

# RESIDENCE

# LIFE

# HANDBOOK

2025 . 2026



**EDGEWOOD**  
UNIVERSITY

Each resident is responsible for knowing and understanding the information in this handbook and the Edgewood University Student Handbook & 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 University.



## MISSION

The Residence Life staff at Edgewood University foster a welcoming and safe environment that supports residents' personal and academic success. Through the living experience, we educate residents to be responsible community members in learning that is reflective of the five Dominican values: Truth, Compassion, Justice, Partnership, and Community.

## STUDENT LIFE LEARNING OUTCOMES

Through engaging with Student Life programs and services, students will learn to:

- ▶ Develop their sense of individuality and responsibility,
- ▶ Demonstrate a capacity to build meaningful connections that support belonging and community,
- ▶ Improve communication strategies and engagement with others,
- ▶ Learn to utilize and promote resources,
- ▶ Build leadership skills to create a safe, welcoming, and inclusive community.

## 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 meeting with a Residence Life staff member. Also, remember guests are a privilege, not a right.

### RESPECT FOR OTHERS

The Residence Halls at Edgewood University are designed, within the limits of Civil laws and University 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 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 University experience is this exposure to the unfamiliar, the challenge of living respectfully with others who differ from us, and the serious examination of our values and ideals.

It is expected that every member of the community, including staff, faculty, and other students, will be treated with respect and treated with basic dignity and courtesy at all times. The Residence Hall environment must be free of abuse, 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 and a half full-time professional staff members in the Office of Residence Life including an Executive Director of Residence Life, an Associate Director of Student Life, an Assistant Director of Residential Education, an Assistant Director of

Involvement, along with a summer housing intern. For all general Residence Life and housing questions please contact our central office at (608) 663-3228 or email [residencelife@edgewood.edu](mailto:residencelife@edgewood.edu).

## RESIDENCE LIFE STUDENT STAFF

There are 18 Residence Life student staff members who work directly with small communities of students in the residence halls. There are 14 Resident Assistants (RAs) serving in Dominican, East & West Regina, and Stevie Halls. There are three Apartment Coordinators (ACs) staffed in Dominican, Siena, and Weber Apartments with collateral roles including Belonging, Academic Success & Post University Readiness, and Wellness. Finally, we have one International Resident Assistant who works specifically with our international residents. 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 residents in the transition to University life
- Providing information about the campus and its resources
- 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 and on campus.

Resident Assistants (RAs) and Apartment Coordinators (ACs) 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 RA or AC will be happy to help you coordinate an activity. Residents can also get involved through student organizations on campus or through a Student Start-up if they have an interest that is not represented in our current list of active student organizations.

Together, Residence Life and the Office of Student Involvement (OSI) make up Student Life. The Student Life team works to provide on and off-campus opportunities that enrich each student's Edgewood Experience. To see upcoming events and opportunities, please visit [edgewood.presence.io](http://edgewood.presence.io).

## CONTACT INFORMATION

The Office of Residence Life can be found in DeRicci 222 on the Edgewood University campus. We can be reached at 608-663-3228 during business hours. During the academic year (Fall, Winterim and Spring semesters), our residence life duty phone is carried during non-business hours and can be reached by residents by calling 608-333-7491. The Security Office is in the lobby of Weber Hall and can be reached 24/7 at 608-663-4321.

# RESIDENCE HALL POLICIES AND PROCEDURES

## AIR CONDITIONING

All residence halls on campus 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 and Accessibility Services.

## ALCOHOL & OTHER DRUG POLICY

Edgewood University, in general, mirrors Wisconsin State law concerning drug use and alcohol consumption with the exception that all alcohol is prohibited in the traditional residence halls and co-op. 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, East & West Regina, Stevie)	No	No
Apartments (Dominican apartments, Dominican co-op Siena, Weber)	No	Yes

\*All other illegal drug use is prohibited.

## Alcohol/Drug Use and Your Behavior

Residents will be held accountable for having consumed alcohol or misused drugs, even if it was off campus, when it affects resident behavior and the surrounding community.

## Providing Alcohol to Underage Individuals

Anyone found providing alcohol to underage people will be subject to disciplinary action. For information about the student conduct process, please refer to the Student Handbook.

## Presence of Alcohol

*Residence Halls:* It is considered an alcohol violation if residents are in a room where alcohol is present, even if a resident is 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/Co-op:* If the resident is under the age of 21, the resident can be in the presence of alcohol but is 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 (such as beer cans, wine bottles, cases, flasks, shot glasses, etc.) are not permitted for decorative purposes in the residence halls. Prohibited items also include but are not limited to beer bong, funnels, drinking game boards and accessories, drug paraphernalia, pipes, scales, crushers, etc.

*Apartments/Co-op:* Empty alcohol containers for decorative purposes are permitted in the apartments. However, empty alcohol containers signage is prohibited from windows and should not be seen from outside of the building.

## Alcohol Decoration Policy

We permit all residents to showcase decorations featuring alcohol logos, including signage and apparel, within their living spaces. All decorations must not be visible from the window. Residents living in the residence halls may not have any decorations that require the consumption of alcohol to display (including but not limited to empty bottles and empty beer boxes).

## Hosting an Event with or Supplying Alcohol

Any resident found responsible for hosting an event involving large amounts of alcohol may be held to a higher level of sanctioning through the student conduct process. Hosting will be defined as either providing the alcohol and/or the space for an event. Apartment residents may consume alcohol if 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. For information about the student conduct process, please refer to the Student Handbook.

## Parental Notification

In line with higher education best practices and FERPA compliance, the Dean of Students Office reserves the right to inform parents/guardians when a resident is found responsible for an alcohol/drug policy violation. The University has established this guideline for notifying parents when there is concern for the welfare of a resident, including serious or repeated violations of the alcohol and/or drug policies. Additionally, parents may be notified when there is a serious concern for a resident's mental or physical well-being, regardless of the involvement of alcohol and/or drugs.

## Hospital Transport

In situations where a resident is transported to a medical or mental health facility from Edgewood University's campus, the Residence Life Office reserves the right to contact the Emergency Contact person listed with the University. Situations where contact is made, could include, but are not limited to, life-threatening or serious medical situations, alcohol or other drug overdose, suicide attempt, or ideation.

## ANIMALS

Creatures other than freshwater fish in small tanks are not allowed in the residence hall. Exceptions are made for service, support, or therapy (ESA) animals and Siena apartment residents only.

### Pets

No pets except freshwater fish are permitted in rooms. Tanks may be no larger than 10 gallons. Only one 10-gallon tank is allowed per room. Fish must be kept in properly maintained aquariums, are not to be left unattended for longer than 4 days and must be taken home for Winter and Spring Breaks. Breaking the pet policy is considered a serious violation of policy and may result in confiscation. Siena Apartment residents are subject to a Siena-specific pet policy. Please contact the Office of Residence Life for details. Visiting pets are not allowed in the residence halls at any time.

### Service, support or therapy (ESA) animals

Requests for a service, support, or therapy (ESA) animal must be made in advance through Student Disability and Accessibility Services. The student will be required to sign an agreement related to having the animal in the residence halls and must follow all outlined policies in the agreement. Further, monthly Room Condition Inspections will be conducted by University staff in all units that contain a service, support, or therapy animal. This inspection is to ensure the resident is following policies related to maintaining a clean and healthy living environment including, but not limited to: waste disposal, property damage, pest control, providing appropriate food and water for the animal, and ensuring proper cleanup (e.g., no disposing of waste in the bathroom or internal trash cans) of all ESA waste, and overall is appropriately caring for and supervising the ESA to ensure it is not abused or neglected. The monthly frequency of these inspections may decrease as the academic year progresses if the space consistently passes inspection and a high standard of care is witnessed. This policy is to protect the students' right to have an animal on campus as a necessary accommodation and to provide timely feedback when policies are not being followed. If a resident's unit consistently fails in section (2 or more times) the student will be referred to the Student Conduct process. Charges may also be assessed for damages to the unit based on an animal's residence. Note that damage costs for repairs to floors and walls related to animal urine can be high as replacement or reconstruction of surface and underlying structures is often necessary.

## 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 players, irons, and coffeemakers with automatic shut-off mechanisms are permissible.

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, Dominican or Siena) and the common kitchens in the Residence Halls. Air Fryers are permissible only in the apartments' kitchens (Weber, Dominican or Siena). Res Life is not responsible for personal items stored in the common areas.

Space heaters, halogen lamps, lava lamps, popcorn poppers, toaster ovens, pizza ovens, grills, hot plates (e.g. plug-in grill), electric frying pans, pressure cooker, deep fryers or any other appliances with an exposed heating element, are prohibited in the residence halls, apartments, and campus grounds for safety purposes. It is impossible to list all electrical appliances that are hazardous for use in residence halls; a general guideline is that appliances are prohibited if they are rated over six amps (700 watts), have an exposed heating element or are not UL-approved. Additionally, all lamps must have bulbs within the recommended wattage range for the lamp.

All prohibited appliances are subject to confiscation and may not be returned due to limited storage space on campus. Residence Life is not responsible for items that are confiscated due to a policy violation. While Residence Life may attempt to return items prior to a student leaving campus, Residence Life is not responsible for confiscated items that are damaged or missing. For other commonly confiscated items, see Candle/Incense policy.

## BATHROOMS

### Inclusivity and accessibility

All members of the community are encouraged to use the bathroom that aligns with their gender identity. 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 all floors in East Regina and is accessible via resident swipe access. If you have questions, please contact the Office of Residence Life, DeRicci 222, 608-663-3228, [residencelife@edgewood.edu](mailto:residencelife@edgewood.edu).

### Bathrooms in Dominican and Stevie Halls

Residents in Dominican and Stevie Dominican Hall have private restrooms, for which residents need to provide toilet paper, cleaning supplies, and shower curtains. Residents are encouraged to communicate with their roommates and suitemates about purchasing these supplies. Residents are required to regularly clean their bathroom space.

### Bathroom purpose

Restrooms are intended for use related to personal hygiene and bodily functions, including using the toilet, showering or bathing, washing hands, brushing teeth, and grooming and are considered shared community spaces. Inappropriate bathroom use includes but is not limited to not cleaning up after oneself, spending excessive time in stalls (such as when scrolling on a mobile phone), lingering at sinks while others are waiting, invading others privacy, using the space for sex, or being excessively loud while in the bathroom. In the event of inappropriate bathroom use, the student may be referred to the conduct process.

## 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. For the safety of the Edgewood community, lost keys should be reported immediately to the Residence Life Office. Security and/or Residence Life will work with the student to gain access to their room. If, after a grace period in which the student can search for their key, it is determined that the key is irretrievably lost, residents 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.

A lost ID card must be reported immediately to the Technology Assistance Center (608-663-6900). The replacement cost for lost ID cards is \$10.00.

If a resident is locked out of their room or apartment, they may contact an on-duty Security staff member to open their room door. Either before or upon entry into the room, Security staff may ask the resident to present a valid Edgewood University ID and once in the room to present the key to the room. Failure to provide a valid Edgewood University ID may result in the resident being removed from the room and the door being re-locked.

If Security deems fit after an excessive number of lockouts, the resident(s) may be charged for a lock change and the resident(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 & Security office that all room or apartment keys are accounted for within 24 hours of the 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. Residents will need to use their ID card to gain entry to the building, and their room or apartment key to gain entry to their room.

### Resident Building Access

Residents of all halls have daytime and early evening access to all halls between 8:00 am and 11:00 pm. 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 guests of a room for more than three consecutive nights.

If you are found to be abusing your building access, we reserve the right to restrict access (individually or as a building). Please keep in mind that Edgewood can track card usage, so always use your 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 University property by:

1. Admitting a non-resident into a building for whom you are not assuming personal responsibility, and will not escort at all times
2. Loaning your ID (i.e., building access card) or your room key to anyone; these items are issued for your personal use only
3. Propping open secured door
4. Utilizing a propped door
5. Blocking any door closed

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

### **Break Building Access Policy**

*Residence Halls:* When Hall access is limited or closed for Winter Break all residents except those with prior approval are expected to leave the building. Requests to stay during a break period can be made through the Office of Residence Life at [residencelife@edgewood.edu](mailto:residencelife@edgewood.edu). There may be a charge associated with staying in the halls during the Winter break period. If any issues arise, the resident may be asked to leave the building during break (Spring or Winter break). During Spring & Winter break, Dining Services may be limited and meal plans may not be active.

*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 or is unburned. Confiscated candles will be disposed of immediately. Wax warmers are allowed but may only be used when the room is occupied..

### **CHECKING OUT OF YOUR ROOM**

Residents 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 the resident is making an approved room change or approved to move out of the Residence Halls, they must follow the check-out procedures provided by Residence Life. The room must be returned to its original condition (i.e., furniture in place, garbage removed, room cleaned). Residents who drop below full-time status must contact the Office of Residence Life immediately. Residents who drop their classes completely must also notify the Office of Residence Life immediately and have 24 hours to vacate their residence hall space once they are no longer students. Residents living in the halls when not registered for classes will be charged \$50/day and will be subject to disciplinary action.

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 damage. Extended stays (unapproved) will incur a \$25 hourly charge, up to \$100 after which the former resident 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, residents may not babysit in the residence halls. Childcare definition: a relative or non-relative child present without parental/guardian supervision. The only exception will be when children are visiting when emergency information and parent/guardian information is collected via the minor visitation form available on the residence life area of Edgewood Express. These visits are approved on a case-by-case basis by the Office of Residence Life and residents are notified of approval via email.

### **CLEANLINESS OF ROOM**

*Residence Halls:* Housekeeping tasks are the shared responsibility of the room, suite, 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, not the 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 may be 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 each 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 cleaning products. Vacuum cleaners may be provided in each building. Dominican Hall is a LEED-certified building. Residents are encouraged to use only green-sealed certified cleaning products.

### **COMMUNICABLE DISEASES**

As advised by community health professionals, residents diagnosed with a communicable disease, such as measles, mumps, Covid-19, or chickenpox will not be denied access to housing but may need to be temporarily relocated based on evaluated health risk to the campus community. This will be determined on a case-by-case basis.

### **COMPLAINT PROCESS**

Students are encouraged to notify Residence Life if they have concerns or complaints about their residence life experience by emailing [residencelife@edgewood.edu](mailto:residencelife@edgewood.edu). Further complaint resources can be found through the Dean of Students Office at: <https://www.edgewood.edu/current-students/dean-of-students-office/>

## 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 University disciplinary action. The University reserves the right to contact the Madison Police Department for any incidents involving controlled substances and/or drug paraphernalia.

## DECORATIONS

Residence Life encourages residents to decorate their room according to their personal taste and want residents to make their room feel as much like 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 wall damage occurs. We highly encourage roommates to make mutual decisions regarding decor. While residents may decorate the inside of their room (non-public space) to suit their tastes, the outside of the door and views through the windows are considered limited public spaces. Any decorations that create community disruptions are subject to removal, such as politically charged decorations. **Adhesive LED strip lights are not permitted in the residence halls.**

The University will not allow the posting of items that are deemed to be racist, sexist, illegal, inciting, or in any way oppressive in nature. These items may be removed, and disciplinary action may be taken. The University does all exterior and interior painting. Residents are not permitted to paint their rooms. If a room is found to need paint repairs, residents should notify Facilities at <http://services.edgewood.edu> promptly. 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 promptly and before leaving for a break.
- No items may be attached to or hung from sprinkler heads or sprinkler system piping, due to 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** to avoid damage to walls or other room structures (see Decorations policy.)
- We don't permit the use of artificial snow, silly string or similar products.

### General Christmas Tree Information

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

### Decorative String 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 a fake 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. It is safer to replace defective equipment than to repair them.
- 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.
- **Adhesive LED strip lights are not permitted in the residence halls.**

## DISRUPTIVE BEHAVIOR

Residents are expected to contribute to a peaceful environment in the residence halls and behavior that is disruptive to the community is prohibited. Disruptive behavior means any form of conduct or action, caused or permitted by any occupant or visitor of a residential

unit that is so loud, untimely (as to hour of the day), offensive, or that otherwise disturbs other residents' peaceful enjoyment of their space in the halls or the community spaces in the buildings or causes damage to said premises such that a report is made to Residence Life or Security.

## EMERGENCY SAFETY

### Fire

Whenever a fire alarm sounds in any apartment or residence hall, residents and their 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 found at <https://www.edgewood.edu/student-life/parking-and-safety/>. Failure to evacuate and/or not follow the directives of an emergency response person(s) is a violation of Edgewood University policy and subjects the resident to a minimum of University disciplinary action and a possible fine of \$20. Every attempt should be made to close and lock the room door and turn off the lights. Residents are encouraged to carry a wet towel to protect their face. **Do not use elevators for fire evacuation.** The fire department assesses fines for those who do not vacate during an alarm.

The University will assess charges if a resident is found responsible for . . .

- Negligent or dangerous cooking and misuse of kitchen equipment (\$75)
- Setting off a fire alarm (dependent)
- Causing damage (dependent on the extent of damage)
- Causing multiple alarms (\$75+, dependent on the extent of community impact).

### Severe Weather

During severe weather situations, Edgewood University Campus Assistance Center and Campus Security monitor weather radios and local radar. In addition to public warning systems, if the University is directly threatened by a tornadic storm, one or more of the following emergency notification systems may be activated:

- Eagle Alert
- Sirens on top of Sonderegger
- Campus-wide public address system

In the event residents need to take shelter in a severe weather situation, enter the nearest building (if not already indoors) and proceed to the lowest level or basement away from windows. **Do not use elevators to evacuate to shelter areas!** Residents are encouraged to take time to familiarize themselves with the shelter areas in the buildings you spend time in. The following list identifies shelter areas in Edgewood University buildings.

Building	Shelter Area
Predolin	First floor hallway and Anderson Auditorium
DeRicci	First floor hallways
The Stream	Lower level hallway/theater
Library	Lower level hallway
Weber	Basement (use South stairwell to access)
Stevie	Lower level hallways away from lounge area
Regina/Regina East	Lower level center area/lower level hallways
Mazzuchelli	Lower level in or near field prep room
Edgedome	Lower level Athletics office area
Sonderegger	Basement hallways
Dominican	Lower level hallways away from lounge area
Siena	Basement lounge area
Marshall	Lower level hallways
Facilities HQ	Center hallway
The Family Center	New conference room or break room
Deming Way	Central room without windows

For additional information on tornadoes and severe weather awareness please see the following: <http://readywisconsin.wi.gov/>

### Other Emergencies

For a complete listing of emergency procedures, please refer to the instructions found at <https://www.edgewood.edu/student-life/security-parking>

### Accessibility Concerns During an Emergency

In an emergency, it is critical to a resident's health and safety that they are familiar with their personal needs during evacuation. Residents are expected to convey any special needs to Residence Life at the earliest possible date, preferably during the first week of each semester, so that we can be prepared to share with emergency personnel as needed. The guidelines below are important to follow.

- Pre-Emergency Preparation

- Be familiar with buildings and their exits.
- Be familiar with the distinct fire/tornado alarm signals.
- Know and share the safest method people could use to assist you.

## **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. Wax warmers are allowed.
- Objects should not be hung from or around water pipes or sprinkler systems.
- 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, 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 that 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 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.
- Only synthetic trees are permitted in the residence halls.
- To ensure compliance, Residence Life staff members and/or the fire department for the City of Madison may check student rooms.
- The possession or use of firearms, fireworks (including firecrackers, bottle rockets, sparklers, snaps, etc.), other explosive materials, or weapons in any University-owned housing unit or at a student activity on campus is strictly prohibited by University 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 compliance with city, state, and federal laws governing fire extinguisher checks, Security is required to check the condition of fire extinguishers once per month. Security will enter on-campus apartments, typically on the first Wednesday of each month, to sign-off on the condition of the extinguisher. Please contact the Office of Residence Life if you have any questions or concerns.

In the event of a violation of the above rules, disciplinary action will be taken.

## **FAMILY HOUSING**

Edgewood University does not provide family housing and is only able to offer housing to individual students due to space constraints.

## **FIREARMS/WEAPONS**

Possession of weapons, whether concealed or unconcealed per Wisconsin law, on campus and/or at University-sponsored events is prohibited. This includes: illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others, including, but not limited to guns, paint ball guns, pellet guns, BB guns, Airsoft guns, arrows, nun chucks, knives with blades longer than three inches, swords, shells, shell casings, and plastic or metal pellets, metallic knives, explosives, or any other device which, in the manner it is used or intended to be used is calculated or likely to produce bodily harm.

## **FURNITURE**

Residents may bring in outside furniture with some restrictions, however, all furniture supplied by Edgewood University 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). Used, soft sided furniture is not allowed. Residents are required to use bedsheets at a minimum on University owned mattresses, a mattress pad is also recommended for resident comfort. If Edgewood supplied furniture is found to be in disrepair upon move in, residents should promptly notify Facilities via <http://services.edgewood.edu>. Damage to furniture, beyond typical wear and tear, may result in student charges.

## FURNITURE IN PUBLIC AREAS

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

## GARBAGE

Residents 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

## GENDER IDENTITY

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

If a resident has questions or wishes to assert a gender identity different than previous representations, they should contact the Office of Residence Life, DeRicci 222, 608-663-3228 [residencelife@edgewood.edu](mailto:residencelife@edgewood.edu).

## GOOD SAMARITAN POLICY

### Purpose

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

### Policy

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

Good faith is shown when a resident comes forward to seek assistance or to report an incident and not primarily to avoid conduct consequences. For example, a resident who has violated the alcohol/drug policy but comes forward out of concern for the safety or well-being of self or others will not face conduct consequences. Although a resident may not go through the conduct system, welfare check-ins and meetings may be required.

Residents 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 University 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 University standards, such as causing or threatening physical harm, sexual misconduct/relationship violence as an alleged perpetrator, damage to property, harassment, hazing, etc. Residents should also be aware that this University 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 University to ensure safety and good faith use of the policy.

Specific to an alcohol and/or drug emergency, the resident in need of assistance will be required to participate in an alcohol and drug clinical assessment. This is not a conduct 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, Residents can seek help by calling Edgewood University Security at 608-663-4321.

## GUEST/VISITATION POLICY

Edgewood University 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.

- No overnight guest may stay longer than three consecutive days or a total of three days in any two-week period.
- Guests parking on campus must register their name, vehicle, and host at the Campus Assistance Center.

- 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.
- All guests must abide by the rules and policies of the residence halls and the University. 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.
- Residents are expected to be with their guests at all times after they admit them to the building.
- Residents are not to give their residence hall/apartment keys or ID cards to guests.

### Guests with Legal Concerns

Visitors to campus housing who are charged with or convicted of a crime may be immediately removed and banned from university property. This policy applies to all criminal behavior, with particular attention to offenses involving violence, drugs, weapons, theft, or sexual misconduct.

### Underage Visitation Policy

The Office of Residence Life strives to develop positive living and learning environments within the residence halls at Edgewood University. 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* (visit <http://residencelife.edgewood.edu>) be completed for any minor (under age 18) requesting to visit an Edgewood University 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 12:00 pm 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. The guest should keep a copy of the signed and completed form on themselves at all time.

### 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 gunplay, etc. Pre-planned and approved events may be an exception but must be cleared through Residence Life.

### INTERCOMS IN BUILDINGS

Each residential building is equipped with an intercom system for building wide announcements. Use of the intercom by staff will be for urgent residential or safety related communication and will be kept brief and courteous.

### LAUNDRY

Laundry is available in all the halls and is free for residents' use only. Residents are expected to be respectful of their 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. Residents should use high-efficiency soap when possible and they should only use the recommended amount. On-campus laundry facilities are for residents' personal use only, not for use by visitors, commuter students, or other non-residents. Also, residents 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. Residents should report on any issues to Facilities at [services.edgewood.edu](http://services.edgewood.edu) right away. The University is not responsible for damaged or stolen articles.

### LOFTS

Edgewood University does not permit residents to install a personal loft. The option to loft using existing furniture in the halls varies by hall and room type. Please refer to the chart for details. Note that all Edgewood-provided furniture must remain in the room, regardless of how residents choose to set their room up. Note that not every building has beds that are compatible with safety rails. Choosing to loft your bed is optional and at your own risk.

Dominican Single in a suite with no living room
Loft kits will be provided in each room. All furniture must remain in the room. Residents utilizing a lofted bed are liable for any personal injuries that may result.
East & West Regina (all rooms)

	Loft kits will be provided when available. Kits include a guardrail which must be in position if the bed is lofted. All furniture must remain in the room. Residents utilizing a lofted bed are liable for any personal injuries that may result.
All other rooms	
	Residents living in all other rooms are not permitted to install a personal loft nor does the University provide a loft kit for those rooms. Also note that all our beds can be set in a low loft position, which allows for extra under-the-bed storage etc. Beds in double and triple rooms are also able to be bunk with a maximum of two beds bunked together.

## LOUNGES AND SHARED SPACES

Lounges are intended for community use. While we encourage residents to utilize this space, we also want residents to keep in mind that extended use or misuse of the space impedes community enjoyment of the lounge. No guests are allowed to sleep 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, personal garbage should be properly disposed of by residents. It is also unacceptable to leave garbage in the hallways, dirty dishes in the bathroom sink, etc. Residents should be considerate of the other people who live in the residence halls. Where damage 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 University and residing in on-campus housing.

For purposes of this policy, a resident may 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 check-in form to identify the name and contact number of the individual(s) to be notified in case of an emergency or if the resident is reported missing. In the event the resident is under the age of 18 or is not emancipated, the University is required to have the primary emergency contact be a custodial parent or guardian.

If a member of the University community has reason to believe that a resident is missing, Security should be notified. Upon receiving notification, Security, Residence Life, and other applicable University 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 University reserves the right to contact 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. The investigation will continue in collaboration with law enforcement officers as appropriate.

## NEIGHBORHOOD BEHAVIOR

Since Edgewood and its residence halls are part of the Madison community, all residents 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.

Residents are expected to follow all posted parking regulations and to remember that when parking in the neighborhood, they are using space near residential homes. Violators of parking policies in the neighborhoods may face on-campus conduct action. See Parking and Transpiration for further information.

## NON-COMPLIANCE

It is expected that the Residence Life and Security staff members will be treated with respect and that residents will respond cooperatively to all requests made by any 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 not allowed in the residence halls and apartments. 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 intended to respect student privacy and personal living space, not to limit resident interactions and community building.

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

- Solicitation from outside groups, organizations, or businesses (not affiliated with Edgewood University) 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 University.
- Examples include, but are not limited to: selling, distributing, or informing of merchandise, products, or services such as Girl Scout cookies.

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

- Residence Hall or apartment rooms or lounges may not be used for any organized business ventures outside of Edgewood University.
- Requests for permission to solicit within the residence halls or apartments will be reviewed by the Residence Life Advisory Board and approved by a Residence Life professional staff member.
- RAs have full permission to knock on doors within the scope of their RA position to promote Edgewood University involvement. There are no limitations or approval needed as they are official ambassadors of Edgewood University business. Their outreach must be based on Edgewood University 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. Requests should be submitted to the Office of Residence Life (DeRicci 222 or [residencelife@edgewood.edu](mailto:residencelife@edgewood.edu)).
- Groups will be contacted by a residence life staff member regarding approval.
- 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 University Agency, Residence Life will approve the collection of a door-to-door food drive once in the Fall and once in the 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/agencies of the University.
- 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 RAs, Security, or University Administration.
- Residents reserve the right to be on the do not knock list. Rooms with multiple occupants will decide participation via roommate contract.
- Residents 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 (DeRicci 222) by emailing [residencelife@edgewood.edu](mailto:residencelife@edgewood.edu).

## NOXIOUS ODORS

A noxious odor is ANY aroma of such intensity that it becomes apparent to others. Any odor may become noxious or offensive when it is too strong. Some examples are cigarette, cannabis, cigar or pipe smoke, perfume, air freshener or large amounts of dirty laundry, or garbage. When the source of a noxious odor can be traced to a particular room, the occupants of that room may be subject to disciplinary action.

## ONLINE SOCIAL COMMUNITY RESPONSIBILITIES

Residents should be aware of how they communicate through social media. Residents may face disciplinary action for alleged policy violations witnessed on these platforms. Please refer to the complete policy in the Student Handbook.

## PARKING

A limited number of parking passes will be given out to first-year students. All students can check out parking pass rates on the Parking & Transportation website. Please contact Security and Transportation at 608-663-3285 for more information.

## PERSONAL POSSESSIONS

Personal possessions may be left in rooms between Fall and Spring at the resident's risk. All possessions must be removed when residents move out or within 24 hours of withdrawal from housing and the University. If possessions are not removed, the Residence Life Office will notify the resident and provide a deadline by which the resident must retrieve their belongings or the belongings will be considered abandoned and become University property. The University 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.

## PESTS & COMMUNITY HAZARDS

Our residential community is committed to maintaining a safe, clean, and healthy living environment. This includes the proactive management and elimination of pests such as bed bugs, roaches, ants, mice, and other common intruders. Improper pest control can pose a health risk to all residents.

### General Prevention and Cleanliness Standards

To prevent infestations:

- Keep your room clean and clutter-free. Vacuum carpets/rugs regularly.
- Dispose of trash frequently and tie garbage bags securely.
- Recycle cardboard promptly — do not store it in living spaces.
- Wipe down surfaces after cooking; do not leave crumbs, food, or dirty dishes unattended.
- Seal dry food in air-tight containers.
- Avoid accumulating laundry piles or excess personal belongings under beds.
- Inspect your belongings after traveling, especially if you've stayed in hotels or shared accommodations. Bed bugs are excellent hitchhikers.
- Prohibited Items: No outside, soft furniture (e.g., used couches, upholstered chairs, personal mattresses) is allowed in residence halls. These items often harbor pests and will not be permitted.

### If you suspect pests or bed bugs:

1. Immediately Report:
  - Call Facilities at 608-663-2255 or submit a service request at [services.edgewood.edu](https://services.edgewood.edu).
  - Clearly identify:
    - Your building and room number
    - Type of pest (if known)
    - Any signs (bites, droppings, insect sightings, shed skins, blood stains on sheets, etc.)
2. Stay Calm and Don't Panic:
  - Pest issues, while unsettling, are manageable and common in shared housing. A calm, timely response helps resolve the issue most effectively.
  - Facilities staff and pest control professionals are trained to assist you through the process, and your cooperation is key to a quick resolution.
3. Do Not Attempt Your Own Treatment:
  - Do not spray bug spray, powders, foggers, or use traps. This can spread the infestation and interfere with professional treatment.
  - Do not discard or move furniture or move room locations without Facilities' direction. Items may still be treatable and moving them can spread pests to other areas.
4. Retain Evidence (if safe):
  - If possible, capture the insect (intact) in a clear plastic bag or container for the pest technician to identify.
  - Take photos of any bites, stains, or suspected pest presence.
5. Cooperate Fully with Pest Control Protocols:
  - You will be required to comply with treatment prep instructions. This includes (but is not limited to):
    - Removing bedding and laundering all clothing and linens on high heat.
    - Clearing floors, under beds, and closets to allow access for treatment.
    - Vacuuming thoroughly before and after treatment.
    - Double-bagging and sealing clean clothes and linens until treatment concludes.
    - You must be prepared for entry and treatment within 24 hours of the report.
    - Follow-up treatments may be necessary over several weeks.

### Non-compliance or delayed reporting

Failure to follow pest control instructions in a timely manner may:

- Lead to worsening of the infestation.
- Cause pest spread to neighboring rooms.

- Result in community damages and additional charges to your student account.
- Jeopardize your housing status in cases of repeated noncompliance.

## POSTING POLICY

Residence hall room doors and windows that face into the residence hall room are considered private living space. Residents will be asked to remove any items posted on or visible from a student room door or room window that targets a specific individual or group in a harmful, harassing, or intimidating manner and the student may be required to meet with a University Official to discuss the impact of the material. The hall-facing side of residence hall doors and outside facing side of windows is considered limited private space. Material posted on the hall-facing side of residence hall doors that disrupts community or creates an intimidating or harmful environment will be addressed with residents through a meeting with a Residence Life or Dean of Students Office staff member.

## PRINTERS

Each Residence Hall has a printer available in a common area. If you have an issue with a printer, contact the Technology Assistance Center by calling 608-663-6900.

## 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 regarding noise levels. Headphones are encouraged to ensure that noise remains at a level that can only be heard in the room. Residents should keep a low voice when talking in the hallways and bathrooms to help 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 “courtesy” hours. Residents are encouraged to respectfully 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 BUYOUT/VACANCY

If a room has vacancies (i.e. a double room with one person in it) two weeks into the semester, the current resident(s) of the space may opt to buy out the vacancy. If a request to buy out a space is approved, the resident agrees to a room rate 1.5 times the standard rate for that space. Spaces bought out will not be available for room assignments or roommate changes for the remainder of that semester. Residents who do not buy out the vacancy agree to receive a new roommate assignment without another option to buy out the vacancy. Students who refuse a newly assigned roommate will be referred to the student conduct system for non-compliance and may be charged the room buyout rate. Residence Life Staff have the right to inspect a room that has a vacancy to assess readiness to receive a new occupant.

## ROOM CHANGES

All residents are allowed one room change per academic year, which will need to be approved through Residence Life. Residents can request a room change by contacting [residencelife@edgewood.edu](mailto:residencelife@edgewood.edu) and explaining their request. Residence Life will then be expected to meet with a member of Residence Life to discuss the situation, including other vacancies in the residence halls. If a room change is approved, the resident can retrieve their new room key from the Residence Life Office (PRD 215) during business hours the next Friday from the date of approval. Residents are expected to check-out of their former residence hall room by the following Monday. Failure to check-out promptly will result in improper check-out charges. No room changes are allowed for the first two weeks of each semester. A resident who moves without permission will be charged \$100.00 and must move back to the previous location.

Residents with roommate concerns should first meet with their RA and roommates together to share their concerns and go through a mediation process. If, after a roommate consultation with the RA, all roommates feel that the best option is a room change, RAs will work with Residence Life professional staff to explore a room change. In the meantime, the RA will assist the residents in creating temporary terms for living together until a room change can be facilitated.

If neither roommate wishes to move but the residents do not want to remain roommates, no room change will be granted until the roommates decide together who will be moving. If either roommate violates these terms, the resident(s) in violation of the terms will be mandated to move.

Residence Life reserves the right to move residents without the resident's input throughout the academic year as needed, such as to eliminate unnecessary partial vacancies.

## Emergency Room Change

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

### Room Change Billing

Residents who change rooms before the 8<sup>th</sup> week of the semester will be charged the new room rate. Room changes occurring after the 8<sup>th</sup> week of the semester will not have their room rate adjusted for the semester.

### ROOM(S) 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, including locked cabinets and/or safes\*, 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 University personnel (i.e., Residence Life and Security Staff, etc.) to ensure that University 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 University personnel or agents to make improvements and repairs and to provide routine maintenance services.
- By authorized University personnel in emergency and/or extraordinary situations to protect the health, safety, and welfare of students or to make emergency repairs to prevent damage to the property of the student and the University.
- When there is reasonable cause to believe there is/has been a violation of University regulations or local, state, or federal laws or ordinances. Examples include the smell of cannabis, cigarette smoke, and excessive disruptive noise.
- When a staff member knocks and is invited into the room.
- When the door is open, and a violation of University policies is in plain view.

\*If a resident refuses to open a locked cabinet or safe, it will be confiscated, and the student will be referred to the student conduct process for non-compliance.

In an emergency where safety or security is a concern, advance warning may not be possible. When there is sufficient cause to believe that University 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. Adjoined rooms may be checked when Security has reasonable belief that contraband may have been transferred between rooms. Security and Residence Life may enter locked rooms during emergency situations where there is reasonable belief that University and/or civil regulations are being violated or a student is believed to be in danger.

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 University policies, rules, or regulations will be referred to the appropriate conduct officer for follow-up action. Contact Security for information and appropriate procedures to attempt to retrieve confiscated items. Routine health and safety checks by Residence Life staff will occur during break periods.

### SAFETY AND SECURITY OF PERSONAL BELONGINGS

Residents need to take responsibility for their living environment. The University is not liable for residents' individual property whether it is lost, stolen or damaged. Residents should check with an insurance agent for information on insuring personal items (this is often included in a homeowner's policy or can be purchased individually). Residence Life expects residents to always have their key and keep room doors locked when unoccupied. If a resident is concerned about the safety of their personal possessions, students are encouraged to bring a small personal safe.

### SCREENS

For the safety and security of residents, it is a serious violation to remove your window screens for any reason. Residents will also be held responsible for any damage and replacement.

### SET POINT POLICY: UNIVERSITY HEATING AND COOLING

As part of Edgewood University's commitment to sustainability and the Laudato Si initiative, we follow energy-conscious temperature guidelines in all campus buildings, including residence halls. Please be prepared to dress for seasonal conditions to stay comfortable indoors.

#### Heating Season (mid-October – May 1):

Room temperatures will be maintained between **65–70°F**, depending on the building's heating system.

#### Cooling Season (mid-May – mid-September):

Air conditioning will keep indoor temperatures between **74–78°F**. Residents are encouraged to bring a fan to campus as a comfort item.

#### Transitional Seasons (April/May and September/October):

During spring and fall, outdoor temperatures can change quickly. Unlike home furnaces and air conditioning units, large building HVAC systems may take time to adjust and can not simply toggle between heating and cooling functions. Temporary discomfort is normal—your patience is appreciated.

**Break Periods (when campus is closed):**

Temperatures in unoccupied buildings during breaks may drop to **60°F** in winter or rise to **80°F** in summer. Residence halls follow the regular seasonal settings.

**Space Heaters:**

Personal space heaters are not allowed as they pose safety risks and disrupt building systems. If your room drops below **65°F** during heating season, contact Facilities Operations.

**Ventilation & Air Quality:**

Our systems bring in fresh air and are managed for both comfort and energy efficiency. Report any air quality concerns, odors, or issues to Facilities Operations.

**SMOKING**

Smoking, including electronic delivery devices, is prohibited in all campus facilities and buildings, including 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.

**SYRINGE AND OTHER SHARPS DISPOSAL POLICY**

To ensure the safety of all residents and staff, all who use injected medication (such as insulin) or test their blood must dispose of hypodermic syringes and/or lancets in approved sharps containers. Residents who require such containers can obtain them from their pharmacy.

Syringes should be placed in the sharp’s container; once the container is 2/3 full or once the contents rise to the FULL level marker on the container, the resident should return it their pharmacy for proper disposal, at which time the resident should receive a replacement sharps container.

**General Guidelines for Handling Syringes and Other Sharps**

- All sharps should be disposed of via approved sharps containers.
- Sharps should never be disposed of in the regular trash. This places an unfair risk of needle puncture on other residents and Facilities staff.
- The safety devices on needles and other sharps should be activated immediately after use.
- Never carry an uncapped needle around or place it in a pocket.
- Used needles should not be recapped, bent, cut, removed from the syringe or tube holder, or otherwise manipulated.
- **Do not** pick up broken glass or other sharp objects with your hands; use mechanical means such as a brush and dustpan, tongs, etc., or attempt to recap a needle that is not yours.
- **Do not** recycle or reuse needles or syringes.
- **Do not** flush used needles or syringes down the toilet.
- **Do not** use glass containers to dispose of the needles or syringes.

**VANDALISM/PROPERTY DAMAGE**

Damage to Residence Hall property is prohibited. Residents found responsible will be subject to disciplinary action. If a resident cannot be found responsible, all members of a living area or the hall/floor/wing may be held financially responsible for damages. Residents are expected to promptly report damage in their community to [services.edgewood.edu](mailto:services.edgewood.edu)

Vandalism can include, but is not limited to, bulletin board damage, removal of hallway signage, vomit in hallways, stairwells, public urination, etc. Residents are responsible for using the bathroom facilities responsibly. If residents or guests create a mess in the bathroom or in any area in the hall, it is the resident’s responsibility to take care of the clean-up. A fine for clean-up may be issued for residents who are unable or unwilling to clean up or Residence Life may choose to close the bathroom.

# RESIDENCE HALL SERVICES

## CAMPUS ASSISTANCE CENTER

The Campus Assistance Center (CAC) is located on the first floor of the Predolin building and can be reached at 608-663-4861. Its primary duties include answering the University's main phone, greeting visitors, directing students, and working with Security during emergencies. 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 all campus buildings. 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. Both will be required for the Technology Assistance Center to maintain your residence hall Internet connection. For more information, please contact the Technology Assistance Center at 608-663-6900, or [technology-assistance@edgewood.edu](mailto:technology-assistance@edgewood.edu). To manage and register internet services for non-computer devices such as gaming consoles, visit [mydevices.edgewood.edu](http://mydevices.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 uncleanness (garbage, dirty dishes, vomit) in the community areas caused by residents or their visitors will be the responsibility of the residents of that community and community spaces may be closed due to excessive improper use. See the cleanliness of room policy for further information.

## DINING SERVICES

Phil's is located in West Regina Hall. This dining facility offers a wide variety of food items. Please remember that Phil's dishware, glassware, and flatware are not allowed outside of the dining area. Residents on the meal plans will have access to reusable to-go containers for meals they would like to take out of the cafeteria and will receive a chip to exchange for a to-go container at check-in.

The Wingra Café is located on the second floor in Predolin Hall. It is a great place to stop if a resident is in a hurry between classes, needs 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. 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

Edgewood University traditional residence hall residents purchase the 230 Block Plan as part of their room and board package, with the option to change to the 120 Block Meal Plan, which features more flexible dining dollars for retail items, for an additional \$200.

Plan	Meals/ Exchanges	Semester Cost	Dining Dollars
230 Block Plan	230	Included in room & board	250
120 Block Plan	120	room & board + \$200	650

Meals can be used in Phil's Dining Hall and one meal block is deducted for a meal period and allows the student one hour of all-you-care-to-eat access. Meal Exchanges are intended to provide convenient meal exchanges at Wingra Café for students on the go. Each meal exchange includes an entrée, side, and beverage. Each meal exchange is deducted from your total available meals balance. Dining Dollars can be used at Wingra for retail items and ala carte purchases. Cash, credit and debit cards are also accepted.

Meal plans can only be used during dining days. There are 235 dining days each semester and these are days that the dining halls accept meal plans as payment. Meal plans are turned off during select break days depending on the years academic calendar. When the meal plans are turned off, students are able to use cash or credit/debit cards to pay for meals.

Meal plans are loaded on to students accounts each semester. Unused Blocks will be forfeited at the end of each semester or upon withdrawal from the University or graduation. Unused Dining Dollars will forfeited at the end of each academic year or upon withdrawal from the University or graduation.

Dominican, Siena, and Weber apartment residents are not required to have a meal plan but may purchase an apartment/commuter meal plan through the Business Office. Meal plans are purchased per semester. Unused Blocks will be forfeited at the end of each semester or upon withdrawal from the University or graduation. Unused Dining Dollars will be forfeited at the end of each academic year or upon withdrawal from the University or graduation.

Apartment residents who do not choose to be on a meal plan or run out of meals/dollars on their meal plan may also purchase Edgedollars. Edgedollars allow residents to use their ID as a convenient debit card when making on campus purchases at Phil's, Wingra Café, Eddy's Convenience store or the Bookstore. Residents 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, <http://onecard.edgewood.edu>. 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. Kitchens may be closed if cleanliness is an issue. Due to sanitation issues, Facilities reserves the right to dispose of abandoned dishes in the kitchens daily.

## **LAUNDRY ROOMS**

Laundry is available in all the halls and is free for residents use. Residents should be respectful of their 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 use only, not for use by visitors, commuter students etc. Also, residents 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 on any issues to Facilities at [services.edgewood.edu](http://services.edgewood.edu) right away. The University 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, connected to the Campus Store on the first floor of DeRicci. Residents will be notified via their Edgewood email address when they receive mail or packages. Residents should use the following address to receive mail:

RESIDENT STUDENT NAME  
1000 Edgewood College Drive  
Madison, WI 53711 USA

## **MAINTENANCE & TECHNOLOGY REQUESTS**

Residents should submit any maintenance and technology requests directly to [services.edgewood.edu](http://services.edgewood.edu) to ensure that any facility issues (i.e. toilet not flushing, blinds broken, wi-fi not working) can be taken care of in a timely manner.

## **SECURITY SERVICES**

The Edgewood Security Department is staffed 24 hours a day, 7 days a week. The security staff is vitally concerned with and takes an active role in ensuring 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. Security may be reached immediately by calling 608-663-4321. Messages regarding security concerns may be directed to the Security Office at 608-663-3285 or 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 Super Target - Fitchburg and surrounding restaurants and grocery stores, 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. Moped and motorcycle parking is available adjacent to the Regina Lot, Marshall Lot and outside of the Parking Ramp. Scooters may not be stored inside buildings.

# RESIDENCE HALL CONTRACTUAL DETAILS

*\*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. Residents 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 regularly or dropping below the required credit load may result in the cancellation of your housing contract. Please see Residence Life if you are dropping below full-time.

## BREAK HOUSING REQUESTS

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

## RESIDENCE HALLS CONTRACT

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

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

Residents 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 University, or sudden major medical bills which severely impact a family's budget.

## RESIDENCE HALL DISMISSAL

A resident may be subject to dismissal from the Residence Halls if it is determined that the resident:

- Engages, or threatens to engage in, or is likely to engage in behavior that poses a danger of physical harm to 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
- Needs treatment beyond what is available at the University.

The intent of this policy is to be helpful to the affected resident 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). Once a new freshman moves into the halls, they are locked into the residency requirement for two years.

Exceptions to this policy will include: students who have children, live in domestic partnerships, are veterans or are part-time. Students studying abroad are fulfilling the residency requirement.

## WINTERIM AND SUMMER SESSIONS

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

Approval for Winterim Housing occurs in December each year. Residents will live in the same room as during the academic year. There is a Winterim charge for housing and dining services may be limited.

Sign-up for Summer Housing occurs in April each year. Residents 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 residents may purchase meals when Dining Services is open.

# STUDENT CONDUCT POLICY AND PROCEDURES

## STUDENT CONDUCT

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

Note that conduct violations occurring during exam week each semester could result in immediate removal from the residence halls and could jeopardize a student's status for the subsequent academic year. The following are expectations for the behavior of our community members during finals week:

- 24 Hour Quiet Hours in all residence hall rooms and apartments run through finals week until the last exam.
  - Hold each other accountable. If your neighbor is being loud, remind them of quiet hours and courtesy hours. Contact your RA/AC if the behavior continues.
- All residents must leave within 24 hours of their last exam or by 6pm on the last day of finals, whichever is sooner.

# 2025-2026 Edgewood University Housing and Dining Services Contract Terms and Conditions

## 1. GENERAL INFORMATION

When completing a housing selection application as well as a Housing Check-In form, students agree to abide by the conditions outlined in these terms and conditions, the **Student Handbook**, the **Residence Life Handbook**, and all other Edgewood University policies governing the residence halls.

The University reserves the right to assign or reassign students to a different location from their original housing assignment or to consolidate students when vacancies exist. If a student is approved for a room change for any reason, they are responsible for the rate of the new room. Students who require specific housing accommodations must have them approved through the Office of Disability & Accessibility Services. Accommodation requests should be made in a timely manner to avoid potential delays in processing or providing the accommodation. The ability to fully provide accommodations is subject to the type and availability of on-campus housing.

All residents must submit a Health History Form to the Edgewood University Health Center before moving in. International students must complete and submit the International Student Health Form.

Fees paid for Edgewood University housing do not qualify for the Wisconsin Homestead Credit or the Wisconsin School Property Tax/Rent Credit.

## 2. CONTRACT PERIOD FOR UNDERGRADUATE STUDENTS

This contract covers the full academic year (Fall and Spring). The contract period begins when the student moves into the residence halls, typically the weekend before classes start for Semester I (Fall) and ends after the student's last final exam for Semester II (Spring).

Residents must vacate their rooms within 24 hours of their last final exam in both semesters. Residence halls close at 6:00 PM on the last day of classes before Winter and Summer Breaks. Exceptions may be made for students with academic or athletic commitments or those whose permanent residence is more than 1,000 miles from the University.

The University assumes no liability for residents who remain in the halls during closed periods. Personal belongings may be left in rooms between Semester I and Semester II, as well as during Spring Break, but are left at the student's own risk. All possessions must be removed at the end of Semester II.

Students approved to stay in the residence halls during closed periods may incur additional housing and/or meal costs. However, residents of Weber, Siena, Dominican Co-op, and Dominican Apartments may stay in the halls throughout the contract period without additional charges.

## 3. RESIDENCY REQUIREMENT

All first-year and sophomore students under the age of 21 are required to live on campus for their first two academic years unless, beginning their first year, they opt to live with a family member or legal guardian (who must be over 25 years old and live within commuting distance—roughly 30 miles from campus). Students who sign a housing contract and move in for their first year are required to remain in on-campus housing for their second/sophomore year (i.e., they may not move home after one year).

Exceptions to this policy include students who are: parents themselves, in marriages or established and documented domestic partnerships, veterans, and/or part-time students

Students studying abroad during a portion of their first two academic years fulfill the residency requirement while abroad.

## 4. STUDENTS STUDYING ABROAD, STUDENT TEACHING, OR GRADUATING IN JANUARY

Students studying abroad, student teaching, or graduating in December are strongly encouraged to find another student needing housing for one semester to share a contract. If this is not possible, the Office of Residence Life offers a limited number of one-semester contracts, which must be arranged at the time of room selection or housing application.

Students who fail to make these arrangements and break their housing contract mid-year while continuing as Edgewood University students remain financially responsible for the full-year contract.

## 5. FULL-TIME STUDENT STATUS

On-campus housing is reserved and prioritized for full-time, degree-seeking students. Residents must maintain a minimum of 12 credits per semester and regularly attend classes while living on campus. Failure to do so may result in dismissal from the residence halls and forfeiture of all housing fees. The unused portion of the meal plan is the only refundable amount and will be prorated from the dismissal date. Moving to part-time student status mid-contract does not void the housing contract.

Residents must notify the Office of Residence Life if they switch to part-time status. Exceptions may be granted on a case-by-case basis at the discretion of the Residence Life Appeals Committee.

## 6. PERSONAL POSSESSIONS AND DAMAGE BILLING

The University is not responsible for residents' personal property if lost, stolen, or damaged. Students should consult an insurance agent regarding coverage for personal items, as some homeowner's policies may include such coverage.

Residents will be billed for any individual or communal damage, cleaning fees, key replacements, or improper check-out charges. Any personal belongings left behind after move-out will be considered abandoned, and the University reserves the right to dispose of them. A disposal fee may be charged, along with labor and packing material costs.

## 7. CONTRACT CANCELLATION (BEFORE MOVING INTO THE HALLS)

Students who decide not to attend Edgewood University must notify Residence Life as soon as possible prior to their scheduled move-in date. Students who have signed up for housing for the following academic year (Fall and Spring) must be registered for Fall classes by the end of the previous semester. Failure to register may result in removal from housing.

## 8. RELEASE FROM AGREEMENT (AFTER MOVING INTO THE HALLS)

- **Students withdrawing from both the residence halls and the University:**
  - Voluntary withdrawal before the 100% deadline results in a \$250 administrative fee, plus the cost of meals used.
  - Voluntary withdrawal between Fall and Spring semesters also results in a \$250 administrative fee.
- **Students withdrawing from the residence halls while remaining enrolled at Edgewood University:**
  - Voluntary withdrawal after the 100% deadline results in full financial responsibility for the remainder of the contract.
  - Students dismissed or suspended from housing forfeit all deposits and fees.
- **Students withdrawing from the University after the 100% deadline:**
  - All housing fees are forfeited.
  - The meal plan is refunded on a prorated basis:
    - 75% or the value remaining (whichever is less) refunded if withdrawing by the 4th week of classes
    - 50% or the value remaining (whichever is less) refunded if withdrawing by the 8th week of classes
    - 25% or the value remaining (whichever is less) refunded if withdrawing by the 12th week of classes

Students leaving for any reason must vacate their rooms within 24 hours of withdrawal or dismissal.

## 9. APPEALS

Students facing financial hardship or medical issues beyond their control may appeal for an exceptional release from their housing contract. Appeal forms are available in the Office of Residence Life. Examples include:

- The death of a financial provider
- Unexpected major medical expenses

The Residence Life Appeal Committee has full authority over appeal decisions. Refunds are based on the official release date and move-out confirmation.

## 10. MEAL PLAN

All residents in the traditional residence halls (Stevie, West Regina, East Regina, and Dominican Suites with no private kitchen) are required to be on a meal plan. All residents will be placed on the default meal plan:

- **230 Block Plan** – 230 meals/semester + \$250 dining dollars (included in room & board rate)

Additional meal plan options may be available at an additional cost.

Students must email [residencelife@edgewood.edu](mailto:residencelife@edgewood.edu) by the end of the first week of classes (100% deadline) each semester to upgrade or remove an upgrade from their meal plan. Additional spending dollars (called Edgedollars) can be added to your ID card at any time through the Business Office or through <http://onecard.edgewood.edu>.

Carryover Policy: Meals do not carry over between semesters. Dining Dollars from Fall will roll over to Spring only if the student remains on the meal plan. Dining Dollars from Spring do not carry over.

For on-campus apartment residents (Dominican Apartments, Siena and Weber) residents may purchase a smaller commuter meal plan through the business office.

## 11. ITEMS INCLUDED IN THE ROOM AND BOARD FEE

The room and board fee for traditional residence hall spaces includes:

- **Housing costs**, including space, heat, electricity, water, and laundry
- **Furniture**, including a bed, mattress, dresser, closet space, desk, and desk chair
- **Internet and Wi-Fi**

- **Meal plan**, covering meal dollars and administrative fees for labor and overhead costs

Residents in Weber, Siena, and the Dominican Co-op/Apartments have a different meal plan requirement as outlined in our Room & Board rates. Their room and board fee also includes additional furniture and appliances, such as a couch, chair, table, refrigerator, and stove.

## 12. UPGRAD INTERNATIONAL GRADUATE DEGREE PROGRAM – FULL CALENDAR YEAR HOUSING (EUROW)

### Duration

International students in Edgewood University's on-ground degree completion program through upGrad are **required** to live on campus for **approximately 12 consecutive months**. They must reside on campus for all three in-person terms.

- The housing contract starts **one week before their first semester on campus** (Fall, Spring, or Summer).
- The contract ends **the day after their last final exam or class**, following the last Summer, Fall, or Spring term.
- **Relocation Notice:** During the last two weeks of their contract, students **may be relocated** to temporary off-campus housing to accommodate incoming upGrad students.

### Housing Assignment

- upGrad students are housed in **designated buildings and spaces** with other international graduate students.
- Housing assignments may change between semesters, especially in the Summer, based on **vacancy and maintenance needs**.

### Cost & Meal Plan

- Housing is billed separately for each semester (Fall, Spring, and Summer).
- The Fall and Spring semesters include a **small meal plan** (50 meals and 150 Dining Dollars per semester), which is loaded onto the student's Edgewood ID. upGrad residents have access to a **shared kitchen** in their living space.
- Meal plans are **only active during academic semesters**. Dining services are **limited or closed during breaks**, including Thanksgiving, Winter Break, Spring Break, Easter, and the summer term.

### Program Completion & Move-Out Timeline

- During the last two weeks of their housing contract, students **may be relocated** to temporary off-campus housing to accommodate incoming upGrad students.
- Students **must arrange and pay for their own housing** if they remain in the U.S. after graduation while waiting for OPT approval or securing a job. Students planning to apply for **OPT (Optional Practical Training)** must start the process **several months before graduation**.
- **On-campus housing extensions beyond graduation are not permitted.**

## 13. MADISON COLLEGE INTERNATIONAL EDUCATION DUAL DEGREE PROGRAM HOUSING

International students with F1 or J1 visa status who choose to live at Edgewood University during their full-time enrollment at Madison College have the following additional requirements:

- Students must apply for conditional admission at Edgewood University by completing the online International Student Undergraduate Application. This is an expression of intent to complete the dual degree program through Madison College and Edgewood University. If a student decides not to transfer to Edgewood University, they will be allowed to complete the current year's housing agreement but cannot continue subsequent years of housing without an intent to transfer to Edgewood University.
- Students must pay Edgewood University directly for half of their semester housing and board fees prior to moving in/the start of the semester and must pay the second half by the end of the 6th week of each semester.
- Students must stay in good academic and student status at Madison College as well as good resident status at Edgewood University. Edgewood University will adjudicate any conduct issues and communicate related information to Madison College.
- Students who move into a residence hall at Edgewood University are obligated to pay for the entire academic year (Fall and Spring) room and board fee, which is billed on a semester basis.
- Benefits of Madison College students living at Edgewood University include access to the fitness center, weekend downtown shuttle, Oscar Rennebohm Library, the ability to purchase an Edgewood University resident student parking permit as well as close access to the Madison Metro bus line.
- Madison College students living at Edgewood University are also bound by the policies outlined in the Residence Life Handbook and all University publications pertaining to the governance of the Edgewood University residence halls.



# EDGEWOOD UNIVERSITY

## Residence Hall Calendar

### **Fall Break**

Saturday, October 4 – Tuesday, October 7  
Halls remain open with limited food service

### **Thanksgiving Break**

Thursday, November 27 – Sunday, November 30  
Halls remain open with limited food service

### **Winter Break/ Winterim**

Halls close 6:00PM, Wednesday, December 10  
Halls open 12:00PM, Sunday, January 4 for Winterim students  
Limited food service during this break

### **Spring Semester Opening**

Halls open for all residents 12:00pm, Sunday, January 18  
Classes begin Tuesday, January 20

### **Spring Break**

Monday, March 16 – Friday, March 20  
Halls remain open with limited food service  
Classes resume Monday, March 23

### **Easter Break**

Friday, April 3 – Monday, April 6  
Halls remain open with limited food service

### **Spring Closing**

*For students not participating in Commencement:*  
Halls and Apartments close 6:00pm, Wednesday, May 13

*For Students participating in Commencement:*  
Halls and Apartments close at 12:00pm on Monday, May 18

*\*Please note that the Dominican co-op and apartments, Siena and Weber remain open to their residents throughout Winter Break*

If you have questions regarding hall opening and closing, please contact the Office of Residence Life in DeRicci 222, [residencelife@edgewood.edu](mailto:residencelife@edgewood.edu) or at 608-663-3228.