

# RESIDENCE

# LIFE

# HANDBOOK

2024 . 2025



[www.edgewood.edu](http://www.edgewood.edu)

Each resident is responsible for knowing and understanding the information in this handbook and the Edgewood College Student Handbook & Student Code of Conduct.

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Nothing herein contained shall be deemed a limitation upon the expressed or implied powers or duties of the Board of Trustees or the administrative offices of the College.

## MISSION

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

## STUDENT LIFE LEARNING OUTCOMES

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

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

## COMMUNITY LIVING

### SHARING A ROOM/SUITE/APARTMENT/CO-OP

Sharing living space can be challenging. Housekeeping, even in a small space, needs to be shared. Different expectations about cleanliness and neatness can become a major source of conflict. Occasionally, roommates may feel that differences in lifestyle, music preference, sleeping patterns or study habits create significant problems. Your RA/AC can help you find ways to communicate and negotiate acceptable agreements which can make everyone more comfortable. Roommate/Suitemate Agreement Forms are available from your RA/AC to use as a guideline in your discussions. If additional help is needed, you and your roommate(s) or suitemate(s) may have a mediation or meeting with a Residence Life staff member. Also, remember guests are a privilege, not a right.

### RESPECT FOR OTHERS

The Residence Halls at Edgewood College are designed, within the limits of Civil laws and College Policy, to provide a living space with the maximum opportunity for free intellectual inquiry; the exploration of human values, issues, and communication; and the formation of healthy, nurturing relationships. With any large group of people, there is a need to limit some elements of personal expression for the good of the overall group. We operate within the context of the commitment and mission of the Sinsinawa Dominicans.

Residents can expect to encounter people whose values, backgrounds, ethnicity, religious faith, sexual orientation, culture, and country of origin differ from their own. Part of the richness of the college experience is this exposure to the unfamiliar, the challenge of living respectfully with others who differ from us, and the serious examination of our values and ideals.

It is expected that every member of the community, including staff, faculty, and other students, will be treated with respect and treated with basic dignity and courtesy at all times. The Residence Hall environment must be free of abuse, intimidation or harassment. Everyone should feel welcome to live, study, work, and play comfortably within the community.

### GOALS OF A STRONG RESIDENTIAL COMMUNITY

1. Each resident is able to study and sleep in their room without undue interference from noise or other distractions.
2. Each resident is assured that their personal possessions are treated respectfully according to the wishes they have expressed concerning others using or borrowing them.
3. Each resident has reasonable amounts of private time in the room, of time together with roommates, and of time with guests present.
4. Community residents ensure that any guests they sponsor are respectful toward other community members and the physical surroundings.
5. Each resident is courteous and responsive to all reasonable requests from other community members.
6. All community residents take an interest in the safety and security of other members (i.e. looking out for one another).

## RESIDENCE LIFE STAFF

### PROFESSIONAL STAFF

There are three and a half full-time professional staff members in the Office of Residence Life including a Director of Residence Life, an Associate Director of Student Life, an Assistant Director of Residential Education, an Assistant Director of Involvement, and a summer

housing intern. For all general Residence Life and housing questions please contact our central office at (608) 663-3228 or email [residence@edgewood.edu](mailto:residence@edgewood.edu).

## RESIDENCE LIFE STUDENT STAFF

There are 18 Residence Life student staff members who work directly with small communities of students in the residence halls. There are 14 Resident Assistants (RAs) serving in Dominican, East & West Regina, and Stevie Halls. There are three Apartment Coordinators (ACs) staffed in Dominican, Siena, and Weber Apartments with collateral roles including Belonging, Academic Success & Post College Readiness, and Wellness. Finally, we have one International Resident Assistant who works specifically with our international residents. The Residence Life student staff members live in the halls and provide services on a day-to-day basis. The student staff members are responsible for:

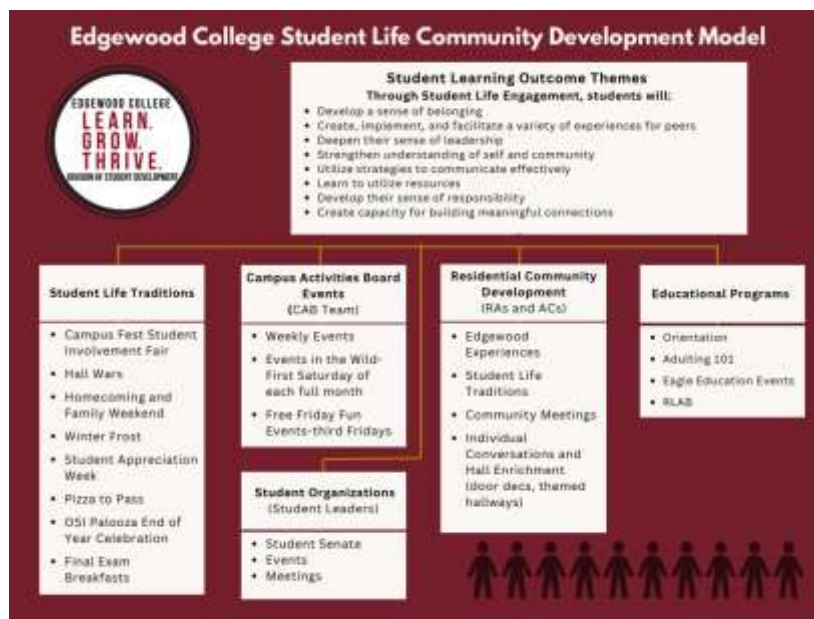
- Assisting residents in the transition to college life
- Providing information about the campus and its resources
- Peer mentoring resident students concerning their campus involvement, leadership development and “outside the classroom” opportunities
- Helping facilitate the resolution of interpersonal conflicts among residents
- Addressing student conduct issues
- Facilitating the formation of strong, active and inclusive living communities

## RESIDENCE HALL INVOLVEMENT

Residents are encouraged to make the most of their residence hall experience. One of the ways to meet other residents is to take part in the many activities that are sponsored in the residence halls and on campus.

Resident Assistants (RAs) and Apartment Coordinators (ACs) will organize activities throughout the semester for you and tailor programs to your interests. Also, if you have a skill or interest that you would like to share, your RA or AC will be happy to help you coordinate an activity. Residents can also get involved through the Residence Life Advisory Board (RLAB), which is the student governing body for the residence halls. This organization focuses primarily on improving campus life for residents.

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



## CONTACT INFORMATION

The Office of Residence Life can be found in Predolin 215 on the Edgewood College campus. We can be reached at 608-663-3228 during business hours. During the academic year (Fall, Winterim and Spring semesters), our residence life duty phone is carried at all times and can be reached by calling 608-333-7491. Security is located in the lobby of Weber Hall and can be reached 24/7 at 608-663-4321.

# RESIDENCE HALL POLICIES AND PROCEDURES

## AIR CONDITIONING

All residence halls on campus have either central air conditioning or window air conditioning units. For safety reasons, personal air conditioners (both window units and portable units) are not permitted in any residence hall or apartment unless otherwise approved by Disability and Accessibility Services.

## ALCOHOL & OTHER DRUG POLICY

Edgewood College, in general, mirrors Wisconsin State law concerning drug use and alcohol consumption with the exception that all alcohol is prohibited in the traditional residence halls and co-op. Below is an at-a-glance chart to help students understand our policies.

Can I drink or possess alcohol?	Under 21	21 or older
Residence Halls (Dominican suites and co-op, East & West Regina, Stevie)	No	No
Apartments (Dominican apartments, Siena, Weber)	No	Yes

\*All other illegal drug use is prohibited.

## Alcohol/Drug Use and Your Behavior

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

## Providing Alcohol to Underage Individuals

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

## Presence of Alcohol

*Residence Halls:* It is considered an alcohol violation if residents are in a room where alcohol is present, even if the resident is not consuming alcohol. If an individual is found in possession of alcohol when it is a violation of the stated alcohol guidelines, the individual will be instructed to dispose of the alcohol and the alcohol containers in the presence of Residence Life and/or Security staff and will be subject to disciplinary action.

*Apartments:* If the resident is under the age of 21, the resident can be in the presence of alcohol but is prohibited from consuming or possessing alcohol. If alcohol is present in the apartments, it must be possessed only by residents 21 and over.

## Alcohol Container/Paraphernalia Policy

*Residence Halls:* Empty alcohol containers (such as beer cans, wine bottles, cases, flasks, shot glasses, etc.) are not permitted for decorative purposes in the residence halls. Prohibited items also include but are not limited to beer bong, funnels, drinking game boards and accessories, drug paraphernalia, pipes, scales, crushers, etc.

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

## Alcohol Decoration Policy

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

## Hosting an Event with or Supplying Alcohol

Any resident found responsible for hosting an event involving large amounts of alcohol may be held to a higher level of sanctioning through the student conduct process. Hosting will be defined as either providing the alcohol and/or the space for an event. Apartment residents may consume alcohol if the resident is 21 or older but may not do so in a way that is disruptive to the community or that involves providing alcohol to underage individuals. Beer kegs are prohibited. Possession of alcohol in open containers outside of an apartment will be subject to disciplinary action. For information about the student conduct process, please refer to the Student Handbook.

## Parental Notification

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

## Hospital Transport

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

## ANIMALS

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

### Pets

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

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

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

## APPLIANCES

Due to potential fire hazards and power failures caused by overloaded electrical circuits, electrical appliance usage must be limited. When three or more appliances are plugged into one outlet, it is required that students purchase and use UL-approved power strips with surge protectors which have multiple sockets, to prevent circuit overload and help avoid personal injury and/or destruction of property. When electrical appliances are used, they should be checked to be sure that they are UL-approved and that the cord attached is UL-approved. For extension cord guidelines, please see the section below titled Fire Safety Regulations.

Straighteners and curling irons (with auto shut-off features), electric shavers, hair dryers, hot combs, clocks, DVD players, irons, and coffeemakers with automatic shut-off mechanisms are permissible.

Room-size refrigerators can be no larger than 4.5 cubic feet and use no more than two amps when running. We recommend one refrigerator per room or suite.

Microwaves are permissible as long as they do not exceed 1000 watts. Toasters are permissible only in the apartments (Weber, Dominican or Siena) and the common kitchens in the Residence Halls. Air Fryers are permissible only in the apartments' kitchens (Weber, Dominican or Siena). Res Life is not responsible for personal items stored in the common areas.

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

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

## BATHROOM INCLUSIVITY AND ACCESSIBILITY

All members of the community are encouraged to use the bathroom that aligns with their gender identity. In Dominican, there is a single-stall restroom located off the main lounge on all floors. There is a single-stall restroom in the lobby between East and West

Regina and a public restroom is located on the first floor as you enter Phil's. Additionally, a multi-stall gender-inclusive restroom, including showers, is available on all floors in East Regina and is accessible via resident swipe access. Marshall Hall has one gender-inclusive bathroom located between North and South Marshall. If you have questions, please contact the Office of Residence Life, Predolin 215, 608-663-3228, [residencelife@edgewood.edu](mailto:residencelife@edgewood.edu).

## BATHROOMS IN DOMINICAN AND STEVIE HALLS

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

## BUILDING ACCESS

**Keys/ID Cards:** Each resident is responsible for carrying their key and ID card and for keeping their room door locked at all times. Residents are not allowed to share IDs or ID U-Band; failure to comply will result in disciplinary action. For the safety of the Edgewood community, lost keys should be reported immediately to the Residence Life Office. Security and/or Residence Life will work with the student to gain access to their room. If, after a grace period in which the student can search for their key, it is determined that the key is irretrievably lost, residents will be billed a \$75.00 charge for a lock change and new key (per lock/key). Dominican residents receive two keys, so if both are lost, the charge is \$150.00.

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

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

If Security deems fit after an excessive number of lockouts, the resident(s) may be charged for a lock change and the resident(s) will be billed \$75.00 for a new lock and keys. If all members of a room can provide proof to the Office of Residence Life & Security office that all room or apartment keys are accounted for within 24 hours of the lock-out call, the charge will be reduced to \$50.00. Each subsequent lock-out call will result in either a \$50.00 or \$75.00 charge.

All living areas of the Residence Halls are locked 24 hours a day. Residents will need to use their ID card or ID U-Band to gain entry to the building, and their room or apartment key to gain entry to their room.

## Resident Building Access

Residents of all halls have daytime and early evening access to all halls between 8:00 am and 11:00 pm. Outside of these hours, residents are considered guests of the hall they are visiting and must be escorted by a hall resident at all times. Just as is expected with non-resident guests, residents may not be guests of a room for more than three consecutive nights.

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

Maintaining the building security is a shared responsibility of all the hall residents. It is a serious violation of policy to endanger other residents, residents' personal property or College property by:

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

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

## Break Building Access Policy

*Residence Halls:* When Hall access is limited or closed for Winter Break all residents except those with prior approval are expected to leave the building. Requests to stay during a break period can be made through the Office of Residence Life at [residencelife@edgewood.edu](mailto:residencelife@edgewood.edu). There may be a charge associated with staying in the halls during the Winter break period. If any issues arise, the resident may be asked to leave the building during break (Spring or Winter break). During Spring & Winter break, Dining Services may be limited.

*Apartments:* Residents of the apartment/cooperative living communities are allowed to stay on-campus during all breaks at no additional cost and access will automatically be on their ID card/U-Band.

## **CANDLES/INCENSE**

Candles and incense are not allowed in the residence halls or apartments on campus, even for decorative purposes, even if the wick has been removed or is unburned. Confiscated candles will be disposed of immediately. Wax warmers are allowed.

## **CHECKING OUT OF YOUR ROOM**

Residents departing before the end of the academic year must first check with the Residence Life Office to ensure awareness of any issues that may arise when their contract is broken. If the resident is making an approved room change or moving out of the Residence Halls, please follow the check-out procedures provided by Residence Life. The room must be returned to its original condition (i.e., furniture in place and room cleaned). Residents who drop below full-time status must contact the Office of Residence Life immediately. Residents who drop their classes completely must also notify the Office of Residence Life immediately and have 24 hours to vacate their residence hall space once they are no longer students. Residents living in the halls when not registered for classes will be charged \$50/day and will be subject to disciplinary action.

Failure to follow these instructions will result in an improper check-out fee of \$45.00 in addition to any additional charges assessed for room damage. Extended stays (unapproved) will incur a \$25 hourly charge, up to \$100 after which the former resident will be escorted off the property and will forfeit all belongings.

## **CHILD CARE/BABYSITTING**

Children are welcome to visit the residence halls however, for safety and roommate reasons, residents may not babysit in the residence halls. Childcare definition: a relative or non-relative child present without parental/guardian supervision. The only exception will be when children are visiting when emergency information and parent/guardian information is collected via the minor visitation form available at [www.edgewood.edu/residence-life](http://www.edgewood.edu/residence-life). These visits are approved on a case-by-case basis by the Office of Residence Life.

## **CLEANLINESS OF ROOM**

*Residence Halls:* Housekeeping tasks are the shared responsibility of the room or suite residents. It is expected that each resident will maintain a reasonable degree of cleanliness in their personal space. Cleaning private bathrooms within suites is the responsibility of the residents, not the custodians. Additionally, suite residents must supply their own cleaning products. Dominican Hall is a LEED-certified building. Residents are encouraged to use only green-sealed certified cleaning products. Vacuum cleaners may be provided in each building and must be returned to their post immediately after use. Vacuums may not be used during quiet hours. Health and safety inspections will be conducted each year.

*Apartments:* Housekeeping tasks are the shared responsibility of the apartment/cooperative living residents. Apartment spaces including kitchens and bathrooms are not cleaned by custodians. Cleaning personal and common space is the responsibility of the residents, and residents must supply their cleaning products. Vacuum cleaners may be provided in each building. Dominican Hall is a LEED-certified building. Residents are encouraged to use only green-sealed certified cleaning products.

## **COMMUNICABLE DISEASES**

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

## **COMPLAINT PROCESS**

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

## **CONTROLLED SUBSTANCES**

The possession, use, or sale of controlled substances and/or drug paraphernalia in the residence halls or apartments is prohibited and will result in a minimum of College disciplinary action. The College reserves the right to contact the Madison Police Department for any incidents involving controlled substances and/or drug paraphernalia.

## **DECORATIONS**

Residence Life encourages residents to decorate their room according to their personal taste and want residents to make their room feel as much like home as possible. **Blue painters tape or poster putty (white preferred) are the only approved adhesives to use** for hanging pictures and posters because they can be easily removed without damaging property. Nails, tacks, screws, adhesive tapes (i.e. masking, clear, duct,), double-sided foam adhesives, self-adhesive hangers, Command strips, or hooks are prohibited for decorating because of damage they may cause. Charges will be assessed if wall damage occurs. We highly encourage roommates to make mutual decisions regarding decor. While residents may decorate the inside of their room (non-public space) to suit their tastes,



the outside of the door and views through the windows are considered limited public spaces. Any decorations that create community disruptions are subject to removal, such as politically charged decorations. **Adhesive LED strip lights are not permitted in the residence halls.**

The College will not allow the posting of items that are deemed to be racist, sexist, illegal, inciting, or in any way oppressive in nature. These items may be removed, and disciplinary action may be taken. The College does all exterior and interior painting. Residents are not permitted to paint their rooms. Decorations such as street signs, street crossing flags etc. are strictly prohibited and will result in disciplinary action.

### Specific holiday decoration guidelines

The following guidelines have been developed to minimize potential fire hazards associated with holiday season decorations:

- Inspect all light cords and extension cords before using. Only heavy-duty extension cords should be used for decorations and they must be taken out of service after the holiday season. Make sure light cords are free from damage or fraying. No multi-plug adapters may be used. Power strips with a fuse or circuit breaker may be used if there are not enough outlets.
- No electrical cords (either extension or light cords) may be routed through doorways or under throw rugs or loose carpeting. The opening and closing action of a door and people walking over the carpet will damage the cord. Cords may also be tripping hazards.
- Lights and extension cords used for decorations must be unplugged (not just turned off) at the end of each day. Efforts should also be made to remove holiday decorations before personnel leave for the college's holiday closure.
- No items may be attached to or hung from sprinkler heads or sprinkler system piping, due to the potential for breaking the heads, pipes, or pipe hangers.
- No items may be hung from or attached to interior or exterior lighting. This includes but is not limited to fake spider webbing.
- Paper decorations should not cover more than 25% of the surface area of any wall. For example, if an office wall is 8 feet high by 10 feet long, the paper decorations should not cover more than 20 square feet of wall area.
- All decorations must be kept away from exit signs, fire alarm devices (pull stations, smoke and heat detectors, etc.), fire extinguishers, and emergency and normal-use light fixtures. Exit signs and emergency lights must not be obstructed in any way.
- Decorations should only be hung with **approved adhesives** to avoid damage (see Decorations policy.)
- We don't permit the use of artificial snow.

### General Christmas Tree Information

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

### Decorative String Lights

- All decorative lights must bear the UL label and should only be used in accordance with their rated application (indoor or outdoor).
- Before placing light strings on the tree, the lighting should be checked for proper operation. Check for fraying, bare wires, loose connections, and cracked plastic parts. If any of these conditions are present, the string or cord may not be used. It is safer to replace defective equipment than to repair them.
- Do not plug decorative lights into an overloaded circuit. Multi-plug adapters are prohibited. A power strip with a fuse or integral circuit breaker must be used when extra outlets for decorative lights are needed.
- Decorative lights must be unplugged (not just turned off) at the end of the day and over weekends.
- Any time decorative lights are on, the tree should not be left unattended.
- **Adhesive LED strip lights are not permitted in the residence halls.**

### DISRUPTIVE BEHAVIOR

Residents are expected to contribute to a peaceful environment in the residence halls and behavior that is disruptive to the community is prohibited. Disruptive behavior means any form of conduct or action, caused or permitted by any occupant or visitor of a residential unit that is so loud, untimely (as to hour of the day), offensive, or that otherwise disturbs other residents' peaceful enjoyment of their premises or causes damage to said premises such that a report is made to Residence Life or Security.

### EMERGENCY SAFETY

#### Fire

Whenever a fire alarm sounds in any apartment or residence hall, residents and their guests are required to evacuate the building immediately and follow the directives of all Residence Life, Security, and/or Fire Department personnel. If no staff is available, individuals should adhere to the procedures found at <https://www.edgewood.edu/student-life/security-parking>. Failure to evacuate and/or not follow the directives of an emergency response person(s) is a violation of Edgewood College policy and subjects the resident to a minimum of college disciplinary action and a possible fine of \$20. Every attempt should be made to close and lock the room door and turn off the lights. Residents are encouraged to carry a wet towel to protect their face. **Do not use elevators for fire evacuation.** The fire department assesses fines for those who do not vacate during an alarm.

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

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

## Severe Weather

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

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

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

Building	Shelter Area
Predolin	First floor hallway and Anderson Auditorium
DeRicci	First floor hallways
The Stream	Lower level hallway/theater
Library	Lower level hallway
Weber	Basement (use South stairwell to access)
Stevie	Lower level hallways away from lounge area
Regina/Regina East	Lower level center area/lower level hallways
Mazzuchelli	Lower level in or near field prep room
Edgedome	Lower level Athletics office area
Sonderegger	Basement hallways
Dominican	Lower level hallways away from lounge area
Siena	Basement lounge area
Marshall	Lower level hallways
Facilities HQ	Center hallway
The Family Center	New conference room or break room

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

## Other Emergencies

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

## Accessibility Concerns During an Emergency

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

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

## FIRE SAFETY REGULATIONS

- Candles are not allowed in the residence halls or apartments on campus, even for decorative purposes, even if the wick has been removed. Confiscated candles will be disposed of immediately. Wax warmers are allowed.
- Objects should not be hung from or around water pipes or sprinkler systems.
- No open flames (e.g., candles, kerosene lamps) or any incendiary devices will be permitted in the residence halls. The burning of incense is not allowed in any residence hall room or public area.
- The storage or use of flammable liquids or substances is strictly prohibited in the residence halls.

- Electrical appliances should be limited to docking stations, clocks, televisions, irons, coffeemakers with automatic shut-off mechanisms, and other non-heat producing items, and must be in safe operating condition. Heat-producing items such as space heaters, sun lamps, halogen lamps, popcorn poppers, toaster ovens, grills, hot plates, electric frying pans or appliances with an exposed heating element may not be used in any area of the residence hall.
- All living and storage rooms will be maintained in such a manner as to allow a wide, uncluttered pathway.
- Leaving items (garbage, shoes, welcome mats, etc.) in the hallways is prohibited. Clutter obstructs safe exit of the building in case of an emergency.
- The use of multi-outlet plugs or power strips in the residence halls is acceptable only if the equipment has a built-in circuit breaker.
- Extension cords will be no less than UL-approved #12-gauge wire. This is a heavy-duty, grounded, protected cord that will allow for the safe use of those appliances most often found in a residence hall room. Gang plugs or cubes are not permissible. The extension cord itself must be maintained in a safe condition. The cord should not be draped over a nail or around/on a bed or bed frame, placed in a foot traffic area where it could be damaged, and should otherwise be protected to ensure its safe condition.
- Only synthetic trees are permitted in the residence halls.
- To ensure compliance, Residence Life staff members and/or the fire department for the City of Madison may check student rooms continuously. Fire extinguishers in units with kitchens will be checked monthly by security.
- The possession or use of firearms, fireworks (including firecrackers, bottle rockets, sparklers, snaps, etc.), other explosive materials, or weapons in any College-owned housing unit or at a student activity on campus is strictly prohibited by college policy and state law. Students are not to start a fire, explode fireworks or chemicals, improperly use a weapon, set off false alarms, or tamper with firefighting equipment.
- Motorcycle engines, fuel tanks, mopeds, and other motorized vehicles may not be stored or repaired within the residence halls/storage rooms.
- In compliance with city, state, and federal laws governing fire extinguisher checks, Security is required to check the condition of fire extinguishers once per month. Security will be required to enter on-campus apartments on the first Wednesday of each month to sign-off on the condition of the extinguisher. Please contact the office of Residence Life if you have any questions or concerns.

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

## **FAMILY HOUSING**

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

## **FIREARMS/WEAPONS**

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

## **FURNITURE**

Residents may bring in outside furniture, however, all furniture supplied by Edgewood College must remain in the room or apartment. Personal mattresses are not permitted for the health and safety of other residents (unless approved by Accessibility and Disability Services). Residents are required to use bedsheets at a minimum on college owned mattresses, a mattress pad is also recommended for resident comfort.

## **FURNITURE IN PUBLIC AREAS**

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

## **GARBAGE**

Residents are responsible for trash removal from their rooms. All trash must be removed regularly and may not be left in the halls or deposited in inappropriate receptacles intended for small garbage. Residents should take personal garbage to the dumpster assigned to their hall. Office of Residence Life reserves the right to assess community charges or individual charges as needed for trash removal. PLEASE NOTE: pizza boxes cannot be recycled!

Garbage/Recycling locations:

- East & West Regina, Stevie, and Weber: Regina recycling receptacles and compactor in front of Regina Hall. Note when using the compactor to simply place your garbage inside, you do not need to utilize any controls/buttons.

- Siena: Regina dumpsters or Dominican trash room.
- Dominican: Trash room on first floor Dominican
- Marshall: dumpsters behind North Marshall

## **GENDER IDENTITY**

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

If a resident has questions or wishes to assert a gender identity different than previous representations, they should contact the Office of Residence Life, Predolin 215, 608-663-3228.

## **GOOD SAMARITAN POLICY**

### **Purpose**

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

### **Policy**

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

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

Residents involved may still need to meet with Residence Life/Dean of Students staff for a review of the incident. However, meetings will not result in sanctions from the College if the intent is to ensure safety or to act in good faith.

This Good Samaritan Policy does not preclude disciplinary action regarding other violations of college standards, such as causing or threatening physical harm, sexual misconduct/relationship violence as an alleged perpetrator, damage to property, harassment, hazing, etc. Residents should also be aware that this College policy does not prevent action by local and state authorities.

Good Samaritan status can be sought as many times as needed. Incidents will be carefully reviewed by the College to ensure safety and good faith use of the policy.

Specific to an alcohol and/or drug emergency, the resident in need of assistance will be required to participate in an alcohol and drug clinical assessment. This is not a conduct sanction. The purpose of the alcohol assessment is to minimize the chances of future serious alcohol/drug incidents through education.

If in doubt about a person's safety related to but not limited to alcohol/drug use, incidents of sexual misconduct/relationship violence, or bias incidents, Residents can seek help by calling Edgewood College Security at 608-663-4321.

## **GUEST/VISITATION POLICY**

Edgewood College permits students living in residence halls and apartments to have guests visit their rooms. Residents may host a guest or visitor(s) in their room in a manner consistent with the visitation policy.

- No overnight guest may stay longer than three consecutive days or a total of three days in any two-week period.
- Guests parking on campus must register their name, vehicle, and host at the Campus Assistance Center.
- It is expected that hosts get approval from all roommates/suitemates for guests. If approval is not asked for and/or not granted by roommates, residents should discuss this with their roommate(s) and contact their RA for support if needed.
- All guests must abide by the rules and policies of the residence halls and the College. Hosts will be held responsible for guest policy violations. Any violations of these policies or disruption of the community may result in the guest being asked to leave and disciplinary action being initiated.
- Residents are expected to be with their guests at all times after they admit them to the building.
- Residents are not to give their residence hall/apartment keys or ID cards to guests.

### **Underage Visitation Policy**

The Office of Residence Life strives to develop positive living and learning environments within the residence halls at Edgewood College. An important part of our role in this involves ensuring the safety of our students as well as any visitors and guests, particularly those under age 18. For this reason, we require that the Request *Form for Minor Visitation in the Residence Halls* (visit <http://residencelife.edgewood.edu>) be completed for any minor (under age 18) requesting to visit an Edgewood College student in the

residence halls overnight without a parent or guardian present. Please also refer to the Childcare/Babysitting policy in this handbook. All requests will be reviewed on a case-by-case basis.

This form must be submitted (mail, in person or scanned with signature attached to an email) no later than 12:00 pm on the business day (Monday-Friday) prior to the minor's visit to the residence halls. A Residence Life staff member or RA will contact the student host and/or guest directly with the decision regarding the request for the minor's visit. This form must be completed and signed by the minor's parent or legal guardian. The guest should keep a copy of the signed and completed form on themselves at all time.

### **Excessive Room Occupancy**

Residents in each residence hall room/apartment may have a maximum of three guests per resident, but not to exceed 6 guests per room at one time. In the cooperative living community, this amounts to 40 residents within the entire space.

### **HALL SPORTS**

The use of sports equipment and playing sports in hallways or rooms is not permitted. Hall sports include but are not limited to: soccer, football, foam gunplay, etc. Pre-planned and approved events may be an exception but must be cleared through Residence Life.

### **LAUNDRY**

Laundry is available in all the halls and is free for resident use. Residents are expected to be respectful of their community; laundry should not be done during quiet hours in laundry rooms that are adjacent to resident rooms (i.e. East & West Regina and Stevie.) Soap pods go directly into the machines. Jamming the pods into the soap dispenser causes flooding in the laundry rooms. Residents should use high-efficiency soap when possible and they should only use the recommended amount. On-campus laundry facilities are for residents' personal use only, not for use by visitors, commuter students, or other non-residents. Also, residents should remove their laundry promptly from the machines as they are shared by all residents. Items left behind may be donated to a local charity. Residents should report on any issues to Facilities at [services.edgewood.edu](mailto:services.edgewood.edu) right away. The College is not responsible for damaged or stolen articles.

### **LOFTS**

Edgewood College does not permit residents to install a personal loft. The option to loft using existing furniture in the halls varies by hall and room type. Please refer to the chart for details. Note that all Edgewood-provided furniture must remain in the room, regardless of how residents choose to set their room up.

Dominican Single in a suite with no living room	
	Loft kits will be provided in each room. All furniture must remain in the room. Residents utilizing a lofted bed are liable for any personal injuries that may result.
East & West Regina (all rooms)	
	Loft kits will be provided in each room. Kits include a guardrail which must be in position if the bed is lofted. All furniture must remain in the room. Residents utilizing a lofted bed are liable for any personal injuries that may result.
All other rooms	
	Residents living in all other rooms are not permitted to install a personal loft nor does the college provide a loft kit for those rooms. Also note that all our beds can be set in a low loft position, which allows for extra under-the-bed storage etc. Beds in double and triple rooms are also bunkable.

### **LOUNGES AND SHARED SPACES**

Lounges are intended for community use. While we encourage residents to utilize this space, we also want residents to keep in mind that extended use or misuse of the space impedes community enjoyment of the lounge. No guests are allowed to sleep in lounges. All individuals are expected to pick up after themselves in public areas. The custodial staff provides routine cleaning. Custodial work schedules only allow time for specific tasks. Therefore, personal garbage should be properly disposed of by residents. It is also unacceptable to leave garbage in the hallways, dirty dishes in the bathroom sink, etc. Residents should be considerate of the other people who live in the residence halls. Where damage or messes in public areas occur and individual responsibility cannot be determined the residents of the community living in that area will be held collectively responsible.

### **MISSING RESIDENT POLICY**

In compliance with the "Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat. 3301 (2008)" Missing Student Notification Policy and Procedures, it is the policy of the Office of Residence Life to actively investigate any report of a missing resident who is enrolled at the College and residing in on-campus housing.

For purposes of this policy, a resident may be a "missing person" if the person's absence is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or

suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Each resident, upon checking into their assigned room, is required via the check-in form to identify the name and contact number of the individual(s) to be notified in case of an emergency or if the resident is reported missing. In the event the resident is under the age of 18 or is not emancipated, the College is required to have the primary emergency contact be a custodial parent or guardian.

If a member of the College community has reason to believe that a resident is missing, Security should be notified. Upon receiving notification, Security, Residence Life, and other applicable college personnel will make reasonable efforts to locate the student to determine their state of health and well-being. These efforts may include but are not limited to, checking the resident's room, class schedule, friends, ID card access, locating the resident's vehicle, and calling their reported cell phone number. As part of the investigation, the College reserves the right to contact emergency contacts to help determine the whereabouts of the resident.

If upon investigation by Security and Residence Life Staff, the resident has been determined by Security to be missing for at least 24 hours, the following will occur: Security will contact the resident's designated emergency contact and will inform the appropriate law enforcement agency within the next 24 hours. The investigation will continue in collaboration with law enforcement officers as appropriate.

## **NEIGHBORHOOD BEHAVIOR**

Since Edgewood and its residence halls are part of the Madison community, all residents are expected to act within the Student Code of Conduct when in the neighborhoods. This includes keeping noise levels down (especially in the evening and at night) and respecting neighbors' property and belongings.

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

## **NON-COMPLIANCE**

It is expected that the Residence Life and Security staff members will be treated with respect and that residents will respond cooperatively to all requests made by any staff member. Making a false statement, either orally or in writing, or interfering with a staff member performing their job duties will be considered a serious policy violation.

If a resident has a concern about a staff member's performance or questions the instructions a staff member has given, the resident should talk with the staff member or their immediate supervisor to resolve the matter. In the case of student conduct confrontations, residents are expected to be cooperative and comply with staff members. Later, the residents should follow-up if they have questions or concerns, but it is not acceptable to argue, debate, or prolong discussion at the time of the confrontation.

## **NON-SOLICITATION POLICY**

Solicitation is not allowed in the residence halls and apartments. Solicitation is defined as tabling, going door-to-door, or having a presence within the residence halls and apartments for the purpose of promoting events, advising a decision and/or action, providing or requesting information, distributing or selling merchandise, products, and/or services to students. The spirit of this policy is intended to respect student privacy and personal living space, not to limit resident interactions and community building.

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

- Solicitation from outside groups, organizations, or businesses (not affiliated with Edgewood College) is prohibited in the residence halls and apartments. Exceptions will not be granted.
- This Solicitation Policy also applies to groups, organizations, or businesses that employ or are represented by students and employees of Edgewood College.
- Examples include, but are not limited to: selling, distributing, or informing of merchandise, products, or services such as Girl Scout cookies.

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

- Residence Hall or apartment rooms or lounges may not be used for any organized business ventures outside of Edgewood College.
- Requests for permission to solicit within the residence halls or apartments will be reviewed by the Residence Life Advisory Board and approved by a Residence Life professional staff member.
- RAs have full permission to knock on doors within the scope of their RA position to promote Edgewood College involvement. There are no limitations or approval needed as they are official ambassadors of Edgewood College business. Their outreach must be based on Edgewood College Residence Life business and not personal need.

## **Permission Request Process**

- Permission to solicit within the Residence Halls or apartments must be requested two weeks before the start of the event. Forms can be obtained and must be returned to the Office of Residence Life (Predolin 215).
- Groups will be contacted by an RLAB or residence life staff member regarding approval.
- Residents will be notified of all solicitation events by the Office of Residence Life via email or poster prior to the event.
- Upon request by a Student Organization or College Agency, Residence Life and RLAB will approve the collection of a door-to-door food drive once in the Fall and once in the Spring. Permission will be granted to the first group to request permission.
- If RLAB is inactive at the time of request, students may contact the Office of Residence Life directly to submit requests.

### **Permission Rules and Regulations**

- Requestors must be current Edgewood community members in good standing, recognized student organization or department/agencies of the college.
- For approved solicitation, groups will have the opportunity to table in a designated area and/or go door-to-door. Requestors must abide by the designated areas for solicitation, which will be provided upon approval of request.
- Door to door activity is limited to offering information only.
- All solicitation must be within the hours of 10:00am to 9:00pm any day of the week.
- Requestors must abide by the “do not knock list” which will be provided upon approval of request.
- Solicitation for money or donations can only take place within the designated tabling areas of the residence hall or apartment. This includes but is not limited to: bake sales, Fair Trade items, group insignia, food etc. Advertising for such events may be done door-to-door but money may only be collected in the designated tabling areas.

### **Do Not Knock List**

- List does not apply to solicitation from RAs, Security, or College Administration.
- Residents reserve the right to be on the do not knock list. Rooms with multiple occupants will decide participation via roommate contract.
- Residents will have to register for the do not knock list each year and for each room that they reside in for the year through the Office of Residence Life (Predolin 215) by emailing [residencelife@edgewood.edu](mailto:residencelife@edgewood.edu).

### **NOXIOUS ODORS**

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

### **ONLINE SOCIAL COMMUNITY RESPONSIBILITIES**

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

### **PARKING**

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

### **PERSONAL POSSESSIONS**

Personal possessions may be left in rooms between Fall and Spring at the resident's risk. All possessions must be removed when residents move out or within 24 hours of withdrawal from housing and the College. If possessions are not removed, the Residence Life Office will notify the resident and provide a deadline by which the resident must retrieve their belongings or the belongings will be considered abandoned and become College property. The College will then have the right to dispose of the items. Residents will be assessed a charge for labor and packing materials along with a disposal fee, if necessary.

### **PESTS/COMMUNITY HAZARD POLICY**

Just like your own home, residence halls have plenty of places for small insects and critters to hide, especially when seasons transition. Concerns we receive are given to our local contracted pest control service. Often, however, the lifestyles of others may cause a problem in other's spaces. TIP: To lower your chances of encouraging pests, you should regularly clean up after cooking in rooms, remove trash, recycle cardboard boxes, do not leave scraps on the floors, and keep up with general cleaning.

- What SHOULD I do if I believe I have pests? Notify facilities at 608-663-2255 or at [services.edgewood.edu](http://services.edgewood.edu). Be prepared to communicate the building, room, and/or location and any physical/visual evidence leading to the belief there might be pests present.
  - Keep any pest found (intact if possible) to show our Pest Control Technician.
  - Be prepared to follow the instructions for “treatment protocol” promptly (within 24 hours)

- All reports of potential pests will be treated with respect.
- A licensed pest control technician will work with the residents and staff to provide the best possible treatment to exterminate the pests.
- Several treatments may be necessary to ensure complete eradication.
- What SHOULDN'T I do if I believe I have a pest problem?
  - Don't panic! Although pests can be annoying, a calm, methodical approach will often address the problem.
  - Don't wait to notify someone. Promptly report the problem to <http://services.edgewood.edu>
  - Do not apply pesticides on your own!!! This can worsen the problem. We have a licensed pest control technician who will come to campus and confirm the presence of pests and develop an integrated pest management plan.
  - Do not move mattresses or any other furniture out into the hallways, lounges, stairwells, or trash areas. Infested furniture can be cleaned and treated.

## POSTING POLICY

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

## PRINTERS

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

## QUIET HOURS

Quiet Hours are in effect from:

- Sunday – Thursday: 11:00pm – 8:00am
- Friday and Saturday: 12 Midnight – 10:00am

Residents are expected to respect the rights of others regarding noise levels. Headphones are encouraged to ensure that noise remains at a level that can only be heard in the room. Residents should keep a low voice when talking in the hallways and bathrooms to help maintain a quiet environment. A request for quiet from any community member prevails over all other conditions. Any resident must be able to study or sleep in their room at any hour of the day or night. All hours are "courtesy" hours. Residents are encouraged to respectfully confront other community members who are being loud. If no response is made students may contact an RA. During finals week, the Residence Life Staff will establish intensive quiet hours for the community.

## ROOM BUYOUT/VACANCY

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

## ROOM CHANGES

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

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



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

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

### **Emergency Room Change**

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

### **Room Change Billing**

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

## **ROOM(S) SEARCH POLICY**

The right to privacy is of paramount importance and should not be violated; however, the entry into and/or search of the living quarters and personal property, including locked cabinets and/or safes\*, of an individual may be conducted by the following people for the purposes and under the procedures detailed below:

- By civil law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
- By authorized College personnel (i.e., Residence Life and Security Staff, etc.) to ensure that College policy, health, fire, and safety regulations are maintained. This includes checking rooms immediately following a fire alarm to ensure that everyone has evacuated the building.
- By authorized College personnel or agents to make improvements and repairs and to provide routine maintenance services.
- By authorized College personnel in emergency and/or extraordinary situations to protect the health, safety, and welfare of students or to make emergency repairs to prevent damage to the property of the student and the College.
- When there is reasonable cause to believe there is/has been a violation of College regulations or local, state, or federal laws or ordinances. Examples include the smell of cannabis, cigarette smoke, and excessive disruptive noise.
- When a staff member knocks and is invited into the room.
- When the door is open, and a violation of college policies is in plain view.

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

In an emergency where safety or security is a concern, advance warning may not be possible. When there is sufficient cause to believe that College and/or civil regulations are being violated in a room, staff will knock and identify themselves before entering. In suites, Residence Life and Security Staff have the authority to enter all connecting rooms when investigating safety or policy concerns. Adjoined rooms may be checked when Security has reasonable belief that contraband may have been transferred between rooms. Security and Residence Life may enter locked rooms during emergency situations where there is reasonable belief that College and/or civil regulations are being violated or a student is believed to be in danger.

In all instances, such entry shall be made only for the purposes set forth above. Observed alleged contraband will be confiscated and/or alleged violations of college policies, rules, or regulations will be referred to the appropriate conduct officer for follow-up action. Contact Security for information and appropriate procedures to attempt to retrieve confiscated items. Routine health and safety checks by Residence Life staff will occur during break periods.

## **SAFETY AND SECURITY OF PERSONAL BELONGINGS**

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

## **SCREENS**

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

## **SMOKING**

Smoking, including electronic delivery devices, is prohibited in all campus facilities and buildings, including Residence Halls and resident rooms.

“Electronic delivery device” means any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. This includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

- Smoking is prohibited within 25 feet of all buildings.
- All building entrances are to be smoke-free.
- It is unlawful to remove or destroy any “No Smoking” signs or to smoke in any “No Smoking” areas.

## **SYRINGE AND OTHER SHARPS DISPOSAL POLICY**

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

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

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

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

## **VANDALISM/PROPERTY DAMAGE**

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

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

# **RESIDENCE HALL SERVICES**

## **CABLE TELEVISION**

Cable television is included in the room and board cost.

## **CAMPUS ASSISTANCE CENTER**

The Campus Assistance Center (CAC) is located on the first floor of the Predolin building and can be reached by pressing “0” on any campus phone, or 608-663-4861 from a non-campus phone. Its primary duties include answering the College’s main phone line, greeting visitors to Edgewood College, helping students with questions, and working with Security during emergencies. If there is a facilities emergency, contact the CAC immediately (flood, heat outage, overflowing toilet, etc.)

## **COMPUTERS/INTERNET**

All rooms are wired for access to the campus Local Area Network (LAN) and a hard-wire Internet connection for each room resident is included in the room fee. Internet access is activated when students move in. Wireless access is available in all campus buildings. For a hard-wire Internet connection in your residence hall room, it is required that you have a 10/100 base-T NE200 card and current anti-

virus software on your computer. Both will be required for the Technology Assistance Center to maintain your residence hall Internet connection. For more information, please contact the Technology Assistance Center at 608-663-6900, or [technology-assistance@edgewood.edu](mailto:technology-assistance@edgewood.edu). To manage and register internet services for non-computer devices such as gaming consoles, visit [mydevices.edgewood.edu](http://mydevices.edgewood.edu).

## CUSTODIAL

Residents are responsible for maintaining clean and orderly community spaces (i.e. kitchenettes, lounges, hallways, community bathrooms.) The custodial staff provides housekeeping services in these spaces. Excessive uncleanliness (garbage, dirty dishes, vomit) in the community areas caused by residents or their visitors will be the responsibility of the residents of that community and community spaces may be closed due to excessive improper use. See the cleanliness of room policy for further information.

## DINING SERVICES

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

The Wingra Café is located on the second floor in Predolin Hall. It is a great place to stop if a resident is in a hurry between classes, needs a place to study, or to relax with friends. The Café offers a variety of made-to-order grill items, soups, sandwiches, and grab-n-go snacks.

We Proudly Serve...Starbucks is located within Wingra Café on the second floor in Predolin Hall. Guests will find baked goods and Starbucks Fair Trade coffee as well as a variety of specialty hot and cold coffee drinks. This is where Edgewood community members can purchase retail items such as paper goods, toiletries, ingredients for cooking, and packaged foods to prepare at their leisure. Additionally, grab-n-go items will be available for purchase.

## Meal Plans

Edgewood College traditional residence hall and co-op residents will be required to purchase the 120 or 170 Block Meal Plan as part of their room and board package, with the option to upgrade to the 230 Block Meal Plan.

Plan	Meals/ Exchanges	Semester Cost	Dining Dollars
230 Block Plan	230	room & board + \$200	\$300
170 Block Plan	170	included in room & board	\$500
120 Block Plan	120	included in room & board	\$750

Meal Exchanges are intended to provide convenient meals for students on the go. If you need a quick meal between classes, stop by Wingra grill to get a meal exchange option. Each meal exchange includes an entrée, side, and beverage. Each meal exchange is deducted from your total available meals balance.

Dining Dollars work just like cash! If a resident needs a coffee, snack, or any item not included in the meal exchange, they simply use their Dining Dollars. Each Dining Dollar is equal to \$1 USD.

Each residential meal plan (230, 170 and 120) includes 2 guest passes per semester. The meals included in the meal plan are for use by the meal plan holder only. To bring in a guest, a resident must use a guest pass or pay at Wingra with Dining Dollars. Cash, credit and debit cards are also accepted.

Meal plans can only be used during dining days. There are 235 Dining days each semester and these are days that the dining halls accept meal plans as payments. Meal plans are turned off during Fall Break, Thanksgiving Break, Winter Break, Spring Break and Easter Break. When the meal plans are turned off, students are able to use cash or credit/debit cards to pay for meals.

Meal plans are purchased per semester. Unused Blocks will be forfeited at the end of each semester or upon withdrawal from the College or graduation. Unused Dining Dollars will be forfeited at the end of each academic year or upon withdrawal from the College or graduation.

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

semester or upon withdrawal from the College or graduation. Unused Dining Dollars will be forfeited at the end of each academic year or upon withdrawal from the College or graduation.

Apartment residents who do not choose to be on a meal plan or run out of meals/dollars on their meal plan may also purchase Edgedollars. Edgedollars allow residents to use their ID as a convenient debit card when making on-campus purchases at Phil's, Wingra Café, Eddy's Convenience store or the Bookstore. Residents can add Edgedollars to their accounts at any point during the semester by purchasing them at the Business Office or by using the ADM machine in the Predolin Commons. If you have any questions or concerns, please feel free to contact the Dining Services Director at (608) 663-4169. <http://onecard.edgewood.edu>. If you have any questions or concerns, please feel free to contact the Dining Services Director at (608) 663-4169.

## **KITCHENS**

Community kitchens are available in all the halls. These facilities are shared by all. It is the responsibility of all residents to maintain and clean the kitchens as they are used. Kitchens may be closed if cleanliness is an issue. Due to sanitation issues, Facilities reserves the right to dispose of abandoned dirty dishes in the kitchens daily.

## **LAUNDRY ROOMS**

Laundry is available in all the halls and is free for resident use. Residents should be respectful of their community; laundry should not be done during quiet hours in laundry rooms that are adjacent to resident rooms (i.e. East & West Regina and Stevie.) Soap pods go directly into the machines. Jamming the pods into the soap dispenser causes flooding in the laundry rooms. Please use high efficiency soap when possible and only use the recommended amount. Remember that on-campus laundry facilities are for resident use only, not for use by visitors, commuter students etc. Also, residents should remove their laundry promptly from the machines as they are shared by all residents. Items left behind may be donated to a local charity. Report on any issues to Facilities at [services.edgewood.edu](mailto:services.edgewood.edu) right away. The College is not responsible for damaged or stolen articles.

## **MAIL**

All residents can receive mail and packages through our central Mail Center. All incoming mail and packages will be available Monday-Friday 8am-4pm in the Mail Center, connected to the Campus Store on the first floor of DeRicci. Residents will be notified via their Edgewood email address when they receive mail or packages. Residents should use the following address to receive mail:

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

## **MAINTENANCE & TECHNOLOGY REQUESTS**

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

## **SECURITY SERVICES**

The Edgewood Department of Security is staffed 24 hours a day, 7 days a week. The security staff is vitally concerned with and takes an active role in ensuring the personal safety, security and well-being of all members of the Edgewood community and their property. The Security staff performs numerous services including escorts to areas on campus, upon request. The Security staff strongly believes in crime prevention through education. Security may be reached immediately by calling 608-663-4321. Messages regarding security concerns may be directed to the Security Office at 608-663-3285 or 608-663-4321. Please feel free to contact any of the security staff if you should have any comments or concerns regarding security and safety.

## **SHOPPING SHUTTLE**

The Edgewood Shopping Shuttle program is designed to give Edgewood students an opportunity to visit the local shopping centers including Super Target - Fitchburg and surrounding restaurants and grocery stores, and Hilldale Mall. The program is FREE for Edgewood students and runs periodically throughout the fall and spring semester and will be advertised through the Transportation Office. For more information, please contact the Transportation Office at 608-663-3285.



**EDGEWOOD  
COLLEGE**

**SHOPPING  
SHUTTLE**

*Hilldale  
& Target  
FALL '24*

Cash in on **EDGEWOOD'S SHOPPING SHUTTLE** to take advantage of the fantastic shopping centers that Madison has to offer. The best part is it's **FREE!**

**SERVICE WILL BE OFFERED** on the following days to  
**HILLDALE & TARGET: WEDNESDAYS 6:00PM - 10:00PM**

AUGUST 28	NOVEMBER 6, 13, 20
SEPTEMBER 4, 11, 18, 25	DECEMBER 4, 11
OCTOBER 2, 9, 16, 23, 30	

Note: This schedule is subject to change based on usage and student feedback. See Transportation Office for more information.

**SCHEDULE WEDNESDAYS 6 PM - 10 PM**

6:00 / 7:00 / 8:00 PM .....Leave Edgewood College

6:15 / 7:15 / 8:15 PM .....Leave Target

6:30 / 7:30 / 8:30 PM .....Leave Edgewood College

6:45 / 7:45 / 8:45 PM .....Leave Target

9:00 PM .....Drop Off Edgewood College *(no pickup)*

9:15 PM .....Leave Target - Hilldale *(last pickup)*

## STORAGE AREAS

Because storage areas are extremely limited on campus, room furniture may not be placed in the hallway or other storage facility at any time. Bike storage is available in lower-level Dominican and the Sonderegger ramp. Moped and motorcycle parking is available adjacent to the Regina Lot, Marshall Lot and outside of the Parking Ramp. Scooters may not be stored inside buildings.

# RESIDENCE HALL CONTRACTUAL DETAILS

*\*Please refer to your contract for full contract details.*

## ACADEMIC PROGRESS AND YOUR RESIDENCE HALL CONTRACT

It is expected that all residence hall students attend classes regularly, carry a minimum of 12 semester hours, and show academic progress towards a degree. Residents who carry less than 12 semester hours must contact the Director of Residence Life if they wish to live on campus. Failure to attend classes regularly or dropping below the required credit load may result in the cancellation of your housing contract. Please see Residence Life if you are dropping below full-time.

## BREAK HOUSING REQUESTS

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

## RESIDENCE HALLS CONTRACT

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

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

Residents who encounter situations beyond their control, and which affect them financially, medically or personally may appeal for an exceptional release. Appeal forms are available in the Office of Residence Life. An example would be the death of a parent who was providing financial support for a resident to attend college, or sudden major medical bills which severely impact a family's budget.

## RESIDENCE HALL DISMISSAL

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

- Engages, or threatens to engage in, or is likely to engage in behavior that poses a danger of physical harm to others, or
- Engages, or threatens to engage in, or is likely to engage in behavior that would directly and substantially interfere with the lawful activities of others, or
- Engages, or threatens to engage in, or is likely to engage in behavior that would result in the student's inability to pursue academic work, or
- Needs treatment beyond what is available at the College.

The intent of this policy is to be helpful to the affected resident who appears not to be able to function effectively in the residence hall community for medical or psychological reasons without infringing on the rights of others in the residence hall community.

## RESIDENCY REQUIREMENT

All freshmen students under the age of 21 will be required to live on campus for their first two academic years unless they choose to live with a family member and/or legal guardian (over the age of 25 and living with a family member within commuting distance).

Exceptions to this policy will include: students who have children, live in domestic partnerships, are veterans or are part-time. Students studying abroad are fulfilling the residency requirement. Once a new freshman moves into the halls, they are locked into the residency requirement for two years.

## WINTERIM AND SUMMER SESSIONS

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

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

Sign-up for Summer Housing occurs in April each year. Residents will be housed on a space-available basis and will be grouped in one area to accommodate the summer Conference and Event operations occupying the halls throughout the summer. There are additional housing charges in the summer which are not part of the academic year contract. Meal plans are not available during the summer, but residents may purchase meals when Dining Services is open.

# STUDENT CONDUCT POLICY AND PROCEDURES

## STUDENT CONDUCT

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

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

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

# HOUSING CONTRACT TERMS AND CONDITIONS 2024-2025

## GENERAL INFORMATION

The College reserves the right to assign or change an assignment to a location different from the student's original assignment or consolidate students when vacancies exist. If a student is granted an approved move for any reason, the student is responsible for the room rate of the new space. Students with special housing needs should notify the Office of Residence Life. Smoking of any kind is not allowed in the residence halls. Rent paid for Edgewood College housing does not qualify for the Wisconsin Homestead Credit or the Wisconsin School Property Tax/Rent Credit.

## 2. CONTRACT PERIOD

The contract period begins when the student moves into the residence halls. Typically, the halls open the weekend before classes begin for Semester I (Fall) and close after the resident's last Semester II (Spring) final exam. Residents are expected to vacate their rooms within 24 hours of their last final exam for both Semester I and Semester II. Residence halls are closed at 6:00pm on the last day of class before Winter and Spring Break. Residents are expected to leave the residence halls during those periods. Exceptions may be made only for students with academic commitments and students whose permanent residence is more than 1,000 miles from the College. The College assumes no liability for residents who are permitted to remain when the residence halls are closed. Personal possessions may be left in rooms between Semester I and II and during Spring Break at the resident's risk. All possessions must be removed when residents vacate at the end of Semester II. Students approved to live in the halls during closed periods may be billed for room and/or board. Please keep in mind that freshman and sophomores are required to live on campus (see the residency requirement below.) Weber, Siena and Dominican Co-op and Apartments do not close during academic breaks.

## 3. RESIDENCY REQUIREMENT

All freshman and sophomore students under the age of 21 are required to live on campus for their first two academic years unless they choose to live with a family member and/or legal guardian (who is over 25 years old and lives within commuting distance). Exceptions to this policy will include students who are parents, live in documented domestic partnerships, are veterans or are part-time students. Students studying abroad during their first two academic years are fulfilling the residency requirement while abroad. Students who sign a contract and move into the halls for their freshman year are held to the residency requirement for their freshman and sophomore years (i.e., they may not move home after one year).

## 4. ELIGIBILITY FOR ON-CAMPUS HOUSING

This contract is for a full academic year (Fall and Spring) see number 5 for exceptions). On campus housing is reserved and prioritized for full-time, degree seeking students.

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

This contract is for a full academic year (Fall and Spring). Students planning on studying abroad, student teaching, or graduating in December are strongly encouraged to seek out other students needing half semester housing to share a contract. If this is not possible, The Office of Residence Life will offer a limited number of one semester contracts, but these must be arranged at the time of room selection. Students who do not make the necessary arrangements and break their housing contracts during the semester while continuing as an Edgewood College student are financially responsible for the full year contract.

## 6. FULL TIME STUDENT STATUS

Residents are expected to maintain a minimum of twelve (12) credits per semester and to attend classes on a regular basis while living on campus. Failure to do so may result in dismissal from the residence halls and forfeiture of all housing fees for the academic year (Fall and Spring semester). The unused portion of the meal plan is the only portion of the costs which will be refunded on a pro-rated basis from the dismissal date. Moving to part-time student status mid-contract does not void the housing contract. Residents must notify the Office of Residence Life if moving to part time status.

## 7. PERSONAL POSSESSIONS AND DAMAGE BILLING

The College is not liable for residents' personal property whether it is lost, stolen or damaged. Please check with your insurance agent for information on insuring your personal items (this is often included in a homeowner's policy). Residents will be billed for any individual or hall damage along with any cleaning, key, or improper check-out charges. Residents who do not remove personal possessions forfeit them. The College has the right to dispose of the items. Residents will be assessed a charge for labor and packing materials along with a disposal fee if necessary. It is the responsibility of the residents to provide insurance for their personal property.

## 8. CONTRACT CANCELLATION (before moving into the halls)

Students no longer planning to attend Edgewood for the contracted year must notify Residence Life as soon as a decision is made. Students signed up for housing for the following academic year (Fall and Spring) must be registered for Fall classes by the end of the previous spring semester. If students are not registered, they may be dropped from housing.

## 9. RELEASE FROM AGREEMENT (after moving into the halls)

Individuals who complete a contract, enroll in the college and move in to the halls are obligated for the entire academic year (Fall and Spring) room/board fee.

### **Students withdrawing from the residence halls and the College**

Voluntary withdrawal from the residence halls and the College between move in and the 100% deadline will result in a \$250 Administrative Fee along with the cost of meals used. Voluntary withdrawal between Fall and Spring semesters will result in a \$250 Administrative Fee.

### **Students withdrawing from the residence halls**

Voluntary withdrawal after the 100% deadline from the residence halls while remaining as a student at Edgewood College will result in the student being obligated for the full price of the room. Students who are suspended or dismissed from the residence halls forfeit all deposits and fees and the



student will still be obligated for the full price of the room rent for the duration of the contract. The unused meal plan amounts are the only portion of the cost which will be refunded (see refund scale in the next bullet point).

▣ Withdrawal from Edgewood College as a student after the 100% deadline will result in forfeiture of all housing fees. The meal plan will be refunded on a prorated basis:

- ▣ You will be refunded 75% of your meal plan or the value remaining (whichever is less) if you withdraw by the end of the 4<sup>th</sup> week of classes.
- ▣ You will be refunded 50% of your meal plan or the value remaining (whichever is less) if you withdraw by the end of the 8<sup>th</sup> week of classes.
- ▣ You will be refunded 25% of your meal plan or the value remaining (whichever is less) if you withdraw by the end of the 12<sup>th</sup> week of classes.

▣ Students declared academically ineligible will be released from their contract.

Residents leaving for any of the above reasons must vacate their rooms within 24 hours of withdrawal or dismissal.

#### 10. Appeals

Students who encounter situations beyond their control and which affect their financial status or health may appeal to the Residence Life Appeal Committee for an exceptional release (appeal forms are available in the Office of Residence Life.) An example would be the death of a parent who was providing financial support for a resident to attend college, or sudden major medical bills which severely impact a family's budget. The committee has full decision-making authority regarding any refunds made in appeal cases; refunds are based on the date of official release from the agreement and the vacating of the space.

#### 11. MEAL PLAN

**120 Block Plan\***– This plan provides 120 meals/semester and \$750 dining dollars and is included in the room and board rate.

**170 Block Plan\*** - This plan provides 170 meals/semester and \$500 dining dollars and is included in the room and board rate.

**230 Block Plan\*\*** - This plan provides 230 meals/semester and \$300 dining dollars and is an upgrade to your meal plan so your student account will be charged an extra \$200/semester.

*Meal blocks do not carry over from semester to semester. Any unused meals or dollars are forfeited at the end of each semester. Any remaining Dining Dollars remaining after the Fall semester will roll over to the Spring semester for students who are remaining on the meal plan for Spring. Dining Dollars remaining at the end of the Spring semester will be forfeited. Students are committed for the semester to their chosen meal plan unless they make a switch before the 100% deadline (by the end of the first week of classes each semester.) Our Food Services Director is available for consultation. Visit [www.dineoncampus.com/edgewood](http://www.dineoncampus.com/edgewood) for facility and menu info. ALL students in the residence halls are required to be on a meal plan. Students can add Edgedollars to their IDs at any point during the semester at [onecard.edgewood.edu](http://onecard.edgewood.edu) or the Business Office. Please contact the Office of Residence Life for more details.*

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

The following is included in the room and board fee for traditional residence halls spaces: housing costs (space, heat, electricity, water, laundry, furniture including: a bed, mattress, dresser and closet space, desk, desk chair; internet connection and a cable TV connection) and Eagle meal plan costs (meal dollars, administrative fee to cover labor and overhead costs.) Residents in Weber, Siena and the Dominican Co-op and apartments have a different meal requirement (see #11) and additional furniture and appliances included in the room and board fee (couch, chair, table, refrigerator, stove etc.)

#### 13. HEALTH REQUIREMENT

All residents are required to submit an immunization Health History Form to the Edgewood College Health Center prior to moving in. International students must complete and submit the International Student Health Form.

#### 14. RULES AND REGULATIONS

An electronic or paper signature submitted on the application signifies acceptance of conditions stipulated by the College in this contract, the *Student Handbook*, *Residence Life Handbook*, and all Edgewood College publications pertaining to the governance of Edgewood College residence halls.

#### 15. UPGRAD GRADUATE DEGREE PROGRAM SINGLE CALENDAR YEAR HOUSING

International students who attend Edgewood's onground degree completion program through upGrad and move into on-campus housing will have a non-standard contract duration of roughly 12 consecutive months. The contract will begin the week before their first semester taking classes on campus (in Fall or Spring) and ending the day following their last day of classes to earn their degree (the day following the last Summer term class or the last Fall term class). A full meal plan is required of all upGrad residents and is included in the room and board fee, which is paid on a semester basis.

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

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

- Students must apply for conditional admission at Edgewood College by completing the online International Student Undergraduate Application. This is an expression of intent to complete the dual degree program through Madison College and Edgewood College. If a student decides not to transfer to Edgewood College, they will be allowed to complete the current year housing agreement but cannot continue subsequent years of housing without an intent to transfer to Edgewood College.
- Students must pay Edgewood College directly for half of their semester housing and board fees prior to moving in/the start of the semester and must pay the second half by the end of the 6<sup>th</sup> week of each semester.
- Students must stay in good academic and student status at Madison College as well as good resident status at Edgewood College. Edgewood College will adjudicate any conduct issues and communicate related information with Madison College.

- Students who move into a residence hall at Edgewood College are obligated for the entire academic year (Fall and Spring) room and board fee which is billed on a semester basis.
- Benefits of Madison College students living at Edgewood College include access to the fitness center, weekend downtown shuttle, Oscar Rennebohm Library, the ability to purchase an Edgewood College resident student parking permit as well as close access to the Madison Metro bus line.
- Madison College students living at Edgewood College are also bound by the policies outlined in the Residence Life Handbook and all College publications pertaining to the governance of the Edgewood College residence halls.

#### 17. UPGRAD INTERNATIONAL GRADUATE DEGREE PROGRAM FULL CALENDAR YEAR HOUSING (ECROW)

Duration: International students who attend Edgewood College's on-ground degree completion program through upGrad and move into on-campus housing at Edgewood College will have a non-standard contract duration of roughly 12 consecutive months. Students who enter the contract are bound to live on campus for all three terms that they attend in person. The contract will begin the week before a student's first semester taking classes on campus (in Fall, Spring or Summer) and end the day following their last day of classes/final exams to earn their degree (the day following the last Summer term class/final exam, the last Fall term class or the last Summer term class, respectively).

Location: upGrad students will be housed in specific buildings/areas on campus with other international, graduate students so building options are limited to those areas. Students may be asked to move between semesters, particularly for the Summer term, depending on housing vacancy, building maintenance needs, etc.

Cost and Meals: Rates for housing are charged separately for each semester (Fall, Spring, Summer). Most rates include a full, required, meal plan, and students have access to a shared kitchen in their living space. Note that meal plans are only active during the academic semesters and dining services is limited or closed during breaks, including Thanksgiving, Winter, Spring Break, Easter, and the period between Spring and Summer semesters.

Program Completion Move-out Timeline: upGrad students should be aware that if they intend to apply for OPT (Optional Practical Training) to work in the US following their program completion date, they will need to start the process several months before their graduation date. There may be a need for the student to arrange for, obtain, and pay for temporary housing off campus pending the processing of the OPT application and a student's job search timing. On-campus housing extensions beyond graduation are not permitted.

**Fall Break**

Saturday, October 5 – Tuesday, October 8  
Halls remain open with limited food service

**Thanksgiving Break**

Wednesday, November 27 – Sunday, December 1,  
Halls remain open with limited food service

**Winter Break/ Winterim**

Halls close 6:00PM, Friday, December 20  
Halls open 12:00PM, Monday, January 6 for Winterim students  
Limited food service during this break

**Spring Semester Opening**

Halls open for all residents 12:00pm, Sunday, January 19  
Classes begin Tuesday, January 21

**Spring Break**

Saturday, March 15 – Sunday, March 23,  
Halls remain open with limited food service  
Classes resume Monday, March 24

**Easter Break**

Friday, April 18 – Monday, April 21  
Halls remain open with limited food service

**Spring Closing**

*For students not participating in Commencement:*  
Halls and Apartments close 6:00pm, Friday, May 16

*For Students participating in Commencement:*  
Halls and Apartments close at 12:00pm on Monday, May 19

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

If you have questions regarding hall opening and closing, please contact the Office of Residence Life in Predolin 215, [residencelife@edgewood.edu](mailto:residencelife@edgewood.edu) or at 608-663-3228.