

RESIDENCE

life

HANDBOOK

2009 • 2010



EDGEWOOD COLLEGE

www.edgewood.edu

TABLE OF CONTENTS

	PAGE
RESIDENCE HALL CALENDAR.....	30
LIFE IN THE HALLS.....	4
COMMUNITY LIVING.....	5
RESIDENCE LIFE STAFF.....	6
RESIDENCE HALL INVOLVEMENT.....	7
RESIDENCE HALL POLICIES AND PROCEDURES.....	7-21
Alcohol.....	7-9
Appliances.....	9
Fire Safety Regulations.....	9-10
Building Access.....	10-11
Candles/Incense.....	11
Checking Out of Your Room.....	11-12
Child Care/Babysitting.....	12
Controlled Substances.....	12
Custodial.....	12
Decorations.....	12-13
Emergency Safety.....	13-14
Entry to Rooms.....	14-15
Firearms/Weapons.....	15
Furniture in Public Areas.....	15
Garbage.....	15
Guests/Visitation.....	15-16
Overnight Guests.....	16
Hall Sports.....	16
Lofts.....	17
Lounges/Shared Spaces.....	18
Missing Resident Policy.....	18-19
Neighborhood, Dominican Drive and Gate.....	17-18
Non-Compliance.....	19
Online Social Community Responsibilities.....	18-19
Parking.....	19
Pets.....	19
Quiet Hours.....	20
Room Changes.....	20
Safety and Security of Personal Belongings.....	20
Personal Possessions.....	20-21
Screens.....	21
Smoking.....	21

Solicitation/Sales.....	21
Vandalism.....	21
RESIDENCE HALL SERVICES.....	21-26
Cable Television.....	21-22
Campus Assistance Center.....	22
Computers/Internet.....	22
Custodial.....	22
Dining Services.....	22-23
Meal Plans.....	23-24
Kitchens.....	24
Laundry Rooms.....	24
Maintenance Requests.....	24
Security Services.....	22
Safe Ride Shuttle.....	24
Storage Areas.....	24
Telephones.....	24-25
Voice Mail.....	25-26
Call Waiting Instructions.....	26
RESIDENCE HALL CONTRACTUAL ISSUES.....	26-27
Academic Progress.....	26
Residence Halls Contract.....	26-27
Residence Halls Dismissal.....	27
Residency Requirement.....	27
Winterim and Summer Sessions.....	27
STUDENT CONDUCT POLICY AND PROCEDURES.....	28-29
Conduct Issues.....	28
Judicial Sanctions.....	28-29
Right of Appeal.....	29
RESIDENCE LIFE STAFF LISTINGS.....	30

Each resident student is responsible for knowing and understanding the information in this handbook and the Edgewood College Student Handbook 2008-2009/Student Code of Conduct.

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 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 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/APARTMENT/HOUSE

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 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 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.

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 read, study, or sleep in his/her 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 s/he has 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 five full-time professional staff members in the Office of Residence Life:

Ryan Bouchard is the Associate Dean of Students and Director of Residence Life. He supervises the Student Life professional staff and is responsible for the overall administration of residence life and housing.

Dawn Schlund is the Assistant Director of Residence Life. Dawn lives on campus and is responsible for the supervision of student staff and oversees the out-of-classroom experience for resident students. Dawn directly supervises Stevie, Regina, Weber, Rosewood and Siena.

Megan Taft is the Hall Director. Megan lives in Dominican Hall and assists with student staff supervision and community building within the halls. She directly supervises the student staff in Dominican and Marshall and assists with overall staff supervision and campus community building.

John Mleziva is the Assistant Director of Student Activities and assists Residence Life with residence hall programming and residence life on-call for student staff. John also lives on campus.

Claire Mand is the Assistant Director of Residence Life- Housing Operations. She is responsible for housing administration, including room assignments, and room selection, as well as serving as a contact for general questions.

RESIDENCE LIFE STUDENT STAFF

There are 21 residence life student staff members who work directly with small communities of students in the residence halls. There are 19 Resident Assistants or RAs staffed in Dominican, Marshall, Regina, and Stevie Halls. One Senior RA in the Siena Apartments, and one Peer Assistant at the Weber Apartments. 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 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.

Your Resident Assistant (RA) 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.

RESIDENCE LIFE ADVISORY BOARD

Another way to be involved in residence hall life is through the Residence Life Advisory Board (RLAB), which is the student governing body for the residence halls.

RESIDENCE HALL POLICIES AND PROCEDURES

ALCOHOL

The possession and/or consumption of alcoholic beverages is prohibited in all residence halls (Dominican, Marshall, Regina and Stevie) with the exception of the apartments. 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.

Alcohol Use and Your Behavior

You will be held accountable for having consumed alcohol, even if it was outside of the residence halls, when it affects your behavior in the halls and the community around you.

Container Policy for Marshall, Regina, Dominican, and Stevie

Empty alcohol containers are not permitted for decorative purposes in residence halls.

Providing Alcohol to Underage Individuals

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

Apartment Alcohol Policy

In Weber, Siena and Rosewood Apartments, alcoholic beverages may be possessed and consumed by individuals who are of legal drinking age according to Wisconsin law only when all residents of the apartment or Rosewood House and individuals present in the room are of legal drinking age. Consuming alcohol in the presence of individuals under the legal drinking age will result in College disciplinary action. Students under legal drinking age in rooms where alcohol is being consumed will also be subject to College disciplinary action.

Alcohol Container Policy for Siena, Weber and Rosewood

Alcohol containers may not be larger than one quart (32 fluid ounces). Possession of a beer keg will result in the keg/container and all its paraphernalia (e.g., tapper) being confiscated and they will become the property of Edgewood College Residence Life. When transporting alcohol containers, they must be sealed and covered. Alcohol in open containers is not permitted in any outside area on the Edgewood College campus. Possession of alcohol in open containers in these areas will result in College disciplinary action.

Alcoholic beverages may be consumed only in individual apartments while the apartment door is closed and may not be consumed in hallways, stairways, lounges, or any other public area of the apartments. Individuals should make their guests aware of all aspects of the alcohol policy. Empty alcohol containers are not permitted for decorative purposes in the apartments.

If an individual is found in possession of alcohol in an area where alcohol is not permitted or where 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 subject to disciplinary action.

ALCOHOL AND DRUG EMERGENCY AND CRIME VICTIM AMNESTY POLICY PURPOSE

The Alcohol and Drug Emergency and Crime Victim Amnesty policy is designed to encourage students to seek help in an alcohol or drug emergency or without hesitating because of worry about getting themselves or their friends in trouble with the college. This policy also applies to someone who has been a crime victim, who also may be intoxicated and therefore reluctant to report the crime. If in doubt about a person's safety related to alcohol or drug use, seek help by calling 911 or Edgewood Security at 663-4321 or the Professional Residence Life Staff at 225-1643.

Policy Statement

Judicial amnesty protects a student from getting into trouble with the college when they are seeking help in an emergency. Judicial amnesty granted by the college for alcohol or drug sanctions will be granted to students who, in good faith, report or, experience themselves, an alcohol or drug emergency or crime victimization.

This means that all students involved in reporting an alcohol or drug emergency will not face college judicial sanctions for violating school alcohol or drug policy. The incident will not be added to their official disciplinary records. Students involved may still need to meet with residence life staff for a review of the incident, but this meeting will not result in sanctions from the college.

Because of the serious nature of such emergencies, the student in need of assistance will be asked to visit with the alcohol and drug counselor for an alcohol and drug abuse assessment. This is not a judicial sanction. The purpose of the alcohol assessment is to minimize the chances of future serious alcohol or drug incidents through education.

Alcohol and Drug Emergency amnesty can be sought as many times as needed. Amnesty incidents will be carefully reviewed by the college to ensure safety and good faith use of the policy. Good faith will be defined as using this policy to seek assistance for oneself or others and not primarily to avoid consequences of disciplinary action.

This Alcohol and Drug Emergency policy does not preclude disciplinary action regarding other violations of College standards, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, hazing, etc. Students should also be aware that this College policy does not prevent action by local and state authorities.

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.

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.

Microwaves are permissible as long as they do not exceed 600 watts.

Space heaters, sun lamps, halogen lamps, popcorn poppers, octopus lamps, toasters, toaster ovens, pizza ovens, grills, hot plates, electric frying pans or any other appliances with an exposed heating element, are prohibited in the residence halls for safety purposes.

FIRE SAFETY REGULATIONS

- Candles are not allowed in the residence halls or apartments on campus, even for decorative purposes.
- Objects should not be hung from water 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 radios, 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, toasters, 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, 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, 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, and other motorized vehicles may not be stored or repaired within the residence halls.
- 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.).

BUILDING ACCESS

Keys/ID Cards: Each resident is responsible for carrying their key/ID card and for keeping their room door locked at all times. 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.

DOMINICAN BUILDING ACCESS

The main Dominican entrance will be the only entrance available for resident use from 11pm-5am daily to ensure resident safety and allow monitoring of late night access. Resident swipes will only open on the main entrance door during these hours.

The replacement cost for lost ID cards is \$5.00. A lost ID card must be reported IMMEDIATELY to the Technology Assistance Center (x6900).

In the event that you are locked out of your room, 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 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 key to gain entry to your room.

RESIDENT BUILDING ACCESS

Residents of all halls have daytime and early evening access to all halls between 10AM and 9PM.

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 security 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 Campus Security immediately at x4321.

CANDLES/INCENSE

Candles and incense are not allowed in the residence halls or apartments on campus, even for decorative purposes.

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 cleaned). Your RA will bring your room condition report to your check-out appointment. At that time, your RA will collect your room key. Residence Life and Facilities Staff reserve the right to re-inspect 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, face disciplinary action and you risk forfeiture of 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.

Note: This would include residence halls 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 (i.e. Little Eagles Weekend).

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.

CUSTODIAL

Housekeeping tasks are the shared responsibility of the room or apartment 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 who must supply their own cleaning products. Apartments are not cleaned by custodians and apartment 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. Vacuums may not be used during quiet hours.

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. The only restrictions on room décor involve using devices which damage College property (e.g. walls, furniture, etc.).

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 sticking hangers, 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.

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.
- 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.

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

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.

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. 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 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. The Office of Residence Life reserves the right to assess community charges or individual charges as needed for trash removal.

Garbage/Recycling locations:

- Regina, Stevie, Siena Weber and Rosewood: Regina Dumpsters (in front of Regina Hall)
- Dominican: Trash room on first floor Dominican
- Marshall: Marshall Dumpsters (between Marshall and Facilities)

GUESTS/VISITATION

Traditional Residence Halls (Dominican, Marshall, Regina, Stevie)

Edgewood College permits students living in residence halls to have guests visit their rooms. Any students assigned to a residence hall may host a guest or visitor(s) in his or her room in a manner consistent with the visitation policy for each living unit (see policies below). All guests must abide by the rules and regulations of the residence halls and the College. Hosts will be held responsible for guest policy violations. Any violations of these policies may result in the

guest being asked to leave and disciplinary action initiated against the host. Residents are expected to be with their guests at all times after they admit them to the building. All guests must be registered with the Resident Assistant.

Overnight Guest Policy:

Residents may have overnight guests in their rooms under the following conditions:

1. Beginning after Orientation and when all roommate/suitemates contracts have been completed, residents must get consenting agreement from all roommates, and notify their suitemates of overnight guests a minimum of 12 hours in advance. Overnight visitation forms are available through your RA.
2. The overnight guest must be the same sex and not an intimate partner of the room occupant (unless it is a weekend; see policy below).
3. Guests parking on campus must register their vehicles at the Campus Assistance Center with a valid driver's license.
4. No overnight guest may stay longer than three days in any two-week period.

Bathroom Use by Members of the Opposite Sex

Members of the community are permitted to use bathrooms designated for their sex. In Marshall, a public restroom is located off the small study lounge, on the east side of the building, between the male and female sides. In Regina, a public restroom is located on the first floor.

Weekend Opposite Sex/Intimate Partner Visitation Hours for Students in Dominican, Regina, Stevie and Marshall Halls:

All students are eligible to have 24-hour weekend visitation of guests in Dominican, Stevie, Regina and Marshall Halls. Visitation hours in which members of the opposite sex and same-sex intimate partners are permitted in resident rooms of Dominican, Stevie, Regina and Marshall are:

- Sunday – Thursday: 10:00AM–12:00AM daily (standard visitation hours)
- Open hours begin 10:00AM Friday and run through 12:00AM Sunday (weekend visitation hours)

After these hours, members of the opposite sex are permitted only in the floor lounges, which are designated as 24-hour visitation areas. Quiet hours still apply in these areas so the surrounding resident rooms are not disturbed.

Opposite Sex/ Intimate Partner Visitation Hours for Students in Siena, Weber, and Rosewood:

Edgewood College permits students living in apartments to have guests visit their apartments. All guests must abide by the rules and regulations of the apartments and the College. Any violations of these policies may result in the guest being asked to leave and disciplinary action initiated against the host. Residents are expected to be with their guests at all times after they admit them to the building. The Overnight Guest Policy (items 3 and 4) stated above for the traditional halls applies to the apartments as well.

HALL SPORTS

The use of sports equipment and playing sports in hallways or rooms is not permitted.

LOFTS

Personal lofts are only permitted in Marshall and Regina single rooms.

All personal lofts must be free standing (i.e., they may not rest on or be anchored to any other furniture, walls, or ceiling). Pressure lofts of any kind are NOT permitted. The maximum height allowed is six feet tall. The width and breadth dimensions of the loft may not exceed the size of the bed (i.e., the mattress should fit precisely).

Personal lofts must be constructed with sturdy materials and heavy bolts. A minimum of two cross-bracing bars must be provided on both ends and the back. A sturdy ladder of some type must be permanently attached to the loft to allow safe access up and down.

Personal lofts should not be placed next to a window in such a way that a resident could roll out.

If you build a personal loft, you must contact your RA to arrange an inspection appointment. When the loft is inspected, it must not wobble. Lofts not meeting the policy criteria will have to be removed.

When installing a loft, students will be instructed on where to put their bedframe for storage. Once you have removed your loft, please contact facilities to have your bedframe returned.

DOMINICAN HALL LOFTS

Students living in Dominican Hall in a single room within a suite that does not contain a living room will be provided with a loft kit from the college. Students living in all other single rooms in Dominican Hall are not permitted to install a personal loft, as these students have extra space in a living room.

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 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 5AM-11PM (closed 11PM-5AM) Daily

When the gate is closed, residents are expected to use the main Edgewood College drive 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.

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.

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. Each resident will be notified of the Missing Student Notification Policy and Procedures via the Residence Life Handbook.

For purposes of this policy, a student may be considered to be a “missing person” if the person’s absence is contrary to his/her 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 his/her 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 his or her 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 his/her 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.

ON-LINE SOCIAL COMMUNITY RESPONSIBILITIES

Please be aware of what you are communicating through social networking (i.e. Facebook etc.) Evidence may include pictures from online social networking sites. 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.

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 his/her 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.

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 does offer a storage lot. Please contact Security at x3285 for more information. Also, at noon on Friday, any resident is allowed to park on campus through 8:00AM on Monday morning. Please note that any overnight parking on the weekends must take place in the ramp. Residents must register their care 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, Rosewood, Library, Siena, High School or Campus School lots.

PETS

Only freshwater fish are permitted in rooms. Tanks may be no larger than 10 gallons.

QUIET HOURS

Quiet Hours are in effect from:

- Sunday – Thursday: 10:00PM – 8:00AM
- Friday and Saturday: 12:00 Midnight – 10:00AM

During finals week, the Residence Life Staff may establish quiet hours for the community. 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 his/her 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.

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 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/PA 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 RA/PAs 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 and Marshall: Hall Director (office is located in Dominican)
- Regina, Stevie, Weber, Siena, & Rosewood: Assistant Director of Residence life (Regina 13)

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/PA and new RA/PA to complete the room change. A resident who moves without permission will be charged \$45.00 and will be required to move back to the previous location.

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.

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 30 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.

SCREENS

It is a serious violation to remove your window screens for any reason.

SMOKING

Wisconsin’s Clean Indoor Air Act of 1984 and the City of Madison’s Ordinance 23.05 regulate smoking in certain public areas.

- Smoking is prohibited in all campus facilities and buildings.
- 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.

Thank you for your cooperation in keeping Edgewood College healthy and safe.

SOLICITATION/SALES

To protect the privacy, time, and space of all those living in the campus residence halls, all forms of door-to-door canvassing, soliciting, and/or promoting (whether for commercial or informational purposes) are prohibited. Solicitation is defined as urging, inciting, requesting, or advising a person or persons to adopt an idea or purchase merchandise and/or services for personal profit or organizational gain. Product orientation as a form of solicitation is defined as the description and/or analysis of a particular line of merchandise or services for educational purposes. Residence Hall rooms and/or lounges may not be used to carry on any organized business ventures. The only exception to this policy is the conducting of business by Edgewood College with the approval of the Dean of Students, or Residence Life Offices.

VANDALISM

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.

RESIDENCE HALL SERVICES

CABLE TELEVISION

Cable television hook-up in rooms is optional and available at the expense of residents. To receive expanded basic cable (approximately 70 channels) in a residence hall room, only one resident per room needs to sign up for cable service. To sign up, obtain a Residence Hall Cable TV Connection form, available at residence hall check-in, the Business Office or the Technology Assistance Center. Please complete the form and take it to the Business Office and pay for the service. The Technology Assistance Center will then maintain the connection. In multiple occupancy rooms it is not necessary for all room residents to sign up for/pay for cable though students may want to divide the cost prior to signing up and pay individually. If residents wish to share the cost they must do so on their own. The College will not split the charge for

students. Students may sign up per semester or per year. All cable fees are non-refundable. Please keep this in mind, especially when considering a room change or withdrawal.

Please note that cable will be turned on for all residents through the second week of classes in the fall. If you choose not to sign up, your cable will be turned off after this date. Also, you will need a cable cord to connect your TV to the cable jack in the room.

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. 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.)

Please see their web page on My.Edgewood, under Campus Assistance Center. There, you also will find:

- Emergency Procedures
- Academic Calendar

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, located in the Library. For more information, please contact the Technology Assistance Center at (608)663-6900 or visit <http://edgetech.edgewood.edu/>.

CUSTODIAL

Residents are responsible for maintaining clean and orderly community spaces (ie 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 custodial policy for further information. (See page 11)

DINING SERVICES

DINING VENUES: PHIL'S

Phil's will be open continuously during the following hours:

Monday – Thursday	7:00AM – 7:00PM
Friday	7:00AM – 6:30PM
Saturday & Sunday	10:00AM – 6:30PM

Specific meal offerings within the above hours will be available during the following times:

Breakfast:	Monday – Friday	7:00AM – 10:30AM
Brunch:	Saturday – Sunday	10:00AM – 1:30PM
Lunch:	Monday – Friday	11:00AM – 2:00PM
Dinner:	Monday – Thursday	4:30PM – 7:00PM
	Friday – Sunday	4:30PM – 6:30PM

Phil's is located in Regina Hall. The dining room offers a wide variety of comfort foods, build-your-own salad and sandwich bars, made-to-order grill entrees, pizza, as well as a presentation station served nightly. Guests may want to vary eating times depending on traffic during peak serving hours, 11:30am – 12:30pm and 5pm – 6pm. Please remember that Dining Service dishware, glassware, and flatware is not allowed outside of the dining area.

DINING VENUES: WINGRA CAFÉ

Monday – Wednesday	7:00AM-10:00PM
Thursday - Saturday	7:00AM - 8P:00M
Sunday	12:00PM - 10:00PM

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

MEAL PLANS

RESIDENT STUDENT MEAL PLAN

1300 meal dollars are placed on the students account for food purchases throughout the semester. Students living in Regina, Stevie, Marshall, and Dominican Halls are required to be on a meal plan. Meal plans may be used in Phil's and Wingra Café. Residents can also use their meal plan to pay for guests who are not currently on a meal plan or guests may pay cash for their meal. Students must have your Meal Card/Student ID with them when making food purchases. Meal dollars must be used by the end of the semester (they do not carry over), they are not refundable, and they are not transferable from one student to another. Supplemental Plans can be added to a student's meal account at any register at any point during the semester.

COMMUTER STUDENT MEAL PLANS

Students who live off-campus or in an on-campus apartment have the option of choosing a commuter meal plan. To purchase a meal plan, commuter students may sign a contract at Orientation Check-In or during the first week of each semester by filing out an application and dropping off your application at Phil's Monday - Friday or by mailing it to Dining Services at Edgewood College. 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.

Commuter students and apartment residents who do not choose to be on a meal plan may purchase Edgedollars. Edgedollars allow commuters and apartment residents to use their ID as a convenient debit card when making on campus purchases at Phil's, Wingra Café, 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 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.

LAUNDRY ROOMS

All residence halls are equipped with coin-operated washers and dryers. Ironing boards are also provided. In Regina and Stevie Halls, the laundry rooms are on residential floors, and therefore should not be used during quiet hours.

MAINTENANCE REQUESTS

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

SECURITY SERVICES

The Edgewood Department of Security is staffed 24 hours a day, 7 days a week. There are three full-time professional security staff members. In addition to the full-time personnel there are part time professional and student security staff. 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 4321. Messages regarding security concerns may be directed to the security office at extension 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.

SAFERIDE 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 10:00pm to 3:00AM and makes a continuous loop with five pick up and drop off points in the downtown Madison area. The program is FREE and open to all Edgewood Students and their guests. For more information or a shuttle schedule, please contact the Security 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.

The only exception to the storage policy is that residents living in Regina and Marshall singles may store their bed frame if they have a loft. All bed frames must be tagged with the room number and names of the residents.

TELEPHONES

Each room may be equipped with a telephone with voice mail and unlimited local calling.

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 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.

VOICE MAIL

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.
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 55 after logging in.
3. Say your name after the tone.
4. Press 1.
5. 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.

To 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 Recall button and hold until you hear a switch.

To return to your original call, press recall again or hang up the phone for a few seconds and pick up the receiver. Your original party will be on the line.

RESIDENCE HALL CONTRACTUAL ISSUES

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 Associate Dean of Students if s/he wishes 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.

RESIDENCE HALLS CONTRACT

Residence Halls contracts are for the entire academic year. If a resident breaks the contract, or is dismissed, s/he forfeits 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 will be refunded on a pro-rated basis. (Refer to your housing contract for details.)

Students who encounter situations beyond their control, and which affect their financial status, 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 dropped 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.

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 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 ISSUES

A judicial hearing serves as an informal, non-adversarial method of resolving an issue of alleged student misconduct. A student alleged to be in violation of policy will meet with a judicial officer or Judicial Board as determined by the Residence Life and Dean of Students Offices. This meeting is held in an attempt to reach an agreement on whether a student is responsible for the violation of policy and, if found responsible, what the sanction(s) should be. A sanction represents the penalty or consequences a student faces for having violated policy. Sanctions may affect one's status or privileges.

Any combination of the following sanctions may be given:

JUDICIAL SANCTIONS

- a. **Disciplinary Reprimand:** A warning to the student that the cited behavior is not acceptable by College standards and that future misconduct will necessitate further disciplinary action by the College.
- b. **Disciplinary Warning:** Notice to the student that future misconduct will result in more severe disciplinary action by the College.
- c. **Disciplinary Probation:** A specified period of time during which the student is removed from good disciplinary standing. The student may be restricted from representing the College in any extracurricular activity or running for or holding office in any student group or organization. Probationary status may permit the student to remain in the residence halls and at the College on the condition that s/he complies with the sanctions determined by the hearing officer. Failure to maintain behavioral expectations will result in further disciplinary action.
- d. **Restitution:** Student is held responsible for damages to personal or community property through financial compensation or appropriate service.
- e. **Fine:** Monetary sanction which must be paid within a designated time.
- f. **Suspension from the Residence Halls:** Student is removed from the residence halls, without refund of housing fees, and is not allowed to live in the residence halls or have residence hall visitation privileges for a designated period of time.
- g. **Dismissal from the Residence Halls:** Student is removed from the residence halls, without refund of housing fees, and is no longer allowed to live in the residence halls or have residence hall visitation privileges.
- h. **Deferred Suspension** is a specified period of time in which a student is allowed to continue attending classes, however, the student's continued enrollment at the College is clearly in jeopardy. Should a Judicial Hearing Officer or the College Judicial Board find a student in violation of the Code of Student Conduct during the period of Deferred Suspension, the board will automatically consider imposing a lengthy suspension or an expulsion from the College. The disciplinary action will be recorded as a part of the student's record in the Dean of Student's office.
- i. **Suspension:** Temporary loss of student status for a specified time with resultant loss of all student rights and privileges. A suspended student will be required to leave campus and not be permitted to return until the time of the suspension is elapsed. A suspended student will lose credit for subjects carried that semester and fees and tuition will be forfeited according to the normal withdrawal policy. The disciplinary action will be

recorded as a part of the student's record in the Dean of Student's office.

- j. **Expulsion:** Permanent termination of student status. An expelled student shall receive a grade of "F" in all courses carried during the term s/he is expelled and fees and tuition will be forfeited according to the normal withdrawal policy. The action of expulsion will be noted in the student's permanent record.
- k. **Immediate Removal from Campus:** A student who presents a threat to his or her own well-being or to the rights, safety and/or property of others may be subject to immediate removal from the Edgewood campus. The student may not re-enter any campus building, including the residence halls, or be present on campus without the written permission of the Dean of Students or a designee.
- l. **Other Sanctions:** Other sanctions may be imposed instead of or in addition to those specified above, including but not limited to the following: community service, educational or research projects, mandated counseling or therapy; relocation to another College living area; restriction from specified College premises; loss of specified privileges.
- m. Disciplinary move and extension of a current sanction.

Right of Appeal – Either party may appeal, in writing, a judicial finding of a violation. As part of the hearing process the student is informed of the right to appeal and procedures to be followed. The following will be considered grounds for appeal: a procedural error or irregularity which substantively affected the outcome of the judicial process, new evidence that was not available at the time of the hearing and which could have a substantial impact on the outcome of the judicial process, bias on the part of a hearing officer which substantively affected the outcome of the judicial process or the belief that the sanction imposed is not commensurate with the findings of fact established during the hearing process.

Any appeal of a Residence Life judicial decision may be made once, to the next level. Students will be informed at their judicial hearing to whom they may appeal the decision should they wish. The appeal should be put in writing and submitted within three business days to the Appeal Officer. After receiving an appeal and reviewing all available information, the Appeal Officer may elect to: affirm the finding and the sanction originally determined, affirm the finding and modify the sanction or dismiss the case. The Appeal Officer will not have the right to increase the severity of sanctions, unless new evidence is presented as part of the appeal process.

After receiving an appeal and reviewing all available information, the Appeal Officer may elect to: affirm the finding and the sanction originally determined, affirm the finding and modify the sanction or dismiss the case. The Appeal Officer will not have the right to increase the severity of sanctions, unless new evidence is presented as part of the appeal process.

Resident Status Pending a Hearing or Appeal – In most cases, the resident involved may continue to have the same rights and privileges accorded other residents pending a hearing or appeal. In certain circumstances, the College may temporarily limit or suspend a student's rights and privileges. Examples of limitations could include such actions as temporary removal from the residence halls, removal to another living space, revocation of guest and visitation privileges. These measures would be taken in light of the severity of the alleged violation, number of previous violations, the safety of or impact on the community.

For more information regarding the judicial process and other frequently asked questions, refer to the Edgewood College Student Handbook and/or log on to the College's Judicial Affairs website.

RESIDENCE HALL CALENDAR

2009 – 2010

OPENING

Apartments (Rosewood, Siena, Weber) open 1:00PM Wednesday, August 19, 2009
Freshman Move In 8:30AM – 12noon on Saturday, August 22, 2009
Returner Move In 10:00AM – 2:00PM on Sunday, August 23, 2009
Returner Move In 1:00 – 4:00PM on Monday, August 24, 2009
Returner Move In 1:00 – 4:00PM on Tuesday, August 25, 2009

FALL BREAK

October 12-13 Halls remain open
Classes resume October 14, 2009

THANKSGIVING BREAK

Halls close 6:00PM, Wednesday, November 25, 2009
Halls reopen 12:00 Noon, Sunday, November 29, 2009

WINTER BREAK

Halls close 6:00PM, Friday, December 18, 2009

WINTERIM

Halls open 12:00PM, Sunday, January 3, 2010
(Students and residents who are employed by the College during the Winterim period)

SPRING SEMESTER OPENING

Halls open 12:00 noon, Sunday, January 17, 2010
Classes begin Tuesday, January 19, 2010

SPRING BREAK/EASTER BREAK

Halls close 6:00PM, Friday, March 26, 2010
Halls reopen 12:00 noon on Sunday, April 4, 2010
(no food service available until dinner on Monday, April 5, 2010)
Classes begin on Tuesday, April 6, 2010

SPRING CLOSING

For students not participating in commencement:
Halls close 6:00PM, Friday, May 14, 2010
Apartments close 6:00PM, Saturday, May 15, 2010

FOR STUDENTS PARTICIPATING IN COMMENCEMENT:

Halls and Apartments close 12:00 Noon on Monday, May 17, 2010
Apartments (Rosewood, Siena and Weber) remain open to their residents through Thanksgiving, Winter and Spring Breaks.

**Please note, these times and dates are non-negotiable. You risk improper checkout fines and face disciplinary action by not adhering to the opening and closing times/dates above. If you have questions, please contact the Residence Life Office*