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Welcome to Residence Life

Welcome to Alverno College! We are pleased that you have chosen to make the Residence Hall your home. The staff is excited about working with you to make this an exciting year and an exciting residence environment. We want to help make your experience feel like home by making connections with other people including staff, faculty and students. There are many people on and around campus, and lots of things to do – we challenge you to find them, get connected and embrace the spirit of community.

We make the effort to assist in your transition to college, with the understanding that each student needs to find her own path. One of the ways we do this is by having a Community Advisor (CA) on each wing/floor. The CA staff is comprised of ten students who are selected through an intensive application process and are responsible for facilitating wing communities in the hall. CA responsibilities include coordination of regularly scheduled community meetings, hall programming, and enforcement of hall policies. Community Advisors also share evening duty to ensure their availability to assess the needs of students and to ensure that the rights of all residents are respected.

The Austin Hall front desk is staffed 24 hours a day, 7 days a week, except during vacation breaks. The Clare Hall front desk is staffed from 5 p.m. to midnight Monday thru Friday and noon to midnight Saturday and Sunday, except during vacation breaks. Desk Receptionists help residents by offering information, sorting and distributing mail, overseeing guest check-in/checkout, and loaning a wide variety of items. They work closely with the CA on duty to maintain security and deal with emergency situations in the halls. The 3rd shift is covered by trained security personnel.

We hope you have a great year ahead. If our staff can be of help in any way, contact us in our offices, rooms, or while on duty.

Sincerely,

Vicki Schreiber
Assistant Dean of Students and
Director of Residence Life
Roommate Bill of Rights

1. The right to read and study free from unnecessary interference in one’s room.
2. The right to sleep without undue disturbance from noise, guests, etc.
3. The right to expect that roommates will respect each other’s personal belongings.
4. The right to a clean living environment.
5. The right to free access to one’s room and facilities without pressure from a roommate or other residents.
6. The right to privacy.
7. The right to have guests with the expectation that guests are to respect the rights of roommates and other residents.
8. The right to discuss grievances. Residence Life Staff are available to help settle conflicts.
9. The right to be free from intimidation and physical or emotional harm.
10. The right to expect reasonable cooperation in the use of facilities (sink, phone, etc.).

Important Phone Numbers

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<tr>
<th>Student Staff</th>
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<tr>
<td>Community Advisor for 1 North</td>
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<td>Community Advisor for 2 South</td>
<td>AU 270</td>
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<td>Community Advisor for 3 North</td>
<td>AU 379</td>
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<td>Community Advisor for 3 South</td>
<td>AU 370</td>
<td>X6809</td>
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<tr>
<td>Community Advisor for 4 North</td>
<td>AU 479</td>
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<td>Community Advisor for 4 South</td>
<td>AU 470</td>
<td>X6747</td>
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<tr>
<td>Community Advisor for Clare 2nd floor</td>
<td>CL 217</td>
<td>X6707</td>
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<td>Community Advisor for Clare 3rd floor</td>
<td>CL 317</td>
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<tr>
<td>Community Advisor for Clare 4th floor</td>
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<td>Clare Hall Front Desk</td>
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<tr>
<td>Emme Balfanz</td>
<td>Assistant Director of Residence Life</td>
<td>AU 194A</td>
<td>X6387</td>
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<tr>
<td>Lynn Kuhlman</td>
<td>Manager of Residence Life Operations</td>
<td>AU 175</td>
<td>X6372</td>
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<tr>
<td>Vicki Schreiber</td>
<td>Assistant Dean of Students and Director of Residence Life</td>
<td>AU 194B</td>
<td>X6116</td>
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<tr>
<td></td>
<td>Residence Hall Coordinator</td>
<td>CL115</td>
<td>X6312</td>
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Room Check-in
Residents are required to follow the following procedures at the beginning and end of each semester:

Check in Procedures
1. Register in the Austin Hall formal lounge or the Clare/Corona Lobby.
2. Complete an Emergency Contact Information card.
3. Complete immunization record and required meningitis and Hepatitis B forms.
4. Pick up keys (room and mailbox).
5. Pick up your ID Card/Meal Card and make sure your meal plan has been activated.
6. If you plan to have a car on campus, pick up a Parking Permit from Security (table at move-in day) or from the Austin Hall Customer Service desk after move-in day.
7. Complete a Room Condition Report form and return it to your CA.
Alcohol and Drug Policies

Wisconsin State Law prohibits the consumption or possession of alcohol by anyone under the age of 21. It also prohibits persons of legal age from supplying alcohol to persons under the legal age. As a result, only residents who are 21 years of age or older may drink on campus. Alcohol must be consumed in resident rooms with doors closed. Alcohol may not be consumed or stored in common areas such as lounges or hallways. Guidelines for the sale and use of alcohol in designated areas can be found in the Alverno College Student Handbook.

The following will be considered alcohol violations:
• Consuming alcohol or possessing alcohol if under the legal drinking age of 21
• Providing alcohol to persons under the age of 21
• Public intoxication
• Consuming alcohol in prohibited areas
• Damaging property
• “Troffying,” or displaying of open or empty alcohol bottles

All state statutes regarding the use of alcohol will be enforced in the Alverno College residence halls. The fines and penalties for alcohol violations can be found in the Alverno College Student Handbook. In addition to these, a resident student will also be subject to the disciplinary process within the College. Underage residents found under the influence of alcohol may face criminal charges. The Residence Life staff reserves the right to call the police to report underage drinking and/or drug use.

All state and federal laws regarding controlled substances (including narcotics, stimulants, depressants, prescription drugs) will be enforced in the Alverno College residence halls. The fines and penalties for the use, possession, or manufacture of these items are listed in the Alverno College Student Handbook. In addition to these penalties and fines, a resident student will also be subject to the disciplinary process within the College. Drug violations are considered very serious and can result in eviction from the residence hall. Refer to the Student Handbook for more information regarding the Alcohol and Drug Policy.
Room Change Request

Room change requests will not be considered until after October 1. No one is allowed to change rooms without following these guidelines and receiving approval from a Residence Life professional staff member. Failure to follow these guidelines will result in a $50 improper move fee:

1. Make every effort to work things out with your current roommate.
2. If you are unable to work things out, make an appointment with your CA to discuss the situation and review your roommate agreement.
3. If a compromise cannot be reached, you and your roommate must meet with a professional member of the Residence Life Staff to try and reach an agreeable compromise or room/roommate change.
4. If you are requesting a room change from a small single to a large single or a double to a single, confirm with Financial Aid and/or the Business Office prior to meeting with the Residence Life Staff. The approval from the Business Office must be in writing.
5. If a room change is granted, make an appointment with the Manager of Residence Life Operations to obtain your new room key agreement and return your old room & mailbox key.
6. All room changes must be approved by the Assistant Director of Residence Life prior to moving. If a room change request is granted, you will have 48 hours to move your things out of your old room. Failure to do so will result in a $50 improper move fee.
Mid-Semester Check-Out Procedures

All residents considering moving out of the hall must request and complete an appeal form in order to be considered for release from the Housing Contract. The process is as follows:

1. Complete and submit a petition for release from your housing contract.
2. Receive approval from the Director of Residence Life to be released from your contract.
3. Set an appointment with your CA to check out of your room. At this time your belongings must be completely moved out and your room must be clean. Your CA will inspect the room for damages and cleanliness. She will also give you a final copy of your Room Condition Report. Your CA will then collect your keys and parking permit.
4. Failure to follow this procedure will result in a $50 improper checkout fee and additional fees may be incurred based on the condition of the room.
Break Housing Policy

Occupancy does not include housing during scheduled vacation breaks. Any resident who wishes to stay in the residence halls during a break must submit a Break Housing Request Form and receive approval before the break starts. **All residents** (with the exception of athletes who are required to practice during the break, and international/exchange students) are required to pay for their stay. The charge to stay during a break is $15 per day. All charges will be added to the student’s bill.

Students who have outstanding fines or are on probation in the residence halls are **not eligible** to stay on campus during the breaks. Also, any student on academic or behavioral probation will not be allowed to stay for breaks. Therefore, in these cases, any requests submitted will be denied. Any resident found in the building during the break who has not received approval to stay will be asked to leave the residence hall immediately and may be subject to additional disciplinary action or fine. Your meal card may be used during scheduled breaks when Dining Services facilities are open. Keep in mind that the food service hours and meal options may be limited. See Dining Services schedule posted outside of the Commons for meal times during breaks. Staying on campus during breaks is considered a privilege. Failure to respect the policies may lead to loss of your housing for the remainder of the break or the year.

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<td>Mug Series 7:30 p.m. Holiday Party</td>
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College Closed for Christmas Break
**Housing Information**

**Conditions of Occupancy**
We believe that living on campus provides a supportive environment that will assist you in your successful integration into the Alverno College community. The following are policies for living on campus:

- **Requirement to Live on Campus** – Alverno College requires all Weekday College students entering the college within one year of their high school graduation, who are single with no dependents, to live on campus for their first two semesters unless the student is living with parents or a legal guardian.

- **Financial Requirements** – Students may not carry a balance from one semester to another. To occupy a room in the residence hall, balances must be paid in full. Occupancy and financial obligation to the College are in place for the entire academic year, or as long as you are enrolled. Rooms unclaimed by the end of the first week of class will be reassigned and you will forfeit your deposit.

- **Full-Time Student Requirement** – Residents must be regularly attending classes full time in order to live on campus. If you do not meet the requirements, you must write a letter of exception to the Assistant Director of Residence Life stating why you would like to live on campus, and why you believe you will be a positive addition to the hall. Failure to do so, or a denial of your request, may result in loss of housing privileges.
**Disability Statement**
Alverno College makes every effort to provide accessible facilities and programs for individuals with disabilities. For accommodations/services please contact the Coordinator for Student Accessibility, Colleen Barnett, colleen.barnett@alverno.edu, 414-382-6026.

**Release from Housing Contract**
College Housing Contracts are binding for the entire academic year. Release from the Housing Contract will only be granted under extenuating circumstances. You must appeal in writing to the Director of Residence Life. This action does not guarantee the release will be granted. Refunds for housing follow the college refund schedule. If you need to request a release, contact the Manager of Residence Life Operations for the form.
PRIORITY HOUSING ASSIGNMENTS AND HOUSING LOTTERY
March 26 – All current residents Same Room Sign-up
9 am-5 pm & 7 pm-9 pm AU Front Lobby

Colors | Number of Credits | Time
--- | --- | ---
NA | Current Clare Residents who want to change room/same building | 6:00 p.m.
Blue | 91 & above | 6:30 p.m.
Green | 61-90 | 7:00 p.m.
Orange | 31-60 | 7:30 p.m.
Yellow | 0-30 | 8:00 p.m.

How it Works:

1. Housing Contract: Fill out the online housing contract by 5:00 p.m. March 22nd at www.Alverno.edu quick links, apply on-line. Note you do not need an additional housing deposit, your deposit will carry over from this year. When you submit your contract you will be given a choice of pay-by-check or credit card, select check in order to submit your contract (this is to process your contract, you do not need to submit another check).

2. Keep Current Room: If you want to stay in your current room for the 2012-2013 academic year come to AU Front Lobby anytime between 9am-9pm. You may only sign up for the exact room you are currently in. (Also residents participating in the lottery may pick up their color assignments at this time)

3. Select New Room: If you would like to select a new room in either building come to AU Formal Lounge for the housing lottery.
   a. Show up during your appointed time
   b. Select a number
   c. Sign-up for a room (if your roommate has a higher number of credits than you, please come at your roommate’s appointed time.)

If you are unable to make it on either date during your time, please pick up a proxy form at the AU Front Desk and send it with the person that will select a room in your place.

If you have any questions please see Lynn Kuhlman.
## End of the Year Check-out Procedures

1. Complete tasks indicated on the check-list that is placed on your door.

2. Students are asked to check out within 24 hours of their last assessment. If you have an on campus job that requires you to stay beyond that time, please contact the Assistant Director of Residence Life or the Manager of Residence Life Operations to request permission to stay beyond that time. During this time, all residents are expected to abide by all residence hall policies. Students that violate the hall policies and have completed their assessments, will be asked to leave the residence hall immediately.

3. Report to the Austin Hall front desk to indicate you are ready to check out. The CA on duty will go with you to look at your room.

4. At the time you meet with a CA, your belongings must be completely moved out and your room must be clean. The CA will inspect the room for damages and cleanliness. She will also give you a final copy of your Room Condition Report. The CA will then collect your keys and parking permit.

5. **Failure to follow this procedure will result in a $50 improper checkout fee and possible loss of your deposit.**

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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Mug Series 7:30 p.m.
- College Closed for Easter Break Limited Dining Hours
- Easter Break – Residence Halls Open
- Noon Significant Woman Brunch
- Weekend College
- Community Day
## Summer Housing

Summer housing is available. To be eligible to live on campus during the summer, students must:

- Be free of outstanding Business Office balances
- Be in good standing within the residence hall
- Be in good academic standing with the College
- Be free of outstanding residence hall fines
- Be a registered Alverno student for summer or fall classes

If these conditions do not apply to you, you may make a special request based on your circumstances. Written requests should be submitted to the Director of Residence Life. The Residence hall officially opens for summer occupancy the Monday following graduation. Occupancy at other times is at the discretion of the Residence Life Staff and may incur additional fees. Visitation hours are limited during the summer. Any changes in regulations will be given in writing to all summer residents prior to the beginning of the Summer Session.
College Housing and Dining Services Contract
Terms of Agreement and Conditions of Occupancy

This agreement is made by Alverno College and the student. A $100 Housing Security Deposit is required when submitting this contract. Submitting the contract commits the student to an academic year agreement and respective fees. Exceptions may be given if the student is released from the contract by housing administration personnel. If Alverno is unable to provide housing by the official enrollment date, the student can choose to remain on the waitlist or a refund will be given. The student and the College agree with each other as follows:

1. Housing Deposit: The Housing Security Deposit is retained on file with the College until such time that the student moves off campus. Thus, 30 days after the contract period, if the student does not submit a new housing contract, a return of the deposit is processed, less any charges owed to the college. (See page 14 for the housing deposit refund schedule.)

2. Student Status: Students must be regularly attending classes full time in order to live on campus. This means they must be registered for and regularly attending 12 or more credits as an undergraduate student (6 or more credits as a graduate student) at all times during the semester. In addition, students must be making satisfactory academic progress toward their degree. If a resident is not meeting the above requirements, she must notify a residence life staff member immediately and must apply for an exception.

3. Contract Period: This agreement is binding for the entire academic year. If the student appeals to be released from the contract, charges will be determined by the Alverno College Room and Board Charges schedule. (See page 14 for this schedule.) Additional charges may also apply for second semester releases.

4. Use of Room: This contract is between the College and the student only. No other individuals will be allowed to reside in the campus housing room/space.

5. Residence Hall Closings, Holidays and Break Periods: Residence halls close during college breaks, including Thanksgiving, Christmas, and Spring breaks. Each resident is responsible for finding alternate housing for herself over the breaks. In the event that alternate housing is not available, residents may APPLY to stay in the halls during college breaks. Approval is not guaranteed and residents are responsible for all charges incurred. No mail/package delivery is available during breaks.

6. Handbooks: The College agrees to provide housing and board (food service) under the terms stated in this agreement and described in the student and residence life handbooks, which are, by reference made a part of this contract.

7. Registration: Student must be registered by December 1 to hold a spot for 2nd semester.

8. Parking: Parking permits are required for all vehicles on campus overnight. Students are required to park in designated lots with a valid, visible hang tag between the hours of 10:30 p.m. – 6:00 a.m.

9. Room Assignments: Room assignments will be made on the basis of class standing and seniority in the hall, with Residence Life hall staff having final approval. Preferences that the student requests are considered, but not guaranteed. Failure to honor such requests will not void this agreement.

10. Reassignment and Consolidation: The College reserves the right to change room assignments for health, safety repair services, economic, or disciplinary reasons involving the student or for irresolvable incompatibility of roommates. The College further reserves the right to cancel this agreement, enter the premise and remove a student for any violation of the terms of this agreement or in the interest of health, discipline, or the general welfare of campus housing, student or other students. In the event a student is removed for these reasons, the student forfeits all room and board costs for the semester. The College reserves the right to consolidate vacancies by requiring any student to move to a different but comparable space.

11. Non-discrimination policy: The College will not discriminate in room assignment on the basis of race, color, creed, religion, sexual orientation, national origin, status with regard to public assistance, or disability.

12. Payment: Unless the student is paying in cash, a satisfactory payment plan must be set up with the Business Office before a student will be allowed to move in. Failure to follow through on any portion of that payment plan at any time may result in loss of housing privileges. This means students must keep payments current or risk loss of housing privileges.

13. Financial Aid: Your financial aid must be awarded by June 1 to maintain your housing. (A promissory note may be satisfactory – this is at the Business Office’s discretion.)
14. **Withdrawal from Alverno:** Withdrawal from the College will require removal from campus housing within 48 hours of the withdrawal date.

15. **Smoking Policy:** Alverno College, including residence halls, is SMOKE FREE.

16. **Early Arrivals & Late Departures:** Early arrivals or late departures must be approved in advance and a fee may be charged. This applies to move-in, move-out, and breaks.

17. **First Year Student Requirement:** Alverno College requires all Weekday College students entering the college within one year of their high school graduation, who are single with no dependents, to live on campus for their first two semesters unless the student is living with parents or a legal guardian. All first year students living on campus are required to be on Meal Plan 1 and live in a Double room.

18. **Room Entry:** College Officials, with permission from the Assistant Director of Residence Life or the Assistant Dean of Students have the right to enter and inspect student rooms and property for the purpose of inspection and repair, inspection if suspicion of illegal activities exists, preservation of health and safety, and recovery of college owned property.

19. **Fire, Theft, or Other Damages:** The College is not responsible for damage or theft of students’ personal property, or money, including cars. The College encourages students to carry appropriate property insurance.

20. **Room Responsibility:** Each student is responsible for maintaining a clean and healthy environment within her room. Failure to do so may result in a fine and loss of housing privileges.

21. **Medical Condition:** If you have a physical limitation or medical condition that warrants special consideration for housing, please have a current letter from the treating physician and/or health care provider sent to the Office of Residence Life, accompanied by appropriate documentation and detailed history specifying the nature of the medical condition or disability and the restrictions or needs of the student in her living environment. The College will review the documentation, and at its discretion, consult with appropriate College staff and other professionals external to the College who can assist in reviewing the request.

22. **Soliciting/Sales:** Soliciting, canvassing, or the use of College housing as a location for selling and advertising is prohibited. Students may not operate any “for profit or personal gain” enterprise from College housing, including but not limited to, web based and/or e-commerce businesses.

### Dining Services

1. The meal plan is nontransferable. No one else is eligible to use your card. Students must present meal card at the time of purchase.
2. Alcoholic beverages cannot be purchased through the meal plan.
3. The meal plan may be used in the Commons and the Mug.
4. During vacation breaks, the meal card is in effect, but there may be limited hours and meal choices.

<table>
<thead>
<tr>
<th>Alverno College Room and Board Charges for Contract Cancellation</th>
<th>For Housing Deposit</th>
<th>For Housing</th>
<th>For Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before July 1</strong></td>
<td>$0 (less any charges owed to the college)</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>July 1 – August 1</strong></td>
<td>$50 (less any charges owed to the college)</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>August 1st/December 1st to 1st day of semester</strong></td>
<td>Non-refundable</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>1-7 days</strong></td>
<td>Non-refundable</td>
<td>$100</td>
<td>$170</td>
</tr>
<tr>
<td><strong>8-14 days</strong></td>
<td>Non-refundable</td>
<td>$200</td>
<td>$340</td>
</tr>
<tr>
<td><strong>15-21 days</strong></td>
<td>Non-refundable</td>
<td>$300</td>
<td>$510</td>
</tr>
<tr>
<td><strong>22-28 days</strong></td>
<td>Non-refundable</td>
<td>$400</td>
<td>$680</td>
</tr>
<tr>
<td><strong>29+ days</strong></td>
<td>Non-refundable</td>
<td>Non-refundable</td>
<td>Non-refundable</td>
</tr>
</tbody>
</table>
ALCOHOL AND DRUG POLICIES
Wisconsin State Law prohibits the consumption or possession of alcohol by anyone under the age of 21. It also prohibits persons of legal age from supplying alcohol to persons under the legal age. As a result, only residents who are 21 years of age or older may drink on campus. Alcohol must be consumed in resident rooms with doors closed. Alcohol may not be consumed or stored in common areas such as lounges or hallways. Guidelines for the sale and use of alcohol in designated areas can be found in the Alverno College Student Handbook.

The following will be considered alcohol violations:
• Consuming alcohol or possessing alcohol if under the legal drinking age of 21
• Providing alcohol to persons under the age of 21
• Public intoxication
• Consuming alcohol in prohibited areas
• Damaging property
• “Trophying”, or displaying of open or empty alcohol bottles

All state statutes regarding the use of alcohol will be enforced in the Alverno College residence halls. The fines and penalties for the use, possession, or manufacture of these items are listed in the Alverno College Student Handbook. In addition to these penalties and fines, a resident student will also be subject to the disciplinary process within the College. Drug violations are considered very serious and can result in eviction from the residence hall. Refer to the Student Handbook for more information regarding the Alcohol and Drug Policy.

Campus Weapons Policy
Alverno College promotes a safe learning and working environment for all students, staff, faculty and visitors and does not allow any weapons on school grounds. Weapons may include, but are not limited to, guns, knives, explosives, and electric weapons. This policy also applies to any persons legally licensed to carry open or concealed weapons (excluding law enforcement acting in their official capacity). Students violating this policy may be subject to disciplinary action up to, or including dismissal.

COMMUNICATION PROCEDURES
Mailing Address
Full name and ROOM NUMBER (not mailbox #)
Indicate CLARE HALL or AUSTIN HALL
3390 S. 43rd Street
Milwaukee, WI 53219

Mail Distribution
Location of mailboxes: Austin Hall – Basement
Clare Hall – Lobby near the elevator

Mail is received at the Austin Hall Reception Desk daily, except Sundays, Holidays, and during scheduled breaks. Outgoing mail (stamped only) is picked up when the daily mail is received at the desk.

Oversized mail will be held at the Austin and Clare Hall desks and a notice for pick up of oversized mail will be placed in the resident’s mailbox. Only the resident listed on the notice may pick up her oversized mail. Residents must sign for packages and show her notice slip as well as her valid Alverno College Student ID.

Mail Distribution During Vacation and Summer Breaks
Whenever the desk is staffed, mail will be distributed. When the college is closed, mail is secured in a locked mailroom in the basement of the Austin Hall. Mail will not be delivered during scheduled breaks. During the summer, mail is distributed Monday through Friday. Summer mail will only be distributed on Saturdays if the Austin Hall reception desk is open. Residents should also clean out their mailboxes before leaving and make sure that they file a change of address with USPS. We no longer carry change of address forms.

Campus Mail Service is located in LA 105. You can purchase stamps, send large packages, or send mail via UPS or Express Mail.

Telephone Service
Lounges, common areas and Community Advisor rooms will have active telephone lines. It is the responsibility of the student to provide telephone service either through a cell phone, pay-as-you-go phone or calling card. Cell phones are not mandatory, however most students find them very useful.

COMPUTER LAB POLICY
All individuals requesting to use the Computer Lab in
Austin and Clare Hall must be residents. Labs are available on campus in the TL building for non-residents. Guests are not allowed to check in with the student in order to use the computer lab. Food, open drink, and talking on cell phones are not allowed in the computer lab. All residents must keep noise levels low while in the computer lab (this includes music and group projects). Priority is given to academic needs and residents using the computer for personal use can be asked to log off to allow for academic use of the computer. Please see the student handbook for the complete Technology Policy.

Hall Security
Security is the responsibility of all residents. The following precautions will help ensure your protection and the safety and security of your community:

• DO NOT loan residence hall keys or ID cards to other students, family or friends.
• Carry your Alverno ID card with you at all times.
• Immediately report any lost or stolen keys or cards.
• Do not prop outside doors open.
• Always lock your room whenever you leave, even if it’s only to go to the shower or visit your neighbor.
• Keep petty cash to a minimum.
• Do not let anyone you do not know into the residence hall.
• Never leave laundry unattended.
• Report thefts or suspicious persons to a CA or the hall reception desk and fill out an Incident Report immediately.
• Go with someone when walking or jogging- there is safety in numbers.
• If you are chatting with new people on line, do not give out the name of Alverno. Do not meet strangers on campus and do not include the name of the College in any web profile you might post.

Fire Safety
It is the resident community’s responsibility to become familiar with the type and location of fire equipment in your living area. Fire fighting equipment, alarm systems, and procedures are provided for the protection of residents’ lives and property in compliance with the Building Code regulations of the City of Milwaukee. The Residence Life Staff will take action against those making inappropriate use of the equipment or starting a false alarm. To help ensure the safety of all residents, unannounced fire drills are conducted each semester, and the fire alarm system is tested regularly. Evacuation routes are posted behind resident room doors. Please read that information.

Federal law requires that all persons exit during a fire alarm. Anyone found not leaving will face a fine and/or eviction. When the fire alarm sounds, leave the building immediately via the nearest stairwell. NEVER use the elevator in a fire emergency. Once outside, stay clear of the main entrances and walk on the grass or sidewalk – NOT in the road. This will allow quick entry of fire fighting personnel. All residents must remain outside until the ‘all-clear’ signal is given by Campus Security. A Residence Life Staff member will open the doors to the building so that you may re-enter.

The following policies have been set up as fire safety precautions:

• No candles (not even decorative candles) or incense
• No open coil appliances, including but not limited to George Forman grills
• Do not put micro fridges in the closet
• Do not leave items in the hallway. In the event of a situation that would result in the loss of power, items in the hallway become a trip hazard.

All issued furniture must remain in the room.

House Information

Conditions of Occupancy
We believe that living on campus provides a supportive environment that will assist you in your successful integration into the Alverno College community. The following are policies for living on campus:

• Requirement to Live on Campus – Alverno College requires all Weekday College students entering the college within one year of their high school graduation, who are single with no dependents, to live on campus for their first two semesters unless the student is living with parents or a legal guardian.

• Financial Requirements – Students may not carry a balance from one semester to another. To occupy a room in the residence hall, balances must be paid in full. Occupancy and financial obligation to the College are in place for the entire academic year, or as long as you are enrolled. Rooms unclaimed by the end of the first week of class will be reassigned and you will forfeit your deposit.

• Full-Time Student Requirement – Students must be regularly attending classes full time in order to live on campus. This means they must be registered for and regularly attending 12 or more credits as an undergraduate student (6 or more credits as a graduate student) at all times during the semester. In addition, students must be making satisfactory academic progress toward their degree. If a resident is not meeting the above requirements, she must notify a residence life staff member immediately and must apply for an exception. (In applying for an exception, remember that priority is given to students who are fulltime.) To apply for an exception, she must write a letter to the Assistant Director of Residence Life. As a part of that exception process, an interview with the Assistant Director of Residence Life may be required. The following information should be included in that letter:

• Why you are not attending classes full time.
• Which classes you are currently attending.
• How you are spending your extra time that you might otherwise be in class. If you are working or involved in an internship, please note that and the
approximate number of hours per week.
• Why living on campus is important to you.
• Ways that you are involved in helping the residence hall be a positive place to live.
• How living on campus will support your academic goals.

Disability Statement
Alverno College makes every effort to provide accessible facilities and programs for individuals with disabilities. For accommodations/services please contact the Coordinator for Student Accessibility, Colleen Barnett, colleen.barnett@alverno.edu, 414-382-6026.

Release from Housing Contract
College Housing Contracts are binding for the entire academic year. Release from the Housing Contract will only be granted under extenuating circumstances. You must appeal in writing to the Director of Residence Life. This action does not guarantee the release will be granted. Refunds for housing follow the college refund schedule. If you need to request a release, contact the Manager of Residence Life Operations for the form.

Room Change Request
Room change requests will not be considered until after October 1. No one is allowed to change rooms without following these guidelines and receiving approval from a Residence Life professional staff member. Failure to follow these guidelines will result in a $50 improper move fee:
1. Make every effort to work things out with your current roommate.
2. If you are unable to work things out, make an appointment with your CA to discuss the situation and review your roommate agreement.
3. If a compromise cannot be reached, you and your roommate must meet with a professional member of the Residence Life Staff to try and reach an agreeable compromise or room/roommate change.
4. If you are requesting a room change from a small single to a large single or a double to a single, confirm with Financial Aid and/or the Business Office prior to meeting with the Residence Life Staff. The approval from the Business Office must be in writing.
5. If a room change is granted, make an appointment with the Manager of Residence Life Operations to obtain your new room key agreement and return your old room & mailbox key.
6. All room changes must be approved by the Assistant Director of Residence Life prior to moving. If a room change request is granted, you will have 48 hours to move your things out of your old room. Failure to do so will result in a $50 improper move fee.

Room Check-in / Check-out
Residents are required to follow the following procedures at the beginning and end of each semester:

Check in Procedures
1. Register in the Austin Hall formal lounge or the fishbowl.
2. Complete an Emergency Contact Information card.
3. Complete a Room Condition Report form and return it to your CA.
4. Pick up keys (room and mailbox).
5. Pick up your ID Card/Meal Card and make sure your meal plan has been activated.
6. If you plan to have a car on campus, pick up a Parking Permit from Security (table at move-in day) or from the Austin Hall Customer Service desk after move-in day.

Mid-Semester Check-Out Procedures
All residents considering moving out of the hall must request and complete an appeal form in order to be considered for release from the Housing Contract. The process is as follows:
1. Complete and submit a petition for release from your housing contract.
2. Receive approval from the Director of Residence Life to be released from your contract.
3. Set an appointment with your CA to check out of your room. At this time your belongings must be completely moved out and your room must be clean. Your CA will inspect the room for damages and cleanliness. She will also give you a final copy of your Room Condition Report. Your CA will then collect your keys and parking permit.
4. Failure to follow this procedure will result in a $50 improper checkout fee and possible loss of your deposit.
5. Failure to follow this procedure will result in a $50 improper checkout fee and additional fees may be incurred based on the condition of the room.

End of the Year Check-out Procedures
1. Complete tasks indicated on the check-list that is placed on your door.
2. Students are asked to check out within 24 hours of their last assessment. If you have an on campus job that requires you to stay beyond that time, please contact the Assistant Director of Residence Life or the Manager of Residence Life Operations to request permission to stay beyond that time. During this time, all residents are expected to abide by all residence hall policies. Students that violate the hall policies and have completed their assessments, will be asked to leave the residence hall immediately.
3. Report to the Austin Hall front desk to indicate you are ready to check out. The CA on duty will go with you to look at your room.
4. At the time you meet with a CA, your belongings must be completely moved out and your room must be clean. The CA will inspect the room for damages and cleanliness. She will also give you a final copy of your Room Condition Report. The CA will then collect your keys and parking permit.
5. Failure to follow this procedure will result in a $50 improper checkout fee and possible loss of your deposit.

Studying Abroad
If a student studies abroad, she must make housing arrangements in writing either before she leaves or during the semester in order for a room to be reserved for her return. This is the student's responsibility. Residence Life cannot be held responsible if a student does not make arrangements and then the halls become full. Also, if the student will be returning from a study abroad program before the end of the semester, she must arrange for on-campus housing before she arrives back on campus. Housing is not guaranteed. If space is available, the price will be pro-rated.
Summer Housing

Summer housing is available. To be eligible to live on campus during the summer, students must:

- Be free of outstanding Business Office balances
- Be in good standing within the residence hall
- Be free of outstanding residence hall fines
- Be a registered Alverno student for summer or fall classes

If these conditions do not apply to you, you may make a special request based on your circumstances. Written requests should be submitted to the Director of Residence Life. The Residence hall officially opens for summer occupancy the Monday following graduation. Occupancy at other times is at the discretion of the Residence Life Staff and may incur additional fees. Visitation hours are limited during the summer. Any changes in regulations will be given in writing to all summer residents prior to the beginning of the Summer Session.

Break Housing Policy

Occupancy does not include housing during scheduled vacation breaks. Any resident who wishes to stay in the residence halls during a break must submit a Break Housing Request Form and receive approval before the break starts. All residents (with the exception of athletes who are required to practice during the break, and international/exchange students) are required to pay for their stay. The charge to stay during a break is $15 per day. All charges will be added to the student’s bill.

Students who have outstanding fines or are on probation in the residence halls are not eligible to stay on campus during the breaks. Also, any student on academic or behavioral probation will not be allowed to stay for breaks. Therefore, in these cases, any requests submitted will be denied. Any resident found in the building during the break who has not received approval to stay will be asked to leave the residence hall immediately and may be subject to additional disciplinary action or fine. Your meal card may be used during scheduled breaks when Dining Services facilities are open. Keep in mind that the food service hours and meal options may be limited. See Dining Services schedule posted outside of the Commons for meal times during breaks. Staying on campus during breaks is considered a privilege. Failure to respect the policies may lead to loss of your housing for the remainder of the break or the year.

**IMMUNIZATION REQUIREMENTS FOR RESIDENTS**

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tetanus Diphtheria (Td or DPT)</td>
<td>Mandatory booster every 10 years</td>
</tr>
<tr>
<td>Measles, Mumps, Rubella (MMR)</td>
<td>Mandatory 1 dose after 1st birthday, 2nd dose after 4th birthday</td>
</tr>
<tr>
<td>Varicella (Chicken Pox)</td>
<td>Strongly Recommended indicate date of disease or immunization</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Recommended, but not mandatory</td>
</tr>
<tr>
<td>Meningitis</td>
<td>Recommended, but not mandatory</td>
</tr>
</tbody>
</table>

By federal law, each year all resident students must acknowledge that they have been informed about the risks and benefits of receiving the Meningitis and Hepatitis B vaccinations. These vaccinations are recommended, but not mandatory. If students want to have these vaccinations they may do so, at their cost, through their local public health agency, their private physician, or through Alverno College Health Services.

Residents are responsible for reading the Vaccine Information Sheets provided as part of the online housing contract. This form must be completed and returned to Health Services prior to moving into the residence halls.

**KEYS**

Residents are responsible for all College issued keys that are assigned at the beginning of each academic year. Upon arrival to the residence hall, residents complete a Room Condition Report, which also serves as a key contract, prior to receiving the room key and mailbox key.

The elevators in the Austin Hall and Clare Hall are key or proximity card (student ID) operated to the resident floors. Resident room keys are needed to operate the elevator from the sub-basement, basement, and first floor to any of the resident rooms in Austin Hall. Proximity readers as part of your student ID are needed to operate the elevator to any of the resident rooms in Clare Hall. Guests are not allowed to operate elevators without the presence of the resident they are visiting.

If a resident locks herself out of her room, the following procedure should be used to re-enter:

1. Try to find the CA on your wing.
2. Call Duty CA. (CAs are on duty from 7pm to 7am)
3. Call Austin Hall or Clare Hall desk. They will contact a Residence Life Staff member or Security.

If a room key or mailbox key is lost, the resident must meet with the Manager of Residence Life Operations to complete all paper work and get new keys. Replacement cost for lost or stolen room key or mailbox key is $25 each.
MISSING RESIDENT STUDENT POLICY

In compliance with the Higher Education Opportunity Act, “Missing Student Notification Policy”, 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 student may be considered to be a “missing person” if the person’s absence is contrary to her usual pattern of behavior and possible unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

Each resident will be notified of the Missing Student Notification Policy and procedures via the Residence Life Handbook. Each resident, upon checking into her assigned room, is requested to complete the Residence Life Emergency Information Card to identify the name and contact number of the individual(s), both primary and secondary, to be contacted in case of an emergency or in the event that the resident is reported missing.

If a member of the College community has reason to believe that a student is missing, Alverno College Safety and 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 her state of health and well-being. These efforts include, but are not limited to, checking the resident’s room, class schedule, friends, ID card access, locating the resident’s vehicle, and calling her reported cell phone number. As part of the investigation, the College reserves the right to make contact with emergency contacts to help determine the whereabouts of the resident.

If, upon investigation by Security and Residence Life Staff, the resident has been determined to be missing for at least 24 hours, the following will occur:

- The Assistant Dean of Students or college representative will contact the resident’s designated emergency contact.
- A representative from Alverno College Safety and Security will inform the appropriate law enforcement agency within the next 24 hours. Investigation will continue in collaboration with law enforcement officers as appropriate.
- If neither form, or contact with these designees is not made available to the College staff, the student’s nearest relative according to their official application will be contacted.
- If the student is under the age of 18 and not an emancipated individual, the College will notify the custodial parent or guardian no later than 24 hours after that individual is determined to be missing.
- If subsequent investigation by Security or Residence Life staff (or College designee) determines that any student has been missing for over 24 hours, the College will immediately contact the student’s emergency contact. If the student is under 18 years of age, immediately contact the custodial parent or legal guardian of such student, or if the student has not made these contacts available to the College staff, the student’s nearest relative according to their official application will be contacted.

(Adapted from Edgewood College and Lakeland College policies.)

NOISE AND VISITATION POLICIES

Noise Policy
Alverno College is committed to providing an environment conducive to study and sleep. Residents are responsible for working with one another to create an environment that supports multiple needs and schedules.

AUSTIN HALL
- Courtesy Hours are in effect for 24 hours. This means that if anyone is bothered by your noise and they talk with you, you need to respect their request and adjust the volume accordingly.
- Quiet hours require that noise not be heard outside your room door. Quiet Hours are from 10pm to 10am Sunday-Thursday and Midnight to 10am Friday-Saturday. Residents unable to respect quiet hours may be required to meet with the Assistant Director of Residence Life, the Director of Residence Life, or may be referred to the College Community Relations Board. During mid-semester and final assessment weeks, extended quiet hours are in effect.

CLARE HALL
- Courtesy Hours are in effect for 24 hours. This means that if anyone is bothered by your noise, and they talk with you, you need to respect their request and adjust the volume accordingly.
- Quiet hours require that noise not be heard outside your room door. Quiet Hours are from 10 p.m. to 10 a.m. Sunday – Thursday and 12 a.m.-10 a.m. Friday-Saturday. Residents unable to respect quiet hours may be required to meet with the Assistant Director of Residence Life, the Director of Residence Life, or may be referred to the College Community Relations Board. During mid-semester and final assessment weeks, extended quiet hours are in effect.
Violation of quiet hours may result in forfeiting your Clare Hall privileges.

Austin Hall Visitation
The Alverno College Residence Hall Visitation Policy specifies hours when visiting is allowed. All Guests must be checked-in and escorted at all times while visiting residents in the halls. It is the resident’s responsibility to inform her guest(s) of the policies of the College and the hall. The resident will assume responsibility for her guests’ actions.

Austin Hall houses a diverse group of residents. As a result, it is absolutely essential that we do our best to create a positive community built on a foundation of respect and courtesy. In addition, we strive to uphold the highest level of security for our residents. All residents must adhere to the following visitation policies:
- Visitation is allowed between 10 a.m. and 2 a.m. daily including Public Areas such as the Student Lounge, Mug and Pipeline.
- All guests must enter and exit Austin Hall through the Main (West) or South entrance.
- All guests must check in at the Austin Hall reception desk and scan a valid photo ID after 7 p.m.
- Each resident may only sign in a maximum of 3 guests at a time (male or female).
- All guests must be checked out and exit the building by the designated times.
- Residents must escort guests at all times, including to and from the male restroom on 1st floor.
- Residents may have female guests overnight in their room, for no more than 2 consecutive nights and not more than 25 nights during the semester. A guest may not abuse this policy by staying with multiple residents throughout the semester. A specific guest may not stay in the hall more than 25 nights per semester. Once the person has reached her limit of staying 25 nights, she will no longer be allowed as an overnight guest. If found abusing this policy, the student and guest will lose all visitation rights to the hall.
- Overnight female guests must specify their overnight stay and apply for a Temporary Parking Permit if parking a car overnight and must park in the Parking Structure.
- Only family members of resident students are allowed to use guest rooms. We do not allow students themselves to stay in the guest rooms. Students must make arrangements with Residence Life for overnight accommodations if they are needed.

Clare Hall Visitation
Living in Clare Hall is a privilege for those students who want the convenience of living on campus and wish to have a more mature atmosphere. Failure to abide by any of the following policies will result in room or hall reassignment or contract cancellation. Policies for Clare Hall are:
- Residents are required to sign their guests in and out using the the Clare Hall sign-in book. When signing in a guest, residents must write legibly, complete all of the boxes on the sign-in sheet, use full names, and indicate AM or PM. Residents must sign their guests out and back in every time they leave the residence hall.
- Guests, both male and female, must be escorted at all times. Male guests must use the designated unisex restroom.
- Clare Hall does not provide shower facilities for male guests. All male guests will need to make other arrangements.
- Visitors who stay past 2 a.m. or check in before 7 a.m. will be considered overnight guests. Residents may have no more than 25 overnights (male or female) a semester. A specific guest may not stay in the hall past 2 a.m. for more than 25 times during the semester, regardless of whom they check in with. Once the guest has reached his/her limit, he/she will no longer be allowed to be in the hall beyond 2 a.m. If found abusing this policy, the guest will lose all visitation privileges.
- Residents may not have overnight guests for more than 2 consecutive nights each week (weeks being noted as Sunday through Saturday). Also, residents may not piggyback overnight guests from one week to the next – in other words, residents may not have

Children Visitation
The residence halls serve primarily a young adult student population. It is not an appropriate environment for children (under the age of 16 years). The following guidelines apply to the presence of children in the Alverno College residence halls:
- Children visiting the halls must be approved by a professional staff member and sign in at the front desk.
- Only limited short-term visits by children in the residence halls are allowed.
- Children are not allowed to stay overnight with the exception of college-sponsored events. (i.e. Little Sibs Weekend, Alverno Overnights, Family Weekend).
- Children who are disruptive or who are not under responsible supervision will be asked to leave immediately and the responsible student will be held accountable.
- Babysitting is not allowed in the residence halls. Childcare must take place off-campus or at the Alverno College Childcare.

Any resident or non-resident perceived to be abusing these policies may face disciplinary action.

Clare Guest Rooms Student Use
48 Hour notice is required (exceptions can be made in emergency situations).
A guest room can be requested by contacting the Event and Space Coordination Department (x6350).
- Security does not have access to the Guest Room keys unless they have been prepared ahead of time by the Event and Space Coordination Department and given to them for an after hours or weekend check in.
overnight guests Friday and Saturday of one week and then Sunday and Monday of the following week.

• Any guest with a car who will be visiting past 2 a.m. must apply for a parking permit at the Austin Hall front desk. All guests are required to park in the Parking Structure.

To be eligible to live in Clare Hall, students must:

• Be Sophomore, Junior, or Senior standing, or 21 years of age (or have prior approval from the Director of Residence Life)
• Be free of any outstanding Business Office balance.
• Be in good standing within the Residence Hall.
• Be free of outstanding Residence Hall fines.
• Abide by Residence Life Policies, including keeping room in good condition. If the student’s room is in poor condition during safety checks or during check-out, the student may lose the privilege of living in Clare Hall and will be moved to an available space in Austin Hall.

Special Situations that Apply to Both Austin and Clare Hall

Thanksgiving, Winter Break, Spring Break Visitation – Limited visitation hours.

Summer Visitation – Guests will be allowed from 10a.m.-midnight and must check-in at the desk.

PARKING POLICIES

General Parking Procedures for Resident Students

• All residents must register their cars with Campus Security, located in LA B-6. Parking Permits must be displayed on the rear view mirror.
• All resident students and guests must park in designated areas between 2am and 6:30am.
• All overnight guests of residents with cars must use a Visitor-Parking Permit and park in the Parking Structure. Visitor Parking Permits are issued free of charge at the Austin Hall reception desk upon check-in. Residents are responsible for notifying their guests of all parking policies.
• Residents may not park in any spaces otherwise designated by Alverno College (e.g. fire lanes, restricted spaces, Austin Hall circle drive or any other posted areas).
• Failure to clearly display parking permits may result in a Parking Ticket.
• There is a $10 replacement fee for a lost parking permit.
• Cars must be in good working (operable) condition. If a car is not operable, it must be moved off the premises within one week or it will be towed.

Snow Emergencies

During snow emergencies, announcements will be made when cars must be moved so the lots can be plowed. During the winter months, we advise you to back your car into parking spaces to make access easier, should the need arise, to jump your battery. If you need jumper cables, the reception desk workers can contact Maintenance or Grounds 7a.m.-10 p.m. Otherwise notify Campus Security for assistance.

ROOM POLICIES

College residents are expected to show respect for the room they are occupying, as well as the floor lounges and other areas of the residence halls. Residents are expected to leave the room in the same condition as when they moved in. Failure to do so may result in loss of housing deposit or additional fees.

College Owned Property

• Residents may not request beds or other furniture to be removed from their rooms. Any damage to the rooms or failure to comply with the Residence Life policies, may result in a fine. College owned furniture may not be materially altered in any way. Neither furniture, nor the walls of the residence hall rooms may be painted, wallpapered, altered with nails or screws, etc.
• Painter’s tape is the only tape allowed on the walls.
• Lofts are not allowed.

Computer Policy

Requirements for Residence Hall Network Connections

Austin Hall and Clare Hall residents who connect their personal computers to the Alverno College network are required to install antivirus software on their computers. Students with Windows operating systems are also required to install all Microsoft critical updates as they become available.

Campus Security enforces parking regulations. Residents and guests who park in a RESTRICTED PARKING AREA, and those without a permit displayed will be ticketed and fined $10. The 2nd ticket in the same semester is $25. For the 3rd ticket and more in the same semester, the fines are $75. The fine for parking in a handicapped space without a visible hangtag is $75 each time. Fines unpaid to the Business Office within 10 days will be charged to the resident’s tuition/billing account. Tickets will not be voided.
Alverno is making Sophos Antivirus available to resident students with a Windows Operating system at no charge. You may use the software as long as you are an Alverno College student, but must uninstall it whenever your status as a student ends.

One of the advantages of this antivirus program is automatic virus definition updates. Updates are pushed out automatically to all computers on the network. The user does not need to run live update. For Windows XP and Windows 2000 users, this version of Sophos also includes protection against spyware.

All residents are required to install this software. If you do not install the antivirus software or contact the ITIS helpdesk at x6700 for assistance, you will not be able to connect to the Alverno network until the Sophos Antivirus software is installed. After you have submitted your forms for internet connection with ITIS, they will e-mail you the link to download the approved antivirus software.

* Please note that router systems are not allowed in resident rooms. Wireless internet is available in the Pipeline, the Mug, Austin Hall 1st floor Formal Lounge, and Clare Hall.

If you are having computer difficulties, you can contact the Computer Center front desk at x6336 or check their website (http://depts.alverno.edu/techserv/index.html) for a listing of available services.

All individuals are to abide by the Technology Usage Policy, as is stated in the Student Handbook. Part of this policy includes information about illegal downloading. This means students are prohibited from illegally downloading movies, songs, and various other media content. If you are unsure if a site supplies a legal process for this, please contact our Technology Services Staff or Residence Life Staff for more information.

Social Media Policy
Social media is designed to disseminate information through social interaction. Alverno College believes in interaction with others to achieve goals, resolve conflicts and build relationships. Social media sites, such as LinkedIn, Facebook, Twitter, YouTube and many others allow faculty, staff and students to develop social interaction skills and to stay connected in their personal and professional lives. This policy has been created to ensure operation is in accordance with College policy and represents the College's best interest.

Faculty, staff and students are expected to act responsibly and to follow the same behavioral standards online as they do in real life situations. Information and photos posted online are public information and inadvertent use of identifying information could be in violation of FERPA or HIPAA regulations. Students, faculty and staff are encouraged to be prudent when posting information on social media sites. Alverno College does not routinely monitor online communities, however, pictures and information brought to the attention of the College describing or documenting behavior considered to be in violation of College policy, on campus or off campus at a College sponsored event, will be subject to further investigation. Any College policies found to be in violation are documented as a result of the investigation and will result in appropriate disciplinary action.

Consolidation Policy
The College reserves the right to change room assignments for health, safety repair services, economic, or disciplinary reasons involving the student or for irresolvable incompatibility of roommates. The College further reserves the right to cancel this agreement, enter the premise and remove a student for any violation of the terms of this agreement or in the interest of health, discipline, or the general welfare of campus housing, student or other students. The College reserves the right to consolidate vacancies by requiring any student to move to a different but comparable space. Students who are in a double room MAY be given the option to keep the room as a single if space is available, as determined by the Assistant Director of Residence Life. There is an additional charge for this privilege. Students who do not wish to pay the additional charge must either select an eligible replacement roommate and have that person move in to fill the empty space, or move to another half-empty double room for consolidation purposes. The College reserves the right to consolidate vacancies by requiring the residents to move from a single occupancy of a double room to double accommodations in the same or a different residence hall. New residents may be assigned to a room during college breaks therefore your room must always be in a roommate ready condition i.e. available beds and dressers or you will be fined.

Items Not Permitted In Rooms
In order to ensure the safety of all residents the following items are not allowed in residence hall rooms:

- Candles or incense (even if decorative)
- Firearms including ammunition
- Sharp knives or other objects that could be considered weapons
- Halogen lamps
- Live Christmas trees
- Microwaves (except those supplied by the College)
- Refrigerators (except those supplied by the College)
- Space heaters or other auxiliary heating devices
- Air conditioners
- Hot plates, french fryers, toasters/toaster ovens (Hot pots and closed coil popcorn poppers are allowed)
- Some common electrical appliances pose a safety hazard in confined spaces. If your appliance is rated over 6 amps (700 watts), has an exposed heating element (i.e., coils), or is not Underwriters Laboratory (UL) listed, it is not permitted in your room.
- Pets (other than fish)
Trash Removal and Recycling Policy
Each floor has recycling containers in common areas where aluminum, tin, glass, plastic, and mixed office paper should be placed. All personal room trash must be removed and placed in the trash dumpster outside. Room trash may not be left in hallways or disposed of in lounges or bathroom/shower areas. Residents may be charged $25 per bag of trash not disposed of properly. Charges may increase at the end of each semester.

Smoking Policy
There is a NO SMOKING POLICY in effect on Alverno’s entire campus. The school is tobacco free and guidelines have been established to promote wellness and adhere to federal and state clean air laws. All campus buildings and exterior grounds (including parking lots) are smoke-free. We ask that you refrain from smoking during your stay at Alverno College. Cigarettes should be disposed of BEFORE entering the school grounds. Violation of the smoking policy may result in disciplinary action.

Posting Policy
All posting for the purpose of advertising must be approved by the Residence Life Staff and placed in approved areas. When posting flyers, posters and pictures in publicly visible areas (including but not limited to room doors and windows), you are responsible for exercising respect and good judgment. If you post something and it is determined to be offensive, the Residence Life Staff will ask you to remove the posting and place it in a “non-public” space (i.e., in your room). Painter’s tape is the only tape allowed on the walls. See Alverno College’s Student Handbook for a complete listing of the college’s policies regarding posting on campus.

Room Entry and Inspection
The right to enter or search a room by an authorized College representative is exercised with discretion. A reasonable effort will be made to have the resident present if it is necessary and appropriate to enter her room. Before entering a room, a staff member will knock on the door, announce themselves, and then enter. The Assistant Director of Residence Life or Director of Residence Life may require hall staff to perform periodic “room checks” during a semester to make sure that conditions do not exist in rooms that constitute health, safety, or fire hazards. Hall staff will attempt to notify residents in advance of a scheduled room check. Residents may be required to clean their room or make other appropriate changes to correct any hazardous conditions. Items that violate college policies and are left in plain sight during room checks will be confiscated and transferred to campus officials as evidence for disciplinary action.

The College reserves the right for its authorized personnel to enter rooms for the following reasons:
• To examine, protect, and maintain College property. Housekeeping and maintenance staff members may enter a student’s room without the student present for routine housekeeping or maintenance functions or when they have received a maintenance work/key request form. Maintenance staff leave a written notice to residents informing them of the day and time they were present in the resident’s room.
• Residence Life Staff members may also enter rooms without prior notification or in the absence of the occupant(s) for matters relating to the comfort and/or the safety of fellow hall residents (i.e., to close a window or turn off an alarm clock).
• Other staff, as appropriate, reserve the right to enter a resident’s room without notice in emergency situations when imminent danger to life, safety, health, or property is feared.
• The Residence Life Staff reserve the right to enter a resident’s room if a situation regarding suspicion of illegal activity or residence hall policy violations. In this case, Security and the Police may be called.

Rooms must be kept relatively neat and clean. Failure to do so will result in sanctions and could result in loss of housing privileges. The Residence Life staff will perform regular health and safety checks for the good of all residents.

Charges
The following list of tasks must be completed before you depart for the summer (or prior to that if you leave before the end of the spring semester). Charges will be assessed for each task that is not completed. Charges can be assessed to both residents.

- Sink Area (Charge $10)
  - Clean the inside of the medicine cabinet shelves and glass mirror. Clean the sink, fixtures and vanity area. Remove all items from the cabinet below and wipe down shelves.

- Closets (Charge $5)
  - Remove all items; wipe off shelves and the floor.

- Desk Area (Charge $10)
  - Book shelves, drawers, chairs and desktops must be wiped down. The bulletin board above the desk must be cleaned of all paper, staples and tacks.

- Bed (Charge $5)
  - Beds must be placed in their original position with clean mattress pads folded on top.

- Walls/Doors (Charge $10)
  - Remove all paper, tape and poster putty from the walls and the door.

- Floor (Charge $15)
  - Damp mop or vacuum the entire room.

- Refrigerator (Charge for missing parts: drip tray-$8, shelves-$8 each, ice tray-$5, microwave glass tray-$20, microwave roller guide-$20. Charge for not cleaning-$50)
  - Defrost and clean refrigerators. Do not close the door until they are completely dry.

- Screens (Charge $25)
  - Screens should not be damaged or removed.

- Garbage/Recyclable (Charge $10)
  - Dispose of all garbage and recyclables in the outside dumpsters. There will be an extra garbage dumpster available the last two weeks of school.

- Cleaning (Charge $25/hour)

FAILURE TO FOLLOW ANY OF THESE POLICIES MAY RESULT IN DISCIPLINARY ACTION!
Consideration and respect for others make up the cornerstone for the Alverno College residence halls. Issues relating to noise, cleanliness, privacy, etc., require sensitivity to the needs of other residents, and require changes in behavior when necessary. Since residents are expected to be aware of the effect their actions have on others and respond accordingly, the primary responsibility for confronting behavior lies with individual residents.

The Residence Life Staff enforce policies. The staff documents all alleged violations of residence hall policies through the use of Incident Reports. Based on these forms, and any meetings the Residence Life Staff hold, the degree of action taken will depend on the seriousness of misconduct, individual circumstances involved, and the number of previous violations. Disciplinary action progresses from verbal to written warnings, including creative sanctions, which provide educational opportunities around the area of concern, and finally to probation, room re-assignment, or loss of housing privileges. For serious behavior concerns and hall policy violations, residents may be required to meet with Residence Life Staff, the Dean of Students, or appear before the College Community Relations Board. For more information, see the Student Handbook located at www.alverno.edu (under Current Student).

A resident whose actions are detrimental to the general well being of the hall communities may be moved to another floor or withdrawn from the hall. The Residence Life Staff and the Dean of Students reserve the right to take this action.

PROCEDURES FOR VIOLATION OF POLICIES

COMPLIANCE WITH STAFF AND COLLEGE OFFICIALS

When a resident student or their guest violates a residence hall policy and is confronted by a Residence Life Staff member or another college official, cooperation from the resident student and guest is expected. Noncompliance with reasonable requests of staff or college officials will result in disciplinary action.

INCIDENT REPORTS

Incident Reports are available at the Austin Hall and Clare Hall reception desk and can be completed by any member of the campus community. They are used any time an incident occurs on campus. This includes reporting any of the following: accidents, injuries, theft, damage to personal property, damage to college property, confrontations or policy violations.

RESIDENCE LIFE STUDENT CONDUCT PROCESS

In each of the following steps, the Residence Life Staff member engages in fact finding to attempt to find out what actually happened by questioning and interviewing individuals. The staff member determines if there has been misconduct and decides upon one of the following:

1. **Formal Warning** – Students, who demonstrate unacceptable behavior on or off campus, are given a formal warning. The Assistant Director of Residence Life and/or the Director of Residence Life may meet with the student to discuss the incident, however in any case the student will receive a written formal warning. This begins the discipline file.

2. **Behavior Warning** – Students who continue to demonstrate unacceptable behavior on or off campus are given a Behavior Warning. This will involve a conversation with the student involved, completion of a Student Rights and Responsibilities Contract and possible sanctions.

3. **Behavior Probation** – When a student continues to demonstrate a pattern of unacceptable behavior on or off campus, she is placed on probation. Sanctions for students on probation may include: loss of guest room privileges, loss of privileges to stay on campus over the summer and/or regularly scheduled breaks; possible loss of visitation privileges. If students who are on residence hall probation violate any other residence hall policy, they may face the following sanctions: asked to leave the residence hall, meet with the College Community Relations Board, lose all guest privileges, etc.

4. **Dismissal from the Hall** – When a student is on probation and continues to demonstrate unacceptable behavior on or off campus, or if a student conducts a major policy violation on her first offense, she is dismissed from the hall for anywhere from one semester to permanently. In the event she is dismissed she is still responsible for those semesters’ charges. NO REFUNDS are available. In order to return to the hall, the student must write a letter to the Director of Residence Life explaining how she has grown since she was dismissed, and how she will contribute positively to the residence hall environment. Residents returning to the hall after being suspended or dismissed are automatically placed on Residence Hall Probation for one semester, at which time the Director of Residence Life will review her probation status.
EMERGENCY PROCEDURES

The Alverno College Security Staff are the first responders for any campus emergency or crisis. They have been trained in CPR, First Aid and in using the Automated External Defibrillators (AED). Automated External Defibrillators (AED) can be found in the following areas: Austin Hall Lobby, Gym Corridor, NEB Lobby, Commons hallway, Clare/Corona Lobby, North Hall Child Care at all times. Use the following procedures in case of an emergency.

For a LIFE-THREATENING or EMERGENCY situation

☐ Call the Ambulance/Rescue Squad (911 from a pay phone, 9-911 from all on campus phones)
☐ Give the following information
  • Your name
  • The location of the emergency (building, address, room number and phone number you are using)
  • Answer questions and provide important information
  • Stay on line
☐ Stay with the victim until help arrives
☐ Call Security at X6911
For a COMMON INJURY situation

☐ Call the Front Desk x6314. They will call Security.

Address of Alverno Buildings

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLT Conference Center</td>
<td>3400 S 43rd St</td>
</tr>
<tr>
<td>Athletic and Fitness Center</td>
<td>3441 S 39th St</td>
</tr>
<tr>
<td>Alphonsa Hall/Gym</td>
<td>3441 S 39th St</td>
</tr>
<tr>
<td>Austin Hall</td>
<td>3390 S 43rd St</td>
</tr>
<tr>
<td>Clare/Corona Hall</td>
<td>3333 S 39th St</td>
</tr>
<tr>
<td>Liberal Arts Building</td>
<td>3401 S 39th St</td>
</tr>
<tr>
<td>North Hall</td>
<td>3251 S 39th St</td>
</tr>
<tr>
<td>Nursing Education Building</td>
<td>4100 W Morgan Ave</td>
</tr>
<tr>
<td>Pitman Theatre</td>
<td>3431 S 39th St</td>
</tr>
<tr>
<td>Power House</td>
<td>3252 S 41st St</td>
</tr>
</tbody>
</table>

SUSPICIOUS ACTIVITY

Be aware of your surroundings and report any suspicious activity or person to Security. Just call x6911 (Emergencies Only) or call the Information Desk at x6000 (Non-Emergency) and request a Security Officer on duty for non-emergencies. Remember the appearance of the person or the characteristics of the object of suspicion in order to properly report and inform the appropriate people.

FIRE

If you discover a fire,
☐ Pull the fire alarm.
☐ Call 911 (9-911 if a college phone) – give them the location, building name, room number and address.
☐ Call security x6911.

When the alarm is activated,
☐ Before opening the door, feel if it is warm. If it is warm, leave the door closed and find an alternate path.
☐ Stay low, if you encounter smoke. Smoke and gas kill more than fire does. Stop, drop and roll if your clothes catch fire.
☐ Close the doors (do not use the elevator). Exit the building at the safest exit, assist others with evacuation.
☐ Do not re-enter the building until a signal is given to re-enter the building.
☐ Security will check the building for residents/visitors (if safe to do so) and assist those with disabilities to an exit.
☐ Verify that 9-911 was called and coordinate/direct the arrival of emergency services.
☐ Notify the Director of Plant Operations.

PERSONAL CRISIS

The campus offers professional counseling services for students who may be in various states of crisis. Examples of crisis situations may include: suicide attempt, death of a loved one, depression, eating disorders, substance abuse, stress, sexual assault, domestic abuse, etc. If you are aware of a student in need of assistance please contact Counseling Services x6119. If the situation is life threatening, call 9-911.
EVIACUATION
☐ Remain calm. Follow the posted emergency evacuation procedures.
☐ Use stairs and not elevators. Pay close attention to your surroundings as you exit.
☐ Encourage residents to take an alarm or evacuation request seriously. It may save their life and will reduce the risks to responding emergency personnel.
☐ Stay clear of the building and entryways after exiting the building in order to facilitate responder access to the emergency. Do not re-enter the affected area until instructed to do so by Security.
☐ Do not use the elevator for evacuation needs.
☐ Assist person(s) with disabilities to a safe stairwell and inform responding emergency personnel of their location.

CYBER SAFETY
The Internet has opened up a world of information and opportunity for anyone with a computer and a connection. Your safety can be protected by establishing safety guidelines. We encourage you to practice the following:
☐ Do not give out personal information on-line.
☐ Do not use your full name or a well-known nickname.
☐ Be very cautious about meeting on-line acquaintances.

If you believe you are being cyber stalked, help yourself by
☐ notifying Academic Computing x6326.
☐ changing e-mail accounts.
☐ keeping detailed records and documentation about on-going abuse.
☐ use gender-neutral nicknames, and exercise caution filling out on-line profiles that ask personal information.

SEVERE WEATHER RELATED EMERGENCIES
☐ Winter Weather Conditions – If weather conditions are poor and classes are held, we ask you to exercise discretion regarding your safety. Students not in class can make arrangements regarding homework with their instructors. The following stations carry announcements if the College cancels classes or closes due to adverse weather conditions: Channel 4 (WTMJ), Channel 6 (WITI), Channel 12 (WISN), Channel 58 (WDJT), WOKY (920 AM), WEMP (1250 AM), WTMJ (620AM), WISN (1130 AM), WXSS (103.7FM), WMYX (99.1FM), WKTI (94.5FM), WKKV (100.7 FM), WRIT (95.7 FM) WLTQ (97.3 FM), WMIL (106.1 FM).
☐ Tornado Watch – Weather conditions are right for a tornado to form, although funnel clouds have not yet been spotted.
☐ Tornado Warning – A tornado has been sighted and is approaching. The Milwaukee sirens sound. Go to the Pipeline area or the basement in Clare Hall by taking the center or south stairwells; do not use the elevator.

VIOLENCE
☐ Report all acts of theft and violence immediately to your CA and the Assistant Director.
☐ Call Security at x6911 or if this is an emergency, call 9-911.
☐ Pay close attention to the perpetrator’s appearance and provide that information to responding authorities.
☐ Do not physically engage a perpetrator of violent behavior unless in defense of personal safety.
☐ In the event of a holdup, cooperate in every way, giving money, wallet, or other items as ordered.

OTHER HAZARDS
Ice/Slippery Floors/Snow
☐ Call the Front Desk x6314 to radio Housekeeping.
☐ Post signs to warn others of the condition.

Flooding
☐ Call the Front Desk x6314 to radio Plant Operations
☐ Secure or isolate the area if possible.
☐ Post signs to warn others of the condition.

RESOURCE PERSONS
The Safety and Security Committee is responsible for reviewing Incident Reports, communicating security concerns to the College community and recommending changes to provide a safe campus environment. The following individuals are part of that committee:
• Residence Life, Vicki Schreiber
• Campus Security, Lt. Michelle Loeffler
• Human Resources, Cindi Maier
• Plant Operations, John Marks
• Student Services, Virginia Wagner
FACILITIES

Common areas can be accessed by the entire residence hall community for public use. These include the floor lounges, hallways, meeting rooms, basement rooms, ‘The Mug’ coffeehouse, the Pipeline, and the Austin Hall lobby. The cleanliness and condition of these areas reflect directly upon those who live here. Out of respect for the community, we must treat these areas with respect, and be responsible for cleaning our own messes and taking responsibility for any damages we may cause. Should any common area be damaged or left in serious disarray, the persons responsible will be sought to pay the resulting fine for damage or cleaning. If no one acknowledges responsibility, the entire hall may incur a damage fine. Residents are especially responsible for the cleanliness of the kitchens/lounges on each floor. Residents are responsible to wash and remove their dishes in a timely manner.

Rollerblading and the use of bicycles can damage floor or carpeting and their use is not allowed inside the residence halls. Residents are not allowed to wear rollerblades or ride bicycles inside the building. If storing your bicycle in your room, please carry it through the lobby and the hallways. Bicycles may be stored in the bike storage room next to the Computer Lab in the basement of Austin Hall.

Student “Formal” Lounge – This comfortable lounge is located on the first floor of Austin Hall. You will find a large screen television, DVD/VCR, and piano. The inviting atmosphere and air conditioning makes this a good place to study, relax, and hold group meetings. Exercise and yoga classes can be held in this space. See your Community Advisor for details.

‘The Mug Coffeehouse and Café’ – The Mug Coffeehouse and Café began as a student-run coffeehouse, serving coffee, espresso-based drinks, fresh bakery, and entertainment. The Mug now provides gourmet sandwiches and late night food options. Residents may use their meal card to purchase food and drink items from ‘The Mug’. This relaxing space is ideal for students to sit back, relax, study, enjoy entertainment, and socialize with friends. Wednesday evening entertainment will be offered throughout the year. See ‘The Mug’ and Student Activities Board schedules of events for more information. See page 31 for hours of operation.

The Pipeline – The Pipeline is located in the sub-basement of the Austin. Designed with you in mind, the Pipeline is open to all students in the college. It boasts a 60-inch TV and DVD/VCR, pool table, air hockey, and darts.

Austin and Clare Hall Community Lounges and Kitchens – Each floor of Austin Hall has a community lounge and kitchen space complete with a TV and DVD/VCR, comfortable furniture, ironing board, microwave, refrigerator, sink, and toaster. These rooms may be used for studying, wing/floor activities, meetings, or catching a late-night movie with popcorn. All residents must clean the kitchen after use so that everyone may enjoy the facilities. The following are the set guidelines for all residents who use the kitchens:

• Any items placed in the refrigerator must be labeled.
  Remove all spoiled food immediately. Residence Life staff reserves the right to remove any items if needed.
• Clean up when you’re done!

The consequences for residents who choose not to follow these guidelines are as follows:
• Confiscation of food, pots, pans, items left behind.
• Loss of kitchen privileges for the remainder of the semester.

Austin Hall and Clare Hall Shower Rooms
Each wing of the Halls has a shower room and bathroom. Shower stalls are meant for one person; residents are not allowed to shower with guests and/or other residents.

Austin Hall Computer Lab
There is a 24-hour computer lab located in the basement of the Austin Hall. All individuals requesting to use the Computer Lab in Austin Hall must be Alverno residents. No guests are allowed to check in with the student using the Computer Lab.

Austin Hall Quiet Study Room
There is a space adjacent to the mail room on the basement level that will be designated a quiet study space.

Clare Hall Computer Lab
There is a 24-hour computer lab located on the 3rd floor of Clare Hall. All individuals requesting to use the Computer Lab in Clare Hall must be Alverno residents. No guests are allowed to check in with the student using the Computer Lab.

Clare Hall Fitness Room
There is a fitness room located on the 2nd floor of Clare Hall. All individuals requesting to use the Fitness Room in Clare Hall must be Alverno residents. The fitness room is available for all residents, with preference given to Clare Hall students.

FACILITIES AND SERVICES
Clare Hall Group Study
There is a study/work room located on the 4th floor of Clare Hall. This study room is available for all residents, with preference given to Clare Hall students.

SERVICES

• Copy Machine – There is a copy machine available for student use on the first floor of Austin Hall in the alcove near the desk. There is a minimal charge for this service ($.10/copy).

• Laundry – Coin operated washers and dryers are located in the basement of the Austin Hall and on each floor of Clare Hall. Laundry detergent is not provided. Do not leave clothes unattended in the laundry room, as the college is not responsible for lost or stolen items. See the Information Desk receptionist (in the Rotunda) for refunds of lost change.

• Public Telephone – There is a public pay phone located in the Austin Hall lobby.

• Items Available for Check Out – At the front desk you may check out a wide variety of items by leaving your student ID. Items include: volleyball, outdoor games, exercise videos, cleaning supplies, broom, vacuum, and cooking equipment.

• Storage – International, exchange students and residents that live over 300 miles from campus can have personal items in storage during the academic year, free of charge. To place items in storage, please take the following steps:
  1. Box all items (no bags), seal with masking tape and clearly mark with your name, room number, and home address. Two residents may not place items in storage together. Each resident must complete a separate storage form.
  2. Complete a storage receipt at the Austin Hall reception desk. The Residence Life Staff must sign all storage receipts and forms prior to storage entry.
  3. Contact the CA on duty from 7-8pm nightly, or make an appointment with your CA to enter storage. You must have your signed storage receipt form with you to enter storage. After all items are placed in storage, the CA will sign the receipt and give you a copy. Keep your copy of the receipt in a safe place, as it will be your ticket back into storage to retrieve your items.
  4. Items may be removed from storage during the 1st week of classes. Items may be placed into storage during the 2nd week of classes for the academic year. If you have an emergency situation where you must put items in, or retrieve items outside of this time frame, contact your CA.

• Summer Storage – Students who live out of state or students traveling abroad receive first priority for storage over the summer. The College is not responsible for items lost, stolen, or damaged while in storage.

• Change Machine – There is a change machine on the 1st floor of Clare Hall as well as in the laundry room (located in the basement) of Austin Hall.

• Vending Machine – There are vending machines in the Austin Hall Lobby and on the 1st floor of Clare Hall.

DINING SERVICES
Alverno College provides meal plans to meet the variety of dining needs of our resident students. All residents are required to participate in one of three meal plans.

• Plan 1 – Required for all first year students the first semester, open to everyone
• Plan 2 – May be chosen by first year students the second semester.
• Plan 3

There are no exemptions from the Meal Plan. If you have any concerns, please meet with the Director of Dining Services to discuss meal and dietary options. If you have dietary concerns, please supply a letter from your physician explaining your dietary restrictions to the Director of Dining Services.

1. The meal plan is non transferable. No one else is eligible to use your card.
2. All students must present the Meal Card at the time of purchase.
3. Lost or damaged student ID cards will require a $25 replacement fee.
4. Alcoholic beverages cannot be purchased through the Meal Plan.
5. The Meal Plan may be used in the Commons and the Mug Café.
6. You must use your entire balance by the end of the semester. Balances do not carry forward.
7. During vacation breaks the Meal Plan is in effect but there may be limited hours and meal choices.
8. If a student withdraws early from the hall, any refund follows the refund schedule of the College. The Administrative fee is non refundable.
9. Food trays, dishes and utensils may not be removed from the Commons.

See page 31 for hours of operation.
WAYS TO GET INVOLVED AND HAVE FUN!

CA PROGRAMMING
The Community Advisor staff regularly organizes social and educational programs for their floors and the residence halls that meet a variety of student needs. Some past programs include shopping excursions, avoiding risky behavior workshops, roommate workshops, visiting local attractions, and attending local sporting events. For detailed information about activities, watch the information boards and calendars, listen for the 7pm nightly announcements in Austin Hall or Clare Hall.

STUDENT ACTIVITIES BOARD
The Student Activities Board coordinates campus wide activities such as movies, bands, comedians, hypnotists, and other fun programs. These events often take place in the Pipeline and ‘The Mug’ coffeehouse. The Student Activities Board organizes the Wednesday night Coffeehouse Series, the Rotunda Ball, Homecoming and Family Weekend activities, and Boo Bash. If you would like to apply to be a member of the Student Activities Board, contact the Director of Student Activities and Leadership (ext. 6317). If you prefer to just enjoy the fun, watch for information about upcoming events and be sure to attend!

RECREATIONAL ACTIVITIES

Team Sports
Alverno College is proud to offer six NCAA Division III team sports! If you’re interested in running Cross Country or playing Soccer, Volleyball, Basketball, Tennis or Softball, call our Athletic Director, Brad Duckworth, at x6323 for more information!

Fitness Center
Alverno offers membership to the Fitness Center for all students, located in the Athletic and Fitness Center building. In 2002, a brand new fitness center was built which offers state-of-the-art free motion equipment, two elliptical trainers, and three treadmills. All students must view an orientation tape before using any of the equipment. For more details, ask a Fitness Center worker or a Student Services Assistant in the Office of Student Services.

RESIDENCE HALL ASSOCIATION

Purpose
The purpose of the Alverno College Residence Hall Association is to offer diverse programming for the residence hall community, to facilitate communication between and among the members of the Residence Hall Association, to provide a united voice representing the members of the residence halls to the College, and to be a liaison to the Office of Residence Life and other affiliated campuses throughout the greater Milwaukee area and Wisconsin.

STUDENT GROUPS

There are over 30 organized student organizations and interest groups on campus. These groups offer opportunities to connect with others in your major area of study, share your hobbies and interests, and make new friends. They also give you the chance to develop your abilities outside of the classroom. You can pick up a complete listing of all student groups in the Student Services office. If you cannot find what you’re looking for, visit the Director of Student Life in AF202 (ext. 6317) to discuss your ideas of starting a new group.
Alverno is located in the Jackson Park neighborhood. Jackson Park is located three blocks north of the college on 43rd St. There is a lovely pond, many walking paths, tennis courts, and volleyball courts. Explore the neighborhood!

Bowling alleys are nearby, with some alleys offering special weekend Music Nights.

**Red Carpet Lanes West**
7505 Oklahoma Ave. 321-5050

**Miniature Golf and Driving Ranges:**
**Storm's (driving range)**
15155 W. National Ave. 784-7552

**Martino’s Putt Away Miniature Golf**
1215 W. Layton Ave. 281-5580

**Willow Golf Range (driving range and batting cages)**
4241 S. 27th St. 282-1221

**MOVIES**
For an evening of fun and entertainment, there are many movie theatre options, some within walking distance!

Cinemark 10 (27th and Morgan) 672-5111
Budget Cinema (Hwy. 100) 529-4050
Oriental Landmark Theatre 276-8711
Value Cinema 761-7469

**PERFORMING ARTS**

<table>
<thead>
<tr>
<th>Venue</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alverno Presents</td>
<td>ext. 6044</td>
</tr>
<tr>
<td>Pitman Theater/Alphonsa Hall</td>
<td>224-9490</td>
</tr>
<tr>
<td>Milwaukee Repertory Theatre</td>
<td>929 N. Water St.</td>
</tr>
<tr>
<td>Pabst Theater</td>
<td>286-3663</td>
</tr>
<tr>
<td>144 E. Wells St.</td>
<td></td>
</tr>
<tr>
<td>Marcus Center for the Performing Arts</td>
<td>273-7206</td>
</tr>
<tr>
<td>929 N. Water St.</td>
<td></td>
</tr>
<tr>
<td>Riverside Theater</td>
<td>271-2000</td>
</tr>
<tr>
<td>166 W. Wisconsin Ave.</td>
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</tr>
<tr>
<td>Skylight Opera Theater</td>
<td>291-7800</td>
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<tr>
<td>813 N. Jefferson St.</td>
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</table>

**SPORTS**

If going to a professional or college sporting event is more your style, you’ll want to check out the many teams in Milwaukee. Call the numbers listed below for schedule and ticket information.

<table>
<thead>
<tr>
<th>Team</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admirals Hockey</td>
<td>227-0550</td>
</tr>
<tr>
<td>Brewers Baseball</td>
<td>933-9000</td>
</tr>
<tr>
<td>Bucks Basketball</td>
<td>272-0500</td>
</tr>
<tr>
<td>Marquette University</td>
<td>225-8240</td>
</tr>
<tr>
<td>Milwaukee Wave Soccer</td>
<td>962-9283</td>
</tr>
<tr>
<td>Mustangs Football</td>
<td>271-4000</td>
</tr>
<tr>
<td>Packers Football</td>
<td>496-5719</td>
</tr>
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</table>

**SHOPPING**

<table>
<thead>
<tr>
<th>Mall</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Avenue Mall</td>
<td>224-9720</td>
</tr>
<tr>
<td>275 W. Wisconsin Ave.</td>
<td></td>
</tr>
<tr>
<td>Southridge Mall</td>
<td>421-1102</td>
</tr>
<tr>
<td>5300 S. 76th St.</td>
<td></td>
</tr>
<tr>
<td>Mayfair Mall</td>
<td>771-1300</td>
</tr>
<tr>
<td>2500 N Mayfair Rd # G140</td>
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</tbody>
</table>

**TRANSPORTATION**

**Amtrak Train Station**
For general information and reservations, call 1-800-872-7245
The Passenger Station is located at 433 W. St. Paul (3 blocks south of Wisconsin Ave. on 4th and St. Paul.)
The number is 271-0840.

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badger Bus Lines</td>
<td>635 N. 7th St.</td>
<td>276-7490</td>
</tr>
<tr>
<td>Greyhound Bus Lines</td>
<td>606 N. 7th St.</td>
<td>272-8900</td>
</tr>
<tr>
<td>City Veteran Taxi</td>
<td>291-8080</td>
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<tr>
<td>Milwaukee County Transit System</td>
<td>344-6711</td>
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</tr>
<tr>
<td>Mitchell International Airport</td>
<td>5300 Howell Ave.</td>
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</tbody>
</table>

Bus schedules and maps are located in the Austin Hall lobby or in the bookstore.

**Mitchell International Airport**
Mitchell has no general information number. See the White Pages Business Section under Mitchell Airport for specific airline phone numbers.
Alverno College Bookstore
Our bookstore is a wonderful resource for you. Stop in when you need aspirin, cough and cold medicine, gift items, greeting cards, personal items, stationery, and much, much more! Munchies and chocolates are also for sale. Conveniently located in LA 122, hours of operation are posted on the door. Stop in today!

Banking
There are many choices available when it comes to banking. The favored option for most students is Harris State Bank (13th and Lincoln Avenue). This bank offers free checking and savings accounts with no minimum balance requirements. TYME cards are also available for your convenience. Call them at 671-6510.

Check Cashing
If you need money quickly, you can cash a check for up to $20.00 at the Business Office. There is a 25-cent service charge and you will need your student ID. You can also apply for a check cashing card at Pick-N-Save on 27th Street.

TYME/Cash Machine
The nearest Cash Machine is located in the LA Building next to the Bookstore. There are also Cash machines located within walking distance on 43rd & Oklahoma and 27th & Morgan.

Counseling
Free and confidential counseling is available for students. Counseling services is located in the AF building. Call ext. 6119 to make an appointment.

Liturgies
The Alverno Chapel offers liturgies and services throughout the academic year. If you would like to attend services elsewhere, there are churches of different denominations located within walking distance. For more information on other spiritual events and activities, contact the Campus Minister at ext. 6352.

Health Services
The College Health Service provides a broad range of health care services including acute care for illness and emergencies, health and wellness promotion, and opportunities to participate actively in your own health care. The Coordinator of Health Services is located in AF 203. Hours are posted at the beginning of each semester. Appointments are recommended, but not necessary, and can be made by calling ext. 6115.

Hospitals – There are two hospitals nearby for immediate care:
St. Luke’s is located on Oklahoma and 27th St. 647-6333
St. Francis is located on Oklahoma and 16th St. 647-5000

Commons Cafeteria
Offerings include hot entrees, salad/soup/deli bar, grill/deli specials, fruit, grab’ n’ go sandwiches, and a variety of pre-packaged snacks, coffee, and sodas. Log on to http://depts.alverno.edu/news/etc for weekly specials and healthy choice menu options.

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Grill/Deli/Salad Bar</th>
<th>Dinner</th>
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</thead>
<tbody>
<tr>
<td>Monday–Friday</td>
<td>7:30-9:30am</td>
<td>11am-1:30pm</td>
<td>11am-Closing</td>
<td>5-6:30pm</td>
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<tr>
<td>WEC Saturday</td>
<td>7:30-9:30am</td>
<td>11am-1:30pm</td>
<td>11am-Closing</td>
<td>4:30-6pm</td>
</tr>
<tr>
<td>WEC Sunday</td>
<td>7:30-9:30am</td>
<td>11am-2pm</td>
<td>11am-2pm</td>
<td>Closed</td>
</tr>
<tr>
<td>Non WEC Saturday</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Non WEC Sunday</td>
<td>Closed</td>
<td>Closed</td>
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The MUG: Coffeehouse and Café (lower level of Austin Hall)
The Mug offers Alterra coffee, Ice Rages, espresso, fruit smoothies, lattes, fresh bakery, gourmet sandwiches, and wraps. In the evening the menu also includes a hot entrée, salads, subs, ice cream, and a variety of pre-packaged items, snacks, and sodas. You can use your meal plan for purchasing.

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Regular Hours
- Monday – Friday 7:30am-1pm, 6:30pm-midnight
- WEC Saturday 6:30pm-10pm
- WEC Sunday 5pm-12 midnight
- Non WEC Saturday 10am-10pm
- Non WEC Sunday 10am-12 midnight

Thank you for living on campus and have a great year!