

RESIDENT **HandBook**

for UWM University Housing



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EMERGENCY CONTACTS

IF AN EMERGENCY OCCURS IN THE RESIDENCE HALLS:

- Cambridge Commons Security **414.251.7891**
- Kenilworth Square Apartments Security **414.229.0512**
- RiverView Security **414.251.8328**
- Sandburg Security **414.229.6123**

IF AN EMERGENCY OCCURS ON CAMPUS:

- University Police **414.229.9911**

FOR MENTAL HEALTH CONCERNS OR EMERGENCIES:

- University Counseling Services **414.229.7429**
- Milwaukee County Crisis Hotline **414.257.7222**
- Suicide Prevention Lifeline **1.800.273.TALK**

HOUSING SERVICES

University Housing works hard to provide students a positive and supportive learning environment, as well as an opportunity for you to discover friends and establish yourself in a welcoming community. Part of that environment and community is found in the amenities offered to students that meet their basic needs.

In the Housing Services section, you'll find information about living in residence halls and the surrounding campus... everything from setting up your WiFi connection to transportation shuttles.

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BILLS AND PAYMENTS

If you are a UWM student, all University Housing charges (room, dining plan, loft rental, etc.) will be posted to your PAWS account. You must view your charges at paws.uwm.edu. [Electronic payment](#) is available, and fee-free via electronic check. All credit or debit card payments are assessed a convenience fee (% of total transaction). Payments can also be made in person (Mellencamp Hall, Rm 162) or mailed to: **UWM Student Financial Services • P.O. Box 500 • Milwaukee, WI 53201-0500**. If you have questions about payment options, please call Student Financial Services at **414.229.4541** or visit them in Mellencamp 162.

Kenilworth Square Apartment residents only: charges (room charges, parking, etc.) are due monthly and posted to your PAWS account at the beginning of each semester. These payments are due on the 5th of each month.

If you are a non-UWM student or a UWM affiliate without a PAWS account, University Housing charges will be posted to your Housing Portal. Payments can be made directly in the Housing Portal as well.

CLEANING

Residents are responsible for cleaning their own rooms and bathroom during the academic year and summer session. Bathrooms are cleaned by custodial staff over winter break; however, students may opt out of this cleaning.

We highly encourage residents to purchase cleaning/disinfecting products that contain bleach. To clean bathroom vanities and shower walls, please look for products that contain a mold/mildew-specific cleaning agent. Examples include Clorox Tilex Mold and Mildew or Lysol Mold and Mildew Remover.

Common areas in University Housing facilities (lounges, hallways, laundry facilities, stairwells, and elevators) are cleaned on a rotating basis throughout the week by the custodial staff.

COMPUTERS AND INTERNET

Public-use computers are available in the lobbies of Cambridge and RiverView, and in the Academic Resource Room on the first floor of Sandurg Commons (next to the Restor).

Residents have one wired connection to use in their room. Ethernet cords are not provided; however, they can be purchased at any of the building Service Desks. To split the ethernet (wired) connection, roommates will need to purchase a DUMB switch.

Individual, private wireless routers are prohibited in University Housing; however, residents have access to University Housing-provided WiFi in their suites and in common areas of their building. To connect devices to University Housing WiFi read through [CONNECTING TO RESNET](#) below.

Apogee/MyResNet provides service and support for all network connectivity in University Housing facilities.

BEFORE YOU CONNECT TO RESNET

There are a few things residents can do to help make the connection to ResNet easier:

INSTALL ANTIVIRUS

- UWM IT recommends installing, updating, and regularly running antivirus software to protect your devices against virtual threats. You can find suggested antivirus applications, resources meant for personal devices, and more information by visiting security.uwm.edu.

UPDATE COMPUTER OPERATING SYSTEM

- Windows: use the windows update link or go to: update.microsoft.com.
- MacOS: use the software update link in system preferences or go to: apple.com.

PATCH COMPUTER

- It is important that you patch your computer(s) before connecting. Security and advanced updates will help ensure a smooth connection to ResNet.

PROTECT YOUR COMPUTER & ACCOUNTS USING STRONG PASSWORDS

- A strong password is one that cannot be easily guessed. You should have a strong password assigned to the user account on your computer, especially if it is an administrator account! Visit security.uwm.edu for more information.

USE A FIREWALL

- At a minimum, make sure the firewall included with your operating system is installed and active. Other third-party firewalls are also available via download.com.

- Make sure your computer is not set up as a server.
- Turn off any file sharing functions, or services related to sharing files or serving web pages.

CONNECTING TO RESNET ■

1. CONNECT VIA A PORTAL

- From any device with a browser: Connect to MyResnet Start Here, which will take you to uwm.apogee.us

2. CREATE YOUR ACCOUNT

- Sign in using your UWM credentials and create an account.
- Once account has been created, sign back in and click on “show wi-fi password” under Add Devices tab. You can keep the password shown or change your wi-fi password here to something unique.
- You will use your unique Wi-Fi password to connect your devices to the network.

3. CONNECT TO NETWORK

- Navigate to the wireless settings on each device.
- Connect to MyResNet-5G (Always use 5G; however, you can connect using MyResNet-2G if your device is not 5G-compatible).
- Enter your Wi-Fi password when prompted to connect.
- Enable the “auto-join” feature.

HELPFUL TIPS:

- MyResNet-5G: Connect to MyResNet-5G for the fastest WiFi connection. This should be your default setting.
- MyResnet Start Here: Forget this network once you have created your account.

NEED SOME HELP?

If you have any questions about ResNet, please call them at **855.868.7158**, or utilize the chat service at uwm.apogee.us, or email support@apogee.us.

For issues not related to ResNet, students should contact the University Information Technology Services (UITS) Help Desk at **414.229.4040** or get help through uwm.edu/technology/request-support/.

***NOTE:** For security purposes, UWM runs active scans to find servers, infected or compromised machines, and excessive bandwidth usage inside the residence halls. University Housing and the ResNet office reserve the right to remove network connectivity for any violations of the network use policy.

RESNET/UNIVERSITY HOUSING RESIDENTIAL COMPUTER NETWORK USER AGREEMENT ■

I. OVERVIEW I

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

II. POLICY I

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

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

III. GUIDELINES I

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

IV. PROHIBITED ACTIVITIES |

1. You may not send or forward chain letters via e-mail. If you receive one from off-campus, delete it. If it was sent to you from someone at UWM, please report it as Phishing or Spam through Outlook.
2. You may not post messages to large numbers of news groups. You may not post chain letters or moneymaking schemes to any news group.
3. You may not run robot programs for use with chat programs or muds.
4. You may not write, talk or send mail to anyone you do not know or have a legitimate reason to contact. Asking someone if they want to chat is not a legitimate reason to contact someone you don't already know.
5. You may not attempt to break into any computers or use any other person's computer or account without their permission.
6. You may not attempt to forge mail messages, news postings or otherwise represent yourself as someone else.
7. You may not attempt to circumvent policies or network restrictions by reconfiguring your computer to unauthorized settings.
8. You are provided with a single network connection. You may not extend this connection in any way that impacts other users' network access.
9. You may not set up a server of any kind using a port in the residence halls.
10. You may not download online content you do not have the rights to (ex. movies, video games).

V. AUTOMATIC SANCTIONS FOR RESNET AGREEMENT VIOLATIONS |

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

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

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

VI. SPECIAL NOTICE |

University Housing manages the network using technologies that include active monitoring and port scanning. All university records, including electronic files and e-mail, may be subject to disclosure under the Wisconsin public records law. See campus IT Policies & Formal Practices at uwm.edu/technology/policies/. You can also read [Universities of Wisconsin Acceptable Use Policy](#) for additional information and guidance.

DINING PLAN

Residents living in University Housing may visit the Residential Cafés utilizing their [Anytime Dining Plan](#) by tapping their Panther ID card to enter service areas. With our all-you-can-eat model, students can enter either Residential Café as many times as they want throughout [open hours](#).

Residents can also add funds to their Dining Dollar account using the GET app or by visiting the [GET website](#). Dining Dollar accounts are linked to students' Panther ID card, which is swiped or tapped to access funds on the debit/declining account. For complete Dining and Retail Services information, please visit uwm.edu/dining/.

RESIDENTIAL CAFÉ LOCATIONS

UWM currently has two Residential Dining Halls located in Cambridge Commons and Sandburg Hall. Cambridge Café is on the north end of the first floor. Sandburg Café is on the second floor of the Commons (third floor of the Towers). Each Café provides resident Anytime Dining Plan holders with a culturally diverse menu, rotating (breakfast, lunch, dinner, late night) interchangeable entrees, and staff with enhanced training to ensure residents' needs are met.

CONVENIENCE STORES

A RESTOR, UWM's own convenience-style store, can be found in Cambridge Commons and Sandburg Hall. These locations are centered around supplying healthy meal and snack options to students, while also offering traditional convenience store items.

All RESTOR locations accept PantherCa\$h, Dining Dollars (food items only) and credit card. They CAN NOT accept cash as payment.

UNION RESTAURANTS ■

Dining Dollars, PantherCa\$h and credit card can be used to purchase food at any on-campus restaurant, excluding Residential Cafés. These venues have a variety of hours which can be found by checking the Dining and Retail Services website at uwm.edu/dining. To find out which locations are open at any given time, visit Dining's [Open Now](#) page.

DIETARY ACCOMMODATIONS ■

Dining and Retail Services works to ensure that dietary needs are met and will consult with students on an individual basis to determine how those needs might be satisfied. If you require any special dietary accommodations (medical, cultural, or life-style) or have questions related to dining options, please submit the online [Food Allergy & Special Dietary Needs Request](#) form.

FURNISHINGS

Each student in the residence halls is provided with:

- Bunkable/adjustable-height bedframe (fixed in Kenilworth)
- Twin extra-long mattress (full extra-long in Kenilworth)
- Wastebasket
- Desk & chair
- Closet organizer

Residents in Cambridge and RiverView are also supplied a two-drawer nightstand and small three-drawer dresser. All bedrooms have window blinds and carpet. **All furniture must remain in your room.**

HEAT/COOLING

In Sandburg North, West, and South, resident room temperatures are set at an average 68 degrees Fahrenheit. If you leave your window open for an extended time, you will not be able to recover the heat quickly. Plan on a one-day delay to bring the room up to the regular temperature. Keep windows and blinds closed, and keep furniture clear of the registers to allow an air circulation path.

Residential suites in Sandburg East Tower, Cambridge Commons, Kenilworth Square Apartments, and RiverView are equipped with ceiling-mounted fan coil units that provide heating or cooling (seasonally available) to pertinent spaces. Each unit is controlled by a thermostat mounted within the suite that allows residents to raise or lower temperatures within a certain range.

Cooling is generally available from May to October but varies annually based on weather trends and maintenance requirements. Air conditioning (AC) will not work if the outside air temperature is below 60 degrees. In early spring and late fall the AC system may only run for a few hours during the day due to colder temperatures night.

The most common heating system problems are caused by blocked heating registers or windows that are not fully closed and latched. All windows are checked for proper weather-stripping insulation. If a draft develops, or the room is too hot or too cold, notify maintenance by means of a work order at fixit.uwm.edu.

KITCHENS

Public kitchens are available for residents to use in Cambridge Commons, RiverView, and Sandburg. Each includes a full-size refrigerator, microwave, stove, oven, and sink. Cambridge Commons and RiverView have at least one kitchen lounge on every residential floor, which also contain a toaster*.

Sandburg Tower kitchens (located on the third floor of each tower, except East) can be unlocked by Service Desk staff. In using a kitchen, a resident takes responsibility for turning off the oven, stove, faucets, and lights, and for cleaning the space.

University Housing does provide limited cooking utensils for check-out at all Service Desks. Residents may not store any items in the kitchens. Residents that don't clean properly will be assessed a cleaning fee. Items left in kitchens will be



discarded at the owner's expense at 7:00am and 5:00pm, daily.

**Toasters and additional microwaves are available in each floor lounge/kitchenette of Sandburg North, South and West Towers.*

KITCHEN RULES ■

- Do not leave the stove or oven unattended while cooking.
- Cover items inside the microwave. Clean up splatters that may occur.
- Wipe off food that spills onto oven racks, bottom of oven, and/or stove top.
- Keep the refrigerator and freezer clean, and discard your expired items.
- All items in the refrigerator should be stored in a food storage container, such as rubbermaid or plastic storage bags.
- Stored food should be tightly sealed and appropriately labeled with first and last name and date.
- Respect other people's labeled foods by not removing or consuming items that are not your property.
- Clean wet and dry spills from countertops and floors.
- Place trash in designated receptacles.
- Clean and return all common items to designated places.
- Do not leave leftovers on countertops.
- Do not leave any personal belongings in the kitchen such as dishes, utensils, or food. (Exceptions would be food in appropriate storage containers in the refrigerator.)
- Before leaving, turn off the oven, stove, and room lights.

LAUNDRY ■

University Housing provides various laundry facilities for residential use. In Cambridge Commons, the laundry room is located on the first floor, immediately south of the mailboxes. Kenilworth's laundry room is on the east end of the 2nd floor behind the elevators. In RiverView, the laundry room is on the second floor in the south wing. And, there are two laundry facilities located in Sandburg Hall: one on G2 level of North Tower and one on the Upper Parking Level (UPL) of East Tower.

Each facility is equipped with washing machines, dryers, folding tables, and a lounge area. Residents can check the status of their laundry and the availability of machines by using the Speed Queen app. You can find the University Housing code on the Laundry page of our website.

All machines are operated using PantherCa\$h, a debit account that is linked to your Panther ID. Residents can add money to their accounts at cash value machines, any University Housing Service Desk, by using the GET app, or online at get.cbord.com. Rates and additional information, can be found on the [University Housing website](#).

**Residents should respect other students' laundry or running machines and not touch what is not their property.*

LOFTS ■

If residents wish to loft their bed, they must rent a loft from University Housing through their [Housing Portal](#). **Homemade or purchased third-party lofts are not permitted in any university residences.** Kenilworth residents are not eligible for lofting. Cost of the rental can be found on our [website](#).

LOFT PAYMENTS ■

Residents are not required to pay for the loft at time of sign up. Loft charges (non-refundable) will be posted to PAWS beginning in mid-September/mid-February.

LOFT CANCELLATION ■

Loft cancellations will be accepted via your [Housing Portal](#) through 11:59 pm, August 1st (January 1st for Spring semester). If residents cancel their loft after it has been delivered, they must keep their delivered loft in their assigned room until staff pick up all cancelled lofts (early September/February). Visit uwm.edu/housing/life-uwm/services/lofts-and-beds for more information.



LOST & FOUND

Service Desks will accept lost items found in or near residence halls. Desks will hold found property for a maximum of 15 days from date of receipt. All items not collected within that timeframe will be disposed of or donated to a local non-profit organization. Items of value (keys, phones, IDs, etc.), are held for 48-72 hours before they are given to the University Police. If the owner of the found item can be identified, Service Desk staff will email the resident and place a hold on their Guest Pass account to inform the resident to pick up the item within the established timeline.

MAINTENANCE

The Maintenance Staff handles most routine problems within 24-36 hours. Personnel work between 6:00 am and 12:30 am seven days a week and may not always be able to arrive at hours most convenient to residents. Typically, maintenance personnel will enter resident rooms between 10:00am and 10:00pm.

Please read the Common Bugs and Cleaning sections on the [Maintenance website](#) prior to placing a work order. For some situations, we have provided guidance to assist residents in solving normal issues.

NON-EMERGENCY REPAIRS

Routine problems may include, but are not limited to burned out light bulbs, leaky faucets, clogged drains, and broken door locks. Any non-emergency repairs should be requested by logging on to the University Housing website at [fixit.uwm.edu](#). Residents will be asked to enter information about the location of the problem, a brief description of the repair needed, and the resident's contact information.

This system will automatically update residents regarding the status of the repair if the resident checks the "notify me" box. Most repairs are handled within 24 hours of the work order being submitted. When major repairs are required, or if a repair part is not readily available, the repair may take longer. If a delay would occur, residents will be updated regarding the status.

****Work orders should be completed soon after any indication of a problem. If you fail to report room maintenance concerns as they occur you may be held liable for damages when you vacate.***

EMERGENCY REPAIRS

For emergency repairs (such as continuous running toilet, locks, or other urgent situations), the [Service Desk should be contacted immediately](#). Residents will be charged for damages for which they are responsible or for potential charges incurred when maintenance responds to requests of a personal nature (e.g., retrieving a student ID or keys from elevator shaft).

To attend to emergency repairs, Maintenance staff may enter resident rooms at any time. Residents should cooperate fully with University personnel so repairs may be made as quickly as possible.

MAIL

Each resident of University Housing is assigned an individual mailbox to be used while residing in University Housing. U.S. mail is delivered Monday–Saturday and is usually sorted and put into mailboxes by University Housing staff no later than 5:00pm daily. Campus and University Housing mail is delivered Monday through Friday (except on legal holidays).

Incomplete or incorrect addresses can lead to delays in delivery. Mail addressed to a nickname may delay delivery or cause it to be returned to the sender. Name alteration with the intent to defraud is against federal laws and is a felony. Students who wish to update their name on file with UWM should follow the steps outlined on the [Registrar's webpage](#).

Mail is delivered throughout the entire academic year. Once a resident has vacated University Housing, first-class mail will be forwarded to their forwarding address for one year and third-class mail will be forwarded for three months. The United States Postal Service requires that mail to residents of University Housing be addressed correctly.

Each resident is responsible for checking their mailbox on a regular basis and is also expected to comply with all official written correspondence. Failure to check a mailbox or respond to correspondence therein does not relieve the resident of any responsibility.

Each resident is also responsible for checking their mailbox and clearing it out **prior to their final departure** from University Housing. Additionally, residents are responsible for updating their forwarding address information on PAWS.

MAILING ADDRESSES BY BUILDING ■

Insert your personal mailbox number in the blanks indicated below:

CAMBRIDGE ■

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

KENILWORTH SQUARE ■

Resident Name
Kenilworth Square Apts
Box # _____
1915 E. Kenilworth Pl.
Milwaukee, WI 53202

RIVERVIEW ■

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

SANDBURG ■

Resident Name
Sandburg Hall
Box # _____
3400 N. Maryland Ave.
Milwaukee, WI, 53211

PACKAGES ■

All packages, regardless of size, will be held by University Housing Mailrooms and are available for pick-up during Mailroom open hours. You will receive a notice to your UWM email if there is a package for you to retrieve. Packages must come through an official carrier and **cannot be dropped off**.

Packages need to include your mailbox number and should be addressed to your student name on file with UWM (as shown on your campus ID). Receipt may be delayed if any other name is used as additional research would be needed to confirm the correct recipient. You are the only person who can pick up your package if it is addressed to you specifically.

FOOD AND PERISHABLE DELIVERIES ■

If you receive perishable and/or food items, it is essential that you pick them up at a designated delivery table at each University Housing facility within 24 hours or they will be discarded or donated. University Housing is not responsible for the refrigeration of perishable packages or the detriment of perishable items. University Housing is also not responsible for lost or stolen deliveries left at the designated tables.

MOVIE THEATERS (IN-HOUSE) ■

Our theaters are student-operated, second-run movie theaters located in Sandburg Commons (Flicks) and RiverView room 254 (South Campus Cinema). These facilities show movies three to four times a week, and admission is free for all University Housing residents and their registered guests. Theaters are equipped with a surround-sound theater system and provide various seating options. The audience is allowed to bring their own snacks into theaters provided all wrappers and garbage are disposed of in a proper manner.

Movie titles and show dates/times are posted at the beginning of each week (if applicable) outside each theater. Watch for signage.

PARKING ■

The University Housing contract does not include any parking privileges on- or off-campus. However, all four of our residential buildings have parking garages* available for the campus community. Please be aware that spaces are **EXTREMELY LIMITED**. You can purchase parking permits through UWM Transportation Services online at uwm.edu/transportation/residencehallparking.

*Cambridge, RiverView and Kenilworth garages are secure and temperature-controlled.

DAILY AND HOURLY PASSES ■

Residents and guests of Cambridge Commons, Kenilworth Square Apartments, and Sandburg can pay for metered hourly parking by using coins, Visa or MasterCard, or using the ParkMobile App.

CITY OF MILWAUKEE ■

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

RESIDENT ASSISTANT FUNCTIONS ■

UW SYSTEM RESOLUTION 1.1E MARCH 10, 2006 ■

“Resident assistants (RAs) are expected to work with residents to create an open, inclusive, and supportive residential community. At the same time, because RAs are students themselves, they are encouraged to participate in campus activities and organizations. As such, RAs may participate in, organize, and lead any meetings or other activities, within

their rooms, floors or residence halls, or anywhere else on campus, to the same extent as other students. However, they may not use their position to pressure, coerce or inappropriately influence residents to attend or participate.

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

To schedule an appointment with your building’s RLC, please visit University Housing Office, located in Sandburg C100, or contact our office at **414-229-4065**. The University Housing office is open Monday through Friday, 8 AM-4:30 PM.

Appointments MUST be scheduled at least 24 hours in advance.

If you have an emergency, please contact Security personnel located at the Service Desk of each University Housing building.

RECYCLING

The State of Wisconsin and the University of Wisconsin-Milwaukee are dedicated to preserving the environment through recycling. University Housing has developed a recycling program that allows for the collection and easy separation of recyclables from the general waste stream. UWM uses single-stream recycling, where different recyclables **do not** need to be sorted into different bins. The only item we **DO** separate out is cardboard.

We presently recycle within four main categories, or the Core Four:

- **Paper:** includes mixed paper (envelopes, homework, etc.), newspapers, magazines, and catalogs
- **Cans:** includes aluminum and tin
- **Bottles & Jars:** includes glass(all colors) and plastic (numbers 1 through 7)
- **Cardboard:** clean & flattened - includes cardboard delivery boxes, paperboard (ex. cereal boxes)

**We also offer bins for Pizza Boxes. Please keep pizza boxes separated from other recyclables so as not to contaminate them.*

Cambridge and Riverview Recycling Centers are located in the lobbies near each Service Desk. In Sandburg, Recycling Centers can be found under the North and West Tower stairwells.

RECYCLING HELPFUL HINTS

- Separate your recyclables from your general waste. Do not allow contamination of recyclables. Residents/floors will be charged for contaminated recycling.
- Rinse out all cans, glass, and bottles. Remove metal caps and rings. Paper or plastic labels and rings do not need to be removed. Food waste in the recycling ruins the whole bin of recyclable material.
- **Plastic bags are not recyclable!** Please throw them in the trash and not in the recycling bin.
- Bins are available in Recycling Center specifically for cardboard. Residents are expected to break down boxes before putting them in recycling bins.
- Only buy those items that are made from recyclable products and can be recycled again.
- At the end of each semester, collection bins for donations to organizations are provided in each building.
 - Unopened food and toiletries can be donated to the UWM Food Pantry year-round. Look for collection boxes across campus.

ROOM ASSIGNMENTS

ROOM ASSIGNMENT PROCESS & POLICY

Assignments are based on a random lottery typically starting the first week of June (early July for Kenilworth) for Fall Semester and January for Spring Semester utilizing the lottery number, resident preferences, and the availability of rooms.

Whenever possible, residents are assigned in accordance with their stated preferences. Assignment depends upon the availability of a resident’s preference when the assignment is made. Preferences are weighted as follows:

1. Living Learning Community (LLC) request
2. Roommate request
3. If BOTH roommates do not request or are not eligible for the same LLC, roommates will be assigned to different rooms and/or suites.
4. Room Type
5. Personality Traits

(If there is a conflict between a resident's LLC request and ANY other preference, the LLC request always takes priority. The inability of University Housing to honor resident preferences does not void a resident's contract.)

ROOM SELECTION FOR CONTINUING RESIDENTS ■

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

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

ROOM CONDITION REPORT ■

Residents are provided a link to submit their Room Condition Report at check-in. The form serves as the record of the room's condition at the beginning of a resident's occupancy and at the time of vacating. Residents are instructed to note any defects in the room, ceiling, and furnishings, and inventory the items provided at check-in and submit a work order to fixit.uwm.edu. Residents will have 10 days from their check in date to submit their Room Condition Report.

Failure to submit the Room Condition Report will mean that the condition of the room has no reported damage. Damages or missing items not reflected on the form will result in a charge on the resident's account for the costs of repair and replacement. The room's condition will be checked and the condition of the furnishings evaluated upon checking out by University Housing staff. Submitting a work order does not impact whether a student is financially liable for damage charges.

- **Damage to room or furniture:** \$50
- **Additional cleaning:** \$50 (hourly rate of \$35 will apply for excessive clean up)

HALF-VACANT ROOMS ■

If a resident's roommate leaves during the course of the academic year, they should plan on being assigned a new roommate and must keep their belongings on one side of the room. Residents who attempt to discourage someone from moving in with them will be referred to the University Housing resident behavior process. If a resident occupies the vacant space in their room and has not paid for it they may be charged \$75. If there is a vacant space, University Housing will offer residents the opportunity to buy-out the vacant space when available.

ROOM CHANGE REQUESTS ■

GENERAL PROCEDURES ■

After a resident checks into their room or apartment, any request for an assignment change must first receive approval from a University Housing Professional Staff Member. Typically, room changes are not offered during the first three weeks of the Fall Semester and the first two weeks of Spring Semester. After this room "freeze" lifts, all room change requests



must first be directed to the individual's Resident Assistant. (In Kenilworth, please see the Service Desk for information about room changes.)

The Resident Assistant will discuss the individual's concern and then seek potential mediation. After that, residents can submit the online room change request form that goes directly to the Residence Life Coordinators (RLC). The room change request must first be approved by the Residence Life Coordinator or their designee. Each resident will receive specific guidelines from University Housing that explain the procedures needed to change spaces and check out properly.

During times when residents are assigned to temporary spaces (which often occurs in the Fall), the first priority of University Housing is to provide those residents with a permanent room assignment.

VACATING PERMANENTLY (CONTRACT CANCELLATION) ■

Residents who self-terminate their contract or those who have their contract administratively terminated should contact the University Housing Office prior to vacating. To schedule a cancellation exit interview, visit the University Housing Office in Sandburg C100 or call **414.229.4065**. The University Housing Office is open Monday–Friday from 8:00 am to 4:30 pm. The effective date of cancellation is the date on which all University Housing keys that were issued to you, the Resident, are returned, and you have vacated. If you, the Resident, never retrieved University Housing keys but did not cancel your contract prior to the applicable date as set forth in your Contract, the effective date of cancellation is when written notification is received by University Housing. You can find additional information regarding contract cancellation on our [website](#).

MOVE-OUT CHECKLIST ■

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

- Remove all personal belongings from room.
- Clean your portion of the room and common area of suite/apartment.
- Return room to its original condition.
- Return room key to the front desk of your building.
- You are expected to complete your room change or permanently vacate by the designated date provided by the University Housing Professional Staff Member.
- **Improper Checkout** will result in a \$75 fee.

**If changing rooms, we highly encourage you to submit a Room Condition Report for your new room. See page 13 for more details.*

ABANDONED AND UNCLAIMED PROPERTY ■

The following policy is specific to University Housing time periods designated as “Move-Out”, which typically occurs at the end of the Fall and Spring academic terms.

- **Administrative Pack-Up:** \$75

A. Abandoned and/or unclaimed property left in University Housing trash rooms and donation centers will be managed and further disposed of immediately by University Housing. University Housing may donate or sell property and/or otherwise dispose of such property in any manner without liability or compensation to the resident.

B. Abandoned and/or unclaimed property left in University Housing common areas, laundry rooms, lounges, and/or café will be tagged as abandoned and dated. If item remains unclaimed after 24-hours, University Housing may donate or sell property and/or otherwise dispose of such property in any manner without liability or compensation to the resident.

C. Medical equipment will be held for seven (7) days from the date of discovery per 2011 Wisconsin Act 143. After seven (7) days, medical items will be securely disposed of by University Housing.

D. Personal items left behind such as prescription drugs and medications will not be opened, inventoried, or stored by University Housing. Upon discovery, these items will be immediately turned over to the University Police Department for proper disposal.

ROOM/FACILITY RESERVATIONS ■

Residents, resident organizations, and staff may reserve spaces within University Housing buildings for their use, subject to the established University Housing [Facility Reservation Policies](#). University Housing room reservations and policies are subject to change according to public health policy and community guidelines.

SERVICE DESKS

All Service Desks are open 24/7/365 when their respective buildings are open. These areas should serve as a primary resource for residents and the central location for emergency situations. Cambridge, Kenilworth and Sandburg Service Desks are located in first-floor lobbies. RiverView Service Desk is located on the third (main) floor of RiverView Residence Hall. Each desk accepts credit card or personal check as forms of payment for certain services.

Service Desks provide the following services for residents:

- Accepting payment for room charges if they are a non-UWM student contract holder (MATC, Milwaukee Repertory Theatre, etc.).
- Providing key replacements or room key-ins.
- Selling coaxial and ethernet cables.
- Coordinating lost and found items.
- Checking out recreational equipment (basketballs, volleyballs, etc.), kitchen supplies and board games.

STUDENT ORGANIZATIONS

STUDENT HOUSING ADMINISTRATIVE COUNCIL



The Student Housing Administrative Council (SHAC) is the residence hall association for UWM, a standing student government in charge of allocating funds, writing legislation, and advocating for resident interests in on-campus housing. The SHAC General Body, made up of students from each building (except Kenilworth Square Apartments), has the power to create major change in the lives of residents every day. Under state statute 36.09(5) students are guaranteed the primary say in policies concerning student life,

services, and interests, which means the student voice must be heard.

SHAC also sponsors educational events like Sex Week, Wellness Week, and Social Justice Week, plus other opportunities for involved students, such as participation in regional and national conferences and professional development opportunities. SHAC coordinates with SWAKU, for Care Package fundraising services that raise money for student scholarships and other SHAC-related funding.

Overseen by an executive board and University Housing advisor, SHAC has many positions available for any resident who wishes to get involved, just email shac@uwm.edu to inquire.

PANTHER ACTIVITIES COMMITTEE (PAC)

The Panther Activities Committee (PAC) is the late-night event planning branch of SHAC. PAC hosts fun, social events “every Thursday at 9:27pm” in all residence halls. Events change each semester based on student interest, but previous events include: hypnotists and comedians, open mic nights, dance parties, paint-and-sip parties, holiday festivities, game nights, and relaxation events. For more information, attend any PAC event and speak to the event coordinator, or email shac@uwm.edu.



COMMUNITY COUNCILS

Community councils are a subset of SHAC and are building-specific organizations that address the needs of individual residence halls. Their primary purpose is to build community which is done through event planning and advocating for what students would like to see. Within each residence hall's community council there is an executive board, general body, and advisor, with elections held each fall and recurring on an as needed basis. If you are interested in joining your building's community council, contact your RA or Residence Life Coordinator for more information.



NATIONAL RESIDENCE HALL HONORARY (NRHH)



The National Residence Hall Honorary (NRHH) UWM Panther Chapter is a national organization and is considered an honor society. NRHH is founded on the values of recognition and service. An elected executive board and advisor provide guidance to NRHH and membership is open to residents of at least one semester with a cumulative GPA of 2.50 or better and in good standing with University Housing. The organization participates in many service-based initiatives, on-campus and in the city, including Make A Difference Day, Bradford Beach Cleanup and Hunger Task Force Food Drive. Email NRHH@uwm.edu for more information.

RESIDENTIAL REVIEW BOARD (RRB) ■



Residential Review Board (RRB) is a group of students interested in helping shape student community standards and expectations. The RRB serves as a hearing board for behavior cases of their peers, and receives conflict mediation training from University Housing professional staff members. The RRB will hear cases of students who allegedly violate University Housing policies or behavioral expectations, or receive student dispute referrals from residential staff for resolution. This group is designed to help build a greater understanding of community living, democratic values, and social responsibility in students.

Students interested in conflict mediation training or helping to hold peers accountable should contact Residence Life staff at rpoasst@uwm.edu for information about joining the board.

PROUD PANTHERS ■

Proud Panthers is an LGBTQIA+ focused organization that any student in the residence halls can join. Proud Panthers are a great way to meet other LGBTQIA+ students and allies who live near you and want to meet others. They host social and educational events all year in collaboration with the LGBTQ+ Resource Center. Some examples are going to trivia together, socials with the LGBTQ+ Resource Center, celebrating National Coming Out Day, and doing service projects or crafts! For more information, look for Proud Panther signage and tabling, or email uh-involvement@uwm.edu.



TELEVISION STREAMING & CABLE SERVICE ■

All University Housing residents receive a cable television package provided by Apogee/MyResNet. Televisions must have a QAM tuner to receive the channels provided. While most newer televisions have a QAM tuner pre-installed, certain brands may not. Please consult your television's owner's manual for more information.

Existing coaxial connections are active in all buildings. You can bring your own cable, or purchase one at your Service Desk.

All residents are also able to download Apogee's Stream2 app, which provides device management, a TV guide listing and DVR function. Instructions are available for Stream2 [installation and set-up](#) on mobile devices and streaming media players in Apogee's online knowledge base. Subscriptions subject to change without notice. Any changes will be posted online at University Housing's website.

TRANSPORTATION ■

The UWM Shuttle Service operates the Prowl Line for residential students and University Housing employees (during work hours) between the main UWM Kenwood Campus (Union and Sandburg stops), Kenilworth Square Apartments, Cambridge Commons and RiverView Residence Hall. Shuttle service is not available to the general public unless a person is a registered guest of a residential student.

Eligible riders are able to catch a shuttle on the Prowl Line approximately every 5-10 minutes between 5:30AM to 1AM or 2AM, depending on the day of the week (weekend availability starts at 9AM). Have your UWM ID or University Housing Guest Pass ready when you board the shuttle. University Housing employees may also use the shuttle during work hours. Prowl Line schedules vary during certain times of the year and can be found on the [Transportation Services website](#).

Other free-to-students services are available, such as MCTS UPASS and B.O.S.S. Additional information can be found on our [webpages](#).



SAFETY & SECURITY

The safety and security of students is one of UWM's highest priorities, both in and out of the classroom. In the Safety & Security section, you will learn about personal safety as well as how to create a safer environment for others as well.

The information provided here will help increase awareness of your environment and spell out instructions on how to proceed if/when emergencies occur.

For campus safety information, visit uwm.edu/health-safety/.

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CIVIC RESPONSIBILITY & CONDUCT IN THE NEIGHBORHOOD

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

ELEVATOR USE

Elevators are programmed to provide the fastest possible service to the greatest number of residents. All of the elevators have posted maximum load limits, and it is expected that residents obey these limits. In the event that an elevator entrapment does occur, each elevator is equipped with a phone that will directly call University Housing staff members who will be dispatched to respond. Residents may be held financially responsible for damages if they are involved in the overloading or vandalizing (jumping, graffiti, etc.) of an elevator. Residents should not press excessive buttons or emergency buttons unless needed.

“Smashing” of elevator buttons in an attempt to call an elevator faster will not work and may result in the need for elevator maintenance, taking elevator cars offline for long periods of time.

EMERGENCY EVACUATION FOR RESIDENTS WITH DISABILITIES

Individuals with documented disabilities or a medical condition that would require the need for assistance in an emergency evacuation should inform Housing of their need by registering online with UWM Accessibility Resource Center (ARC). If you need assistance during an emergency evacuation or a housing accommodation and you have not yet registered for accommodation, apply online at uwm.edu/arc/apply/.

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

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

FIRE SAFETY

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

All University Housing Facilities have fire alarms and sprinkler systems. In addition, Sandburg Hall is equipped with a fire alarm system that sounds independently in each tower. Each suite and apartment has a speaker and most also have a strobe light, and every resident room has a smoke alarm.

**ADA equipment is available for individual rooms including strobe alarms and bed shakers.*

University Housing is required to test the alarm system in all residential buildings regularly, including yearly, full-evacuation fire drills. Failure to evacuate the building when requested (both during a drill or an actual fire) may result in contract action and/or fines issued by UWM Police.

In the event that an alarm is activated in Cambridge Commons, Kenilworth Square Apartments, RiverView Hall or Sandburg Hall, residents should assume the alarm is genuine and respond according to directions given over the public address system. If the alarm is determined to be a false alarm, an “all clear” will be issued over the public address system.

In the event of an actual fire or water emergency, residents will be instructed over the public address system to evacuate the building immediately. During an evacuation, residents must:

- Evacuate the building immediately using the nearest stairwell.
- Use a different stairwell if smoke or fumes are coming up the stairwell.
- Do not use the elevators. Depending on what activates the fire alarm, the elevator may go to the first floor and remain there. They will not be able to be accessed until an all clear is called and residents are able to enter the facility.
- Move as far away from the building as possible to allow fire fighters access to the building.

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

PREVENTION ■

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

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

GUARDIAN NOTIFICATION

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

By a phone call, if that resident is transported to an emergency medical treatment center for drug use or intoxication or if a person's health and safety is at serious risk. Staff may contact the person the student listed as the general emergency contact (the student's designated confidential contact will not be notified, unless they are also the general contact) at the time the student is transported.

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



INFECTIOUS DISEASES

University Housing believes in maintaining the integrity of the community by keeping open communication with students regarding infectious disease such as COVID-19 (coronavirus), H1N1 (influenza), meningitis, and staph. When made aware of such issues University Housing has a plan of action to assist all students impacted by any potential infections on a case-by-case basis. In recent years, health officials have noticed a steady increase of meningitis cases in college residents, especially those living on campus. It is believed that living in close quarters may put college residents at greater risk, since the disease bacteria is spread through the sharing of eating utensils and glasses, kissing, or coughing. The American College Health Association has recommended that residents consider vaccination to reduce their risk of contracting meningitis. The Student Health and Wellness Center offers meningococcal vaccination and can be reached at: (414) 229-7429.

PUBLIC HEALTH CRISES

We expect all members of the University Housing community (residents, staff, and guests) act in a manner that demonstrates respect and consideration for those around them, including for the health and safety of all community members. University Housing prioritizes the health and safety of our residents and is focused on minimizing the potential spread of disease within our community. University Housing will continue to make public health-informed decisions that align with university and local officials' guidance. All residents are prohibited from creating a health or safety hazard within University Housing and UWM may request or require a resident to relocate to another residential space or leave University Housing if their continued presence in the housing community poses a health or safety risk for community members.

Residents are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by the University or University Housing as it relates to public health crises, such as COVID-19.

This guidance will evolve as any public health crisis may evolve and may include, but is not limited to, social distancing, limitations on mass gatherings, access to common spaces, wearing a face covering, required diagnostic and surveillance testing, contact tracing, disinfection protocols, limitations on guests into residence halls, and quarantine/isolation requirements.

Adherence to health and safety requirements applies to all residents, staff, and guests and extends to all aspects of residential life, including bedrooms, suites, bathrooms, lounges, community kitchens, retail spaces, and other common areas.

In the event of a conflict between any public health crisis regulations and the Housing Contract, including all sections of the University Housing Resident Handbook, the terms of those regulations (added here in the form of an addendum) will take precedence.

KEYS

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

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

KEY-IN # AND REPLACEMENT COSTS

- 1-2\$0
- 3\$25
- 4\$25
- 5\$25
- 6\$25, \$75 lock change, & meeting with Residence Life Staff.
- TOTAL COST AFTER SIX KEY-INS: \$175

LOST KEYS

If a key is lost, a lock change will be done as soon as possible. The resident will be charged \$100, regardless of whether the key is found later. Submit a work order at fixit.uwm.edu to request a lock change.

ADDITIONAL KEY TYPES ■

Bike locker replacement keys cost \$175. Residents with bike lockers will be billed for any needed replacement keys or failure to return the key. Residents with mailbox keys will be charged \$30 per replacement. Residents with fobs will be charged \$30 per replacement.

MISSING PERSON POLICY ■

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

Should a missing person report be filed on your behalf, UWM University Housing will:

- Ensure that the UW-Milwaukee Police Department has been notified;
- Notify your confidential emergency contact (or your parent if you are less than 18 years old) within 24 hours of the report; and
- Ensure that all appropriate law enforcement authorities are notified if you have been missing for more than 24 hours and have not provided a confidential contact (unless you are younger than 18 years old).

RESIDENTS 18 YEARS OLD AND OLDER ■

You **may** identify a confidential emergency contact in your [Housing Portal](#) that can be notified within 24 hours if you are determined to be missing. You may also designate your confidential contact by contacting the UWM University Housing department staff at any point at [414.229.4065](tel:414.229.4065).

RESIDENTS YOUNGER THAN 18 YEARS OLD ■

The Missing Person policy **requires** us to notify your parents/guardians within 24 hours if you are determined to be missing. You may also identify a confidential emergency contact in your [Housing Portal](#) that can be notified within 24 hours if you are determined to be missing. You may also designate your confidential contact by contacting the UWM University Housing department staff at any point at [414.229.4065](tel:414.229.4065).

PERSONAL BELONGINGS ■

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

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

POLICE (9-911) ■

The UWM Police Department is located in NWQ Building B. Police will frequently assist University Housing staff in responding to resident concerns and emergencies. Moreover, the UWM Police Department provides University Housing staff and residents with programs and services, including:

- Campus lost and found
- Non-violent crisis intervention training
- Sexual assault prevention/personal safety classes
- OC spray (pepper spray) training
- Security surveys
- Bicycle registration and recovery

Emergency service: [414.229.9911](tel:414.229.9911)

Non-emergency service: [414.229.4627](tel:414.229.4627)

PERSONAL SAFETY ■

[Rave Guardian](#) is a mobile safety app that connects students, faculty, and staff directly with University Police resources through texting, confidential tips, location sharing, a call directory and a safety/resource content portal. The app also contains helpful safety information to keep users a fingers tap away from campus safety resources. To download the app for free, head over to the Apple App or Google Play stores and search for "Rave Guardian"



Also, update your cell number in PAWS to receive [UWM Safety Alerts](#) via text. Residents using a cell phone while living on campus are **expected** to submit their number to campus via PAWS, regardless of their decision to receive alerts.

SECURITY

In order to facilitate a safe, comfortable environment that is conducive to academic study and personal growth, University Housing provides the following services:

- Residents are required to carry a UWM ID to enter the residence halls and Kenilworth Square Apartments.
- Security access locations are at the main entrance to all University Housing Facilities. In addition, Sandburg Hall utilizes access locations at the first-floor entrance to each tower during “open lobby” hours.
- Residents are required to register guests, accompany their guests at all times, and be responsible for the actions of their guests. (See G2 in the Rules and Regulations portion of this Handbook.)
- Cambridge Commons and RiverView security staff members check IDs at the building entrance 24 hours a day.
- Sandburg security staff members check IDs at the tower entrances from 9:00am-6:00pm on weekday class days, and at the lobby entrance at all other times (subject to change). Walking past access locations without presenting your ID is against policy.
- Deadbolt locks are installed on both room and suite doors. Residents are expected to lock their doors at all times.

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

- Cambridge: **414.251.7891**
- Kenilworth: **414.229.0512**
- RiverView: **414.251.8328**
- Sandburg: **414.229.6123**

GUESTPASS SYSTEM

Every guest coming through UWM residence hall doors are required to create a Guestpass account and carry their Guestpass card with them at all times. All guests of University Housing must abide by university policy and regulations at all times. If a guest violates a policy their Guestpass privileges may be revoked for an allotted amount of time.

To register for a Guestpass account each person must provide a valid photo ID, take a picture with Housing staff/upload a picture themselves, and provide personal information to our database. Guestpasses are valid for four years. A guest will need to repurchase a Guestpass if it is lost and/or the current card is not present when checking in.

SERVICE & ASSISTANCE ANIMALS

The University of Wisconsin-Milwaukee (“UWM”) is committed to providing students with disabilities equal access to its programs, services, and physical facilities, including its Residence Halls. This guidance explains the specific requirements applicable to students’ use of Service Animals and Assistance Animals in University Housing. It does not apply to use of Service Animals or Assistance Animals elsewhere on UWM’s campus, including in classrooms. The process for requesting a non-housing-related accommodation can be found on [Accessibility Resource Center’s website](#). University Housing reserves the right to amend these guidelines in the future in its discretion.

I. Definitions

- **Service Animal:** A dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a Service Animal must be directly related to the individual’s disability. Examples of such work or tasks include guiding people who are blind or have low vision, alerting people who are deaf to the presence of people or sounds, pulling a wheelchair, or reminding a person with mental illness to take prescribed medications. Service Animals are working dogs, not pets. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals under the Americans with Disabilities Act (the “ADA”) or these Guidelines.



- **Service Animal in Training:** A dog that is being trained as a Service Animal. Service Animals in Training are not considered Service Animals under the ADA and, in light of this, they are subject to restrictions not placed on fully trained Service Animals as further detailed in these Guidelines.
- **Assistance Animal:** An animal (other than a Service Animal) that provides assistance and/or emotional support for a person with a disability. An Assistance Animal does not perform jobs or tasks that would qualify it as a “service animal” under the ADA. However, the animal may still provide disability-related assistance even if not trained or qualified as a Service Animal. Assistance Animals may be permitted in University Housing as an accommodation in certain circumstances as further described in these Guidelines.
- **Pet:** An animal kept for ordinary use and companionship that does not otherwise qualify as an Assistance Animal or a Service Animal. Pets are not covered by these Guidelines. Residents in University Housing are not permitted to keep pets in University Housing, other than fish in tanks 10 gallons or smaller, as outlined in this Handbook.
- **Student:** For purposes of these Guidelines, the term “student” will be used interchangeably with the term “owner,” “handler,” “resident,” or “trainer” and is defined as a qualified individual with a disability who is registered or enrolled at UWM for educational purposes and (i) has requested and/or been approved to use an Assistance Animal in University Housing in accordance with these Guidelines and/or (ii) has a Service Animal.
- **Accessibility Resource Center (ARC):** The department at UWM that provides services and accommodations to students with disabilities. ARC is dedicated to maintaining an environment that guarantees students with disabilities full access to educational programs, activities and facilities at UWM. Detailed information can be found on [ARC's website](#). Contact ARC's main office at 414-229-6287.

II. Service Animals In University Housing

Service Animals are generally permitted in University Housing in all areas a student would otherwise be permitted to access.

- Determining if a Dog is a Service Animal:** If an animal is a dog and it is readily apparent that the dog is trained to do work or perform tasks for the benefit of an individual with a disability, the dog is permitted in University Housing without the need for any other documentation and/or explanation. When it is not obvious whether a dog is trained to do work or perform tasks for the benefit of an individual with a disability, University Housing may ask the student: (i) if the animal is required because of a disability, and (ii) to provide an explanation of the task(s) or work that the animal has been trained to perform to assist the individual. With respect solely to the use of a Service Animal, the student is not required to provide documentation evidencing the nature or extent of their disability or their need for a Service Animal. However, if the student needs additional accommodations beyond the use of a Service Animal, they should contact ARC. As part of the ARC accommodation process, disability documentation will be requested if other accommodations are needed. If the student works with ARC, a Service Animal will also be listed as an accommodation on the student's Accommodation Plan.
- University Housing Areas where Service Animals may be Prohibited:** Service Animals may be prohibited from University Housing's mechanical rooms, utility rooms, food preparation areas, or other areas with hazardous activities where the presence of a Service Animal would be dangerous.
- Guests with Service Animals:** A Service Animal accompanying a guest with a disability is welcome in all areas of University Housing that are open to the public, as well as any other area the guest is otherwise permitted to be in consistent with University Housing's policies.

III. Service Animals in Training in University Housing

Service Animals in Training are not protected by the ADA. In light of this, they are subject to restrictions not placed on fully trained Service Animals. Wisconsin law allows Service Dogs in Training to be admitted to facilities open to the public, for example, the UWM Union or basketball arena. Service Animals in Training are not generally permitted in University Housing as it is not a public place of accommodation. However, in the event the trainer is a resident of University Housing with a disability, and is training the dog for their own use, the trainer may request that the dog reside with them by providing the documentation to ARC as required in Section IV with respect to an assistance animal. Service Dogs in Training must wear a harness or leash and special cape and the trainer must present credentials for the dog issued by a school for dog training.

IV. Assistance Animals in University Housing

- Approval Required:** No student may bring an animal, other than a Service Animal, into UWM's facilities, including University Housing, unless such animal is approved **in advance** by University Housing, ARC, or otherwise expressly permitted by UWM's policies and/or procedures. Students and/or their guests who bring an unauthorized animal into University Housing may be required to remove the animal from University Housing. Further, the student may be subject to University Housing's Residential Behavior Process which is outlined in this Handbook.

B. Procedure for Requesting Use of an Assistance Animal in University Housing: If a student wishes to use an Assistance Animal in University Housing, the following procedures must be followed:

1. **Request:** A student requesting an accommodation to permit an Assistance Animal to reside with them in University Housing should start the process by completing the online housing accommodation request application, found on ARC's website at uwm.edu/arc/apply under "Apply for University Housing Accommodation." Once completed, the application will be assigned to an ARC Access Specialist to respond to the request and begin the interactive process with the student. **UWM recommends that requests for Assistance Animals in University Housing be submitted at least 60 days prior to the desired move-in date.**
2. **Documentation Required:** In addition to submitting the above-mentioned online request, the student must also submit supporting documentation from their licensed, treating health care professional. This documentation should be signed and dated by the health care professional and provide contact information and any relevant professional licensing information. This documentation should be prepared and/or reviewed by the student's health care professional no more than six (6) months prior to the date of the student's accommodation request. Details of what should be included in this documentation are provided below. For students' and healthcare providers' convenience, it is recommended that health care providers complete the **University Housing Accommodation Documentation form** in support of a student request for an Assistance Animal in University Housing: uwm.edu/arc/documentation-guidelines. Students are also encouraged to review the U.S. Department of Housing and Urban Development's January 2020 Guidance on "Documenting an Individual's Need for Assistance Animals in Housing" which is attached as Appendix A to this Guidance. Please note that documentation relating to an Assistance Animal obtained from the internet is generally not, by itself, sufficient to establish that a student has a disability-related need for an Assistance Animal. Documentation should be provided by a health care professional that has personal knowledge of the student. Lack of such documentation, in many cases, may be grounds for denial of a student's request for an Assistance Animal in University Housing. The documentation from the student's treating, health care professional in support of their need for an Assistance Animal in University Housing should include the following information:

- Student's name;
- Whether and how long the health care professional has had a professional relationship with the student involving the provision of health care or disability-related services;
- The type of animal for which a reasonable accommodation is sought;
- A description of the student's physical or mental impairment(s);
- A description of how the student's impairment(s) substantially limits at least one major life activity or major bodily function; and
- A description of how the animal will assist the student in University Housing which demonstrates that the animal is not merely a pet (i.e., the nexus between the disability and the need to allow the animal to reside on campus). This should include a description of the disability-related work/assistance/task(s) the animal provides.

If the animal is NOT a dog, cat, small bird, rabbit, hamster, gerbil, other rodent, fish, turtle or other small, domesticated animal that is traditionally kept in a home for pleasure rather than for commercial purposes, the health care provider should also provide the following:

- The date of the last consultation with the student;
 - Any unique circumstances justifying the student's need for this particular animal or particular type of animal; and
 - Whether the health care professional has reliable information about this specific animal or whether they specifically recommend this type of animal.
3. **Determination:** UWM's Housing Accommodation Review Committee will review the submitted information and make a decision. The Committee typically meets on a weekly basis and will only review a student's request once all information and supporting documentation has been submitted. Once a determination is made, the Assistant Director of University Housing will notify the student of the outcome via their UWM email account. If the request is approved, the student will receive additional information via their UWM email account about next steps that must be completed prior to bringing the animal into University Housing.

All approvals for Assistance Animals in University Housing are subject to annual review.

Once an assistance animal is approved, but prior to the assistance animal obtaining entry to university housing assigned rooms, the approved owner must complete and submit the online [Assistance Animal or Service Animal in Training Expectations Form](#) with the following documents. This paperwork must be submitted annually.

- A signed [Community Acknowledgement of Assistance Animal Form](#) (print the form, obtain the signatures

and upload the signed copy when you submit the online [acknowledgement of assistance animal expectations](#))

- [Documentation of Milwaukee County Animal License](#) for canines and felines
 - Documentation of preventative treatment for fleas (if applicable, required of all cat and dog breeds). A receipt of the flea treatment you are utilizing is acceptable.
 - Knowing there are a number of assistance animals on campus, we suggest speaking to your veterinarian regarding fleas on rabbits and if they recommend a preventative flea treatment. Documentation should indicate their recommendation.
 - Documentation of current vaccinations, if applicable to breed/species
 - University Housing reviews the listed documentation above for completion, and once verified the resident would then receive an Approval for Entry to University Housing email.
4. **Appeal Process:** Students whose request for an Assistance Animal in University Housing has been denied may appeal this decision by following the process detailed in Section X of these Guidelines titled “Appeal Process.”
 5. **Notification of Staff:** The Assistant Director of University Housing will notify the Residence Life Coordinator of the building in which the student is assigned, the Assistant Director of Facilities and Residence Life, Area Coordinator for Desk and Security, and Area Coordinator for Community Standards, of the ESAs approval for entry to University Housing, as appropriate and necessary.

V. Steps to Be Completed Prior to an Approved Assistance Animal Moving into University Housing

A student who has received approval for an Assistance Animal in University Housing will receive additional information via their UWM email regarding animal expectations. Students are required to complete the below steps before the Assistance Animal is admitted to University Housing. Unless otherwise provided, this documentation/information should be submitted via the webform to the Assistant Director of University Housing.

- A. Notification to Suitemates/Roommates & Acknowledgement:** The student is responsible for informing their suitemates and roommate with whom they are assigned to live that they have approval for an animal to live with them in University Housing. The student should also inform them of the type of animal that has been approved (e.g., dog, cat, etc.) All roommates and suitemates must sign a [Community Acknowledgement of Assistance Animal form](#). This form is provided via your UWM email account at the time your accommodation decision letter is emailed. If a student is having difficulty obtaining these forms from any roommate/suitemate, or if any roommate/suitemate has indicated they do not wish to sign the form and/or live with the animal, the student should notify their Resident Assistant, Residence Life Coordinator and/or the [University Housing Office](#) for assistance. In the event that one or more roommates or suitemates are not comfortable living with the animal, either the student and animal or the non-agreeing roommates or suitemates may be moved to a different location, as determined by University Housing in its discretion and based upon the circumstances.
- B. Health & Vaccinations:** Animals to be housed in University Housing must have an annual clean bill of health from a licensed veterinarian as well as be up to date on any vaccinations required by local ordinances/regulations. Documentation can include a vaccination certificate for the animal or a veterinarian’s statement regarding the animal’s health. If applicable to the breed/species, animals must also have preventative flea treatment. A receipt from the flea treatment being used is acceptable as proof of treatment.
- C. City of Milwaukee Animal License:** Must be obtained if required by local ordinances/regulations and renewed as applicable. City of Milwaukee animal license information can be found online at city.milwaukee.gov/dogandcatfees.
- D. Student Acknowledgement of Assistance Animal-Related Expectations in University Housing:** This document, [submitted online](#), includes an acknowledgment that the student must comply with these Guidelines, the policies outlined in the this Handbook, as well as any other applicable guidelines, policies, procedures and laws.

VI. Student’s Responsibilities/Behavioral Expectations

- A. Compliance with Policies:** Any student who has a Service Animal, Service Animal in Training, or an Assistance Animal in University Housing is solely responsible for complying with these Guidelines, the policies and rules of UWM Residence Life, the Residence Life Contract Terms and Conditions, and any other applicable policies, procedures and laws.
- B. Control:** The handler must be in control of their animal at all times. Animals must be harnessed, leashed, or tethered, or be contained in a cage or similar type of environment depending on the animal, when outside of a student’s residence room; unless, in the case of a Service Animal, these devices interfere with the animal’s work or the student handler’s disability prevents using these devices. In that case, the handler must maintain control of the animal through voice, signal, or other effective controls. The animal’s behavior must not be disruptive

to its surroundings or other members of the UWM community. Disruptive behavior includes, but is not limited to, jumping on people, barking, growling, taking food from dining area tables, taking personal belongings of individuals other than the owner or damage to property.

- C. Clean up:** All animals must be housebroken. The handler will ensure the immediate clean up and disposal of waste. Handlers who are not physically able to pick up and dispose of waste are responsible for making all necessary arrangements for assistance.
- D. Back-Up and/or Emergency Handlers:** In the event that the student needs assistance with the animal from time to time (e.g., toileting while the student is at class), it is the student's responsibility to make sure that the backup handler understands these Guidelines and follows them as well as any other relevant policies, procedures, and/or laws. University Housing may in its discretion require the student to provide it with a list of any back-up handlers and the times the animal is anticipated to be under their control. All students are required to provide University Housing with the name and contact information for one or more emergency contacts. In the event of an emergency (e.g., the student is unexpectedly hospitalized) the student authorizes University Housing to contact this person and turn control of the animal over to them.
- E. Other Reasonable Restrictions:** The University may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.
- F. Room Access by University Housing:** University Housing has the right to inspect any University Housing space to complete routine health and safety inspections or in an emergency. Any resident with an animal is expected to inform University Housing staff in writing if there is concern for staff members' safety if staff members enter when the owner is not present. Upon entry to University Housing, all residents complete an initial room condition report of their room, suite and/or apartment, any such concerns should be noted at that time.

VII. Removal of Animals in University Housing

If the student or guest handler fails to comply with the above-described requirements, or if the animal's behavior poses a direct threat to the health and safety of others, the student and/or guest may be required to remove the animal from University Housing. Further, the student may be subject to the University Housing's Residential Behavior Process which is outlined in UWM's Resident Handbook. If an Animal is removed or excluded from University Housing, the student may appeal the decision under Section XI of this Process (Appeal Process). However, in University Housing's discretion, such appeal or grievance may not suspend the removal of the animal pending the outcome of the appeal. In the event that an Animal is removed pursuant to these Guidelines or other relevant policies and procedures and/or laws, UWM will work with the student to determine whether there are other reasonable alternative accommodations that would allow the student to enjoy the full benefit of University Housing's facilities, events, and programming.

VIII. Encountering an Animal in University Housing - Etiquette

Animals are fairly common in University Housing. Some tips to help guide interactions with them follow:

- Do not attempt to touch or pet an Animal unless the owner or handler approves of such contact.
- Do not offer the Animal food or treats.
- Try not to act in a manner that could startle, frighten, or threaten an Animal.
- Do not separate or attempt to separate an owner from their Animal unless authorized by University policy and procedure, or law enforcement.
- Asking questions about the handler's disability is impolite and intrudes on their privacy.
- It is fine to offer help to an animal's handler, but always ask first and respect the handler's right to decline your offer.

IX. Conflicting Health Conditions

Individuals, other than the student using the animal, who may have a disability that is adversely impacted by the presence of an animal (e.g., respiratory diseases, asthma, severe allergies), or who have a health or safety concern regarding the presence of the animal in University Housing should contact the University Housing Office for assistance. Such residents may have a right to their own reasonable accommodation to allow them to fully enjoy the benefits of University Housing's facilities, events, or programs. The rights of the student with the animal will be balanced with the rights of other individuals with disabilities in accordance with University policy and state or federal law.

X. Violation of the Guidelines or Applicable Policies & Procedures

Violations of these Guidelines, relevant policies, procedures and/or laws may result in one or more of the following actions by the University: assessment of charges or fees against the student's bursar account, removal of the animal from University property, termination of the student's housing contract, or any other remedy otherwise available to the University.

XI. Appeal Process

Any person dissatisfied by a decision concerning a request for an Assistance Animal or Service Animal in Training in University Housing may appeal the decision by following the below-described process:

Step 1. First Level of Appeal

The student must first present their concerns and disagreement to their assigned ARC Access Specialist. The student must specifically indicate in writing that they are raising an appeal pursuant to this Appeal Procedure. The student should include a clear and concise statement of the issue(s) requiring review and provide a copy of any supporting materials they wish the ARC Access Specialist to consider. This should occur within 10 working days of the ARC decision that prompted the appeal. The ARC Access Specialist's decision should be given to the student in writing within 5 working days of appeal submission. First level appeals are provided via written statement. Student can request to discuss their appeal in-person by contacting [ARC via email](#).

Step 2. Second Level of Appeal

If the student is not satisfied with the result of Step 1, the student may appeal in writing to the ARC Director. This appeal must be received by the ARC Director within 10 working days of the date of the Step 1 decision. The student should include the following information in their appeal: (1) a clear and concise statement of the issues to be reviewed, (2) a summary of steps taken by the student to resolve the issue(s), (3) a detailed description of the relevant facts, (4) names of persons with relevant information, and (5) a copy of relevant documents or other evidence. The Director will consult with appropriate parties and may meet with the student at the Director's discretion. The Director will respond to the student in writing within 20 working days of receipt of the appeal.

Step 3. Third Level of Appeal

If the student is not satisfied with the result of Step 2, they may file a final appeal with the Vice Provost for Academic Affairs. The appeal must be made in writing within 10 working days of the date of the Step 2 decision. The student should submit all relevant documentation (as described above). In addition, a chronology of events is helpful. The Vice Provost will consult with appropriate parties and make a decision in writing within 20 working days of receipt of the appeal.

Other Options

In addition to this Appeal Procedure, UWM's Discriminatory Conduct Policy (S-47) prohibits discrimination against students on the basis of disability. This policy provides a mechanism for students to file complaints with UWM's Office of Equity/Diversity Services ("EDS"), which is charged with investigating such claims. Any student enrolled at UWM who believes that they have been discriminated against on the basis of disability (including, but not limited to, complaints involving accommodation decisions made by ARC) may file a complaint with EDS.

Guest Appeal

Guests have the right to appeal sanction decisions to the University Housing Community Standards Administrator. An appeal must be in writing and submitted no later than 7 business days to the Residence Life Office. If guests submit an appeal, we will contact them by email within 7 to 10 business days at the number the guest lists on the appeal form. During the appeal telephone call, we will discuss the incident and the reason for appealing. If no contact has been made after 2 attempts from the hearing officer, a decision will be made on the behalf of the guest.

XII. Liability and Insurance

The student is responsible for any and all liability related to the use of an animal. UWM assumes no liability or responsibility for the care of any animal or for any damage or injury it may cause. University personnel are not required to remove, and will not remove, an animal during emergency evacuation events such as a fire alarm. Students are encouraged to obtain their own private insurance coverage to protect against any claims or findings of harm, injury or damage that may arise from the presence of an animal on UWM's campus.

TORNADO WARNINGS

(University Housing conducts tornado drills at least once a year.)

In the event a tornado warning is issued for the surrounding area, University Housing staff will make an announcement over the public-address system alerting residents to the situation. An all-clear will also be issued when the tornado warning expires.

**Residents with a [RAVE Guardian](#) account will also get a notification over their app.*

- Cambridge residents should seek shelter in the bathroom within their suite or go to the parking garage.
- Kenilworth residents should seek shelter in the bathrooms within the apartments or in any common space (hallway, or stairwell) without windows.

- RiverView residents should go to the the interior bathroom/entry area of their suite, to the second-floor laundry room, or to the fitness center.
- Sandburg residents should move to the floor ounge located in the center of the towers or stay within their suite bathroom.
- Sandburg Commons and dining facilities will be closed immediately. Residents and staff located in these areas should move into the towers or into a more secure interior room (Flicks on the first floor or the cafeteria serving area on the second floor of Sandburg Commons).

* Seeking shelter on floors 1-4 is recommended. And, always stay away from windows.

TYPE-INS

As soon as a student receives their University ID, they are responsible for carrying it with them at all times. University Housing takes every measure to ensure a safe living and learning environment, including a Guest Pass swiping system to access the University Housing buildings. Residents must have their University ID with them in order to access any University Housing building.

If a resident does not have their University ID with them at the time of the swipe in, they will be charged with a type-in. Type-ins are billed in accordance with the following table:

TYPE-IN # COST

1-29	\$0
30th	\$15
60th	\$15 and meeting with Residence Life Staff
90th	\$15 and meeting with Residence Life Staff

If a University ID is lost, you must get it replaced at the [PantherCard Office](#) in Union E158. You can find additional information about the office on their [website](#).



PREFERRED GUEST POLICY—KENILWORTH ONLY

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

This is how the program works:

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

The University Housing resident behavior process is a part of community development within the residence halls at UWM. Members of a community have both rights and responsibilities. Inherent to the success of the University Housing resident behavior process is an awareness by residents of the need to acknowledge their responsibility for their behavior and how it affects the community in which they live. Primary emphasis is placed on the educational and developmental progress of the resident and is part of the educational mission of the university. Increased understanding of self and others has the strongest potential for educational impact. This process is designed, in part, to determine responsibility (or lack thereof) for violations of the University Housing Rules and Regulations—not guilt or innocence relative to criminal matters.

The University Housing resident behavior process is not equivalent to, nor does it conform to criminal law processes. The University Housing resident behavior process is informal in nature so as to provide substantial justice, fair proceedings, and educational and developmental outcomes. It is not bound by legal jargon, court-like proceedings, nor legal definitions. The technical rules of evidence applicable in civil and criminal cases do not apply. This Resident Handbook and associated policies are supported by and incorporate by reference the UWM Student Code of Conduct.

RULES & REGULATIONS

When living with and among large groups of people, certain standards of behavior must apply for the group to function properly. While students are given wide latitude in functioning as adults both on and off campus, certain policies and processes have been established for the safety and respectfulness of all.

In the Rules & Regulations section, you'll find information about your rights as a student, expectations of behavior, and the process involved when those expectations are not met.

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RESIDENT DUE-PROCESS RIGHTS

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

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

HOW THE BEHAVIOR PROCESS WORKS

When a University Housing staff member, resident, or any person observes or is made aware of what they believe is a violation of University Housing policy occurring in University Housing facilities or a University Housing-sponsored event, they are asked to (a) provide information for, or (b) complete an Incident Report (IR) describing the alleged violation. If involved, University Housing staff members will identify themselves, request identification from all participants, communicate what policy/policies have allegedly been violated, and ensure that inappropriate behavior has ceased. The Residence Life staff will review the IR in a timely manner and decide upon appropriate action.

When a policy violation occurs during Finals Week and the resident has been provided a contract for the upcoming semester/year, the resident may be required to meet with Residence Life staff to discuss the alleged violation in order to execute their contract. Failure to meet with the Residence Life staff may place the resident's contract on hold. There are three manners in which an incident report may be handled: Meeting Deemed Necessary, Meeting Deemed Unnecessary, and No Action Needed.

MEETING DEEMED NECESSARY

A meeting is deemed necessary to discuss an incident. The Residence Life staff determines that the situation, as documented in the IR, warrants a meeting with the resident. A letter containing information regarding the alleged policy violation is generated and sent to the resident's UWM email account. This letter outlines the procedures for scheduling a meeting to discuss the matter. Residents must schedule this meeting within four business days of the date in the letter attached to the email.

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

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

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

MEETING DEEMED UNNECESSARY

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

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

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

NO ACTION NEEDED

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

DURING A BEHAVIOR MEETING

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

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

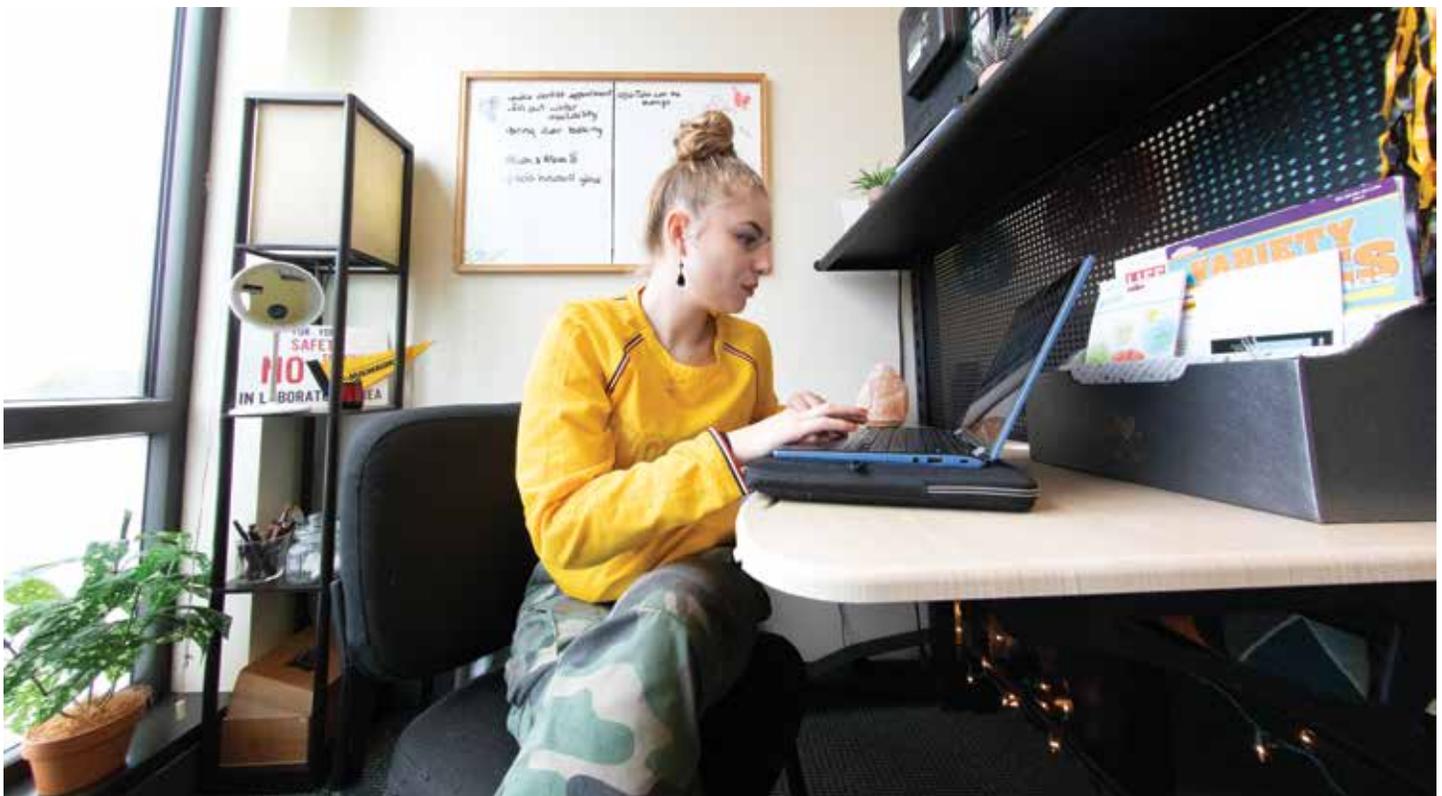
The Residence Life professional staff member will determine the resident's involvement based on the incident reports(s), relevant information from the behavior meeting, and, if needed, the outcome of any further investigation.

AFTER THE BEHAVIOR MEETING

The resident will receive a letter that will contain:

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

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



THE APPEALS PROCESS

Residents have the right to appeal decisions within the behavior process if there are concerns that:

- Substantial evidence was not presented to support the conclusions reached.
- A substantial error in due process was made where the resident did not receive adequate notice of the behavior meeting or standard university and/or University Housing procedures were not adequately followed.
- New evidence of a substantive nature came to light after the original behavior meeting took place.

All appeals must be received within seven business days of the sanction being issued. In order for a hearing of appeal to be granted, the resident is expected to follow the guidelines included on the Behavior Appeal Form (which is available online at https://cm.maxient.com/reportingform.php?UnivofWisconsinMilwaukee&layout_id=105 or in the Residence Life Office located in Sandburg C120 and Cambridge Commons Room 144). The administrator who hears the appeal may contact the resident to have an in-person meeting or a phone meeting. The administrator hearing the appeal may decide to uphold the original decision, change the original decision to a less severe sanction, or overturn the original decision. Any appeals submitted following a termination sanction will be heard by the Director of University Housing, followed by the Chief Student Affairs Officer (or their designee), if necessary.

SEXUAL ASSAULT, DATING/DOMESTIC VIOLENCE & STALKING

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

SEXUAL HARASSMENT

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

SEXUAL ASSAULT

Sexual assault is any sexual contact made without consent. Consent must be freely given with overt words or actions that clearly communicate an individual's desire to engage in sexual activities. Consent is a freely given agreement, not the absence of a no. Consent cannot legally be obtained if an individual is incapacitated due to alcohol or other drugs, is unconscious or asleep, or has limited mental capacity. Examples of sexual assault include unwanted touching, fondling, or penetration of the mouth, vagina, or anus with a finger, penis, or object.

OTHER SEXUAL VIOLENCE

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

Information regarding sexual violence or harassment may be shared between University Housing and the Office of the Dean of Students. If parties from other institutions are involved, those institutions may be notified. If you feel threatened or are in danger you should contact the UWM Police Department at 9-911 or call 911 if you are off campus. You may report any form of sexual violence or harassment to the Title IX Coordinator at titleix@uwm.edu or 414.229.7012, the Office of Equal Opportunity and Civil Rights at 414.229.5923 (Mitchell Hall 359), the Dean of Students office at 414.229.4632 (Union 345), or University Housing at 414.229.6123 (Sandburg Hall Service Desk).

UWM's Title IX Coordinator, Office of Equal Opportunity and Civil Rights, the Dean of Students, or University Housing can assist you with potential protective measures as well as filing a complaint concerning the conduct. Incidents of sexual violence may also be reported to the UWM Police Department (9-911 in an emergency; 414.229.4627 for non-emergency calls).

ADDITIONAL ASSISTANCE ■

Below are other resources on and off campus that are available to assist you.

Contact for Assistance

Student Health and Wellness Center
414.229.4716

Women's Resource Center
414.229.2852

Dean of Students
414.229.4632

University Housing
414.229.6123

University Police
9-911

Victim/Survivor Advocate
414.229.4582

Milwaukee Sexual Assault Counseling Unit
414.278.4617

Women's Crisis Line
414.933.2722

UNIVERSITY HOUSING STATEMENT ON THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

GUARDIAN NOTIFICATION OF DRUG AND ALCOHOL VIOLATIONS

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

A member of the Residence Life professional staff may notify the family of a student under 21 years old:

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

UW-MILWAUKEE DRUG, ALCOHOL, AND SEXUAL ASSAULT VICTIM ASSISTANCE POLICY

The University of Wisconsin–Milwaukee (UWM) is committed to the safety of its students and encourages students to look out for one another. This is particularly important when students are involved with alcohol and/or other drug use.

UWM has a number of resources to educate students on the effects of alcohol and other drugs as well as assistance for students who believe their use of alcohol and/or other drugs is problematic. Despite these resources, UWM knows that some of its students will use alcohol and/or other drugs and may find themselves or their friends in unsafe situations.

In order to ensure that everyone's physical safety is the primary consideration, UWM will provide some relief from disciplinary action for students who seek assistance for themselves or others related to alcohol and/or other drug overuse or impairment. In addition, UWM encourages its students to seek help for themselves or others who have been the victim of sexual violence so that all sexual violence victims receive medical and/or other assistance without fear of disciplinary consequences for alcohol and/or other drug use. Accordingly, students who meet the following criteria will not face university disciplinary action or UWM Police citations for underage alcohol use and/or other drug use:

- The student seeks police/rescue assistance or assistance from UWM staff for someone who is overly intoxicated and/or impaired due to drugs and/or alcohol or who is the victim of sexual violence (sexual assault or dating/domestic violence);
- The student seeking such assistance remains on scene and cooperates with emergency personnel and/or UWM staff. This includes providing any requested information to the extent the student is capable of doing so; and
- The student who is the subject of any request for assistance cooperates with emergency personnel to the extent the student is capable of doing so.

In 2022, the University installed Narcan boxes in the lobby of every residence hall. These boxes are available to anyone in the building to take from at any time. It is encouraged to be proactive and take a Narcan device if you or a friend is experimenting with drugs or illegal substances.

Although students meeting the above criteria will not face university disciplinary action and/or UWM Police citations for underage alcohol use and/or other drug use, students may be subject to disciplinary or police action for other misconduct and/or criminal activity. Students may also be referred to the Student Health and Wellness Center for non-disciplinary education as part of the Brief Alcohol and other drug Screening & Intervention for College Students (BASICS) program.

Students who are referred to BASICS under this policy will not be charged the program fee to participate. Students who are approached by, rather than actively seeking assistance from, UWM staff and/or the UWM Police do not qualify for relief from disciplinary action under this policy. UWM does not control whether the City of Milwaukee or other local police departments will issue citations and/or refer other illegal activity for criminal charges.

Please note, however, that state law protects a student engaged in underage drinking from receiving an underage drinking citation if that student is reporting a sexual assault or human trafficking (see Wis. Stat. § 125.07(5)).

COMMON SANCTIONS IN RESPONSE TO CONTRACT VIOLATIONS

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

CONTRACT STATUS SANCTIONS

WARNING STATUS

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

CONTRACT PROBATION

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

Contract probation status is not considered "in good standing" and may be reported to prospective landlords and employers as such.

DEFERRED CONTRACT CANCELLATION

Resident has been found in violation of the University Housing Rules and Regulations and is in danger of having their University Housing Contract cancelled. The resident's University Housing Contract is at non-renewal status, meaning the resident will not be allowed to live in University Housing minimally one year from the end date of their University Housing Contract and banned as a guest for one year from the end date of their University Housing Contract. During the time the resident is at the deferred contract cancellation level, the resident may be excluded from participating

as a representative of University Housing through employment. Deferred contract cancellation is a sanction reserved for serious or repeated policy violations.

Deferred contract cancellation status is not considered “in good standing” and may be reported to prospective landlords and employers as such.

CONTRACT CANCELLATION ■

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

Contract cancellation status is not considered “in good standing” and may be reported to prospective landlords and employers as such.

OTHER SANCTIONS ■

WRITTEN REPRIMAND ■

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

EDUCATIONAL SANCTION ■

An educational sanction is an activity designed to educate residents about the issues involved in the policies they violate. Each sanction takes an average of 30 minutes to complete. A student successfully completes the sanction by passing a test, writing an essay, or preparing another assignment. A written statement from a Residence Life professional staff member outlines the process for completing the assigned sanction(s).

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

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

A written statement from a Residence Life professional staff member outlines the process for class attendance and that failure to attend this class may result in further contract action. Residents may reschedule their C.A.R.D. session due to a conflict with a regularly scheduled UWM class. However, residents may reschedule only once and must do so no later than 72 hours in advance of their assigned C.A.R.D. session.

REFERRAL TO BASICS I ■

The goal of BASICS Level 1 is to reduce harmful consumption and associated problems in students who use alcohol or marijuana. This evidence-based program provides students the opportunity to examine their use of alcohol or other drugs in a confidential and non-judgmental setting. It is specifically tailored for college students and combines cognitive- behavioral skills with motivational enhancement.

BASICS Level 1 includes two sessions, including a two-hour group session and a one-hour individual personalized feedback session with a trained graduate student facilitator. The facilitator will provide the student with personalized feedback about their substance use based on information shared by the student through discussion, reflection activities and survey questions.

WHAT IS A STANDARD DRINK?

12 fl oz of beer	=	8-9 fl oz of malt liquor 12 oz glass	=	5 fl oz of wine	=	1.5 fl oz shot gin, rum, whiskey, vodka, etc.
about 5% alcohol		about 7% alcohol		about 12% alcohol		about 40% alcohol

EXCESSIVE DRINKING

WOMEN (or assigned female at birth)

- Binge drinking is having **4** or more drinks in one occasion
- Heavy drinking is having **8** or more drinks per week

MEN (or assigned male at birth)

- Binge drinking is having **5** or more drinks in one occasion
- Heavy drinking is having **15** or more drinks per week

SAMHSA
Substance Abuse and Mental Health Services Administration

A range of options about ways to reduce risks for harm will be explored and, if the student is interested, a plan will be developed. If indicated, efforts are made to connect students with on- or off-campus resources for additional support. The program does not provide a diagnosis of substance abuse or dependence. Good-faith participation is expected during the program.

The fee for students mandated to BASICS Level 1 is \$75. The program is free for voluntary UWM students. Registration information is at uwm.edu/ace. For more information, contact the Norris Health Center Office of Health Promotion & Wellness at 414.229.3712 or at AODresources@uwm.edu.

REFERRAL TO BASICS II ■

The goal of BASICS Level 2 is to reduce harmful consumption and associated problems in students who use alcohol or marijuana. More intensive than BASICS Level 1, BASICS Level 2 includes two to three one-hour individual sessions with the Campus Alcohol & Other Drug Coordinator.

BASICS Level 1 is a prerequisite and is used as a foundation from which the student will engage in further examination of their use of and experiences with alcohol or other drugs within the context of personal goals and values. Students will be asked to commit to experiential learning activities and to debrief those experiences.

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

The fee for students mandated to BASICS Level 2 is \$140. The program is free for voluntary UWM students. Registration information is at uwm.edu/ace. For more information, contact the Norris Health Center Office of Health Promotion & Wellness at 414.229.3712 or at AODresources@uwm.edu.

REFERRAL TO STUDENT HEALTH AND WELLNESS CENTER COUNSELING SERVICES ■

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

REVOKE HOST PRIVILEGES ■

While University Housing encourages residents to utilize the guest registration process and host guests, they must do so in a manner that meets expectations established by the University Housing Rules and Regulations and those shared by their roommates and suitemates. Residents are not guaranteed the ability to host guests.

Because a resident is responsible for their guest(s), policy violations by guests can impact a resident's ability to host guests, and University Housing can revoke a resident's ability to host guests for an established time period.

ADMINISTRATIVE MOVE ■

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

LOSS OF PRIVILEGES—GENERAL ■

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

VIOLATION-INVOLVED ITEM CONFISCATION ■

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

RESTITUTION TO THE UNIVERSITY ■

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

COMMON AREA DAMAGE (CAD) ■

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

OTHER ■

Below are examples of other sanctions that may also be required. These sanctions are determined by the relevant administrator, including but not limited to the Residential Review Board, Residence Life professional staff member, Associate Director, or Director:

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

BANNED GUEST ■

A banned guest is a non-resident or previous resident deemed disruptive to the population of the residence halls and apartments.

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

The banned guest is not allowed to enter University Housing facilities for either a specified time or indefinitely. They will receive a written statement from an administrator regarding their status, sent to the email provided during guest registration. Should the banned guest appear in the residence halls or apartments, because it is officially considered trespassing, they will be subject to arrest.



UNIVERSITY HOUSING RULES & REGULATIONS

The following Rules and Regulations are based upon a natural concern for the resident's safety, the safety of others, and one's surroundings. Residents must comply with these Rules and Regulations as well as with those of the UWM, UWS Chapter 17 (Student Non-Academic Disciplinary Procedures), UWS Chapter 18 (Conduct on University Lands) (*legis.wisconsin.gov/rsb/code/uws/uws.html*), and with the laws of the State of Wisconsin and the United States, which are incorporated by reference and made part of these Rules and Regulations. Changes and revisions of the Rules and Regulations may be made by the Chancellor and/or the Chancellor's designee and are effective upon publication.

In addition to the terms of the University Housing Contract, residents are responsible for upholding all standards of behavior established by the University of Wisconsin-Milwaukee, its administration, and the Board of Regents. Specifically, behavior in violation of Wisconsin Administrative Code § UWS 17.09 and § UWS 18 may result in serious disciplinary action, up to and including suspension or dismissal from the university and the UW System.

University Housing staff are empowered to conduct hearings and adjudicate most alleged misconduct which occurs in the residence halls; however, severe and/or repeated violations of Chapter 17 or 18 may be referred to the Dean of Students.

CONTRACT ACTION

The resident is given license to occupy the assigned space under the terms and conditions of their contract. Violations of any part of these Rules and Regulations may subject the violator to contract action, university action, and/or police action as appropriate. A resident involved in a violation of these Rules and Regulations or those of the university and the laws of the State of Wisconsin will be informed of the charges against them, as well as the right to respond. If contract action is sought, the resident will be notified in writing of the right of appeal. Contract action may include, but is not limited to the following sanctions: warning status, contract probationary status, deferred contract cancellation, and contract cancellation. Continued or serious violation of these Rules and Regulations by a resident or their guest(s) is considered a

breach of contract and may result in the cancellation of their contract. Said cancellation is not considered a denial of the individual's right to an education. Contract action is separate from university disciplinary action or criminal prosecution, although an individual may be subject to any or all of these actions if circumstances warrant.

SERIOUS RULE VIOLATIONS

Some behaviors and policy violations may result in immediate contract termination. In general, these include behaviors that cause harm to one's self or to others, threaten harm, are potentially harmful, or represent a risk to persons or property, which is unacceptable to residence hall living. The following are examples of behaviors and policy violations that may result in immediate contract termination (list is not exhaustive):

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

RULES AND REGULATIONS A-Z

A1: ALCOHOL

All use of alcohol in the residence halls and Kenilworth Square Apartments must be under appropriate conditions and in compliance with university procedures and the laws of the State of Wisconsin.

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

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

A damp room is a room that is occupied by a resident aged 21 years or older and a resident under the age of 21. In this situation, the resident of legal drinking age may only consume alcohol in the presence of an underage resident if that resident is their assigned roommate. A wet room is a room that is occupied entirely by residents aged 21 years or older. These residents may not consume alcohol in the presence of any underage persons. A dry room is a room that is occupied entirely by individuals under the age of 21.

Underage drinking is prohibited in all University Housing buildings and can be sanctioned through the University Housing behavior process.

- a. Individuals who are not of legal drinking age are prohibited from consuming or possessing alcoholic beverages (including alcohol in powdered form) in the residence halls or areas immediately surrounding the residence halls (i.e. patios, parking garages, etc.).
- b. Individuals who are not of legal drinking age are prohibited from being in the presence of alcoholic beverages (including alcohol in powdered form) in the residence halls or areas immediately surrounding the residence halls (i.e. patios, parking garages, etc.).
- c. All people, including those age 21 or older, present in a room or area where an alcohol violation has occurred will be considered in violation, whether or not they have personally consumed alcohol.
- d. Empty alcohol beverage containers may not be possessed by underage residents (this includes items used for decorative purposes), or be present in a space unless all people present are 21+.

- e. Residents who are of legal drinking age may not purchase and/or sell alcoholic beverages to residents who are underage.
- f. Distribution from or possession of common source containers (e.g. barrels, bowls, jugs, beer-bongs, kegs or mini-kegs, wine boxes), are not permitted and will be confiscated from residents or guests present during the policy violation and disposed of. Kegs containing soft drinks are strongly discouraged from being brought into the residence halls, and residents should be prepared that the staff will ask the keg to be “tapped” to determine the keg’s contents.
- g. Consumption or possession of open alcoholic beverages or empty alcohol containers by residents or guests in suite hallways, lounges (including community kitchens), elevators, stairwells, corridors, the University Housing Shuttle, or public areas is prohibited.
- h. Suite and apartment kitchens in Cambridge Commons, East, Kenilworth, and Purin, are considered common areas. Alcohol is not permitted in these areas (including the suite refrigerator) unless all residents and guests in the suite are of legal drinking age.
- i. Alcohol bottles that have been previously opened may be transported in common areas by residents 21 years of age and older and only if enclosed in a bag that conceals the contents.
- j. The playing of “drinking games” or other activities involving alcohol that increase the risk of excessive intoxication (such as beer pong, flip cup, etc.) are prohibited in the residence hall no matter the age of the resident.
- k. Excessive alcohol consumption (whether on-campus or off-campus, and regardless of the resident’s age) is prohibited. Residents will be held accountable for any excessive alcohol consumption that leads to disruption of the University Housing community or endangers the resident(s) involved.

A2: ANIMALS ■

- a. Pets or other animals are not allowed in University Housing, even for visits. Permitted service animals are not considered pets and are allowed. The only exception is fish, maintained to meet acceptable health standards in an aquarium or fishbowl. The tank must be 10 gallons or smaller and may be subject to approval by University Housing staff. University Housing is not responsible for any losses of personal items, including animals, due to interruption of service (e.g. electricity, heat). University Housing reserves the right to remove pets at the expense of the resident.
- b. Residents with an approved emotional support/assistance animal are expected to comply with the requirements established by the Assistant Director for Business Administration or University Housing employees. Failure to comply with the pre-established requirements, policies, agreements, and staff requests are considered policy violations.
- c. Residents who have service or emotional support animals are expected to care for and accompany the animal in the building at all times. Residents who are NOT the primary custodian of the animal are prohibited from acting in the owner’s place. Non-custodial residents may not take the animal out on walks in place of the owner. Only exception is if the owner of the animal goes through proper channels to get an alternative care taker approved.

B1: BEDS ■

- a. Lofts, bunk beds, or bed frames which are homemade, rented, or purchased from a vendor other than University Housing are not permitted.
- b. Beds bunked or lofted may not be placed parallel to the window in a manner that might enable accidental falling against the window or screen.
- c. Residents who bunk their beds must use guard rail for the top bed.
- d. Lofted or bunked beds must be at least 24” below any sprinkler heads, sprinkler pipes, or heating/air conditioning vents or pipes.
- e. Loft guard rails are part of the loft kit and must be used.
- f. Waterbeds are prohibited.
- g. The desk chair is not designed to be used as a ladder to access a loft. Damage to the chair will be charged to the resident.
- h. The resident agrees to sole liability for all damages and injuries as a result of their construction of any other room/ bed modifications.

B2: BICYCLES ■

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

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

- b. If bicycles are stored in a room, suite, or apartment, they must be stored in a manner that does not obstruct an individual from exiting the room or suite in case of fire or emergency.
- c. The resident will be charged for damages to the room caused by the bicycle. Examples include chain grease, tire tracks, and/or marks left by handlebars and kickstands.
- d. Bicycles may not be ridden inside the residence halls.

C1: COMPUTERS ■

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

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

- a. Violations of the ResNet Use Agreement will result in the following automatic sanctions:
 - The first violation of copyright laws will result in loss of connection for 30 days or until the resident completes the educational sanction as assigned, whichever occurs first.
 - A second violation will result in loss of connection for 60 days.
 - A third violation will result in loss of connection for six months. In all cases, violating materials must be immediately removed. In addition to loss of network access, appropriate contract action may be taken.
- b. Residents are responsible for the security of their computer as well as protecting it from viruses and Trojans. Violation of this policy may result in loss of connection until the computer is secured. Residents who meet the minimum level of security with regard to protection against viruses (as outlined in the ResNet Use Agreement) will not be assigned a sanction. Residents who do not meet the minimum level of security, and whose computers are exploited, will be removed from the network for a minimum of 30 days. A second violation will result in loss of connection for 60 days. A third violation will result in loss of connection for six months.
- c. Circumvention of the ResNet registration system or extending the network connection provided (i.e. use of a personal router) will result in loss of connection for 30 days. A second violation will result in loss of connection for 60 days. A third violation will result in loss of connection for six months.

D1: DAMAGES AND CHARGES ■

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

- a. **Apartment/Room/Suite Damages:** a resident is responsible for any damage or loss that occurs during their occupancy. A resident retains occupancy of a room, suite, or apartment from the moment the key is picked up until the key is returned. Any damage to room, suite, or apartment furniture, or facilities, will be billed to the responsible party, or if the person responsible cannot be identified, the charges will be evenly divided between members of the room, suite, or apartment, as appropriate.
- b. **Common Area Damages (CAD):** lounges and other common areas (elevators, suite hallways, kitchenettes, public restrooms, storage areas, stairwells, etc.) are inventoried for damage prior to occupancy for the Fall Semester. Damage (e.g. furniture damage/loss, extensive housekeeping) to common areas may be billed to the resident housing accounts of the members of the house or tower equally unless the person(s) responsible can be identified.

D2: DISORDERLY CONDUCT ■

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

- a. Engage in brawling, physical altercations, fighting, or prank activities.
- b. Use offensive, obscene, or abusive language, or engage in other conduct that would reasonably tend to arouse alarm, anger, fear, or resentment in others.

- c. Threaten, intimidate, harass, sexually harass, or endanger the health, safety, or welfare of a member of the university community.
- d. Conduct themselves in a disorderly manner so as to cause a personal/public risk, a disturbance, or threaten the public peace.
- e. Behavior such as public urination, “streaking,” “mooning,” “flashing” or any other sexual act, indecent exposure, or display in a public area is prohibited.
- f. Harassing or demeaning materials should not be posted outside of a common area door. Materials posted within a room or suite must be approved by all members inside the room/suite.
- g. Unauthorized production of audio, video, or photographic images of a person in a location in which that person has a reasonable expectation of privacy, including, but not limited to, residence hall rooms, workout facilities, and restrooms. This includes the use of devices such as digital cameras, cell phones, etc. For safety reasons, University Housing has security cameras installed in public areas, including elevators.
- h. Laser pointers or other types of commercially distributed concentrated sources of light, excluding flashlights, may only be used for the intended purpose in presentations and programs within the residence halls. Misuse and inappropriate use include, but are not limited to, shining the light on a person coming in or out of a building or within a hall, pointing the light through a window, and/or using the laser pointer to threaten or intimidate.
- i. Inappropriate use of pepper spray (OC spray).

D3: DOMESTIC VIOLENCE ■

Under State Law (968075), anyone intentionally inflicting pain, physical injury or illness, or threatening in conjunction with the physical act will be subject to arrest, possible prosecution, and possible imprisonment by local authorities, whether or not the victim presses charges. University Housing staff will contact the police and identify any suspected perpetrator or victim of domestic violence.

D4: DRUGS AND INHALANTS ■

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

- a. The use or possession of any illegal drug or controlled substance (including synthetic) in University Housing.
- b. Being present in a room or area where drugs are being used or possessed (all people present will be held responsible for their behavior or their objects in the area even if they are not engaging in drug use, drug possession, or possession of paraphernalia).
- c. The possession of any drug paraphernalia, including but not limited to bongs, blowtubes, pipes, and homemade devices.
- d. The use of University Housing facilities to manufacture, process or distribute any drug, controlled substance, or drug paraphernalia.
- e. Improper use of prescription or “over-the-counter” drugs (such as Adderall, OxyContin, etc.) is prohibited. This includes being in use or possession of prescription drugs prescribed to another person.
- f. Possession, use, or sale of narcotics or dangerous drugs, including marijuana is prohibited. Violation of this rule is a Serious Rule Violation and offenders are subject to relevant legal involvement under Wisconsin statutes and immediate contract termination.
- g. The possession, use, or sale of salvia is prohibited.
- h. The improper use of inhalants (such as canned air, glue, paint, etc.) is prohibited.
- i. Illegal drug use (whether on-campus or off-campus) is prohibited. Moreover, residents will be held accountable for any drug use that leads to disruption of the University Housing community or endangers the resident(s) involved.

E1: ELEVATOR USE ■

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

- Damaging elevators including, but not limited to, pushing the doors open and/ or putting foreign objects in the tracks, is prohibited.
- Overloading of elevators is prohibited. Residents and their guests are expected to follow posted guidelines for weight limits and use good judgment in elevator use.
- Damaging or tampering with elevator cameras is prohibited.
- General vandalism or littering within the elevators is prohibited.

- Residents should not tamper with or falsify a report to the elevator emergency services. Pressing the call button or excessive button pushing without an emergency is not permitted.

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

E2: ENTRY TO ANY ROOM, SUITE, AND/OR APARTMENT ■

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

University Housing appreciates residents' desire for privacy and will do all it can to protect the privacy of individual residents. It is, however, occasionally necessary for University Housing to exercise its contractual right to enter the rooms or apartments of residents. University Housing staff members may enter a room only for job-related purposes and shall adhere to the policy of the department that entrance to residents' rooms by University Housing staff is kept to a minimum to assure the occupants' privacy. University Housing staff members will always announce themselves and allow residents the opportunity to grant access prior to keying-in for job-related purposes.

Suite and apartment spaces are considered common areas of University Housing assigned to the residents residing in that suite/apartment. Entry to a resident's suite/apartment is restricted to the residents assigned to that space and University Housing staff members. University Housing staff members will enter these areas in the performance of their routine duties. Suite/apartment spaces are defined as the suite hallway, bathroom, kitchens, and living space (if applicable).

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

- University Housing staff may enter rooms or apartments to ensure the discontinuance of rule violations. This includes entering to turn off an alarm clock sounding without the resident being in the room, etc. University Housing may require immediate removal of items in violation of the contract (e.g. appliances, pets, alcohol, improper lofts, candles).
- If the resident(s) is/are absent from the room or apartment and University Housing staff members have reason to believe that entry is necessary in emergency situations, possibly endangering health or safety, the staff may enter without notice. This includes shutting an open window in cases of high wind or cold conditions if members of the suite or apartment complain.
- University staff members, including the University Police, may enter rooms or apartments without notice in the execution of a search warrant, when an emergency threatens health or safety, or with the consent of a contract holder (including, in Kenilworth Square Apartments, a guest resident) assigned to the room.
- University Housing staff may enter rooms or apartments with advance notice and at reasonable times, when possible, for necessary maintenance of areas, to removed unauthorized University Housing property, for inspection to determine occupancy where there is a possibility the room has been vacated, and for staff performance of routinely scheduled inspections. University Housing is not obligated to provide advance notice for minor maintenance and repair activities for which a work order has been initiated nor for completing a room condition report.
- The vacating of a resident is considered to be advance notice to the roommate, suitemates, or apartment mate that University Housing will be entering the room to inspect and clean the vacated space.

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

- Parents or other family members
- Friends or significant others
- Guests
- Suitmates/apartmentmates

F1: FIRE SAFETY ■

Due to University Housing's commitment to safety, we restrict certain items and behaviors that could compromise safety. Possession of an item on the following list is prohibited:

- Anything with an exposed heating element or open flame
- Due to fire safety considerations and the possibility of damage to residence hall room windows and doors, residents are prohibited from posting or hanging material on either side of residence hall windows, ceilings, and doors. This

includes but is not limited to signs, posters, flags, banners, paint, lights, post-its, or anything that partially obstructs windows. Postings approved by University Housing may be hung on residence hall doors by University Housing staff so long as peep holes and room numbers remain unobstructed.

- c. Overloaded power strips
- d. Firearms, fireworks, live ammunition, or other explosive materials that are combustible
- e. Microwaves (prohibited with the following exceptions): 1. Allowed only where provided by University Housing in suites/apartments with kitchens, and floor/community/building lounges; 2. Allowed in Cambridge Commons Standard suites, provided the microwave is 700W or less; and 3. Allowed in RiverView, Sandburg North/South/West as part of a rented Microwave-Freezer-Fridge unit from a University Housing approved vendor.
- f. Hotplates, panini/sandwich presses, deep fryers, toasters, toaster ovens, waffle irons (unless a Cambridge Upgrade, Kenilworth Square Apartments, or Sandburg East Tower resident and the items stay within the kitchen)
- g. Space heaters, air conditioners, ceiling fans, or auxiliary heating/cooling devices
- h. Candle warmers/burners, potpourri pots (allowed only in Kenilworth Square Apartments)
- i. Flammable liquids and fuels or blow torches of any kind
- j. Candles, lanterns, incense, (whether burned or not) and any other items that use open flames. This includes embers or coals from a recently used hookah, etc. Hookahs are allowed to be stored (though not used) in a resident space, provided they are in a proper container and cleaned prior to being brought into University Housing.
- k. Decorations of a combustible nature (e.g. cloth, fishnet, paper) when hung from the ceiling, overhead structures, or placed on a radiator
- l. Combustible vegetation (e.g. evergreen trees, logs with dried bark, or birch logs)
- m. Walls covered with paneling or flammable materials
- n. Halogen, “octopus” or any lamps with plastic lampshades, or lamps which have had the lampshade removed. Plastic lampshades are permitted when used with LED bulbs.
- o. Lava lamps
- p. Holiday lights are permitted in resident rooms, provided residents follow these guidelines: only lights specified for indoor use may be placed in university buildings. The lights must have the Underwriter’s Laboratory (UL) approval. LED string lights are not allowed to be hung up on walls. Cords should be inspected for deterioration and cracking. If either exists, the lights may not be used. If extension cords are needed, use the heavy-duty type. Unplug cords when the area is not attended. Fused power strips should be used to avoid circuit overloads. During University Housing-sponsored decorating contests, holiday lights are allowed (provided the guidelines listed above are followed). Staff will monitor light use accordingly. Lights must be hung underneath the sprinkler unit, not on or above, and may not be wrapped or strung around sprinkler heads/pipes or heater and air conditioning vents/pipes, or light fixtures, or emergency exit signs.
- q. Hammocks, placed in rooms, suites, or lounges
- r. Smoke or fog machines
- s. Water beds and personal mattresses
- t. Motorized vehicles, hoverboards, or self-balancing scooters
- u. Treated lumber
- v. Grills
- w. Soldering irons or 3D printers
- x. Personal refrigerators in Cambridge Commons
- y. x. Air fryers are allowed to be stored in resident rooms. These appliances need to be used in common area kitchens or lounges. Residents cannot store air fryers or personal cooking devices in common areas.

PERMITTED ITEMS I

- Stereos/radios
- Personal computers
- TVs
- Hair dryers
- Fan (box/rotating)

- Humidifier
- Vaporizer
- Vacuum cleaner
- Coffee pots, hot pots, crock-pots, and popcorn poppers are allowed if they do not have an exposed burner.
- Refrigerators, if in good repair, are permissible in the residence halls only if they do not exceed 4.0 cu. ft. rated capacity per person, with thin-wall construction and UL approved in construction and electrical work. Outside measurements should not exceed 36" x 26" x 26." University Housing reserves the right to require the removal by a resident or to remove at the resident's expense, any item which does not meet these requirements. Refrigerators are not allowed in Cambridge Commons as they are provided in all suites. Exceptions may be made in case of medical necessity for those residents living in six-person suites. Requests must be submitted in writing to the Cambridge Residence Life professional staff member.
- Micro-fridges are available to rent through an authorized provider only. This unit is a refrigerator, freezer, and microwave that has one plug. This is the only way a resident is allowed to have a microwave in RiverView or Sandburg North/South/West. Micro-fridges that are not rented through our authorized provider are not allowed. The rental program is not available for residents in Cambridge Commons, Kenilworth, Purin, or Sandburg East. Information on University Housing's authorized micro-fridge provider can be found on the University Housing website.

F2: FIRE FIGHTING/PREVENTION ■

- Setting fires in and around University Housing is prohibited. Violations of this rule include setting fire to items on a room/suite door, bulletin board, apartments, fires caused by a lit candle or cigarette, or any other flammable material in the halls. This behavior is a Serious Rule Violation and offenders are subject to relevant, legal involvement under Wisconsin statutes and immediate contract termination.
- All residents and guests are required to participate in all evacuations and fire/ tornado drills. Residents should start to immediately evacuate if there is a fire alarm and move away from the building until University Housing staff announces the "all clear." Failure to evacuate may result in a citation issued by UW-Milwaukee Police (see Wis. Stat. 18.10(4)(g) (At time of publication, cost of citation was \$204.)
- Disconnecting, covering, or tampering with a fire sprinkler, a smoke, or a fire detector unit, a strobe light, or "screamer box" is prohibited. This is a Serious Rule Violation, and offenders are subject to relevant legal involvement under Wisconsin statutes and immediate contract termination.
- Residents should immediately notify University Housing if a smoke detector unit is not in operating condition by submitting a work order at fixit.uwm.edu. Removing a battery or other ways of making a detector inoperable, rather than informing University Housing staff of needed repairs, is prohibited.
- Placing false fire alarms, interfering with the fire alarm system, with firefighters, or with fire-fighting equipment is a Serious Rule Violation, and offenders are subject to relevant legal involvement under Wisconsin statutes and immediate contract termination.
- Discharging a fire extinguisher unnecessarily (when there is no fire) and stealing or taking a fire extinguisher are all considered to be Serious Rule Violations, and offenders are subject to relevant legal involvement under Wisconsin statutes and immediate contract termination.
- Suspended items from sprinkler pipes, heating pipes, and vents create unsafe conditions and are not allowed.
- Responsible use of all University Housing appliances (i.e. microwaves, stoves, washers, dryers, etc.) is required. Misuse of University Housing appliances such as unattended cooking or overcooking of food and overloading of washers and dryers can result in damage to the machines as well as creating safety hazards for residents (e.g. fires or flooding of common areas). Residents found to have misused a University Housing appliance will be held financially responsible for any damages incurred.
- Tampering with University Housing lights or light bulbs is prohibited. If a light is out or has to be changed, a work order should be submitted online at fixit.uwm.edu.

F3: FURNITURE AND STORAGE ■

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

G1: GAMBLING ■

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

G2: GUESTS ■

A guest is defined as someone who is not a resident of University Housing or someone without an assignment to the room, suite, or apartment they are visiting. In consideration of all residents, guests are encouraged to limit visits to the hours of Sunday–Thursday: 8:00am–midnight; Friday–Saturday: 8:00am–2:00am.

All Kenilworth Square Apartment residents should be familiar with the Preferred Guest Policy, located in the safety and security section of this handbook.

- a. All guests present in a room or area where a policy violation has occurred will be held responsible for the policy violation.
- b. In situations where a guest has been involved in a policy violation and/or has proven to be uncooperative, disruptive, and/or presents any risk to the residents or residence hall community, University Housing reserves the right to immediately remove the guest from the University Housing buildings and/or restrict entrance of any guest for any amount of time deemed appropriate. During final exams week, starting at 5:00pm on “study day” each semester, guests involved in policy violations will be escorted from the building and not allowed re-entry until the start of the subsequent semester.
- c. All guests that are removed by University Housing staff are banned from all University Housing buildings until a University Housing official has processed the case and an email has been sent to the address that was submitted in guest registration.
- d. Guests may be present in a room only with the permission of other resident(s) assigned to that suite or apartment. A resident expecting an overnight guest must secure the prior permission of their roommate(s) and suitemate(s)/apartmentmate(s).
- e. Each resident can have a maximum of three registered guests visiting at a time. Three guests per resident are also allowed within a resident’s room at one time. (The term “guests” here includes anyone who does not reside in that room, registered guests, and residents of different rooms within any University Housing facility.)
- f. Any resident of Cambridge Commons, Kenilworth Square Apartments, RiverView or Sandburg who wishes to enter after midnight a building in which they do not live, must pre-register as a guest and be accompanied by a resident of the building they wish to enter.
- g. Any guest age 16 or older must show proof of identity. The only acceptable form of identification is a current picture ID, such as a driver’s license, state ID, or high school/ college ID. If proper identification is not presented by the guest, access will be denied.
- h. Any guest age 15 or younger who is not accompanied by a parent will be required to have the University Housing Minor Guest Admission Form (available on the University Housing website) signed by a parent/guardian, along with a copy of guest’s parent/guardian driver’s license, in order to be granted access to the building. If both of these items are not presented by the guest, access will be denied.
- i. A guest’s overnight visitation is limited to two total nights in the residence halls or apartments within a seven-night period. Any exceptions must be obtained in advance from the Associate Director of University Housing or their representative. Residents violating this rule may be subject to a daily charge.
- j. Guests (regardless of age) are prohibited from bringing alcoholic beverages into the residence halls. Guests who are of legal drinking age may not possess or consume alcoholic beverages in the room of a host who is not 21 or older. If a guest 21 or older is in possession of alcohol in an area other than the permitted specified location, the guest will be documented and asked to remove the alcohol from University Housing.
- k. University Housing does not have an obligation to host or care for a non-resident who is intoxicated or under the influence.
- l. Uninvited and/or unaccompanied guests may not loiter or sleep in the common areas of any residence hall. Loitering is defined as: standing or waiting around idly or without apparent purpose.
- m. A banned guest is a non-resident or previous resident deemed disruptive to the population of the residence halls and apartments. This person is not allowed to enter university housing facilities for either a specified time or indefinitely and will receive a written statement (sent to the email address provided during guest registration) from an administrator regarding their status. Because it is officially considered trespassing, should the banned guest appear in the residence halls or apartments, they will be subject to arrest.
- n. Guests must be escorted by their hosts at all times.

H1: HARASSMENT ■

All UWM students are expected to comply with UWM's discriminatory contact policy SAAP 5-1, UWM's Sexual Violence and Sexual Harassment policy SAAP 5-2, and Chapter UWS 17.09(04). To review these policies please visit <https://uwm.edu/studenthandbook/policies/student-conduct/>. To report an incident of harassment please visit: <https://uwm.edu/studenthandbook/report-it/>. For the purposes of this policy, there are two forms of harassing behavior: a. Harassment and b. Discriminatory Harassment and are outlined below.

- a. Harassment includes any conduct (verbal, written, physical, etc.) that is directed toward or against another person and 1. unreasonably interferes with someone's work, education, or participation in programs at UWM or 2. creates a working or learning environment that a reasonable person (as defined in Chapter UWS 17) would find threatening or intimidating.
- b. Discriminatory Harassment includes any conduct (verbal, written, physical, etc.) that is directed toward or against another person because of the person's protected status (e.g. race, gender identity or expression, disability, religion, etc.) and 1. unreasonably interferes with someone's work, education, or participation in programs at UWM or 2. creates a working or learning environment that a reasonable person (as defined in Chapter UWS 17) would find threatening or intimidating.

H2: HAZING ■

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

I1: IDENTIFICATION ■

- a. Residents have the responsibility to carry their UWM ID with them at all times and to show their ID to University Housing staff (including University Shuttles) or university police as requested.
- b. Residents must demonstrate proof of University Housing residency at the request of any university staff member acting within the guidelines of their employment. A university ID is the only acceptable proof of residency at the entrances to University Housing buildings or events. Walking past monitor stations and not identifying yourself is against policy and expectations.
- c. Guests will be allowed access to the residence halls, University Housing Shuttles, and Kenilworth Square Apartments only when registered and accompanied by a resident, a guest pass and picture ID are presented, and approval has been given to enter. If a proper ID is not presented by the guest, access will be denied.
- d. University IDs are nontransferable. Residents may not allow anyone to use their ID to gain entrance to University Housing buildings. Residents may not be signed in by another resident if they fail to show proof of residency. If a resident does not have an ID with them when asked to show their identification, University Housing reserves the right to verify their identity. Unidentified residents must be able to be identified and verified, or they may be restricted from services.
- e. Residents/guests may not alter or falsify information on university forms, or possess an altered identification. Permitting another person to wrongly use an ID with the intent to obtain university services, privileges, or goods, is prohibited.
- f. Acceptable identification for guests includes current university ID, military ID, driver's license, passport, state ID, official high school or college ID or any other official government picture identification. If a guest is 16 years and older, they need to show some form of acceptable identification.
- g. Any university official may confiscate false, altered, or duplicate university IDs used in violations of this contract or any other university rule. Situations in which a resident or guest is in possession of a false ID may be referred to UWM Police.
- h. Residents and their guests may not give false or misleading information or fail to give proper identification to representatives of the university acting within the guidelines of their employment.
- i. Impersonating another person (including staff) is prohibited.
- j. Residents and guests are prohibited from wearing masks which conceal the face within University Housing facilities. This includes but is not limited to masks worn with the intent to or having the effect of intimidating, threatening, or harassing any other person, avoiding identity while engaged in prohibited conduct, or causing any persons to fear for their personal safety. This policy shall not apply to: covering any part of the face for religious reasons, wearing protective equipment while responding to an emergency or safety situation, engaging in a theatrical production or similar University sanctioned event, or wearing a mask for protection from weather or medical reasons.

L1: LAW VIOLATIONS ■

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

M1: MENTAL HEALTH CONCERNS ■

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

- a. University Housing staff members will follow-up with residents in cases where a concern for their mental health has been made known, whether originated by members of the community, staff members, parents, and family members, or other sources.
- b. University Housing considers excessive alcohol consumption and/or drug use to be forms of self-inflicted harm that negatively impact both the individual and the greater community.
- c. No immediate threat to self: if there has been talk of self-destructive behavior but no physical action has been taken, then the resident will be evaluated by University Housing staff. Based upon this evaluation, staff may elect to 1) call the resident's emergency contact person; 2) refer the resident to the Norris Health Center for further evaluation and possible counseling; and/or 3) contact the Milwaukee Mobile Crisis Unit or involve UWM Police. Refusal by a resident to cooperate with the reasonable requests of the staff regarding their potentially dangerous and disruptive behavior could result in contract action.
- d. Immediate threat to self: if a resident has actually made an attempt to self-inflict harm (this can include incapacitation due to apparent alcohol and/or drug use), immediate physical assistance will be given to ensure the resident's physical safety and any of the following may occur: 1) 911 may be called; 2) UWM Police and professional medical personnel may be contacted for transport to the hospital; 3) the resident's emergency contact person may be called; and/or 4) referral may be made to Norris Health Center or a local treatment facility.
- e. University Housing staff members (regularly assisted by the UWM Police) may perform wellness checks if a parent, friend, or other community member expresses concerns for a resident's well-being or safety.

N1: NOISE ■

The realities of community living dictate that individuals respect community needs for the moderation of noise. University Housing encourages residents to confront one another when noise is infringing on an individual's right to an environment conducive to sleep and studying.

University Housing staff members may confront individuals at any time for noise violations, even when no specific complaint has been issued, in order to preserve academic communities within University Housing. Every resident has the right to request quiet from any other resident or their guests. When trying to estimate noise, residents are encouraged to think in terms of maintaining a level that would allow a neighbor to sleep or study undisturbed at any time.

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

- a. Official quiet times suitable for undisturbed study or sleep are Sunday through Thursday: 10:00pm until 8:00am; Friday and Saturday: 12:00am (midnight) until 8:00am.
- b. Each resident and their guest(s) must show reasonable concern for the rights of roommates, suitemates/apartmentmates, other residents, and their guests. During quiet hours, stereos, radios, televisions, musical instruments, etc., may not be played at a level that demonstrates a lack of consideration for the rights of others, including the off-campus community.
- c. Yelling, using "bull-horns," or any other loud noise directed outside the windows is an incredible nuisance for all community members and is strictly prohibited.
- d. Stereo bass has a unique ability to travel through room walls; even if the overall noise level is relatively low. Residents are encouraged to check with their surrounding community members if concern exists about noise level or bass. As in other violations of the noise policy, University Housing may remove sound equipment if stereo bass is negatively impacting the community.
- e. Playing excessively loud music or any other excessively loud noises through open speakers in a common area is prohibited.
- f. Courtesy quiet hours are in effect 24 hours a day.
- g. During final exam week, beginning on "study day" each semester, official 24/7 quiet hours start at 10:00pm the night before study day. They continue until 12:00pm of the final move-out day for residents for the semester/year, typically the Saturday of finals week.

- h. Houses/wings/floors may increase quiet hours by majority vote provided that at no time will quiet hours be shortened.
- i. All residents and guests in a room or area where the noise policy is being violated will be held responsible for the behavior, even if they themselves are not being loud. Therefore, if a resident is in an area where others are violating the noise policy, the residents should immediately confront the behavior and/ or leave and report the incident.

O1: OFFICIAL NOTIFICATION ■

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

P1: PEDDLING, SOLICITING, OR CANVASSING ■

- a. Under no circumstances will anyone other than University Housing staff members be allowed to canvass, peddle, or solicit door to door within the residence halls, Kenilworth Square Apartments, or University Housing shuttles, including all resident and common areas. This includes placing flyers or door hangers throughout the residence halls and Kenilworth Square Apartments. Persons interested in hanging flyers, door hangers, or any other printed material must contact the University Housing Office for a complete list of guidelines for approval. The number for the University Housing Office is **414.229.4065**.
- b. The apartments, residence hall suites, rooms, or any common spaces are allocated as residential space. Residents may not run private businesses, other commercial endeavors, or solicit sales for any business from their apartments/suites/rooms. Use of telephones and mailboxes for private business/commercial endeavors is prohibited.

P2: POLITICAL CAMPAIGNING ■

- a. Consistent with the solicitation rules above, political campaigning by political candidates, other individuals, student organizations, and any other group outside of University Housing in the living areas of residence halls, including student rooms, door-to-door, floor lounges, floor bathrooms, hallways, or in shared common spaces in various locations in the residence halls is prohibited, unless candidate or candidate representative activity is covered under P2:b. below.

b. UW-MILWAUKEE POLICY ON SOLICITATION FOR PUBLIC ELECTIONS IN THE RESIDENCE HALLS

This Policy was developed to allow residents the same access to information on political elections as students off campus while maintaining their right to privacy within their living area.

Candidates and their representatives may:

- Contact residents through direct mail via the U.S. Postal Service.
- Submit 8-1/2" x 11" flyers to the Service Desk for posting on the Bulletin Boards.
- Request, in writing, that individual Resident Assistants ask their floors whether the floor would be interested in an information meeting to hear the candidates' views on the issues. If so, the Resident Assistant will contact the person requesting the meeting to schedule a time.

Candidates and their representatives may not:

- Enter the Towers without an invitation to speak.
- Enter the Towers unescorted by their Host.
- Post flyers in the Towers.

SANDBURG COMMONS (FOR SANDBURG HALLS ONLY)

Candidates or their representatives may, in accordance with the [University Housing Facility Reservation Policy](#), use the Commons for meetings, literature distribution, or informal contact if they follow proper channels to reserve the space. Tabling or room reservation requests should be completed through the [Tabling & Room Reservation](#) form.

- c. Registered student organizations that are political in nature may use residence hall facilities consistent with the University Housing Reservation Policy that applies to all registered student organizations and by submitting a request using the [Tabling & Room Reservations](#) form. This includes tabling in designated areas.
- d. If any residence hall serves as a polling place during an election, State laws concerning campaigning supersede the sections above during such election.

P3: POSTING & ADVERTISING ■

- a. Consistent with the solicitation rules above, persons interested in distributing flyers, door hangers, or other printed materials in any residence hall location must contact the University Housing Office for a complete list of guidelines for approval. Approved materials may only be distributed by University Housing staff and may not be distributed by any other individual, including residents. Any materials may be mailed to residents using the U.S. Postal Service.

R1: RESPONSIBILITY ■

- a. Each resident is financially and contractually responsible for their actions and those of their guest(s) in the residence halls or apartments, residence hall parking garages at Cambridge Commons, Kenilworth Square Apartments, RiverView Residence Hall, Sandburg Hall, and at University Housing- sponsored events and activities.
- b. Each resident is responsible for all events in their room or common suite/ apartment area, even if they were not present but had granted access to their room/suite/apartment to others (including the shared bathroom, hallway, or kitchen). If no member of the suite/apartment claims or takes responsibility, all residents of the suite/apartment may be found collectively responsible.
- c. If a resident's guest violates any regulation, the resident will be held financially and contractually responsible for the guest's conduct.
- d. Residents assume responsibility for a guest who is checked-in under their name, whether they are with them at the time of a policy violation or not.
- e. Hosts must escort their guests at all times, including both entering and exiting University Housing buildings.
- f. All items that are checked out from the Service Desk must be returned to the desk in a timely manner: vacuums—one hour; sporting equipment and/or games—24 hours. Residents may be assessed for a fee if items are not returned or are damaged on return.
- g. Residents are required to respond upon request to relevant University Housing staff within four business days of the date of any letter received.
- h. Residents and their guests are expected to comply with any reasonable request of University Housing or university staff. This includes presenting ID upon request, not leaving the scene of a policy violation when staff are resolving and documenting the incident, or knowingly refusing to answer a room or suite door.
- i. Residents are expected to complete all sanctions assigned to them as part of the University Housing behavior process. Failure to complete an assigned sanction may result in further charges and sanctions including relevant contract action.
- j. Residents are expected to comply with requirements established by the Room Assignments Coordinator or relevant University Housing administrator. Behavior such as attempting to discourage someone from moving in with them, not moving on the assigned date, etc. is considered a policy violation.
- k. Each resident is permitted to occupy space only in the space that has been assigned to them. If a resident's room includes a vacant space, the current occupying resident is not permitted to use more than 50% of the available space and furnishings. Subleasing your assigned space is prohibited.
- l. A resident whose contract is terminated (whether voluntarily or involuntarily) is obligated to return the room key as instructed and remove all items from the room as instructed. Items left in a room, suite, or apartment after the vacate date are not the responsibility of University Housing, though in certain cases, they may be packed up and stored by University Housing for a period no longer than 15 days (packing charges will be assessed to the resident). Items not retrieved after the 15-day period will be disposed of.
- m. Attempts to interfere with a staff member attempting to resolve a policy violation or deal with an emergency situation is considered non-compliance.
- n. Residents and their guests are expected to cooperate with and not knowingly give false information to any representative of the university who is acting within the guidelines of their employment.
- o. University Housing uses multiple methods to inform residents of their rights and responsibilities regarding the Rules and Regulations, including the University Housing Resident Handbook, regular house meetings, handouts, flyers, etc. Ultimately, each resident is expected to understand and abide by these Rules and Regulations. Questions about any of the policies listed should be directed to a member of the University Housing staff.
- p. Residents are prohibited from granting banned guests, non-registered guests, or unauthorized persons access to University Housing buildings.

R2: ROOM & SUITE/APARTMENT CARE ■

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

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

- b. Alteration of the physical structure of the room/suite/apartment is prohibited. Any such alterations will be removed and the cost of the removal and/or the repairs will be assessed to the resident(s) responsible.
- c. No construction, decoration, or arrangement of furniture shall be introduced which creates an unsafe condition, blocks the door, or prohibits quick exit. Please see B1 for specific information about bed positioning. If the room is built in such a way that causes issues for following the specific guidelines regarding bed placement, please speak with a University Housing staff member.
- d. All electrical cords must have UL listing and be used in a manner that does not pose a safety hazard (e.g. under rugs, more than one extension cord per socket, running cords from one suite to another, taping cords to the floor, etc.).
- e. Taping objects to walls/furniture is not recommended. Any resulting damage is the responsibility of the resident.

S1: ROOMMATE, SUITEMATE, APARTMENT MATE AND/OR COMMUNITY CONFLICT ■

Kind, direct communication between people in conflict is the first step to resolution. Whether in a room, a suite, an apartment, floor, wing, or house, if members of a community are unable to resolve a conflict on their own, they are encouraged to first contact their Resident Assistant. The RA may offer to mediate the conflict or refer it to a relevant administrator. Conflict mediation can include staff-guided (written) roommate or suitemate agreement. If the conflict cannot be resolved, or if a member participating in the agreement violates its terms, the administrator may require an administrative room change and possible contract action for one or all involved parties.

- a. Residents are required to establish an agreement with all members of their immediate community within the room and suite/apartment related to items such as room cleanliness, sharing of personal items, study and sleep schedules, guests, etc. They are encouraged to involve their RA. Shower curtains will not be replaced financially by University Housing if suitemates do not properly clean and take care of it as a collective suite.
- b. In the event of a community conflict, involved parties are expected to communicate with each other in an attempt to resolve the conflict, in both formal and informal conflict mediation, whether staff guided or not.

S2: SAFETY AND SECURITY ■

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

- a. Report to a Resident Assistant or other University Housing staff any incidents or situations that could have an effect on the health, safety, and security of residents or guests.
- b. Residents who knowingly allow (although not specifically involved in) policy violation(s) to take place in University Housing buildings must notify University Housing of the violation(s).
- c. Residents should always lock room and suite doors. Residents may not tamper with locked doors, use unauthorized doors or spaces, duplicate or alter keys, or lend keys to anyone.
- d. Residents are expected to carry their room keys at all times. Residents who lock themselves out of their rooms are able to be “keyed-in” by a member of the University Housing staff. See Keys section for more information.
- e. Tampering with doors (room, suite, lounge, elevator, emergency exit doors, etc.) presents a safety risk and is prohibited.
- f. Improper use of common areas (lounges, elevators, suite hallways, kitchenettes, public restrooms, storage areas, stairwells, etc.) is prohibited.
- g. Residents should always identify visitors before opening room, suite, and/or apartment doors.
- h. No person may tamper with or remove window pane stops, windows or screens, place objects on or hang them from window ledges, nor drop/throw objects out of windows. The accidental or intentional throwing, dropping and/or falling of any objects from a residence hall window or window ledge; the placing of items on the window ledge; and/or the removal of a screen is a Serious Rule Violation, and offenders may be subject to immediate contract termination.
- i. No person may climb into, out of, or onto university buildings or maintenance facilities nor walk upon the roof of university buildings except when emergency access to a fire escape is necessary, for required maintenance, or when authorized by a university administrator. This is a Serious Rule Violation, and offenders are subject to immediate contract termination.
- j. Tampering with security cameras is a major security risk. Individuals who damage or tamper with security cameras are subject to contract action and will be financially responsible for repair costs.
- k. Trash chutes are for purposes of disposing of trash only. Disposing of loft pieces or other large items can create very unsafe conditions and is prohibited.
- l. Exiting through emergency exits when an evacuation is not in progress is prohibited.

- m. Tools that are used in a manner that causes damage to University Housing, another person or person's property, or those that require significant electricity (i.e. high voltage) are considered disruptive to the standard functionality of the residence hall community.
- n. Any homemade constructions that could cause a potential safety risk or are deemed dangerous or inappropriate by University Housing staff are prohibited. These include but are not limited to hot tubs, furniture with exposed nails, homemade electrical appliances, altered electrical devices, etc.
- o. Restricted areas within University Housing facilities are defined as non-residential spaces which require explicit authorization for entry. These restricted areas include but are not limited to, residence hall service and security desks, mechanical rooms, electrical and/or telecommunications closets, elevator control rooms, custodial room, ceiling space, roofs, utility tunnels, or other area so designated. Unauthorized individuals may not access or use any restricted area for any purpose unless such usage is approved, coordinated, implemented, and maintained by authorized personnel.
- p. The use and/or possession of commercial dockless scooters (i.e. Lime, Bird) is prohibited within all university housing facilities.
- q. Due to fire safety considerations and the possibility of damage to residence hall room windows and doors, residents are prohibited from posting or hanging material on either side of residence hall windows and doors. This includes but is not limited to signs, posters, flags, banners, paint, lights, post-its, or anything that partially obstructs windows. Postings approved by University Housing may be hung on residence hall doors by University Housing staff so long as peep holes and room numbers remain unobstructed.

S3: SEXUAL MISCONDUCT ■

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

- a. **SEXUAL ASSAULT** is any sexual contact made without consent. Consent must be freely given with overt words or actions that clearly communicate an individual's desire to engage in sexual activities. Consent is a freely given agreement under WI Stat 940.225(4), not the absence of a no. Consent cannot legally be obtained if an individual is incapacitated due to alcohol or other drugs, is unconscious or asleep, or has limited mental capacity. Examples of sexual assault include unwanted touching, fondling, or penetration of the mouth, vagina, or anus with a finger, penis or object.
- b. **SEXUAL HARASSMENT**, as defined in Wisconsin Statute section 111.32(13) and by UWM's sexual harassment policy, includes unwelcome sexual advances, requests for sexual favors, and other verbal, written (including electronic or graphic) or physical conduct of a sexual nature where the two parties are of unequal power. Harassment between equals is also possible. Conduct which unreasonably interferes with an individual's work or educational performance or which creates an intimidating, hostile or offensive environment for work or learning also constitutes sexual harassment. UWM policy prohibits all sexual harassment which may even include consenting amorous or sexual relationships between an instructor and student under their current tutelage or between an employee and their direct supervisor.
- c. **Other Sexual Violence** may include, but is not limited to: dating violence, which is violence committed by a person in a "dating relationship" as defined by Wis. Stat. §813.12(1); domestic violence, which is conduct defined as "domestic abuse" in Wis. Stat. §§ 813.12(1) (am) and 968.075; and stalking, which is conduct defined in Wis. Stat. § 940.32.

S4: SMOKING ■

- a. UWM prohibits smoking and the use of tobacco on all campus property, including University Housing buildings and parking structures. Smoking means the use of any variety of lighted pipe, cigar, cigarette or other smoking equipment, including electronic delivery devices (i.e. vapes, Juuls), whether filled with tobacco or any other type of materials. Tobacco means any tobacco product, including those which are smokeless, chewable, spit, spitless, dissolvable, or inhaled.

S5: SPORTS ■

- a. Playing sports in public areas, lounges, hallways, or rooms, including in-line skating, skateboarding, riding a boosted board, bicycle riding, and throwing or dribbling of any kind of object (e.g. softball, basketball, football, Nerf ball, Frisbee) are not allowed in the residence halls or apartment facilities, or on campus sidewalks, roadways, or parking areas except in areas specifically designated for this purpose.
- b. Running anywhere within University Housing other than the designated fitness area on the fitness equipment provided is prohibited.

- c. Carrying other individuals (e.g. piggyback rides) other than small children is not allowed within University Housing.
- d. Use of items such as Nerf guns and water guns are not permitted within University Housing.

T1: THEFT AND VANDALISM ■

Residents are encouraged to promptly notify UWM Police if they suspect a theft has occurred.

- a. Residents and guests are expected to treat the belongings/property of residents, guests, and the property of the residence halls or university with respect.
- b. Planters and gardens in and around University Housing buildings are maintained by UWM staff. Residents are not permitted to interfere, plant, nor cause damage in any planter or garden area.
- c. Littering is considered a form of vandalism and is prohibited.
- d. No person may intentionally take and carry away, use, transfer, conceal, or retain possession of any property without consent and with the intent to deprive the owner, either permanently or temporarily, of possession. This includes cafeteria trays, street signs, “wet floor” signs, etc.
- e. No person may deface, alter, destroy, or damage in any other way, either maliciously or carelessly, any property (personal or university) within University Housing facilities.
- f. No resident or guest may obtain property or services by depositing anything which they know to be fraudulent or counterfeit (e.g., in vending machines, laundry machines, print/copy stations).
- g. Residents are expected to return checked-out Service Desk equipment in a timely manner—vacuums: one hour; sporting equipment and/or games: 24 hours. It is the resident’s responsibility to inform the Service Desk clerk that the item(s) is/are returned and checked back in. Items not returned or items damaged during a resident’s usage will be replaced at the expense of the student.

W1: WEAPONS ■

Possession of weapons will result in significant contract action, up to and including contract termination, depending upon the nature of the violation. Individuals may not display nor portray as any object that resembles a dangerous weapon or use any object in a violent or threatening manner. Possession of any dangerous weapon is a Serious Rule Violation and offenders are subject to relevant legal involvement under Wisconsin statutes and immediate contract termination.

- a. The possession and/or use of firearms (guns including: air, paint, cap, pellet, and BB guns), bows and arrows, ninja stars, sling-shots, Tasers, stun guns, grenades, knives (other than small kitchen or folding pocket knives— blade length of less than 3.5 inches), and any other dangerous weapons or facsimile weapons (including any replica, toy, starter pistol or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual weapon) are prohibited and will result in significant contract action.
- b. Possession of ammunition for firearms is prohibited in University Housing facilities. Exceptions are made for possession of air pellets, bbs and paint balls, provided no guns are present.



The content of this handbook is subject to modification throughout the 2024–2025 academic year. In the event of changes the most recent version of the handbook will be available in PDF format at www.uwm.edu/housing.