Edgewood College.

- Requests for permission to solicit within the residence halls or apartments will be reviewed by the Executive Board of the Residence Life Advisory Board, and approved by a residence life professional staff member.
- Unless granted permission through the Executive Board of the Residence Life Advisory Board and the residence life professional staff, recognized student organizations, individual students and employees, campus departments, academic courses, or other groups affiliated with Edgewood College may not solicit within the residence halls and apartments. This includes, but is not limited to: selling, distributing, or informing of merchandise, products, or services such as bake sales, fundraisers, information, petitions and other political activities.
- RAs have full permission to knock on doors within the scope of their RA position to promote Edgewood College involvement. There are no limitations or approval needed as they are official ambassadors of Edgewood College business. Their outreach must be based on Edgewood College Residence Life business and not personal need.

### **Permission Request Process**

- Permission to solicit within the Residence Halls or apartments must be requested two weeks before the start of the event. Forms can be obtained and must be returned to the Office of Residence Life (Predolin 215).
- Groups must be present at a RLAB meeting to share the specifics of the event they would like to host in either the Residence Halls or apartments. You will be contacted by a RLAB member prior to presenting at a meeting.
- Residents will be notified of all solicitation events by the Office of Residence Life via email or poster prior to the event.
- Upon request by a Student Organization or College Agency, Residence Life and RLAB will approve the collection of a door-to-door food drive once in Fall and once in Spring. Permission will be granted to the first group to request permission.

### **Permission Rules and Regulations**

- Requestors must be current Edgewood community members in good standing, recognized student organization or department/agency of the college.
- For approved solicitation, groups will have the opportunity to table in a designated area and/or go door-to-door. Requestors must abide by the designated areas for solicitation, which will be provided upon approval of request. Door to door activity is limited to offering information only.
- All solicitation must be within the hours of 10:00am to 9:00pm any day of the week.
- Requestors must abide by the “do not knock list” which will be provided upon approval of request.
- Solicitation for money or donations can only take place within the designated tabling areas of the residence hall or apartment. This includes but is not limited to: bake sales, Fair Trade items, group insignia, food etc. Advertising for such events may be done door-to-door but money may only be collected in the designated tabling areas.

### **Do Not Knock List**

- List does not apply to solicitation from RA's, Security, or College Administration.
- Students reserve the right to be on the do not knock list. Rooms with multiple occupants will decide participation via roommate contract.
- Students will have to register for the do not knock list each year and for each room that they reside in for the year through the Office of Residence Life (Predolin 215).

### **ONLINE SOCIAL COMMUNITY RESPONSIBILITIES**

Please be aware of what you are communicating through social networking (i.e. Facebook, Twitter, etc.). If the College is made aware through a third party of alleged policy violations as witnessed on these sites, students may face disciplinary action and this information can be used as evidence. Evidence may include pictures from online social networking sites. Please refer to the complete policy in *Student Rights & Responsibilities*.

### **PARKING**

Freshman residents are not eligible for an on-campus parking permit during their first year at Edgewood. Students who have earned retro-active or transfer credits or who are older than traditional age are included in this policy. For those who are unable to obtain a permit, Edgewood offers limited space in an off campus lot through an appeals process. Please contact Security at 608-663-3285 for more information.

After 4:00p on Friday, any resident is allowed to park on campus through 8:00am on Monday morning for free. Please note that any overnight parking on the weekends must take place in the ramp. Limited day passes are also available through the security office. Residents must register their car at the Campus Assistance Center.

Please Note: Many of the streets surrounding Edgewood have parking restrictions and the City of Madison will issue citations. Failure to pay a citation promptly may result in loss of registration and fines doubling. Multiple parking violations are in violation of the student code of conduct.

## **Guest Parking**

Visitors of residents must sign in at the Campus Assistance Center in the Predolin Lobby. Daytime visitors should park in the visitor section of the Regina Lot. If all visitor spaces are full, guests may park in the ramp. Overnight guests must also sign in at the front desk and must park in the ramp. Both the visitor and host will need to produce identification to Security before receiving permission to park overnight. Guests of any resident may not park in the Marshall/RA parking, Stream, Siena, High School or Campus School lots and must re-register each day.

## **PETS**

No pets (including, but not limited to cats, dogs, frogs, salamanders, lizards, snakes, rats, hamsters, rabbits, crabs, etc.) except freshwater fish are permitted in rooms. Any pet that can survive outside of a tank poses a health risk. Tanks may be no larger than 10 gallons. Only one 10 gallon tank is allowed per room. Breaking the pet policy is considered a serious violation of policy. Service and Therapy Animal requests must be made through Student Accessibility and Disability Services at [AccessDisServ@edgewood.edu](mailto:AccessDisServ@edgewood.edu).

## **PRINTERS**

Each residence hall will have a printer available in a common area. Students must print from an Edgewood Computer to these printers. Students are not able to remote in to these printers from their rooms. These printers will be monitored by Residence Life between the hours of 8:00am – 4:30pm. If you have an issue with a printer, contact the Office of Residence Life in Predolin 215 or by calling 608-663-3228.

## **QUIET HOURS**

Quiet Hours are in effect from:

- Sunday – Thursday: 11:00pm – 8:00am
- Friday and Saturday: 12 Midnight – 10:00am

Residents are expected to respect the rights of others with regard to noise levels. Stereo owners are encouraged to use headphones or ensure that the stereo is kept at a level that can only be heard in your room. Lowering your voice when you are talking in the hallways and bathrooms can also help to maintain a quiet environment. A request for quiet from any community member prevails over all other conditions. Any resident must be able to study or sleep in their room at any hour of the day or night. All hours are considered to be “courtesy” hours. Residents are encouraged to confront other community members who are being loud. If no response is made students may contact an RA. During finals week, the Residence Life Staff will establish intensive quiet hours for the community.

## **ROOM CHANGES**

For the first two weeks of each semester, as well as the last two weeks of the semester, no room changes are allowed. Requesting a room switch solely based on an impending or actual vacancy is not a valid room change reason.

If a resident finds that they have a concern with their roommate or living situation, the first step is to talk with their RA to discuss their concerns and problem solve (through communication and mediation). We encourage the use of communication and the development of conflict mediation skills. Every effort will be made for RAs to work with students to help them resolve their situation without a room change. If a resident finds that this method has not been effective, or that they need additional help, they should contact the following:

- Dominican, Stevie and Marshall: Area Director (office is located in the lobby of Dominican, #220.)
- East & West Regina, Siena and Weber: Area Director (office is located in the lobby of East Regina, #118)

If space is available and a relocation has been approved by the Office of Residence Life, residents will need to make an appointment with their current RA and new RA to complete the room change. Residents must complete a roommate/suitemate agreement within one week of a room change with the new roommates/suitemates. A resident who moves without permission will be charged \$45.00 and will be required to move back to the previous location.

## **Emergency room change**

If a room change is determined to be an emergency by the Office of Residence Life (safety concern, medical emergency etc.), the Director of Residence Life has the discretion to implement a priority move at any time.

## **SAFETY AND SECURITY OF PERSONAL BELONGINGS**

Residents need to take responsibility for their living environment. The college is not liable for residents' personal property whether it is lost, stolen or damaged. Please check with your insurance agent for information on insuring your personal items (this is often included in a homeowner's policy). We highly encourage residents to have their key with them at all times and keep their doors locked. If you are concerned about the safety of your own personal possessions, students are encouraged to bring a small personal safe.



## **PERSONAL POSSESSIONS**

Personal possessions may be left in rooms between semester I and II at the resident's risk. All possessions must be removed when residents vacate at the end of semester II within 24 hours of withdrawal from housing or from the College. If possessions are not removed, the Residence Life Office may send a letter of notification to the permanent home address listed by the resident. The resident has 15 days to retrieve their belongings or the belongings will be considered abandoned and become College property. The College will then have the right to dispose of the items. Residents will be assessed a charge for labor and packing materials along with a disposal fee if necessary.

## **POSTING POLICY**

RAs and ACs are the only individuals approved to post in the residence halls. Materials may not be posted on any exterior surface of the College buildings. Nothing shall be affixed to any windows or doorframes. No commercial or political advertising may be posted in public areas. Please refer to the Student Handbook for further details on posting across campus. Sidewalk chalking is allowed only on pavement that not covered by a shelter. Posted information will be removed if not in compliance with this policy.

## **SAFE RIDE SHUTTLE**

The Safe Ride program is designed to give residents a secure way to return to campus on Thursday through Saturday evenings. The shuttle operates Thursday through Saturday from 8:00pm to 3:00am and makes a continuous loop with multiple pick up and drop off points in the downtown Madison area. The program is FREE and open to all Edgewood Students. Edgewood Students are required to have their valid, legible Edgewood ID with them and are allowed up to 2 guests. Guests must remain with their sponsoring Edgewood Student at all times on the bus. Courtesy bags are provided on the bus for students who become ill while riding—those who do not use the courtesy bag and dispose of it properly are required to clean up after themselves. If they do not or are unable to clean up after themselves, a \$75 charge will be issued. For more information or a shuttle schedule, please contact the Security Office at 608.663.3285.

## **SCREENS**

It is a serious violation to remove your window screens for any reason. Possible suspension or dismissal and/or restitution could result.

## **SMOKING**

Smoking, including the use of electronic delivery devices, is prohibited in all campus facilities and buildings which includes residence halls and resident rooms.

"Electronic delivery device" means any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. This includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

- Smoking is prohibited within 25 feet of all buildings.
- All building entrances are to be smoke-free.
- It is unlawful to remove or destroy any "No Smoking" signs or to smoke in any "No Smoking" areas.

## **VANDALISM/PROPERTY DAMAGE**

Damage to residence hall property is prohibited. Students found responsible will be subject to disciplinary action. In the event that a student cannot be found responsible, the hall/floor/wing may be held financially responsible for any damages. Possible suspension or dismissal could result from these violations.

Vandalism can include, but is not limited to, bulletin board damage, vomit in hallways, stairwells, public urination, etc. A \$75+ charge for clean-up may be issued.

# RESIDENCE HALL SERVICES

## CABLE TELEVISION

Cable television is included in the room and board cost.

## CAMPUS ASSISTANCE CENTER

The Campus Assistance Center (CAC) is located on the first floor of the Predolin building and can be reached by pressing "0" on any campus phone, or 608-663-4861 from a non-campus phone. Its primary duties include answering the College's main phone line, greeting visitors to Edgewood College, helping students with questions, and working with Security during emergency situations. If there is a facilities emergency, contact the CAC immediately (flood, heat outage, overflowing toilet, etc.)

## COMPUTERS/INTERNET

All rooms are wired for access to the campus Local Area Network (LAN) and a hard-wire Internet connection for each room resident is included in the room fee. Internet access is activated when students move in. Wireless access is available in the residence halls, and in the Regina Cafeteria, Predolin Commons and the Library. For a hard-wire Internet connection in your residence hall room, it is required that you have a 10/100 base-T NE200 card and current anti-virus software on your computer (anti-virus software will be provided for each room at move-in.) Both will be required for the Technology Assistance Center to maintain your residence hall Internet connection. If you need an Internet cable, please go to the Technology Assistance Center. For more information, please contact the Technology Assistance Center at 608-663-6900, or [technology-assistance@edgewood.edu](mailto:technology-assistance@edgewood.edu).

## CUSTODIAL

Residents are responsible for maintaining clean and orderly community spaces (i.e. kitchenettes, lounges, hallways, community bathrooms.) The custodial staff provides housekeeping services in these spaces. Excessive uncleanliness (garbage, dirty dishes, vomit) in the community areas caused by residents or their visitors will be the responsibility of the residents of that community. See cleanliness of room policy for further information.

## DINING SERVICES

Phil's is located in Regina Hall. This dining facility offers a wide variety of comfort foods, build-your-own salad and sandwich bars, made-to-order grill entrees, pizza, etc. Please remember that Phil's dishware, glassware, and flatware is not allowed outside of the dining area.

The Wingra Café is located on the second floor in Predolin Hall. It is a great place to stop if you are in a hurry between classes, need a place to study, or to relax with friends. The Café offers a variety of made-to-order grill items, soups, sandwiches, and grab-n-go snacks.

We Proudly Serve...Starbucks is located within Wingra Café on the second floor in Predolin Hall. Guests will find gourmet baked goods and Starbucks Fair Trade coffee as well as a variety of specialty hot and cold coffee drinks.

Eddy's C-Store is located on the first level of Dominican Hall. This is where Edgewood community members can purchase retail items such as paper goods, toiletries, ingredients for cooking, and packaged foods to prepare at their leisure. Additionally, grab-n-go items will be available for purchase.

## Meal Plans

*Residence Halls:*

**Bronze Plan\*** (1,400)

This plan provides students \$1,400 to spend in any of our campus dining locations. This plan, estimating 12-13 meals per week, is a good option for those who plan to spend weekends off campus.

**Silver Plan\*\*** (1,600)

This plan is for students who typically eat 14-15 meals per week in our residential dining facilities, plus occasional late night or between meal snacks. It is ideal for those who like to eat a quick breakfast in their room.

**Gold Plan\*\*** (1,800)

This plan is recommended for students who eat 16-17 meals per week in campus dining facilities, plus occasional late night or between meal snacks.

The above options are based upon averages. Students are urged to pick a meal plan consistent with their own frequency and menu preferences. Students have the option to add meal plan dollars to their account during each semester by visiting the Business Office. Want more information about our dining facilities and menu offerings? Visit [www.dineoncampus.com/edgewood](http://www.dineoncampus.com/edgewood)

*\*Included in room and board rate \*\*Silver and Gold plans are invoiced as an upgrade to your student account. The account will be charged the difference between the upgrade selected and the Bronze Plan.*

#### *Apartments:*

Students living in the Dominican cooperative living space are required to have a \$350 or \$500 Partial Meal Plan per semester, as the community kitchen is not sufficient to support all meals every day for 12 residents. With the Partial Meal Plan, students will receive \$350 or \$500 on their ID card each semester to spend on ala carte items at Phil's, Wingra Café or Eddy's C-Store. Due to having their own full kitchens, Dominican, Siena and Weber apartment residents are not required to have a meal plan but are encouraged to purchase either a Partial Meal Plan or one of the full meals plans offered by Edgewood College.

#### **Commuter Student:**

Students who live in an on-campus apartment or off-campus have the option of choosing a commuter meal plan. To purchase a meal plan, commuter students may sign a contract at the Business Office. Meal dollars must be used by the end of the semester (they do not carry over) and they are not transferable from one student to another.

Apartment residents and commuter students who do not choose to be on a meal plan may purchase Edgedollars. Edgedollars allow students to use their ID as a convenient debit card when making on campus purchases at Phil's, Wingra Café, the Dominican C-store or the Bookstore. Students can add Edgedollars to their accounts at any point during the semester by purchasing them at the Business Office or by using the ADM machine in the Predolin commons. If you have any questions or concerns, please feel free to contact the Dining Services Director at (608) 663-4169.

#### **KITCHENS**

Community kitchens are available in all the halls. These facilities are shared by all. It is the responsibility of all residents to maintain and clean the kitchens as they are used. Cleaning kitchens on a regular basis is NOT part of hall custodial responsibilities. Kitchens may be closed if cleanliness is an issue. Facilities will remove dirty items DAILY due to sanitation issues.

#### **LAUNDRY ROOMS**

Laundry is available in all of the halls and is free for resident use. Please be respectful of your community; laundry should not be done during quiet hours in laundry rooms that are adjacent to resident rooms (i.e. East & West Regina and Stevie.) Soap pods go directly into the machines. Jamming the pods into the soap dispenser causes flooding in the laundry rooms. Please use high efficiency soap when possible and only use the recommended amount. Remember that on-campus laundry facilities are for resident's personal use only, not for use by visitors, commuter students etc. Also, students should remove their laundry promptly from the machines as they are shared by all residents. Items left behind may be donated to a local charity. Report any issues to facilities at [facilities-support@edgewood.edu](mailto:facilities-support@edgewood.edu) right away. The college is not responsible for damaged or stolen articles.

#### **MAIL**

All residents can receive mail and packages through our central Mail Center. All incoming mail and packages will be available Monday-Friday 8am-4pm in the Mail Center, DeRicci 126. Students will be notified via their Edgewood email address when they receive mail or packages. Use the following address to receive mail:

RESIDENT STUDENT NAME  
1000 Edgewood College Drive  
Madison, WI 53711

#### **MAINTENANCE REQUESTS**

Students should submit any maintenance request that they have via email to [facility-support@edgewood.edu](mailto:facility-support@edgewood.edu). Technology requests can be submitted directly to the Technology Assistance Center via email at [Technology-Assistance@edgewood.edu](mailto:Technology-Assistance@edgewood.edu)

#### **SAFE RIDE SHUTTLE**

The Safe Ride program is designed to give residents a secure way to return to campus on Thursday through Saturday evenings. The shuttle operates Thursday through Saturday from 8:00pm to 3:00am and makes a continuous loop with multiple pick up and drop off points in the downtown Madison area. The program is FREE and open to all Edgewood Students. Edgewood Students are required to have their valid, legible Edgewood ID with them and are allowed up to 2 guests. Guests must remain with their sponsoring Edgewood Student at all times on the bus. Courtesy bags are provided on the bus for students who become ill while riding—those who do not use the courtesy bag and dispose of it properly are required to clean up after themselves. If they do not or are unable to clean up after themselves, a \$75 charge will be issued. For more information or a shuttle schedule, please contact the Security Office at 608.663.3285.

#### **SECURITY SERVICES**

The Edgewood Department of Security is staffed 24 hours a day, 7 days a week. The security staff is vitally concerned with and takes an active role in insuring the personal safety, security and well-being of all members of the Edgewood community and their property. The security staff performs numerous services including escorts to areas on campus, upon request. The security staff strongly believes in crime prevention through education. The security staff may be reached immediately through a call to extension 608-663-4321. Messages regarding security concerns may be directed to the security office at extension 608-663-3285 or call 608-663-4321. Please feel free to contact any of the security staff if you should have any comments or concerns regarding security and safety.

## SHOPPING SHUTTLE

The Edgewood Shopping Shuttle program is designed to give Edgewood Students an opportunity to visit the local shopping centers including West Towne Mall, Target, and Hilldale Mall. The program is FREE for Edgewood Students and runs periodically throughout the fall and spring semester and will be advertised through the Transportation Office. For more information, please contact the Transportation Office at 608-663-3285.

## STORAGE AREAS

Because storage areas are extremely limited on campus, room furniture may not be placed in the hallway or other storage facility at any time. Bike storage is available in lower level Dominican and the Sonderegger ramp.

## TELEPHONES

Each room may be equipped with a telephone with voice mail and unlimited local calling. Telephones are not standard issue, but can be requested from Residence Life. Voicemail and local service is included in the housing room rate. The voice mail is shared among room residents. Long distance service is available through individual accounts, and are billed individually. If you have problems with your phone service, call the Technology Assistance Center at extension 608-663-6900 for assistance.

Each campus residence hall phone is also connected to AUDIX, the voice mail system. The system answers your calls when you are unavailable. Callers are able to leave messages in your voice mailbox. In order to get into your voice mailbox to retrieve your messages, you must log in.

## VOICEMAIL

Logging into Voice Mail for the First Time:

1. To get into voice mail from an on-campus phone, dial 6868. From an off-campus phone or cell phone, dial (608)663-6868.
2. The system will then request that you enter your extension and the # (pound) key.
3. The system will then ask for a passcode. When first calling voice mail, use the passcode 1122 and the #(pound) sign or the passcode 369 and the #(pound) sign.
4. The system will then ask you to enter a new passcode with four digits or more. Enter your new passcode followed by the # (pound) sign. Voice mail will then request that you re- enter your new passcode and # (pound). (\*Note – Roommates will share one passcode)
5. After you have created the four-digit passcode, the log-in process will only require you to dial 6868, enter your extension and the # (pound) key, then your passcode and the # (pound) key.

After you have logged in, you will be in the Activity Menu. The system's voice prompt will then tell you what your options are.

Record your Name:

To change your name so people know they have reached your room, record your own name, and the names of your roommates, to replace the system's greeting for your voice mailbox. You will hear your name recording when you check your messages. This name recording will also be heard when you call someone on campus and leave a message on their voice mail.

1. Log into voice mail as explained above.
2. Press 5 after logging in.
3. Dial 5 again, to go to the voice recording menu
4. Say your name after the tone.
5. Press 1.
6. Press #(pound) to approve.

Create and/or Change Personal Greeting:

The personal greeting is what a caller will hear when leaving a message on voice mail. If you do not create a personal greeting, the system greeting will be used.

1. Log into voice mail.
2. Press 3 after logging in.
3. Press 1 to record or re-record a personal greeting. Make it greeting 1 and use it for all calls.
4. Speak greeting at the tone.
5. Press # (pound) to approve.
6. Press Y (9) to use personal greeting.

Retrieve Messages:

When you have a message on voice mail, the message light located on the lower left hand corner of your phone will be lit.

1. Log into voice mail.
2. Press 2 to retrieve your messages.
3. You will then hear the header which will tell you if you have any new messages and how many there are.
4. Press 0 to listen to the message.
5. After listening to the message, press 1 to reply or forward the message, \*D (3) to delete the message, or # to save.
6. After listening to all of your messages, you can exit the system by pressing \*\*9 (Goodbye).
7. It is important to delete messages regularly so your mailbox will not fill up and stop accessing messages.

Basic Commands:

For help – press \*4.

To return to the Activity Menu – press \*7. To exit the system – press \*\*9.

To re-log in – press \*\*7.

Call Waiting Instructions:

Call Waiting is indicated by either one short beep (a call from on campus) or two short beeps(a call from off campus). To respond to a Call Waiting call:

1.Press the button corresponding to the blinking light.

To return to your original call, press the button corresponding to the blinking link.

## RESIDENCE HALL CONTRACTUAL ISSUES

*\*Please refer to your contract for full contract details.*

### ACADEMIC PROGRESS AND YOUR RESIDENCE HALL CONTRACT

It is expected that all residence hall students attend classes regularly, carry a minimum of 12 semester hours, and show academic progress towards a degree. Students who carry less than 12 semester hours must contact the Director of Residence Life if they wish to live on campus. Failure to attend classes on a regular basis or dropping below the required credit load may result in cancellation of your housing contract. Please see Residence Life if you are dropping below full time.

### BREAK HOUSING REQUESTS

Students may request to have special break housing access during Winterim and Spring Break housing periods if they are: working on campus or in the Madison area, taking a Winterim class or involved in approved extracurricular activities at Edgewood. There is a charge of \$65 per week for Spring and Winterim break. This is a flat rate for these periods.

### RESIDENCE HALLS CONTRACT

Residence Halls contracts are for the entire academic year. If a resident breaks the contract, or is dismissed, they forfeit all deposits and fees, and is still obligated for the full price of the room rent.

The unused portion of the meal plan is the only portion of the cost which may be refunded on a pro-rated basis. (Refer to your housing contract for further details.)

Students who encounter situations beyond their control, and which affect them financially, medically or personally may appeal for an exceptional release. Appeal forms are available in the Office of Residence Life. An example would be the death of a parent who was providing financial support for a resident to attend college, or sudden major medical bills which severely impact a family's budget. Any student who is academically dismissed from the College will only owe a prorated portion of their bill.

### RESIDENCE HALLS DISMISSAL

A student may be subject to dismissal from the Residence Halls if it is determined that the student is suffering from a psychological or medical disorder, which can include alcohol or other substance dependence, and as a result of this disorder:

- Engages, or threatens to engage in, or is likely to engage in behavior which poses a danger of physical harm to self or others, or
- Engages, or threatens to engage in, or is likely to engage in behavior that would directly and substantially interfere with the lawful activities of others, or
- Engages, or threatens to engage in, or is likely to engage in behavior that would result in the student's inability to pursue academic work, or
- Is in need of treatment beyond what is available at the College.

The intent of this policy is to be helpful to the affected student who appears not to be able to function effectively in the residence hall community for medical or psychological reasons without infringing on the rights of others in the residence hall community.

## **RESIDENCY REQUIREMENT**

All freshmen students under the age of 21 will be required to live on campus for their first two academic years unless they choose to live with a family member and/or legal guardian (over the age of 25 and living with a family member within commuting distance).

Exceptions to this policy will include: students who have children, live in domestic partnerships, are veterans or are part-time. Students studying abroad are considered to be fulfilling the residency requirement. Once a new freshman moves into the halls, they are locked into the residency requirement for two years.

## **WINTERIM AND SUMMER SESSIONS**

Students who are attending Winterim or Summer class sessions, or who are employed by the college to work during these time periods, are eligible for residence hall housing.

Approval for Winterim Housing occurs in December each year. Students will live in the same room as the academic year. There is a Winterim charge for housing and meals.

Sign-up for Summer Housing occurs in April each year. Students will be housed on a space available basis, and will be grouped in one area to accommodate the summer conference and event operations occupying the halls throughout the summer. There are additional housing charges in the summer which are not part of the academic year contract. Meal plans are not available during the summer, but students may purchase meals when Dining Services is open.

# **STUDENT CONDUCT POLICY AND PROCEDURES**

## **CONDUCT AND JUDICIALS**

Refer to the Edgewood College Student Handbook for further information on the Student Code of Conduct and the judicial process for violations of policies contained herein.



## RESIDENCE HALL CALENDAR 16-17

### Opening

Freshman Move In at 10AM-2PM on Saturday, August 20, 2016  
Returning Student Move In at 10:00AM-2:00PM on Sunday, August 21, 2016  
Returner Student Move In from 1:00PM-4:00PM on Monday, August 22, 2016  
Returner Student Move In from 1:00PM-4:00PM on Tuesday, August 23, 2016  
*Classes begin on Wednesday, August 24, 2016*

### Fall Break

Monday & Tuesday, October 3-4, 2016, Halls remain open  
Classes resume Wednesday, October 5, 2016

### Thanksgiving Break

Thursday & Friday, November 24-25, 2016, Halls remain open  
Classes resume Monday, November 28, 2016

### Winter Break

Halls close 6:00PM, Friday, December 16, 2016

### Winterim

Halls open 12:00PM, Sunday, January 1, 2017 for Winterim students and residents who are employed by the College during the Winterim period

### Spring Semester Opening

Halls open for all residents 12:00 noon, Sunday, January 22, 2017  
Classes begin Monday, January 23, 2017

### Spring Break

Halls close 6:00PM, Friday, March 10, 2017  
Halls reopen 12:00 noon on Sunday, March 19, 2017  
Classes resume Monday, March 20, 2017

### Easter Break

April 14 – April 17, 2017, Halls remain open  
Classes resume Tuesday, April 18, 2017  
Limited food service during this break

### Spring Closing

For students not participating in Commencement:  
Halls and Apartments close 6:00PM, Friday, May 19, 2017

For Students participating in Commencement:  
Halls and Apartments close at 12:00 Noon on Monday, May 22, 2017

\*Please note that apartments (Dominican, Siena, and Weber) remain open to their residents throughout Winter and Spring Breaks

If you have questions regarding hall opening and closing please contact the  
Office of Residence Life in Predolin 215 or at 608-663-3228.