

**WELCOME**  
**.....and.....**  
**ROOMMATE GUIDE**

**920.465.2040**  
**[www.uwgb.edu/housing](http://www.uwgb.edu/housing)**



# WELCOME TO THE UNIVERSITY VILLAGE!



Residence Hall and apartment living is an important part of the collegiate experience at the University of Wisconsin-Green Bay and is designed to provide a wide range of living and learning opportunities. These opportunities are designed to encourage your involvement. Either individually or through representative groups, students may design and participate in a variety of activities. We encourage each of you to become involved in making this experience meaningful and rewarding.

## THE OFFICE OF RESIDENCE LIFE

The Office of Residence Life is located in the Community Center in the center of University housing. Office hours are 8:00 a.m. to 4:30 p.m., Monday - Friday, except holidays. The Residence Life Staff is dedicated to creating a quality living environment for on-campus students. The following individuals oversee the residence halls and apartments:

### Resident Assistants

The RAs and CAs are specially trained students living in your building. RAs plan programs and activities, serve as a peer advisor and resource person, and enforce University and housing policies.

### Community Advisors

CAs serve as team leaders for Resident Assistants in various living areas on campus.

### Area Coordinators

These professional staff members who live on campus supervise RAs and CAs, coordinate community development, educational and recreational programs, and advise student groups.

## **Director of Residence Life**

The Director of Residence Life works closely with students, staff, and various University departments to plan, direct and administer all aspects of the operation of the housing system. This includes administrative duties, facilities management, security, programming, budget, and management.

## **Associate Director**

This person coordinates business and summer housing operations, marketing and public relations, assessment research, and staff recruitment and selection.

## **Assistant Director(s)**

These professional staff members provide leadership and supervision to several areas including Community Development, Residential Education, and Facilities Operations.

## **University Services Associate(s)**

These staff members administer housing contracts, building and room assignments, door access management, purchasing and financial records, and supervise the reception desk in the Community Center and mailroom.

## **Community Center Front Desk Manager**

The Desk and Mailroom Services Manager positions provide supervision and leadership to the front desk and mailroom including serving in an on-call capacity on a rotating basis in the evening and on weekends.

## **Office Assistants**

Office Assistants provide services through the Community Center front desk and mailroom including equipment check-out, mail services, check-in and check-out, guest parking permits, and guest/student information.

## Facilities Assistants

Facilities Assistants provide evening and weekend maintenance services for all residential facilities, responding to issues such as door and lock access problems and minor plumbing issues.

## Facilities Operations Staff

A Maintenance Mechanic, two Facilities Repair Workers, and two Custodian Lead Staff provide routine maintenance and custodial services.

## Website

Please see the housing website for more information about how to contact your Resident Assistant (RA), Area Coordinator, or other Residence Life staff:

**[www.uwgb.edu/housing](http://www.uwgb.edu/housing)**

920.465.2040

or [ORL@uwgb.edu](mailto:ORL@uwgb.edu).

# COMMUNITY CENTER

The Community Center offers students living on campus a place to hang out, study, to have social activities and to check out equipment. Students can use:

Bike Pump	Vending machines	Sports Equipment
Board Games	Deck	Magazines
Parking permits	Multipurpose Room	Tools
Computer Kiosks		

After office hours the Community Center is staffed by student staff members to provide services from 4:30 p.m. - 12:00 a.m. (Sunday-Wednesday) and 4:30 p.m. - 2:00 a.m. (Thursday-Saturday) RAs, CAs, and Area Coordinators are on call each evening in case of any type of emergency.



# LIVING ON CAMPUS

## Things You Need to Know .....

### Bedroom Furniture

Your bedroom is fully furnished with a desk, dresser, and adjustable bed. When you arrive your bed will be in the “junior Loft” position, the most popular and space efficient set-up, allowing the dresser and other items to be stored under your bed.

Your bed can also be bunked with your roommates using just a rubber mallet, available for check out from the front desk of the Community Center or from your Resident Assistant. Follow the simple instructions which can be found online: [www.uwgb.edu/housing](http://www.uwgb.edu/housing)

### Bicycles

Many students bring bicycles to campus. Racks are provided for storing your bike outside of each building. Please register bikes at Public Safety. You may store your bicycle in your room or apartment providing your roommates are in agreement.

### Cable Television Service

60-Channel television service is provided in all residence hall rooms and apartment suites. Residents must however, provide their own television hookup cables. For your television you will need a RG-6 cable (with F-style thread-on type connectors). For your convenience the Phoenix Bookstore carries cables, which may be purchased at the Bookstore upon your arrival to campus, or prior to your arrival via the Bookstore's Website located at [www.thephoenixbookstore.com](http://www.thephoenixbookstore.com).

For the cable channel line-up, please see the housing web site: [www.uwgb.edu/housing](http://www.uwgb.edu/housing)

## Cars/Parking

Anyone keeping a motorized vehicle on campus must have a University parking permit available from the Bursar's office. Temporary parking permits for 1-5 days can be purchased at the Residence Life Office. Free parking permits for guests can also be obtained at the Residence Life Office.

## Computer Service Center

The service center, located in the Community Center, provides assistance getting your computer connected to the campus network, ensures your computer is free of viruses, and provides diagnostic and referral services.

## Dual-Authentication Security Access

Students living in University Housing must carry their University ID Card with them at all times to enter their building, room or apartment. Residence Hall rooms and apartment doors are secured with card access plus a personal identification number (PIN). You are responsible for ensuring the security of your PIN and card. The University ID Card is also used for computer printing services, vending machines, and laundry facilities in all buildings.

## Garbage Removal

Students are responsible for removal of trash and garbage from their rooms and apartments. Garbage and trash are to be disposed of in the dumpster outside of your building. Pizza boxes must be placed in the dumpster because food remnants contaminate recyclable paper. Residents who leave trash in stairwells, outside of their doors, or who do not properly dispose of their trash will be assessed a \$50.00 removal fee.

## Laundry Facilities

Each residential building is equipped with laundry facilities and vending machines for your use. The machines are operated by using Pass Points on your University ID Card.

## Mail Services

Mail is delivered to your mailbox in the lower level of the Community Center. Package pick-up and mail drop-off services are provided.

## Recycling

Please help conserve and recycle. Each area of campus is equipped with recycling containers. Please assist with improving our environment and complying with state law by doing your part to recycle. Please see instructions for proper recycling.

Visit [www.uwgb.edu/housing](http://www.uwgb.edu/housing) and use the recycling information in your rooms/apartments when you arrive.

## Room/Apartment Condition Report

When you arrive on campus and check in to your room, you will be required to fill out an online room/apartment condition report. It is important that care and attention be made to filling out this condition report. At the end of the year, you will be charged for any damage in your room/apartment not indicated on your condition report when you checked in.

## Vending

The Community Center and residence hall and apartment laundry rooms are equipped with vending machines that accept cash or Pass Points on your University ID Card.

## Wireless Internet Service

Your building is equipped with high-speed wireless service which can be accessed by following some simple instructions available from the Computer Service Center, located in the Community Center/Residence Life Office or online: [www.uwgb.edu/resnet](http://www.uwgb.edu/resnet)

Your room/apartment is also equipped with a high speed DSL connection (one per student).



# STUDENT INVOLVEMENT

## Get involved! .....

There are a variety of organizations and activities on the UW-Green Bay campus as well as in your own building community. Take advantage of these opportunities to meet people and learn valuable leadership skills.

### RHAA

The Residence Hall and Apartment Association (RHAA) is a student governing body for residents, consisting of several appointed and elected positions. Residents vote at the beginning of each year for their representatives.

### CAB

The Community Apartment Board (CAB) consists of elected officers, apartment representatives, and all apartment residents that would like to participate! CAB plans activities and programs. Residents can voice opinions regarding apartment and campus living.

### Community Councils

Each community of buildings has a council consisting of elected officers, floor representatives, and any other building members interested in getting involved. Community councils plan activities and programs. Residents can voice concerns and opinions to the community councils.

### NRHH

The Phoenix Flame Chapter of the National Residence Hall and Apartment Honorary (NRHH) is a group of accomplished leaders who live on campus. Students inducted represent the top 1% of students living on campus. NRHH provides recognition for outstanding individuals and programs on campus as well as regional and national levels. Members act as a resource and as role models to other groups/individuals desiring information about programming and leadership.

# TAKING CARE OF YOUR ROOM/APARTMENT

## Maintenance Request

General maintenance requests may be made online at: [www.uwgb.edu/housing](http://www.uwgb.edu/housing). Urgent requests should be reported to the Community Center immediately. Prompt reporting of maintenance concerns frequently prevents minor problems from becoming major ones. RAs are able to assist you with items such as vacuums.

## Room Condition Report

Residence Life provides students with a fully furnished room or apartment that is clean and well-maintained. It's the students' responsibility to log conditions of the room upon move in by completing the online Room Condition Report no later than 72 hours after check-in. Aside from normal wear and tear, students are held financially responsible for maintaining the condition of their room/apartment, and may be billed for any unreported damages when moving out. Your failure to complete the room condition report by the deadline will be interpreted as an acknowledgement that nothing is missing or in need of cleaning or repair.

## Attaching Items

When attaching items to your wall, use poster putty or blue painters tape, available at your local department store or University Bookstore. Please do not use nails, tacks or tape of any kind on your walls, doors, or furniture. TVs may not be mounted to walls.



# ROOMMATE GUIDE

## Roommates

The following information is provided to give you a positive, proactive approach to living with a roommate. Usually roommates get along just fine, but when they do not get along, it is important to deal with the problems as soon as they arise. Please take the time to talk with your roommate now. If necessary, there are several resources to help address a situation. RAs have been trained to assist with roommate concerns. If discussing your concerns with your roommate is unsuccessful, you are encouraged to talk with your RA or Area Coordinator. When you arrive to campus, your RA will have you and your roommate(s) complete a Roommate Agreement form.

### BASIC SUGGESTIONS:

- Try to get to know each other better.
- Be open: ask, listen, discuss. Don't wait until things escalate.
- Treat your roommate as an equal.
- Respect your roommate's right to privacy or personal time alone.
- Be sensitive to each other's moods. Everyone has bad days, so try to understand when your roommate has one.
- Avoid trying to "reform" or correct your roommate. Don't expect him/her to conform to your standards or accept your beliefs.
- Respect your roommate's right to study.  
Don't cause interruptions or make unnecessary noise.
- Work out the division of chores. Don't wait for your roommate to take care of the housekeeping.
- Discuss use of personal property such as computers, cell phones, clothing, food and other items.
- Discuss cleaning
  - How important is a clean/neat room?
  - Who should do which jobs?
  - How frequently should we clean?
  - What if one of us doesn't do his/her job?

## Communication

Communication is the key to developing a compatible roommate relationship! Try to speak freely and openly in person from the very beginning. Avoid talking through texts, IMs, Facebook and other social medias.

## Respect

Respect each other! Remember...a good roommate relationship needs continual attention, care and reflection!



# UNDERSTANDING EACH OTHER

## Habits and Preferences

This section focuses on the similarities and differences between you and your roommate(s). It is assumed that there will be varying degrees of response because each person is unique. It serves as a reminder of how important it is to appreciate differences and learn to compromise. Listen carefully and give feedback to your roommate.

### Visitation

- At what times would you be most likely to have visitors?
- How will you handle a problem from visitors?

### Sleeping

- When do you like to go to bed? Get up?
- Are you a “nap” taker?
- Can you sleep with lights/music/television on?
- What compromise will we make?

### Study Habits

- When do you like to study?
- Do you prefer to study in your room/apartment?
- Do you study with or without music?
- How frequently do you study?
- Is school easy or hard for you?
- If study habits conflict, how can we work it out?

### Sharing of Items

- Do you mind lending your clothes? Money? MP3 Player? Books? Toiletries? DVDs/CDs? Computer? Cell Phone?
- How will we resolve a situation if one of us borrows without asking?



# GETTING TO KNOW YOUR ROOMMATE

## A Discussion Guide .....

Getting along with your roommate requires that you understand him/her. To understand another, it is helpful to learn about their values, beliefs, culture, and background. Spend some time with your roommate sharing things about you, your opinions and aspirations with one another. Listen and ask questions as you develop a sense of who you are!

### How to Begin

Try to find a location where there will be minimal interruptions. Each of the following sections asks you to use topical sentences as starting points for discussion.

Take turns responding to each item. Ask for clarification if you are not sure what your roommate(s) is/are saying to you. You may also discover some things about yourself!

### My Background...

Attempt to honestly express your feelings and your perceptions of life. Sharing more than just the basic facts will help develop a stronger roommate relationship.

- What I can say about my family...
- What seems important to tell you about my previous educational experience...
- How I describe the people I spend a lot of time with at home...
- The way I characterize the area where I grew up (my neighborhood, town, people who live there)...
- What I was most involved in last year.

## Personal Preferences and Characteristics

- How I feel about my possessions (what is okay to lend, what I prefer others not use)...
- What my study habits are like...
- How important academic success is to me...
- What my health is like most of the time...
- What I like to do for exercise...
- How I feel about drugs and drinking...
- My attitude toward dating...
- How hard/easy it is for me to make friends...
- How much sleep I need...
- The kind of music I like...
- How I feel about religion...
- What I'd like to do in my spare time...
- What is important to me in a roommate relationship...

## Some Things About My Emotional Style

You may have to think about this before you respond. Try to extend your level of self-awareness and openness. How you experience and express your feelings will have much to do with how easy you are to get along with! Roommates who enjoy living with each other typically read each other's feelings and respond with empathy. Sharing the following information may make understanding and responding to each other easier over the year.

- What I am like when I am feeling down or upset...
- How hard it is for me to let people know what I am feeling...
- Something that will usually cheer me up when I'm down is...
- How I am when things are going really well...
- How I am when I am angry...
- Times when I would prefer to be left alone...
- What my mood is like most of the time...
- Something that can make me tense or uptight is...
- What I am like when I feel pressured...
- Something that is likely to annoy me...

# RESOLVING ROOMMATE CONCERNS

If you have tried to resolve a conflict between you and your roommate(s) and you are still experiencing problems, please contact your Resident Assistant and he/she will offer resources and suggestions. Your Resident Assistant will listen and provide guidance to help resolve the problem. He/she will be objective to all persons concerned in order to achieve a discussion where all persons feel listened to and a resolution of the issues is achieved. Your Resident Assistant may also utilize, or refer back to, your Roommate Agreement, an excellent resource to aid in this process.

## When the Mediation Process is Unsuccessful

The Office of Residence Life realizes that there are times when attempts to resolve differences are unsuccessful. In these situations, we understand that a room change may be the best option. If you have attempted to resolve a conflict without success, contact your RA or Area Coordinator to discuss alternative living arrangements.

## Community Living “Bill of Rights”

---

I have the right to read and study in my room

Unreasonable noise and distractions inhibit the exercise of this right

I have the right to expect that a roommate will respect my personal belongings

I have the right to sleep without undue disturbance from noise, guests, or activity

I have the right to a clean environment

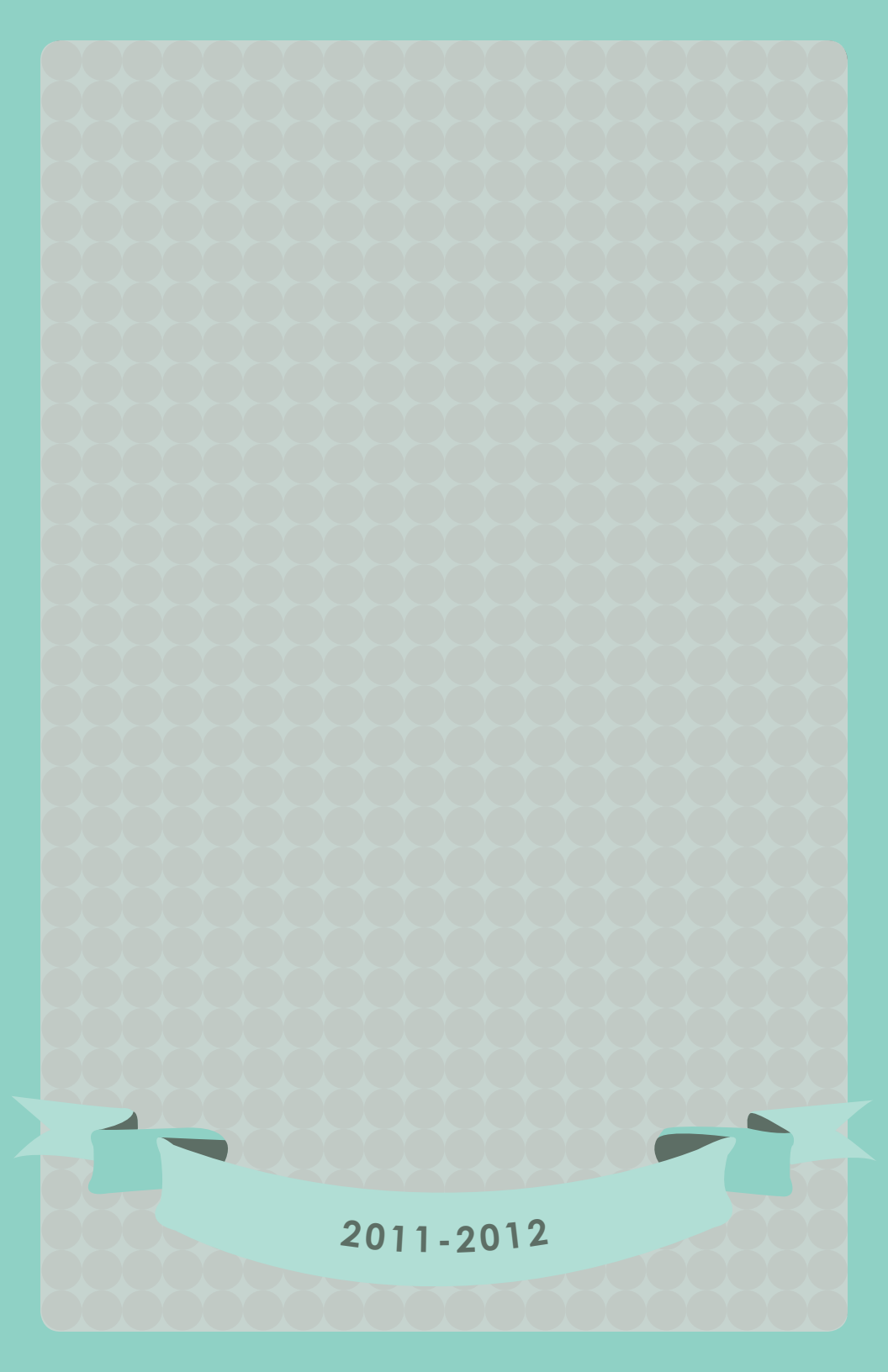
I have the right to free access to my room without pressure from my roommate

I have a right to personal privacy

I have the right to have my grievances heard

I have the right to be free from fear of intimidation, physical and/or emotional harm

I have the right to confront, in a tactful manner, when these rights are not respected



2011-2012