RESIDENCE LIFE

HOUSING HANDBOOK

THE LIVING LEARNING EXPERIENCE
Dear Student,

Welcome to the University of Wisconsin-Green Bay. Your experience in the living-learning community at Residence Life will enrich your university experience and impact the rest of your life. As a matter of fact, research shows that students who live on campus are more likely to become involved in campus life, develop life-long friendships, earn good grades, enjoy their university experience, and graduate. We at UW-Green Bay know that this will be true for you too!

As a member of Residence Life, you will have the opportunity to get involved in a wide array of meaningful programs, enjoyable activities, and convenient services offered to help you achieve success on a personal, social, and academic level. And there is plenty of talented and dedicated staff available to help you along the way, including resident assistants who will plan programs and activities for you to get involved in, maintenance staff who will ensure that your home-away-from-home is clean and well maintained, and office assistants who will assist you with any questions you may have.

An important part of your Residence Life experience is getting involved in the Residence Hall and Apartment Association. RHAA is the student organization that represents and serves students who live on campus. Getting involved in RHAA is a great way to meet other students, develop valuable leadership skills and participate in making Residence Life a great place to be.

As a community member in Residence Life, you will have the opportunity to live with and learn from students of diverse backgrounds, cultures, and lifestyles. Understanding differences and contributing to an inclusive, civil campus environment is the responsibility of all students; as is maintaining an atmosphere that is respectful of others’ rights to sleep, study, and feel safe. Please know that the Office of Residence Life is in partnership with you and all of the students who live on campus. If at any point in time during your stay on campus you have any questions, concerns, or suggestions, please don’t hesitate to give us a call or stop by our office. With your collaborative involvement we can continue making a difference for students at the University of Wisconsin-Green Bay.

We look forward to seeing you on campus this fall!

Glenn Gray
Director, Office of Residence Life
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The contents of this publication are subject to change. Updated policies and descriptions of housing facilities can be found on the Residence Life website: [www.uwgb.edu/housing](http://www.uwgb.edu/housing)
We Are Here For You

Our Mission

The mission of our Residence Life program is to serve as an extension of our University’s mission to educate and contribute much to the recruitment, development, satisfaction and retention of our students at UW Green Bay. More specifically, our mission includes:

- Providing attractive, clean, comfortable, convenient, affordable, safe and well-maintained housing for our students.

- Providing our students a seamless living-learning experience which incorporates student development and learning theories, as well as regular assessment, to guide our services, policies and practices.

- Providing social activities, educational programs and leadership involvement opportunities designed to help our students succeed on personal, social and academic levels.

- Providing our students with staff to serve them who are professional, principle driven, student centered, service oriented and collaborative in nature.

In summary, our mission is to ensure that students who live on campus have every opportunity to adjust quickly to college, become involved in campus life, establish supportive relationships, experience accelerated growth and development, enjoy their university experience, earn good grades and graduate.

About On-Campus Living

UW-Green Bay has both residence halls and apartment buildings, located in close proximity to academic buildings, Cofrin Memorial Arboretum, Ecumenical Center, Kress Events Center, Weidner Center for the Performing Arts, Shorewood Golf Course, and other campus facilities.
On-Campus Living

Arlene Walter Hall
Bob Schaefer Hall
Byron Walter Hall
Cletus Vanderperren Hall
Donald Harden Hall
Donald J. Long, Sr. Hall
Ed Thompson Hall
James A. Temp Hall
John Robishaw Hall
Josephine Lenfestey Hall
R.E. Small Hall
Richard Liebl Hall
Robert W. Warren Hall
Roy E. Downham Hall
Ted Lenfestey Hall
Tom Haevers Hall
Traditional Apartments 3312-3334
Residence Hall Living

Every Residence Hall Room Offers:

- Private bathroom and shower
- Vanity area with sink and medicine cabinet
- High-speed internet access
- Cable television access
- Dressers, desks, and desk chairs
- Beds that can be lofted, bunked, or used as twin beds
- A lamp in the hutch over each desk
- Dual authentication security access
- Carpeted rooms
- Blinds or drapes
- Double closets

Every Residence Hall Building Offers:

- Shared kitchen area
- Laundry facilities
- Study/TV lounge
- Public phone in lounge or laundry room

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<tr>
<th>Residence Hall</th>
<th>Rooms</th>
<th>Capacity</th>
<th>Elevator</th>
<th>Private Bedrooms</th>
<th>Private Bathrooms</th>
<th>Break Housing</th>
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Traditional-Style Apartments

There are nine traditional-style apartment buildings which offer living options in four-person/two-bedroom apartments. A limited number of one-person efficiency apartments and two-person/one-bedroom apartments are available.

Special Features of Traditional-Style Apartments:

- Kitchenette with refrigerator and range
- Shared bedrooms in two-bedroom apartments
- Double-sink vanity, separate from shower area
- Double closets
- High-speed internet access
- Cable television access
- Nicely furnished bedrooms with dresser, desk, and desk chair
- Furnished living room with dining table and chairs, lounge chairs, and small sofa
- Beds that can be lofted, bunked, or used as twin beds
- Lamp in the hutch over each desk
- Carpeted rooms
- Blinds or drapes
- Laundry facilities in each building
- Public phone in laundry room
- Dual authentication security access
Every Apartment-Style Residence Hall Unit Offers:

- A snack bar with stools or dining table and chairs and a spacious kitchen and living room area.
- Each student has his or her own completely furnished bedroom and high speed internet access.
- Most units are four-person/four-bedroom apartments. A limited number of other apartment configurations are available.

Special Features of Apartment-Style Residence Halls:

- Spacious kitchens with refrigerator and range
- Private bathroom and shower
- Double-sink vanity separate from shower area in most apartments
- High-speed internet access
- Cable television access
- Nicely furnished rooms with dresser, desk, and desk chair
- Beds that can be configured as a junior loft to allow storage underneath
- Lamp in the hutch over each desk
- Carpeted rooms
- Blinds or drapes
- Wardrobe unit
- Air conditioning
- Study lounge and meeting rooms in some buildings
- Laundry facilities in each building
- Public phone in lounge or laundry room
- Dual authentication security access

Apartment dimensions are approximate. Some apartments may vary.
### Apartment Accommodations

#### Apartment-Style Residence Halls

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<thead>
<tr>
<th>Building</th>
<th>Rooms</th>
<th>Capacity</th>
<th>Elevator</th>
<th>Private Bedrooms</th>
<th>Private Bathrooms</th>
<th>Break Housing</th>
<th>Co-ed Housing</th>
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#### Traditional-Style Apartments

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This contract, the regulations, policies and procedures summarized within this Housing Handbook, the Contract Acceptance Form and Rate Schedule constitute the University of Wisconsin-Green Bay residence life service contract for single student housing. The services described in this agreement are offered under the terms and conditions stated in this document.

To indicate acceptance of this offer of University residence services, complete and sign the enclosed Contract Acceptance Form and return it with the appropriate advance deposit to the Office of Residence Life, University of Wisconsin-Green Bay, 2420 Nicolet Dr., Green Bay, WI 54311-7001, on or before the date indicated on the Contract Acceptance Form. Your signature means that you have read, understand, and agree to all of the terms and conditions of this contract. The act of paying the advance deposit also shall secure the contract and will serve as indication that you have read and agree to abide by the terms of the Residence Life Contract.

This document will become legally binding on both parties when your signed Contract Acceptance Form and advance deposit are received and accepted by the University of Wisconsin-Green Bay Residence Life Office on or before the due date or after the due date if an extension is granted by the Office of Residence Life.
01. ELIGIBILITY: Generally, you must be an enrolled student taking at least a half-time academic load of on-campus courses at the University of Wisconsin-Green Bay or be determined to be eligible by the Residence Life Director. Eligibility may be extended to students of other than University education programs through Regent approval. Preference will be given to full time students. The Residence Life Office reserves the right to terminate your contract if you are registered for, or your credit load is reduced to, six credits or less unless continued residency is determined warranted by the Residence Life Director.

02. CONTRACT TERMS: This contract is for the full academic year or summer session as indicated on the Contract Acceptance Form and cannot be terminated or cancelled except under the conditions cited in Item 11, Termination of Contract. If entered into after the start of the academic year, this agreement will balance to the balance of the current academic year.

03. UNIVERSITY AGREES: The University Residence Life Office, hereinafter called "the Residence Life Office," an agent of the University of Wisconsin-Green Bay, agrees to furnish you housing under the terms and conditions stated herein and described in the informational materials accompanying this document, which are by reference made a part of this agreement.

04. RESIDENT AGREES: You agree to make payments of all housing fees specified in Payment section of this agreement, to observe all rules and regulations of the University of Wisconsin-Green Bay and the Residence Life Office that are by reference a part of this contract, and to honor the terms and conditions stated in this contract.

University regulations are presented in the New Student Handbook, in the University of Wisconsin-Green Bay Housing Handbook, on the Residence Life Office Website: http://www.uwgb.edu/housing/, and on the Dean of Students Website: http://www.uwgb.edu/deanofstudents/.

05. RATES: The Residence Life Office reserves the right to adjust contract rates during the term of this contract and you agree to pay the rates as adjusted. Adjustment in rates will not be greater than $100 for the academic year.

06. PAYMENT: Payment will be made in accordance with the Rate Schedule.

07. INDEBTEDNESS: Failure to satisfy the financial obligations accrued under this agreement may result in the denial of issuance or transfer of grade transcripts and/or enrollment; denial of reassignment; and/or eviction, pursuant to University rules and regulations governing the imposition of these sanctions.

08. ASSIGNMENT POLICY: The Residence Life Office will not discriminate in assignment to University residences on the basis of race, color, religion, disability, national origin or ancestry. The Residence Life Office will assign students admitted to the University to rooms based on their date of application for housing. Failure to honor assignment preferences will not void the contract. The Residence Life Office reserves the right to change apartment, room or building assignments, to assign roommates, or to consolidate vacancies by requiring residents to move from single occupancy of double rooms to double occupancy. The Residence Life Office also reserves the right to consolidate students together in temporary housing accommodations in the event of unforeseen emergency.

09. APARTMENT OR ROOM CHANGES: Changes are generally not permitted during the academic year. However, in unusual cases you may change apartments or rooms only at designated times during the semester with prior written authorization from the Residence Life Office.

Unauthorized changes or failure to move out of an accommodation at the designated time may result in a $50.00 service charge to you, being required to move back to your authorized assignment and/or disciplinary action.

10. DEPOSIT: An advance deposit of $225 must be submitted with the signed Contract Acceptance Form. $25 of the advance deposit will be retained by the Residence Life Office as a contract processing fee. The remaining $200 of the advance deposit will be transferred from one contract period to the next upon reapplication, or returned after final settlement if the necessity to withhold the advance deposit to cover other obligations incurred by you or arising under the terms of this Agreement.

11. TERMINATION OF CONTRACT: This contract is not cancelable except as provided in this section. Financial penalties associated with cancellations are specified in Item 12, Refund and Forfeiture Policies of this Agreement.

A. Mandatory Termination. Termination of this contract is mandatory if you lose eligibility as defined under Item 1, Eligibility.

B. Requested Termination. You may apply to the Residence Life Office for release from your contractual obligation, however the Residence Life Office retains the right to grant or deny any release. A request for contract release must be in writing to the Residence Life Director.

C. Termination by the University. The Residence Life Office may terminate the agreement under the following circumstances:

(1) Exigency. The Residence Life Office may terminate or temporarily suspend performance of any part of this agreement without notice in the event of an exigency making continued operation or student housing not feasible or when the Residence Life Office believes a resident of a temporary assignment cannot be placed within a reasonable time period.

(2) Violation of Rules and Regulations. The Residence Life Office may terminate this agreement if you are found to have violated rules or regulations listed or referred to in this agreement and/or the Housing Handbook or in the New Student Handbook. Disciplinary dismissal from the University or University Housing will subject you to forfeiture. If your contract is terminated for disciplinary reasons any time during the academic year, you may not return to University residences the following academic year.

(3) Failure to Comply with Contract. If you fail to comply with any portion of this agreement or a prior contract held with the Residence Life Office, the Residence Life Office may terminate this contract with appropriate notice. The Residence Life Office may also terminate this contract if you have unpaid charges from a previous agreement with the Residence Life Office.

(4) You may lose your employment with the Residence Life Office if your housing contract is terminated.

12. REFUND AND FORFEITURE POLICIES: Students leaving the University and the University residences without being granted a "contract termination" by the Residence Life Office are responsible for the full cost of the original contract.

A. A contract termination granted after the start of the contract date for any of the following documented reasons subjects you to forfeiture of your advance deposit as a Contract Termination Fee: a waiting list situation permits a release; withdrawal from the University at the end of the academic year; assignment to, or participation in, a University-sponsored internship, research, or exchange program which requires living away from Brown County; serious illness or injury to yourself or a member of your immediate family which prevents attendance at the University of Wisconsin-Green Bay; or, armed forces conscription.

B. A contract termination granted for any of the following reasons will subject you to no forfeiture: denial of admission to the University; being dropped from the University at the end of the academic year; assignment to, or participation in, a University-sponsored internship, research, or exchange program which requires living away from Brown County; serious illness or injury to yourself or a member of your immediate family or death in your immediate family which prevents attendance at the University of Wisconsin-Green Bay; or, armed forces conscription.

C. Students granted a contract termination after the start of the contract will be refunded any unused housing payments on a prorated basis according to the Rate Schedule provided. Appropriate checkout procedures must be observed in accordance with Items 18, Check-In and Check-out of this Agreement. No refunds will be made for departures during the last four weeks of the first or second semester.

D. A contract termination because of administrative dismissal or disciplinary dismissal from the University and/ or University residence may subject you to forfeiture of your advance deposit as a Contract Termination Fee. These charges may be in addition to Items F and H in this section.

E. A portion or all of any contract payment may be forfeited as full or partial payment to cover unpaid charges from present or previous Residence Life agreements or the cost of repairs, replacement, or labor caused as a result of damage by you.

F. If new on-campus students cancel a residence life contract after May 1, they forfeit the entire advance deposit amount. Returning on-campus students will forfeit their entire advance deposit upon cancellation.
G. The advance deposit will be transferred from one contract period to the next upon reapplication, and will be returned approximately six weeks after formal non-returning check-out procedures. If returning students cancel Residence Life contracts after reapplication, they forfeit the entire advance deposit amount.

H. You may be assessed damage and/or cleaning fees based on the condition of your apartment/room at any point during the contract period and upon checkout.

13. CONTRACT ASSIGNMENTS: This contract cannot be assigned by you to any other person. You may not sublet any part of the premises. You may not allow another person to reside in your room/apartment who is not contracted with the Residence Life Office to do so.

14. LIABILITY: The Board of Regents of the University of Wisconsin, its officers, employees, and agents and the UW-Green Bay Residence Life Office are not liable for property belonging to you which may be lost, stolen, or damaged in any way anywhere on property under the control of the University, including storage facilities, unless caused by negligence of a University employee. You agree to hold harmless the University, the Residence Life Office, its officers, employees and agents and to indemnify them for, any claims for damages sustained by you or others in your room as a result of acts or omissions relating to any changes or modifications made by you to your room or furnishings such as the construction of lofts, bunk beds, bookshelves, partitions or other structures. This makes you financially responsible to the University, in the event a person who is injured by a hazard constructed by you claims that the University is liable for damages. You cannot modify the basic apartment/room or furniture structure at any time without prior permission from the Residence Life Director, except as described on the loft/loft information pertaining to your specific building.

15. DAMAGES AND COSTS: You agree to pay for any damages to the building, including fire damage, and for damaged or missing furniture, lost University property, or service costs caused by you to University residences because of your actions, neglect or intent. You will be billed for damage to the furnishings, buildings, or other University property or equipment. Such charges must be paid within 15 days after billing. Where two or more residents occupy the same apartment or room and responsibility for damage or loss in the room cannot be ascertained by the Residence Life Office after giving you an opportunity to explain the damage to the course of damage or loss may be divided and assessed equally between or among the residents of the apartment or room. Damage and theft to common areas of a building may be divided among occupants of that building or portion of the building. Advance deposits will be used by the University and applied to any outstanding accounts.

16. VACATION PERIODS: You may occupy your apartment/room during winter, spring, and other recess periods. Services provided by the staff may be at a reduced level during recess periods.

17. VACATING: You will vacate the premises within the time frame indicated in your assignment letter. Special consideration may be given to graduating seniors if there is a conflict with commencement. The Residence Life Director or his/her designee can only make other special exceptions.

18. CHECK-IN AND CHECK-OUT: Upon moving into your room/apartment, you must check-in and complete a Room Condition Report using Express Check-In, which will be an accurate record of the contents and condition of the assigned room. When vacating your room/apartment, you must check-out and report any changes online with Express Check-Out, which will serve as the basis or refunds of appropriate. You agree to follow the proper check-out procedures when vacating the premises, which include removing waste and debris and leaving the room in an acceptable, clean condition. Failure to officially check-in, complete a Room Condition Report, check-out, and/or report changes in your Room Condition Report, will result in a $50 assessment. Should extra cleaning life personnel be required because of poor housekeeping by you, a service charge will be made.

19. ROOM ENTRY: University officials may enter your room for serious life or health-threatening emergencies at any time including over break periods. Authorized personnel may enter your room to perform requested, preventative, prescheduled or emergency, or, in the absence of occupants of the room, to silence a disruptive noise. When possible, advance notice of room entry will be given. Residence Life employees are required to report any violations of the terms of this agreement they may observe when in your room. Rooms may be searched by appropriate legal agencies with a warrant or with your permission. Room inspections will be limited to those times when you have given your permission or when staff have reasonable evidence to believe a search is necessary to resolve a serious life or health threatening situation. Property may be seized and removed from your room when it constitutes an imminent danger or when it is University-owned property.

20. RULES AND REGULATIONS:
A. Safety and Security: For the safety and security of all residents, you are required to comply with safety and security procedures in University residences. Specifically, you may not block open or tamper with locked doors, give your personal identification number or access card out to other persons, or admit unauthorized people into buildings. Failure to comply with all will result in a $50 assessment. In addition, disciplinary action may be taken for repeated violations.

B. Room Decoration and Care: You are responsible for regularly cleaning your own apartment/room, removing waste materials regularly, properly disposing of recyclables, maintaining sanitation and safety conditions acceptable to the Residence Life Office. Room arrangements and decorations which violate State Fire Code and/or pose a potential fire and other dangers will not be permitted. Furnishings attached to the floor or walls may be removed only with prior permission from the Residence Life Office. Furniture or equipment must not be removed from the apartment/room to which it has been allocated. Failure to comply with this provision will result in charges to you.

C. Bed Bunking and Lofting: The construction of non-University lofts/bunks is not permitted. Alterations to University bed-setups may be made by submitting a bunk/loft request to the Residence Life Office, or in areas where they can do it on their own by obtaining and following instructions provided by the Residence Life Office (see bed bunking and lofting guidelines located on the Residence Life website). Residents must read and understand the terms of such instructions before attempting to modify room arrangements. Residents agree to hold harmless the Board of Regents, University Village Housing Inc., the University and their officers, employees and agents and to indemnify the University for damages sustained as a result of student acts or omissions relating to any modifications made by the student to the room or the furnishings such as the construction of loft beds or bunks.

D. Guests and Visitors: You are responsible for the conduct of your guests and visitors including fellow residents and students. You cannot have any unauthorized persons staying in your apartment/room without prior permission from the Residence Life Director. You are responsible to report any violations of the terms of this agreement you may observe when in any University residence. You must report to the Residence Life Office (see bed bunking and lofting guidelines located on the Residence Life website) any violations of this agreement. You are personally responsible for the conduct of your guests and visitors including fellow residents and students. You must inform your guests and visitors of any violations of the terms of this agreement you may observe when in any University residence. You must report to the Residence Life Office (see bed bunking and lofting guidelines located on the Residence Life website) any violations of this agreement.

E. Substance Use: You are responsible for the conduct of your guests and visitors including fellow residents and students. You cannot have any unauthorized persons staying in your apartment/room without prior permission from the Residence Life Director. You are responsible to report any violations of the terms of this agreement you may observe when in any University residence. You must inform your guests and visitors of any violations of the terms of this agreement you may observe when in any University residence. You must report to the Residence Life Office (see bed bunking and lofting guidelines located on the Residence Life website) any violations of this agreement.

F. Use of Information Technology: You are required to comply with University and University Housing Guidelines for acceptable and fair use of University and Residence Life computing and information technology resources. You may not tamper with, alter or otherwise change parts of the data, voice or video network. Because of the limitations of the network, you are not to operate services that make high demands upon the available shared bandwidth. If your bandwidth negatively impacts others, you will be expected to modify your content and/or cease service.

G. Community Atmosphere: Disruptive, dangerous, excessively noisy behavior, or behavior which intimidates, harasses or hazes other people or interferes with the quiet enjoyment of the premises by residents is prohibited. Residents who engage in the behaviors listed below will be subject to disciplinary action on a first offense, including immediate temporary suspension and restriction from campus residences, permanent dismissal.
and restriction from campus residences, or suspension or expulsion from the University. University Police will be notified in most instances and civil and criminal charges may be made in addition to University disciplinary action.

1. Possessing and/or hosting a party in which a keg, barrel or common source of alcohol is present.

2. Possessing, using and/or intending to deliver marijuana, narcotics or dangerous drugs.

3. Possessing and/or using firearms or any other item designed for the purpose of being used as a weapon, including stun guns, knives, swords, nunchucks, and bows and arrows.

4. Inappropriate use of pepper spray/mace.

5. Possessing and/or using fireworks or explosives. Violations of this rule include, but are not limited to, discharging or in any way attempting to discharge types of manufactured or homemade fireworks or explosives in, out of, or adjacent to a residence.

6. Persons placing false fire alarms, interfering with a fire alarm system, fire suppression system, interfering with firefighters, or tampering with or removing firefighting equipment, are subject to prosecution under Wisconsin Statutes and disciplinary action by the Residence Life Office or the University.

7. Setting fires.

8. Interfering with the security system, tampering with door locks, tampering with elevators, altering or duplicating University keys. Violations of this rule include, but are not limited to, jamming/tying doors shut; taping open door locks; giving your access card to others; tampering with elevator control panels; forcing doors open or preventing them from opening.

9. Causing significant damage to residential facilities.

10. Hacking or attempting to disrupt computer networks at the University or University residences.

11. Throwing or dropping objects out of windows, or climbing in and out of windows.

12. Theft from roommate or community property.

13. Assault/battery against another individual. Violations of this rule include but are not limited to, threatening another person with physical harm verbally or physically, or touching another person with or without a weapon, in a manner that is aggressive and threatening.

14. Interfering with a staff member engaged in the performance of his/her duties. Interference includes, but is not limited to, verbal abuse, physical intimidation or use of physical force, and the display of demeaning or humiliating visual materials.

15. Any other conduct threatening the physical health or safety of self or others.

21. DISCIPLINARY ACTION: If you are involved in disciplinary action for a violation of the rules and regulations that could cause a room change or dismissal from the University residences, you will be accorded the following:

a) A written notice of the charges against you;

b) Sufficient time to prepare a response to the charges;

c) A timely hearing; and,

d) An opportunity to appeal to a higher administrative authority.

22. PERSONAL PROPERTY: The Office of Residence Life shall, without liability, have the right to dispose of any personal property left on the premises 60 days after the end of this contract. During such 60-day period, the University of Wisconsin Board of Regents, UW-Green Bay, the Office of Residence Life and its officers, employees and agents will not be responsible for damage or theft of the property.
Housing Contract

If you are charged with violating the terms of the University’s residential contract and the regulations based upon it, you will be granted due process through the Office of Judicial Affairs, or in exceptional circumstances, through a residential contract disciplinary process. If you do not uphold the terms of the agreement outlined in this booklet, the Residence Life Office may terminate your residential contract in accordance with procedures stated in this document and UWS 17 (Non-Academic Misconduct Disciplinary Procedures).

Under terms of the residential contract, you are considered a contract licensee. Termination of your housing status due to breach of contract is not considered denial of your right to an education. Regulations in this Handbook are separate from and in addition to UWS 17 (Non-Academic Misconduct Disciplinary Procedures) and UWS 18 (Conduct on University Lands) and of civil and criminal codes. Some violations may result in actions under all of these stipulations.

Policy violations of a serious nature which may result in immediate termination of your housing contract or temporary restriction from Housing without reference to due process procedures include, but are not limited to: possession of illegal substances, a dangerous weapon or explosives; misuse of fire safety equipment or building security devices; any conduct threatening the physical health or safety of self or others; significant facilities damage; or not cooperating with university officials who are performing their duties. If your contract is terminated immediately, you will receive a hearing within the timeline outlined in university disciplinary procedures. If, after the hearing, the decision is made to reinstate your contract, you will be permitted to move back into campus housing, but not necessarily into the same living unit. However, if you do not uphold the terms of agreement of disciplinary actions, and/or are involved in future violations, the Residence Life Office may terminate your Housing Contract.

Judicial Affairs Procedures

Most violations of the housing contract are referred to the Office of Judicial Affairs. UW-Green Bay seeks to promote community by providing a safe, stimulating environment conducive to learning and development. Our policies, rules, and procedures have been established to define conduct in the University community. Unacceptable conduct will be addressed through the Judicial Affairs system. For more information about the judicial process, please see the following web site:

www.uwgb.edu/deanofstudents

Forfeiture of Payment and Other Assessments

• Deposit: When a contract is terminated for disciplinary or administrative reasons, a student forfeits housing payment according to the rate schedule. The advance deposit of $200 may be forfeited. The $25 processing fee is non-refundable.
• Damage: Charges for damage or vandalism attributable to a terminated student’s actions may be assessed in addition to charges outlined above.
Dining Plans & Pass Points

**UW-Green Bay Dining Options:**

There are a variety of locations throughout campus that offer food, as well as select off-campus merchants that accept Pass Points for purchases. From a convenience store to made-to-order subs, there is something available for everyone. A complete list of on and off campus food options is available at [www.uwgb.edu/union/id](http://www.uwgb.edu/union/id).

A sampling of what a student will find on campus includes…

- Pizza, calzones, and paninis
- Grill food and wings
- Made-to-order sandwiches, salads, and pasta
- Home-cooked favorites
- Self-serve salad and ice cream
- Grab-and-go sandwiches and salads
- Homemade desserts
- and more!

**Pass Points**

The Pass Point account is a prepaid declining balance account. Once money has been deposited into the account, the card can be used to buy goods and services almost anywhere that cash is accepted on campus and at designated off-campus merchant locations. To learn more about the Pass Point account, please visit [www.uwgb.edu/union/id](http://www.uwgb.edu/union/id).

**Dining Points and Plans**

Dining plans are declining balance accounts, where the point or dollar amount is equal to the dining plan selected. Dining Points can be used in an “a la carte” style in our campus restaurants and convenience store. The University offers two types of meal plans, one targeted to apartment students and the other to residence hall students. Learn more below.

**Apartment Students**

The University offers students living in an on-campus apartment optional dining plans. To sign up for an Apartment/Commuter Dining Plan, students may visit the University Ticketing and Information Center or go online at [www.uwgb.edu/union/id](http://www.uwgb.edu/union/id).

**Residence Hall Students**

A required dining plan is included for residence hall students. Students living in a residence hall will automatically receive the Basic Dining Plan. Should a student choose to upgrade their dining plan, they should visit the ID Services website: [www.uwgb.edu/union/id](http://www.uwgb.edu/union/id). While every residence hall student is required to purchase a plan, mini-refrigerators and microwaves are allowed in student rooms for light cooking and snacks.
Housing Policies and Standards of Conduct

UW-Green Bay seeks to promote community by providing a safe, stimulating environment, conducive to learning and development. Our policies, rules, and procedures have been established to define conduct in the University community.

The Office of Residence Life promotes an environment conducive to living and learning, where students are expected to live and conduct themselves within community standards, including rules, policies, and expectations. These community-living standards promote safety, security, comfort; and help to maintain an educational environment.

Students responsible for violations of housing or University policy may be subject to University disciplinary action and civil penalties. All such violations of the Student Nonacademic Misconduct policies (UWS 17 & 18) will be referred to the Dean of Students Office for adjudication.

For more information regarding the judicial process, please see the Dean of Students website: www.uwgb.edu/deanofstudents
Rights and Responsibilities

Alcohol and Other Drugs

The University of Wisconsin-Green Bay is bound by state, federal and campus laws and regulations that prohibit the use or sale of any controlled substances (Uniform Controlled Substance Act, Wisconsin Statute sec. 961). The University will not condone illegal use, possession or distribution of drugs by any member of the University Community.

Violations of alcohol policies or inappropriate behavior due to alcohol consumption will result in University disciplinary action and civil charges, as well as sanctions provided for in the housing contract, which may include housing contract termination. Resident Assistants as University Officials are required to report violations of the Alcohol and Drug policy to Public Safety and the Office of Residence Life. The UW-Green Bay alcohol policy is available from the Dean of Students Office web site. For more information, please see: www.uwgb.edu/deanofstudents

- Alcoholic beverages or containers are not allowed in residence halls or public areas.
- Students of legal age may consume alcoholic beverages in the privacy of their apartments or apartments where the host is of legal age.
- Alcohol paraphernalia such as beer bongs, beer pong tables, tubs, or large quantities of alcohol are not allowed.
- Hosting of gatherings where underage consumption occurs will be referred to Judicial Affairs and Public Safety for disciplinary and civil action.
- Providing alcoholic beverages to persons younger than the statutory drinking age is a violation of Wisconsin law.
- If you or someone you know needs assistance or more information regarding alcohol or drug use or abuse, you may contact Counseling and Health Services, the Dean of Students, or your Resident Assistant.
- Students found in violation of the alcohol policy will be referred to the Dean of Students Office for disciplinary action, which may include educational classes and possibly termination of housing.

Incapacitation

Residence Life staff is required to call emergency personnel and notify Public Safety if anyone is incapacitated. An incapacitated person is defined as one who is unconscious, incoherent, or unable to react or make rational decisions. The cause of incapacitation may be a health condition, physical injury, or substance abuse including alcohol.

Appliances Not Allowed

Open-coil or open-flame appliances such as toaster ovens, indoor grills, halogen lamps, space heaters, clothes washers or dryers, air conditioners, ceiling fans, dishwashers, freezers or portable outdoor grills. Any appliances deemed by Residence Life personnel to be unsafe or of excessive wattage will not be permitted.

Attaching/Posting

Tack strips are provided for attaching items such as posters and pictures. Tack strips are not for use as shelf supports. Nothing may be attached to walls or doors with any tape other than removable painter’s style tape. Poster putty (available at The Phoenix Bookstore) may also be used. Ceiling stars are not recommended - resident is responsible for any damage. Items posted on your door are to be limited to the size of the display rail, and may not be offensive in nature.

Bicycles

The UW-Green Bay campus is a great place for a bike. Residents are advised to purchase and use a lock, and to register their bicycles through the Office of Public Safety or Office of Residence Life. Bicycles are allowed in rooms provided all roommates agree per the roommate agreement form.

Express Check-In / Check-Out

On fall move-in day, check-in at your assigned check-in station as indicated in your room assignment letter. At any other time, check-in at the Community Center front desk. When vacating your room or apartment, check-out online via Express Check-Out.
**Campaigning**

Political campaigning is permitted in accordance with time, place and manner rules established by the Residence Hall and Apartment Association. Door-to-door canvassing or soliciting votes door-to-door is not allowed. Rules are available at the Residence Life Office.

**Candles and Incense**

Candles and incense are not allowed in University housing facilities. Violation of this policy may result in confiscation of candles, a $50 fine, and an educational behavioral requirement.

**Locks and Security**

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. Your PIN can be set or changed at [www.uwgb.edu/housing/pin](http://www.uwgb.edu/housing/pin).

**Crimes and Suspicious or Unusual Behavior**

Residents should report crimes or suspicious behavior immediately to Public Safety, by calling 465-2300, 911 (or 9-911 from a campus phone), and then by contacting a Resident Assistant. A variety of persons or offices are available for reporting incidents: Resident Assistants, Office of Residence Life, Dean of Students, Public Safety, or the Counseling and Health Center.

**Decorations**

You may decorate your residence hall room or apartment creatively, but decorations must meet safety regulations and University codes. Items suspended from ceilings such as fishnets or posters, live trees, or branches, are not permitted. You may not use holiday light strings around metal furnishings such as door frames or hang them from the ceilings.

**Disability Needs**

Students with disabilities or special needs should contact the Office of Residence Life and the Office of Disability Services.

**Domestic Abuse**

The Wisconsin domestic abuse law is applicable to both roommate and other relationships. Please contact the Public Safety office or Green Bay police if you are the victim of domestic abuse.

**Electrical Safety**

Total electrical requirements added to rooms and apartments may not exceed one power strip per electrical outlet. Multiple-socket plugs are prohibited. Extension cords may not be run under rugs or fastened through their insulation. Do not use frayed cords. Students may not rewire their residence by direct splicing into the electrical distribution system of the building. Black lights may not be placed in existing University light fixtures. For fire safety reasons, the only extension cords permitted in university housing facilities are those that are UL listed 3 wire/3 prong cords of a 16 gauge minimum weight. Power strips with an on/off switch, 15-20 amp circuit breaker/surge protector, and a 3-prong grounded plug-in are the only extension cords permitted. For your convenience, the UWGB Phoenix Bookstore carries this type of extension cord, which may be purchased upon your arrival or via their website at: [www.thephoenixbookstore.com](http://www.thephoenixbookstore.com).

**Eviction**

If you do not uphold the terms of your housing contract, the University and Residence Life Office may terminate your residential contract in accordance with procedures stated in your housing contract and this document. The following are examples of actions and behaviors that will result in university judicial action and/or civil action, including possible housing contract termination and eviction:

- Illegal possession, use, or providing of alcohol or illegal drugs
- Possession of explosives, accelerants, fireworks, or firearms/weapons
- Presenting a community fire hazard through inappropriate use of cigarettes, candles, halogen lamps or cooking equipment
- Arson or tampering with fire safety equipment including fire alarms, sprinkler systems, smoke detectors, fire hoses/extinguishers and exit signs
- Throwing/dropping objects out of windows or jumping out of windows
- Trespassing in apartments or residence hall rooms
- Physical or verbal abuse, harassment, or battery of another person or staff member
- Any behavior deemed dangerous to self or others.

**Exits**

Access to all room and apartment doors must be clear and unhindered, permitting doors to be fully opened. Furnishings may not be placed in a manner that blocks escape through a window in an emergency. Arrangements may not involve large amounts of combustible material between an exit door and the sleeping section of an apartment or room.
Facilities

The following are not permitted in housing facilities:

- Entry into attics and mechanical rooms
- Removing any electrical or plumbing fixtures, such as fire alarms or shower heads
- Removing window screens
- Installation of outside radio/TV antennas/satellite dishes
- Waterbeds, hot tubs, and aquariums over 40 gallons
- Anything hanging from windows or attached to the exterior of buildings

Doing so will result in a $50 fine, restitution and disciplinary action.

Fire Prevention and Safety

Fire safety should be a major consideration as you design and furnish your room. Read the previous section on decorations. In addition to the cautions listed there, you may not store flammable items such as charcoal, lighter fluid or gasoline or any other volatile materials in your room or apartment or storage areas. Tampering with any fire safety device is a violation of regulations. In the event of a fire, sound the alarm and call 911 (or 9-911 from a campus phone) for the Fire Department, leave the building, and do not attempt to re-enter the building. It is important that you are familiar with the exits and procedures for evacuating your building.

- **Extinguishers:** Each apartment unit and each hallway is equipped with a fire extinguisher. Learn the location of the fire extinguisher and the pull station nearest you as soon as you move in. If you have had to use your fire extinguisher or it loses pressure for any reason, notify your resident assistant or the Office of Residence Life immediately to arrange for recharge.
- **Fire Alarm Testing:** Fire alarms are tested monthly, normally on the first Wednesday of the month, between 12:30 and 3:30 p.m.
- **False Alarms:** Anyone who causes a false alarm may be evicted immediately, and subject to civil penalties. Disconnecting smoke detectors will result in a $50 fine and disciplinary action.
- **Fire Drills:** Fire Drills are conducted each fall to acquaint you with evacuation procedures.
- **Smoke Alarms:** Each living unit is equipped with a smoke detector. By law, you are responsible for reporting malfunctioning detectors to the Residence Life Office.
- **Negligence:** If a fire occurs and you are proved negligent, you may be responsible for the cost of restoring your room or apartment to its original condition.
- **Special Needs:** Students with special evacuation needs should report those needs to Office of Disability Services and the Office of Residence Life. Students are responsible for developing their own evacuation plan.

Firearms/Weapons

Weapons such as firearms, bow and arrows, BB guns, paint ball guns, fireworks, firecrackers, or other materials or items which create a hazard are not allowed.

Furniture

- All University-owned furniture must remain in student rooms and apartments. Hutches may not be removed from desks and nothing may be attached to plumbing pipes or fixtures.
- Lounge furniture must stay in lounge areas.
- The construction of non-University lofts/bunks is not permitted. Bedroom furniture is versatile in that it can be arranged in bunks, lofts, or in traditional fashion. While you are free to rearrange furniture within your room, for safety and structural reasons, students may not assemble or disassemble lofts.
- Alterations to bed set-ups may be made by submitting a bunk/loft request on the Residence Life website. Beds in the residence halls and traditional apartments will be bunked upon your arrival.
- For information and instructions regarding bunking/lofting, please contact the Office of Residence Life. It is the student’s responsibility to request non-lofted/bunked beds if desired. The University is not liable for injuries sustained from the use of lofted or bunked beds.

Gambling

Gambling of any kind is not permitted in University housing facilities.

Guests and Visitors

Students residing on campus are welcome to host visitors in their living unit provided they follow University policies and regulations. The visitor policy allows for overnight guests of the opposite or same gender, providing all roommates consent to overnight guests in their roommate agreements. The conduct of guests is the hosts’ responsibility. Nonresidents may be in on-campus residences only if they are visitors or guests of a resident. If requested by University personnel, guests and hosts must present proper identification. Failure to do so may result in referral to the Judicial Affairs office. Overnight guests are permitted for up to three days (any days of the week), providing all roommates agree as stated in their roommate agreements. All guests must be registered online through the Residence Life website. Extended stays (beyond three days) may be approved by the Office of Residence Life by making an appointment with the Area Coordinator.
Harassment

The University and Office of Residence Life are committed to creating an environment in which each student feels safe living in the residence halls and apartments, and is free from harm. Students who engage in acts that are intended to intimidate, threaten, or harass a particular student or group and to cause that student or group to fear for his or her safety is a violation of the harassment policy.

Illegal and Stolen Property

Illegal items or items believed to be stolen such as city, state or University property may be confiscated from your room or apartment and the matter referred to Public Safety. This includes street and highway signs.

Kitchens

You must be present while your range top or oven is in use. Dishes and food preparation utensils must be cleaned and stored away promptly after use. Refrigerated food must be consumed or disposed of to prevent spoilage.

Lounge or Meeting Room Use

Lounges and meeting spaces are intended for use by residents of University housing. Some spaces may be reserved by calling the Office of Residence Life. Sleeping in lounges is not permitted.

Noise and Group Gatherings

In order to provide an environment conducive to sleep and study all students are expected to respect the rights of others by being courteous regarding noise at all times. Students gathering together must be considerate of neighbors and roommates. Hosts are responsible for excessive noise contributed by their visitors. Stereo speakers and musical instruments are not allowed to emit sound through walls and windows. Students may be required to remove items creating noise disturbances.

Painting

You may not paint your room or apartment. Murals or other designs can be painted in designated common areas with prior approval from the Director of Residence Life.

Parking and Traffic

You must have a University Parking Decal to park on campus, available from the Bursars Office. You may only park in marked parking stalls, and not in any of the following areas: roadways, reserved stalls, fire lanes, marked zones, handicapped spaces without a disabled sticker, service vehicle spaces, loading or delivery zones, driveway to the basement of Apartment 3324, in a manner which blocks access to a garbage dumpster, lawns or sidewalks, or apartment 3312-3334 lots without a special apartment sticker.

Pets

Small non-dangerous fish, which live completely underwater in aquariums no larger than 40 gallons, are the only pets permitted. Cats, dogs, rodents, reptiles, birds, etc. are not permitted. Non-ownership or duration of care is not justification for violation.

Posting

Public notices and posters may be placed only on designated bulletin boards. Posters must be approved and posted by the Office of Residence Life staff. Only University or Residence Life activities may be publicized on residential bulletin boards. Notices advertising parties in rooms or apartments may not be posted. Items offensive to others or discriminatory in nature may not be posted on the outside of your door or in room windows. The Residence Life Director and/or designees may determine the appropriateness of any postings and remove those he or she deems improper or in bad taste including those on room door display rails or in windows.

Privacy

The right to privacy, guaranteed by federal and state laws, applies to your residence hall or apartment. Entry into student rooms is limited to emergency, repair, general welfare checks, and to enforce University policies and safety rules.

Recreation & Rollerblades

Organized athletic activities must be conducted in designated areas to avoid disturbing other residents and causing property damage. Games designed to be played outdoors are not allowed in hallways or lounge areas. Roller blades, bicycles, skates, skate boards, frisbees, footballs, water balloons, etc., may be used only outdoors due to the potential for causing significant facilities damage and/or injury to others. Those found responsible for such will face disciplinary action and payment of restitution.

Recycling and Trash

Garbage and recyclables may not be placed in hallways, stairwells, laundry rooms, lounges, or outside of the dumpsters. Waste and recyclables must be placed only in dumpsters outside of buildings. We are required to comply with state recycling law. Students found responsible for inappropriate disposal of trash and recyclables will be assessed a $50 fee.
Safety and Security

While the University of Wisconsin Green Bay and the surrounding community are relatively safe places, it is important to recognize that no place is without certain dangers. With this in mind, you are encouraged to practice the following safety precautions.

- Lock your door anytime you leave your room or apartment, even if gone for just a brief period of time.
- Use the “buddy system,” especially at night.
- Be especially attentive to personal safety during non-routine events and times of the year.
- If you choose to consume alcohol, do so legally and responsibly.
- Do not prop outside doors.
- Report lost ID cards immediately to the University ID Services.
- You can change your personal identification number (PIN) online at www.uwgb.edu/housing/pin

If you would like additional information about residence hall policies, enhancing your safety and security, or reducing your risks associated with the use of alcohol, please contact the Office of Residence Life (920) 465-2040; Public Safety (920) 465-2300; or the Counseling and Health Center (920) 465-2380.

Screen Removal

For health, safety, security, and pest control purposes, screen removal is not permitted and will result in a $50 replacement fee. Throwing objects from windows and exiting facilities through windows is strictly prohibited and will result in disciplinary action.

Sexual Assault

Reports of sexual assault will be investigated and may subject an individual to sanctions under UWS Chapter 17 to include suspension from the University. Victim support, information, and resources are available from Counseling and Health Services, the Office of Residence Life, and the Dean of Students Office.

Smoking

Smoking is prohibited in all buildings and within 30 feet of all buildings. This includes entryways and stairwells. Please dispose of cigarette butts properly in containers provided.

Snow Removal

Residence Life is responsible for snow removal on sidewalks that lead from the buildings to the main sidewalks. Snow will not be removed from areas surrounding bicycle racks. Physical Plant staff is responsible for all other snow removal. When there is snow in parking lots, residents must move cars to designated parking areas on days when the red flags are displayed. Failure to comply may result in parking tickets. Parking lot snow removal concerns should be addressed to the Physical Plant (920) 465-2394 and Parking Services (920) 465-2301.

Solicitation/Sales

Commercial activities, canvassing or solicitation of any kind including, but not limited to funds, sales, votes, memberships, literature, signatures, or subscriptions are not permitted in apartments and residence halls. See campaigning policy.

Theft/Property Loss

UW-Green Bay assumes no responsibility for students’ personal belongings. Secure your belongings by locking your door at all times. Do not keep valuable items in plain view in your car.

Vandalism

Malicious destruction or defacing of another’s property is a criminal offense. Anyone responsible for vandalism will be billed for repair and replacement of damaged property. Vandalism may result in criminal prosecution and University disciplinary action in addition to disciplinary sanctions through residence life regulations. Vandalism, theft and damages in common areas such as hallways, elevators, lounges and kitchens will be billed to the residents of the residential facility in which it has occurred if the person(s) responsible are not identified.

Insurance

Your personal property is not covered by University insurance. Examples include, but are not limited to, personal belongings that are: stolen; placed in storage; damaged by clothes washers/dryers, smoke/fire, or water; or left in your room after checkout. Renter’s or homeowner’s insurance is strongly recommended. Please consult with your insurance agent prior to residing on campus.
Violence

Recognizing every community member’s right to a safe environment in which to learn and grow, the University of Wisconsin-Green Bay does not tolerate violence in any form.

• Violence is any hurtful or abusive behavior between two or more people. It is behavior that causes or attempts to cause physical harm, placing another person in fear of immediate harm, or causing a person to engage involuntarily in sexual relations by force, threat or duress.
• Physical injuries are the most visible result of violence. However, abusive behavior may take the form of emotional, psychological or economic abuse. Using body size to intimidate, controlling financial decisions and isolating a person from family and friends are just as much a part of abuse as the more obvious physical attacks.
• There are many forms of physical, verbal, emotional and sexual abuse that may be used against a victim.
• Reports or charges of alleged violence by or to students committed anywhere on the UW-Green Bay campus should be made to the Office of the Dean of Students. After an initial assessment, the Dean of Students or his/her designee may form a team to investigate the allegation of violence.
For more information, see the Dean of Students web site: www.uwgb.edu/deanofstudents

Severe Weather

If there is a Tornado Watch, it means that conditions are favorable for a tornado to develop. Please monitor weather conditions closely.
If there is a Tornado Warning, it means that a tornado has been sighted. The siren will emit a steady tone for 3 minutes. In the event of a Tornado Warning, please follow the procedures below:
• Evacuate to lowest level, interior room or hall.
• Stay away from windows, glass, or large open areas.
• Protect your head and face; get under a sturdy surface or structure.
• Monitor weather by radio or weather alert radio (a weather radio is located in the Residence Life Community Center).

Weights

Weight lifting equipment is not allowed due to the potential for facilities damage.
Energy and Water Conservation

State regulations permit heating buildings to 68 degrees. If you are cold, please close all windows in your room or apartment and open your heat register damper or adjust your heat controls. If you are warm, please do not open your window. Instead, regulate your heat by closing the heat register damper or adjusting the heat controls in your room. If you do not know how to regulate your heat damper or controls, please contact your RA.

To help conserve energy and water: keep windows closed during the heating season; turn off appliances and lights before you leave your room or apartment; turn off computers when not in use; close drapes at night during the winter and during break periods; keep showers to a minimal duration; do not let water run needlessly when brushing teeth, washing, or doing dishes; and report running toilets and dripping faucets via an online maintenance request.

Disaster Preparedness

In the event of a disaster or emergency, University Public Safety in conjunction with University officials, the Office of Residence Life, and local authorities, will provide instructions regarding resources, evacuation and emergency procedures. For more information regarding disaster preparedness, please see the following web sites:

GB Alert: www.uwgb.edu/publicsafety/GBAlert
UW-Green Bay Public Safety: www.uwgb.edu/publicsafety
FEMA: www.fema.gov/areyouready

Emergency Opportunities

The Office of Residence Life employs students during both the academic year and the summer months in a variety of positions. Visit our website for an application.
Laundry Services

Each residential building has a laundry room with University ID card operated washers and dryers. Machines will not accept currency. If you have questions or problems, contact the Residence Life Office. To learn more about Pass Points, please visit www.uwgb.edu/union/id.

Mail Service

Your mailbox address and mailbox combination lock are permanent for as long as you reside on campus. The Student Mailroom is located in the Community Center and is staffed from 9:00 AM to 1:00 PM and 5:00 PM to 7:00 PM Monday through Friday – at which time you may pick up packages you have received notice of and/or report any mail-related problems you experience.

Phone Service

Local telephone service is not provided in resident rooms or apartments. Most students bring a cell phone or calling cards for making long distance calls from public phones. Calling cards are available for purchase on campus. A public phone is available in each building’s lounge or laundry area.

Recycling

Recycling is mandatory in Wisconsin. University housing facilities have designated recycling areas located near them. Residents are expected to read recycling instructions provided and dispose of recyclables accordingly. For health and safety reasons, all trash and recycling containers must be cleaned before reuse.

Roommate Disputes & Changing Rooms

No relationship exists without resolving occasional disagreements. If you and your roommate(s) are experiencing a disagreement, talk to one another about it as soon as possible. If you are having difficulty resolving the disagreement, consult with your RA. Many roommate disagreements result from a lack of communication about sleep and study preferences, cleanliness, borrowing one another’s belongings and hosting overnight guests.

Community Living Standards

The Residence Life Community at the University of Wisconsin-Green Bay is dedicated to the integrity and personal growth of each individual. Choosing to join the community carries with it the responsibility of making positive contributions to the community and upholding the following standards of behavior.

As a member of this community...

1. I will respect the dignity of all persons. I will not demean individuals or groups by teasing, ridiculing, insulting, intimidating, harassing, or discriminating. I will strive to learn from and respect differences in people, ideas, and opinions.

2. I will strive for personal integrity and academic achievement. In all areas of my life I will eliminate the practice of deceit, plagiarism, lying, or disloyalty.

3. I will demonstrate concern for others, their feelings and their need for conditions that support their work and development.

4. I will respect the rights and property of others.

5. I will do all in my power to see that my living accommodations are kept clean and attractive, knowing that such an environment is essential to both physical and mental health.

6. I will challenge all members of the community to abide by these fundamental expectations and will confront those who violate them in an appropriate manner.

Resident Assistants, Community Advisors and Community Development

Resident Assistants (RAs) are expected to work with student 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 student residents to attend or participate. Any student who believes an RA is acting in a manner contrary to this, should contact the Director of Residence Life or Dean of Students.
Frequently Asked Questions

What do students usually bring to campus?

- Computer with a CAT-5E or CAT-6 hook-up cable
- Small television with a RG-6 hook-up cable that has F-style thread-on type connectors
- Power strips with an on/off switch, 15-20 amp circuit breaker/surge protector, and a 3-prong grounded plug-in; and, UL tested 3 wire/3 prong extension cords of a minimum 16 gauge weight
- Cell phone, radio, alarm clock, a small lockbox, flashlight and batteries
- Small refrigerator (residence hall only): two to four cubic foot size, microwave, vacuum cleaner and ironing board
- Poster putty, camera, books, games and sports equipment
- Extra-long twin-size bed linens, mattress pad, blankets and pillows
- Bathroom floor mat and room entry mat, towels, washcloths and personal toiletries
- Cleaning supplies: plastic scrub bucket, sponges/rags, oven and shower cleaner, hang-in toilet cleaner, plunger, etc.

What am I not allowed to have on campus?

- Alcohol or containers in residence halls or apartments with underage students, candles, incense, flammables, fireworks, open-coil cooking/heating appliances, additional refrigerators in apartments, halogen lamps, lofts, pets and weapons.

How do I gain access to my residence hall?

All residence halls and apartment buildings are accessed via University ID card plus personal identification number (PIN). For safety and security reasons, sharing your ID and PIN with others is strictly prohibited.

What is my mailing address?

Your Name  
Your campus box number (See room assignment letter)  
Your building street address (See room assignment letter)  
Green Bay, WI 54311-7070

TO OPEN YOUR CAMPUS BOX

- Turn dial to the left four turns and stop at the first number.
- Turn dial to the right, passing first number once and stop at the second number.
- Turn dial to the left and stop at the third number.
- Turn dial to the right to open mailbox lock.

*See room assignment letter for mailbox combination.

What if I have more questions?

To learn more about Residence Life please visit the Office of Residence Life web site at www.uwgb.edu/housing or call (920) 465-2040.
Green Bay is the trade, transportation and cultural heart of Northeastern Wisconsin. Major attractions include NFL football and the University’s Weidner Center for the Performing Arts, a 2000-seat concert hall which brings nationally known performers to campus. UW-Green Bay is situated on a scenic, 700-acre site overlooking the waters of Green Bay. Prime resort and outdoor recreation areas surround the region’s growing metropolitan area of about 200,000.