

NORTHLAND COLLEGE

**Residential Communities Handbook
2011-2012**

Residential Communities Handbook

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Northland College integrates liberal arts studies with an environmental emphasis, enabling those it serves to address the challenges of the future.

Northland College Vision

To be the nation's leading environmental liberal arts college.

Northland College Values

We value our mission as an environmental Liberal Arts college engaged in the pursuit of academic excellence and education that transforms the lives of our students.

We value the dedication of our faculty, staff, students, and trustees: we are a caring and close-knit community that encourages each individual to grow, learn, and become an agent of positive change.

We value - as individuals and as a community - the place where we live and work, and we are committed to sustainability and good stewardship, in order to conserve this place for the generations that will follow us.

We value, finally, the humility and awe that these connections generate in us: connections that tie our fate to that of this planet.

Welcome from the Director

On behalf of the Northland College Residential Life staff, I want to welcome you to your new home here on the Northland campus. Residential Life goes beyond just your housing and room condition. We are also dedicated to helping individuals grow within the supportive environment of a community. Given the diversity of the individuals who inhabit our residence halls and college-owned apartments and homes, each individual is given an opportunity to grow and learn through a broad variety of programming which will be provided by our staff.

The life of a Northland College student involves more than academic instruction and achievement. Although the above are essential to fulfill your academic and /or professional pursuits, Residential Life endeavors to help you develop skills beyond the classroom. At Northland College, students can acquire a vast knowledge in academics as well as develop leadership, social and communication skills by getting involved in campus activities and organizations. Students discover the essence of "living/learning" communities that exist in the residence halls and the ability for personal and academic growth to occur outside of the traditional academic environment. We invite you to be involved in hall programming, hall leadership opportunities, and other student organizations in order for you to learn how you can become a contributor within your new community.

This handbook will also serve as an essential tool for you to use during your college years and we encourage you to refer to this for questions that you may have. Also, please contact the Residential Life staff that live and work with you to provide additional assistance and support. We hope that you will find being a part of the on-campus living experience will provide you with fond memories that will last a lifetime!

Again, welcome to the Northland residential community!
Jared Friesen
Director of Residential Life

Environmental Commitment & Paper Reduction Practices

In an effort to reduce the amount of paper used by the Office of Residential Life, our main source of communication with students, residents, families, faculty, staff and guests will be through email. It is important that you check your Northland email account on a regular (daily) basis. Our hope is to limit paper mailings to you only a few times during the year.

Residence Halls

Your Room; Your Hall; Your Community; Your Responsibility

Upon checking in to on-campus housing of any kind, at any point during the year, you are held responsible to the policies and processes of the Residence Hall Handbook, Northland College Code of Conduct and all College policies. It is an expectation of the College and your responsibility to be familiar with and review all of the current policies and procedures.

About Each Hall/Community

McLean Environmental Living and Learning Center (MELLC)

The MELLC is our newest residential facility, linking together integral elements of environmental studies and sustainable living. This co-ed hall boasts three styles of accommodations: regular double rooms, double rooms with semi-private bath, and apartments. The entire facility can house 111 residents. The MELLC apartments are dedicated to sustainable living. They are fully-furnished, two-bathroom apartments that house six residents in two double and two single rooms. Students monitor energy systems and tend greenhouses in an effort to show the importance of alternative energy and waste reduction systems. Preference is given to residents who are willing to take part in this "living laboratory." The MELLC houses primarily returning students, but is available to all students. The residence hall provides ample social space with four kitchens, four lounges, and five study/meeting rooms.

Fenenga Hall

Fenenga Hall is our largest residence hall, housing up to 164 residents. It is a coeducational facility located on the north edge of campus, right next to the Center for Science and the Environment and about one block from the Ponzio Campus Center. Fenenga houses a good mix of first-year students and returning students. Due to its size and number of occupants, Fenenga is a very active and lively building with lots of activities and energy present at all times. Its ravine-facing rooms are popular options for students who want a "naturescape" view.

McMillan Hall

McMillan Hall is a co-ed residence hall with males on the first two floors and females on the third that accommodates about 120 students. McMillan's location, adjacent to the gym and pool, appeals to many of its residents. Like Fenenga, McMillan maintains a high level of activity and energy in the building from its residents. McMillan Hall contains the primary facilities for small game cleaning on campus to accommodate hunting and fishing enthusiasts.

Mead Hall

Mead Hall is our smallest residence hall with accommodations for about 50 residents. It is a co-ed facility that is centrally located on campus. The residence hall was primarily returning students in the past, but with the opening of the MELLC, Mead now has a balance of first-year and returning residents. Due to its small size, Mead is a unique and close residence hall community with lots of interaction between its residents.

Memorial Hall

Memorial Hall is our oldest residence hall and provides housing for about 80 women. It is a three-story structure located adjacent to the library. Memorial Hall's historic charm, fireplace lounge, and uniquely shaped rooms contribute to its popularity. Its single gender design allows for some gender-specific programming, education, and issue discussion to take place.

Townhouse Apartments

The townhouse apartments provide a unique housing option for returning and nontraditional students. These two-bedroom, two-bath, fully-furnished apartments enhance an independent lifestyle and are conveniently located on campus. There are seven two-story apartments that each house four residents.

Theme Communities

Currently, there are three theme communities at Northland, Gaia's Cradle (College-owned house), ECCO Haus (located in a MELLC apartment), and The Fireside (located in a townhouse. Gaia's Cradle facilitates a theme of gender issues, ECCO Haus facilitates a theme of sustainable living and folk arts; The Fireside seeks to merge expressions of art and sustainability. These communities provide unique thematic living arrangements for returning students who meet residency requirements. Residents of these communities work with the Group Living Director (GLD) and the Residential Life staff.

Staff

Resident Assistant (RA)

RAs will assist residents by living with them in their residential hall community. They provide support, emergency contact, a connection to campus resources, a place to share ideas and concerns, work out roommate and community issues, place maintenance requests, and to have fun and participate in programs that connect with Northland and northern Wisconsin.

Residence Hall Director (RHD)

The RHDs work with the RA staff to assist residents by living with them in their residential hall community. They are a support network for the entire community and live in the building with you. RHDs supervise each building's Residential Life staff and act as liaisons to the Office of Residential Life.

Group Living Director

GLD works with the Theme Communities, Townhouses, and College-owned houses. They provide support, emergency contact, a connection to campus resources, a place to share ideas and concerns, work out roommate and community issues, place maintenance requests, and other tasks.

Residential Life Office Staff

The Residential Life staff includes the Director of Residential Life, Residential Life Coordinator and the student Office Assistant. The staff work with students to create community on campus, facilitate housing placements, room changes, break housing, care packages, and much more. The office is located on the 2nd floor of the Ponzio Campus Center.

Meetings

All students residing in residential housing of any kind are required to attend all posted meetings. It is at these meetings you will receive important information about your housing, meals, checking in and out, policies and more. It is essential that you attend these meetings.

Security & Safety

To assist in protecting the members and facilities of the Northland community, we work with our Campus Safety office. The Campus Safety staff can be seen on campus assisting in a variety of roles. The requests of Campus Safety staff should be respected immediately as they will be upholding campus policies and procedures. When necessary the Campus Safety staff cooperates with the Ashland Police Department as well as the Ashland Fire Department and EMS services. They can be contacted at 715-682-1399.

Residence Hall Processes

Checking into a Room

Students are responsible for checking into a building with the assistance of a Residential Life staff member. At this time, students are expected to carefully inspect the room's condition against their check-in materials and to make corrections if any of the information is incorrect or incomplete. Any individual room damages that are noticed when the resident checks out of the room are checked against the check-in form and the student is billed for damages.

After you and your RA complete the check-in materials, you should be familiar with everything in your room and the condition that it is in. If something is not functioning properly, it is best that you let your RA know immediately so that a maintenance request can be submitted. Be sure to let the RA know the progress of the repairs. If the repairs haven't been completed within a few days, tell the RA again so that a follow-up can be done. You will not be charged for normal maintenance; however, you will be billed for damages that are not deemed to be normal wear and tear on the room at the time you check out of the space.

Checking out of a Room

Each student is responsible for proper checkout at the end of the semester. Proper checkout encompasses the following:

1. The contacting of a Residential Life staff member at least 24 hours prior to departure
2. Removal of all personal belongings from the room
3. Returning of the keys for room and/or Theme Communities
4. Furniture in original configuration
5. Room thoroughly cleaned

Failure to complete the above procedure will result in the assessment of additional charges.

Be sure to review the checkout document carefully as changes in condition are used as a tool to determine individual billing for damages.

Health and Safety Checks

General cleanliness, safety, and school policies are important issues when living in a residence hall with other students. For this reason, health and safety walk-throughs are done by the Residential Life staff during each semester. Notice of health and safety walk-throughs are posted in the common areas 48 hours and/or via email to your Northland account before they are to be done in a building. Also, rooms are usually checked during interim periods when the residence halls are closed. Residents will be held accountable if other policy violations are noticed during these health and safety inspections. All areas of your room will be checked.

In addition, maintenance staff may enter your room to complete maintenance requests and for emergency repairs. Maintenance staff will not enter a room before 10am to complete any requests.

Roommate Bill of Rights

This section is included by the Northland College Office of Residential Life as a reminder to each resident of your responsibility toward your roommate. Your enjoyment of life in the residence hall will depend, to a large extent, on the thoughtful consideration that you demonstrate toward each other.

Basic rights of a roommate include:

1. The right to read and study free from undue interference in one's own room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guests of roommate, etc.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access of one's room and facilities without pressure from a roommate.
6. The right to privacy.
7. The right to house guests with the expectation that guests are to respect the rights of the host's roommate and other hall residents.
8. The right to conflict mediation. Residence hall staff members are available for assistance in settling conflicts.
9. The right to be free from fear of intimidation, physical and/or emotional harm.
10. The right to expect reasonable cooperation in the use of room-shared appliances (telephones, cable hook-up, etc.).
11. The right to be free from pressure or ridicule regarding your lifestyle choice.

Remember: *To be a mature adult is to accept responsibility for the welfare of others. Only you can assure that you and your roommate enjoy these rights*

Room/Roommate Changes

Room changes occur only as a last resort and happen rarely. When changes are made they are usually within the first two weeks of the Fall and Winter Semesters provided that the resident has received approval in writing from the Director of Residential Life. All room changes are based on availability and at the discretion of the Director of Residential Life.

In order to make a room change a "Room Change" form must be completed. These forms are available from the Office of Residential Life. Residents moving without the written permission of the Director of Residential Life may be required to reverse the move and/or lose their housing deposit.

In cases where there is a conflict between roommates, residents are encouraged to seek the assistance of an RA to help mediate the dispute.

Single Room Assignments

Single rooms are assigned to students at the discretion of the Office of Residential Life.

Pre-Designed Singles – Pre-designed single rooms are rooms, due to size and furniture, meant to have only one occupant. There are a few pre-designed singles throughout campus.

Doubles as Single Rooms– A Double as Single room is when a room typically meant for two students is made available to one student at a single rate. Doubles as Single rooms:

- These are not guaranteed singles for an entire year. Residents will be notified if a single will not be available for the following term. Residents who receive this notification will be required to make sure that one side of the room is able to accommodate a roommate. Failure to make this accommodation will constitute a violation of policy and a fine may be put in place. An additional fine will be incurred if personal belongings need to be moved to accommodate the roommate.
- *must retain all room furniture to accommodate two students.*

Single Rooms for Students with Disabilities – Some students seek a single occupancy room because they have a short or long term disability that would be improved by the student having a single room. To make such a request, have your attending physician/counselor submit a letter to the Campus Nurse outlining your diagnosis and how a single room will be an integral part of your treatment protocol. Your physician's letter will then be reviewed by appropriate professionals at Northland College. A recommendation to approve (or not) will then be forwarded to the Director of Residential Life. Individuals provided with a "medical single" are responsible for the additional

charge for a single room. While all attempts are made to honor approved requests for medical singles, they are subject to space availability.

WITC and Residency

It is our policy not to assign WITC students to Northland College students when possible as students begin classes at different dates, have different coursework and requirements and often find that connecting with each other is difficult. Spaces are assigned to WITC students based on availability with our Northland College students having priority on space. Exceptions are made at the discretion of the Director of Residential Life.

Non-Traditional Students and Residency

Non-traditional students (over the age of 25 and/or already received a degree from another institution) who request on-campus housing, will be placed in a single space. It is our policy not to assign non-traditional students to room with the first-and-second year student population as there are different priorities for the living environment and often they find that connecting with each other is difficult. Spaces are assigned to non-traditional students based on availability. Exceptions are made at the discretion of the Director of Residential Life.

Transfer Students and Residency

Students attending Northland College as a transfer student, and are of junior standing or above, are not required to live on campus. Exceptions are made at the discretion of the Director of Residential Life.

Consolidation Policy

It is a requirement of all persons who are paying for a double room to have a roommate. In the event that a student who is paying a double rate does not have a roommate, the student who is left in the room will be required to consolidate.

Within the first two weeks, all residents who do not have roommates will receive a list from Residential Life. This list will include residents who are in the same circumstance, their telephone number and building location. Residents are encouraged to find a person who is on the list with whom they wish live (see the Room Change section of the handbook for procedures). Residential Life will give a one-week grace period for students to complete this process. Residential Life will assign a roommate for all residents who have not found a roommate by the end of this period. Location of the assigned room will be at the discretion of the Director of Residential Life.

Once an assignment for consolidation has been made, the resident will be required to complete the move by the deadline indicated in the notice. Failure to complete the move by the deadline constitutes a violation of policy and a fine will be put in place for each day the move is not completed.

Residents who are on the consolidation list should not assume that they have the option for a single room. Single rooms are awarded based on availability and the prioritized singles waiting list. Review the information provided in this handbook regarding single rooms.

If a roommate leaves:

- After consolidation: The roommate remaining will be required to consolidate if there are any eligible roommates available.
- After midsession: The roommate remaining will not be required to consolidate. They would be eligible to receive a roommate at the beginning of the following term.

Residents of the McLean Environmental Living and Learning Center apartments, college-owned houses and townhouse apartments should refer to their contracts for their consolidation requirements. Residents of these areas are responsible for maintaining their full occupancy for the academic year or being billed equally the full value of the vacant space. This can be amended by the Director of Residential Life.

Spring Term Housing Policy

The following are requirements for campus residents during the month of May or Spring Term:

1. Residents must be enrolled in a Spring Term class or wellness workshop.
2. Residents who leave campus for a spring trip must return to the campus to check out of their room by the May checkout deadline or they must check out prior to the April checkout deadline.
3. Residents who attend trips off campus and leave their belongings in their rooms are responsible for their belongings. Residents who fail to remove their belongings by the May checkout date will be charged by the College for "improper checkout" (\$100) and in addition, fees for boxing and removal of their belongings will be assessed. Northland College and its employees are not responsible for the conditions of a resident's belongings in this case or at any other time.
4. Residents who do not fulfill their academic requirement (i.e. attend classes) by the beginning of the second week of the Spring Term will be asked to move off campus.

Spring Break Housing

You must sign up housing during this week. There will be no food service during spring break. Due to staffing and safety, you may be assigned to a specific room and building as advised to you by the Director of Residence Life. Information regarding Spring Break housing will be available in February. Please see your RA or RHD for more information.

Summer Housing Policy

One residence hall area will be made available for students during the summer months. Applications, prices, and other conditions are available in the Office of Residential Life in April.

Meal Plan Changes

If you are living on campus, you are required to have a meal plan. First year students are required to have meal plan option 1 or 2. Meal plan Options 1, 2, 3 and 4, are available to on-campus students. Residents may change their meal plan by formally requesting a meal plan change prior to the last day to add/drop a course each term. Forms are available through the Office of Residential Life, 2nd floor Ponzio Campus Center, and from your RA/RHD. Students may change meal plans through the last day to add/drop classes without record: September 16 for Fall Term, January 20, for Winter Term, and May 11 for Spring/May Term.

If you wish to request a meal plan exemption, you must also complete the housing and meal plan exception form. A committee will review all requests and determine if an exemption to the meal plan policy will be approved. Students are informed via email of the outcome of the committee's decision. Housing and meal plan exemption forms are also available through the Office of Residential Life, 2nd floor Ponzio Campus Center. The housing and meal plan exemption committee meets several times throughout the year but does not convene for specific individual cases.

Residence Hall Responsibility – Reporting Concerns

If you notice items which need repair in the common areas (bathrooms, lounges, etc.), you should let your RA/RHD know so that he or she may submit the appropriate paperwork. Should you see people damaging common areas, you should ask the students to stop and let the Residential Life staff know so that the damage does not get billed to all residents. All unclaimed damage will be assessed to all students who reside in the residence hall.

College-Owned Houses, MELLC Apartment and Townhouse Additional Requirements

These unique housing options for students require additional requirements. For students living in these areas, please refer to the College-owned houses, Apartment and Townhouse information posted in each unit for additional procedures, policies and guidelines.

Residence Hall Policies You Need to Know

Resident Behavior

The primary responsibility for behavior rests with the individual resident. Consideration and tolerance of others is required in the hall setting in order to avoid an overload of rules governing individual conduct.

Fines may be assessed and/or disciplinary actions may be taken against individuals who do not follow campus and residential building policies.

Absence from the Residence Hall

We expect that you will conduct yourself as an adult within our community. Students who become ill, are involved in an accident, or for some other reason are going away from the residence hall for a time period should inform their RA as soon as reasonably possible so that they can be reached in the event of an emergency. Residential Life occasionally receives calls from residents' parents/guardians regarding their whereabouts. By informing your RA of your travel plans, etc., you assist us in communication with your family in the event of an emergency.

Alcohol

Alcoholic beverages can only be consumed by persons of age in their individual rooms with the door completely closed. All persons present must be of legal drinking age. The use of alcohol should not interfere with the normal operation of the residence hall. No open alcohol containers are allowed in common areas (such as lounges, bathrooms, hallways, etc.). An open alcohol container is defined as a bottle or can of intoxicating substance which has the seal broken or other container holding alcoholic beverage. Open containers will be confiscated on the spot and disposed of, and the incident will be documented.

Underage persons found in possession of alcoholic beverages and/or open alcohol containers will have them confiscated on the spot, and the incident will be documented. You could face disciplinary actions for violating the alcohol policy.

Off-campus persons are not exempt from the alcohol policy in the residence hall. Should you be found in violation in the residence hall, you will be asked to leave the residence hall immediately. Failure to do so will result in contacting local authorities.

No open alcohol containers or consumption of alcohol by those 21 or older are allowed outside residential units on campus property including lawns, porches and parking lots. Any individual/organization wishing to sponsor an event where alcoholic beverages will be present will need to adhere to guidelines for such events. This information may be obtained from the Office of Residential Life.

"Home brewing" is permitted in campus residential facilities as long as the product contains **no alcohol**. Persons found in violation of this policy will be subject to disciplinary action.

For more detailed information, refer to the full Alcohol Policy provided in this handbook and in the Student Code of Conduct.

Bathrooms/Sinks/Water Fountains/Bubblers

Bathrooms that are common to many residents' rooms are cleaned on a regular basis by the VHS Cleaning and Commercial staff. When they are cleaning a common bathroom, do not enter or use that bathroom for any reason. They need to have the space cleared so the cleaners can do their work and you are not coming into contact with those cleaning products.

Residents living in the suites, townhouses, college-owned houses and MELLC apartments are responsible for the cleaning of their suite bathroom on a regular basis, unless otherwise directed by the Office of Residential Life and/or your RHD. You will need to provide your own cleaning supplies to maintain your unit.

Items should not be left in the bathroom for safety and cleanliness reasons. Please take all items with you. Items left in the bathroom after 24 hours will be discarded without notice.

Bathroom sinks and water fountains/bubblers are not meant for you to drain or strain any food into. Please use the provided kitchen sinks and the proper strainers to drain any items. Individual(s) misusing these areas will be held responsible for damages and additional cleaning costs for these areas.

Bicycles

Bicycle racks are located by most buildings on the Northland College campus. It is strongly suggested that students keep their bicycles locked at all times. However, bicycles that are found locked to railings, posts, etc., may be removed. For safety reasons, bikes cannot be stored in hallways, lounges, etc. Bicycles found in these areas will be removed. Northland College and its employees are not liable for the loss of or damage to an individual's bicycle. Bicycles may be stored in an individual's room with consent of the roommate. The bike may not be suspended in front of the door, window, or in such a way which blocks exits from the room. **Important: Bicycles which are dirty must be cleaned before being brought into the building.** Failure to comply with this condition may result in loss of the room storage privilege and/or a fine! There is limited availability for winter storage. Contact your RA and RHD for more information.

Bicycles are removed at the end of the May term and again before the beginning of fall term each year. Notices will be posted on the bike racks and throughout campus regarding bike removal. All bikes removed are stored for a specific amount of time. After that time frame, the abandoned bicycles will be discarded. Contact your RA or RHD for more information.

Cable TV

Each residence hall room is equipped with cable for either an FM radio or a TV. It is suggested that residents acquire an adaptor and/or extra cable for their TV from a vendor in town. Do not alter or tamper with your cable TV connection in any way. Report to your RA or RHD any problems with the cable connection.

Satellite dishes are not permitted in/at any residential unit.

Candles, Oil Lamps & Incense

All candles, oil lamps, incense or other items that produce an open flame (whether lit or unlit) are not permitted in any residential housing building including townhouses, apartments and theme communities. Candle warming devices are allowed if they come equipped with an automatic on/off switch. If a student wishes, incense will be provided for meditation/religious use in the Spirit Life Center located on the second floor of the Ponzio Campus Center.

Computer Use

Shown below is important information as you get started with using your computer on campus. Please take some time and read through this information as it will help with some of the questions you may have as you set up your computer and as you begin to use the computer labs on campus. This information can also be found at: <http://www.northland.edu/student-life-support-computing.htm>
How to Connect your Personal Computer [Note: Residence Hall internet connection fees are built into your housing fee. There is no additional charge.]

1. **Cable:** You will need a Cat5 network cable. Cables can be purchased from a hardware/electronic store or from the I.T. Department. The I.T. Department has 25 foot cables for \$5.00.
2. **Connect:** Plug your Cat5 network cable into the back of your computer and into the network port on the wall.
3. **Antivirus:** Northland College **requires** a valid antivirus program on all computers. If you do not have any antivirus it is highly recommended by the Northland College Information Technology Department that you install Sophos Anti-Virus. The program is available FREE to all members of the Northland College community. Not using anti-virus software could put your computer at risk of serious damage and loss of data. Sophos Anti-Virus is available for download at <http://www.northland.edu/student-life-support->

[technology-virus-spyware-protection-sophos.htm](http://www.northland.edu/student-life-support-technology-virus-spyware-protection-sophos.htm) . If you are unable to install the program, please contact the IT HelpDesk at ext. 1855.

4. **Network Drives:** If you want to have access to the network drives follow the instructions at: <http://www.northland.edu/student-life-support-technology-FAQs.htm>

Personal Wireless Router Policy

Only wireless access provided and installed by the Northland College Information Technology department is permitted on the Northland College campus.

Personal wireless routers are not permitted because they interfere with regular network access across campus.

If you have a wireless router connected to the network, please disconnect it immediately. Otherwise, your access to the network will be disabled until the router is removed.

Troubleshooting Checklist

If you experience problems with your computer, such as slow internet speed or inability to use chat programs please take the following steps BEFORE contacting the I.T. Department.

1. Update Microsoft Windows: Microsoft Windows needs to be updated frequently. Go to **Start – All Programs – Windows Update**.
2. Update & Scan Sophos Antivirus: Run Sophos Update and perform a virus scan of your entire computer. For more information visit our anti-virus page at: <http://www.northland.edu/student-life-support-technology-virus-spyware-protection-sophos.htm>
3. Run an Anti-Spyware Program such as Spybot Search and Destroy.

Troubleshooting Network Related Problems

The IT department will provide support and troubleshoot any **network related** (including virus removal) **or student-account related issues**.

Computer Troubleshooting and Repair

The IT department does not troubleshoot or fix students' personal computers for non-network related issues. However, if a student is having a problem with their computer they can bring it in to the IT department. Our technician will look at the problem with the student and make some suggestions as to possible solutions. It is up to the student to get their computer repaired.

Telephones

There are phones located in every residence hall room and in locations across campus. To call from on-campus phone to another on-campus phone, just dial the last four digits in the phone number (e.g. to reach the Office of Residential Life, dial 1272). Local calls can be made from most phones by dialing "9" and then the seven digit number desired. Each residence hall room has a local directory for looking up local numbers.

Students CANNOT BILL CALLS to their rooms and CANNOT ACCEPT COLLECT CALLS.

To place collect calls, dial '9-0' and ask the operator for assistance. For access to '900' & '976' numbers, you must use a personal credit card. **Please note:** If you seek to receive a calling card, you must use your home address to establish it. If you order a card using the college address, it will be cancelled immediately, without notification to the card holder.

Persons off campus who wish to call someone on campus can do so by dialing (715) 682+ the four digit extension. If the calling party does not know the extension, they should dial (715) 682-1699 and give the operator the name of the person they wish to contact.

I.T. Department Contact Information

Northland College
Information Technology Department
1411 Ellis Avenue, Ashland, WI 54856
Location: Brownell Hall Rm #001

Hours: 8:00 am–4:30 pm Monday-Friday
Phone: Campus ext. 1855
Off Campus: 715-682-1855

Controlled Substances / Illegal Substances/Drugs

The illegal possession and/or use of compounds that produce hallucinations or illusions when introduced into the body and all compounds covered under federal and state drug control laws are not compatible with the College's expectations for student responsibility. Therefore, they are not allowed in any of the Northland College residence halls, townhouses or theme homes. Individuals who engage in such illegal acts are subject to referral to law enforcement agencies and separate disciplinary sanctions from the College. For more detailed information, refer to the full Controlled Substance Policy provided in this handbook and in the Student Code of Conduct.

Electrical Appliance Information

Cooking in residence hall rooms is discouraged, as the residence hall rooms are not designed for this purpose. Popcorn poppers, hot pots and similar devices (i.e., with no open burner/coil and limited wattage) are acceptable. Devices such as hot plates, Fry Daddys, electric frying pans, fondue pots, or other similar appliances which require grease and/or open flame for cooking are not permitted. Microwave ovens are provided in each kitchenette, and those that require 800 watts or less are allowed in the residence hall rooms. Any appliance used in the residence halls must be UL listed and be in good condition with no broken parts or damaged cords. If you are unsure about an appliance that you have, contact the Office of Residential Life for clarification. Only compact refrigerators are permitted in the residence hall rooms.

Electrical clocks, radios, stereos, televisions, blankets, razors, microwaves, George Foreman grills, personal computers, and small refrigerators may be used in resident rooms. The only cooking appliances permitted are coffee makers, microwaves, and appliances with self-contained heating units. Each hall provides kitchenettes for extensive cooking. Possessing or using hazardous electrical appliances such as those with exposed heating elements is not permitted in residence hall rooms.

We recommend the use of surge protectors for all electrical equipment. Residents may not alter the electrical systems or equipment in their rooms/apartments/townhouse/home. Residents of the MELLC apartments, townhouses and college-owned homes should speak with the Office of Residential Life to request to use any special appliances in their unit.

Facilities Use by Non-Residents

Residence hall facilities are for the use of hall residents only. Non-residents may not use showers, laundry facilities, etc., without prior approval from the Director of Residential Life and/or they provide proper guest credentials. Persons found doing so will be considered trespassers and escorted out of the building.

Fire Alarms

When an alarm is sounded, it should be treated as an emergency.

It is in violation of campus policy for any person to not respond to a fire alarm.

During an alarm:

1. *Put on shoes/coat*
2. *Close window and open curtains*
3. *Touch door to see if it is hot, if so, stay in room and try to attract attention through window*
4. *If door is not hot, turn off lights and other electrical appliances*

5. *Close your door, but leave it unlocked*
6. *Exit building*
7. ***Remain outside until RHD or fire department give the all clear***

Fire Drills

Each term, the Residential Life staff will conduct fire drills to help you prepare yourself for a potential fire alarm / fire. Residents are expected to abide by the directions of the staff during fire drills and fire alarms.

Fire Equipment

It is illegal to tamper, in any way, with firefighting equipment (extinguishers and hoses), emergency lights, exit signs, or smoke detectors. To do so unnecessarily endangers others in the event of a crisis. All violators of this policy will be prosecuted in accordance with the law. Students who reside in an area in which a smoke detector is disconnected, turned off or tampered with, causing the device to malfunction, will be referred for disciplinary action and charged for repair/replacement of the device. Each smoke detector is equipped with a battery backup. In the event that a battery charge is low, a beep will be heard. Please notify an RA or RHD immediately to facilitate the changing of the battery.

Fire Hazards

The following are considered fire hazards and may not be stored or used in residence halls or housing units:

1. Any type of fuel (camp stove, gas, kerosene)
2. Any machine/equipment which requires the above to operate.
3. Homemade lofts or decks.
4. Anything blocking windows or doorways (i.e. tapestry hung in doorway, bicycle hung in front of window, etc.).
5. Bicycles, etc., in hallways and lounges.
6. Halogen / torch style lamps. Due to the high level of danger associated with this style of light as well as the extreme energy inefficiency of halogen lamps, Northland College does not allow this type of fixture in residence hall rooms. Any student found in possession of this style of lamp will be required to remove the lamp.
7. Cut trees or bushes (i.e. Christmas trees).
8. Hallways and stairwells must remain clear of resident items to allow for a safe fire exit. Items stored inappropriately will be removed without owner's consent.
9. Incense, candles, oil lamps, and other open-flame objects are not permitted in residence hall rooms, housing units or living areas.
10. Anything that can be reasonably determined to be a hazard by the Director of Residential Life.

Flammable Liquids, Chemicals, Open Flame, Fire Hazards

The possession and use of any harmful chemicals, flammable liquids/lighter fluid, firecrackers, and/or other explosives in the residence halls or immediate vicinity is prohibited.

Firearms, Weapons and Explosives

For the protection and safety of all hall residents and the campus community, rifles, shotguns, airguns, paint-ball guns, black powder guns, bows, arrows, wrist rockets, slingshots, blowguns, etc. are not allowed in residence halls or any place on campus but the designated "Gun Room."

HANDGUNS ARE NOT ALLOWED ANYWHERE ON CAMPUS.

All weapons must be registered with Campus Safety and must be stored in the gun storage room as directed by Campus Safety. Fireworks of any kind are not allowed anywhere on campus. Violations of any of these policies will result in disciplinary action. Please follow the guidelines for storing weapons under Fire Arm/Weapon Storage Procedure.

Firearm/Weapon Storage Procedure

Any weapon brought onto the Northland College campus grounds must be stored in the Gun Room. Guns are defined as rifles, shotguns, air guns, air soft guns, pellet guns, paintball guns, black powder guns, and BB guns. Gun regulations also apply to all strung bows, crossbows, compound bows, wrist rockets, slingshots, and blowguns. **Handguns are not allowed anywhere on the campus.** A student found guilty of possessing a gun on the campus in violation of College rules may be suspended from the College.

The following describes the procedure to follow if you bring a gun to campus.

1. All guns must be registered and stored in the College "Gun Room" upon being brought to campus.
2. Guns may not be kept or stored in any other College rooms or houses. Guns/weapons are not permitted to be stored in vehicles.
3. Northland College assumes responsibility for guns while in storage in the Gun Room.
4. Contact Campus Safety (715-682-1399) to set up an appointment to store a weapon/fire arm. You will need a photo ID to store a weapon.

Gun/Weapon check out hours:

Noon – 6am Mon-Fri, 24 hours a day Sat/Sun

Gun/Weapon check in hours:

Noon – 6am Mon-Fri, 24 hours a day Sat/Sun

5. You must bring your unloaded gun and ammo, bow and arrows, in a sealed case to have the items stored. All items must remain in a sealed case when stored.
6. A "Gun Registration Card" will be issued for each gun placed in storage.
7. Guns may be checked out of storage only by showing the Gun Registration card and a Northland College Photo ID Card/Drivers License.
8. The Gun Registration Card will be retained by Campus Safety who checks a gun out of storage.
9. No person will be allowed to check out a gun belonging to another person.
10. The Gun Registration Card will be returned to the gun's owner when the gun is returned to storage.
11. Campus Safety will log the time a gun is removed from storage and the time it is returned.
12. When a gun is removed from storage permanently, the Gun Registration Card will be retained by the Campus Safety.
13. Guns on the campus / in Ashland city limits must never be loaded and must be cased when being transported.
14. You should clean your guns/weapons off-campus prior to returning. The college does not have a cleaning room only a storage room with limited space to clean. If on-campus and need to clean your weapon, you may only clean your fire arm in the supervised Gun Room. You may not clean weapons anywhere else on-campus.
15. Ammunition and arrows must be stored in the Gun Room. Residents may not store ammunition and arrows in your residential hall room/unit.
16. You may only store small quantities (1-2 boxes and less than 10 arrows) in the Gun Room. All ammunition and arrows must be properly stored in boxes or cases. You may not store bulk cases/crates/boxes of ammunition in any residential unit. You may not store bulk cases/crates/boxes of ammunition in the Gun Room.
17. The Residential Life and Campus Safety staff reserves the right to ask you to store any item they feel could potential detrimental to the residence hall community.
18. The use of guns on campus is subject to civil law. Northland College is within the Ashland city limits. Among other pertinent laws, local ordinances require that guns must be unloaded and cased within city limits and while in a moving vehicle. Further, it is prohibited to fire a firearm within city limits.

Game-Cleaning Rooms

McMillan Hall has a space where those who hunt and fish can clean their catch. A limited amount of freezer space is also available in this building. A few guidelines have been developed

to ensure cleanliness of the rooms and to foster appropriate use of natural resources. Tanning or drying of hides is not permitted in any campus housing; see a Residential Life staff member for assistance.

For hunters that intend to hunt for larger game, such as bear or deer, please make sure that you have secured a place to store your meat. The freezers in the residence halls are not big enough to accommodate large game. For dressing large game, a “deer pole” is located by the maintenance building. Please make sure that all of the by-products created by dressing your animal are properly disposed.

You may not use any residential housing facilities to clean bones or skulls. Please contact your RA or RHD to connect you with faculty and staff on campus with facilities and processes to do this safely. Additionally, you may not freeze any animals in residential housing facilities that are not properly prepared/dressed. All items placed in the freezer must be properly wrapped and labeled. Contact your RA or RHD before using the freezers to store these types of items.

Garbage / Recycling Rooms

Each residence hall and residential housing unit has garbage and recycling rooms available for your use. Do not leave any garbage or recyclables in the hallways, common areas, or exterior spaces of the building.

Guests

Northland College welcomes guests of residents to visit the campus. The guest policy encompasses the following:

1. Guests are permitted in the residence halls any day of the week.
2. Guests are subject to all the rules of the College and the residence halls in which they are staying. Any complaints about a guest will be directed to the host. If complaints persist, this may result in the guest being required to leave the residence hall.
3. Hosts are responsible for the conduct of their guests whether the hosts are present or not.
4. The host of the guest staying in the residence hall must have the approval of all occupants of the room in which the guest will be staying. The rights of your roommate supersede those of your guest. If cooperation is not obtained between roommates, a staff member should be contacted for assistance.
5. Guests are welcome to stay on campus a total of 4 days in any 30-day period.
6. Lounge furniture may not be used to accommodate your guest (i.e. a couch for sleeping on, etc.); nor should a roommate be forced from their room or bed.
7. Any group or individual should have the prior approval of the Residential Life Office in case there is an emergency. If the Office of Residential Life cannot be reached then the on-floor RA should be notified. In a single-gender residence hall, it is preferred that the guest be of the same gender to stay overnight.
8. Guests are not permitted during break periods.
9. Due to the lack of appropriate sanitary facilities, guests are not allowed to camp overnight on the Northland College campus.

For additional information on guest accommodations, please contact the Office of Residential Life.

Harassment

Each member and guest of the Northland Community has the right to be free of harassment and discrimination of any kind including verbal, non-verbal, electronic means, and physical actions. All actions deemed as harassment or discriminatory are prohibited and you will face disciplinary action if you take part in harassing any member of the Northland community.

Keys

Each resident will be issued key(s) to access their personal room, as well as an ID card to open the outside door of their assigned residence hall. Townhouses will be issued ID card access only.

College-owned homes are issued keys to their exterior house door only. All outside entrances of residence halls are locked.

Residents are strongly encouraged to lock their room door and/or house exterior door when they are not present. Also, when entering a building, do not let non-residents into the building (unless they are coming to see you) or strangers into the building as it compromises everyone's security.

The following policies apply to all residential key holders:

1. Keys are for use ONLY by the person to whom they are issued. No resident shall let another person possess or use their keys.
2. Keys may not be used to gain entrance to buildings during times when the college is officially closed.
3. Keys must be turned into a Residential Life staff member at the end of the academic year, and/or at the time a resident permanently vacates the room/residence hall.
4. If keys are lost or stolen, it must be reported to the Office of Residential Life immediately. Lost, stolen or misplaced keys will be replaced for residents for a fee (\$25-room; \$15-ID card).

After reading the rules as stated above, the resident will sign a key card allowing for the issuance of a room key. By virtue of signing the key card, the resident confirms having read and understood these rules. The resident should also realize the misuse of the key privilege will be considered grounds for disciplinary action and/or possible revocation of the key privilege. All keys found should be returned to Residential Life so that they may be returned to the appropriate person(s).

Kitchenettes

Each hall has a kitchen equipped with a stove/oven, refrigerator, and microwave. It is the responsibility of all residents to keep their kitchen clean after use. If the kitchen is not well maintained by the hall residents, the privilege of using the kitchen will be revoked. Pots and pans can be checked-out through your RA/RHD.

Laundry

Laundry facilities are located in each residence hall. The charge for a wash load is \$1.25, and a dryer load is \$1.25. This is paid for using a MacGray card. Money is loaded onto the card via the machine across from the Post Office in the Ponzio Campus Center. If you lose your card you will have to purchase a new one from the machine for \$5.00 (comes preloaded with \$3.00). If a machine is not working, please contact your RA or RHD to advise them of the machine and its problems.

Lofts

At this time, residents may loft only the furniture in the MELLC as it is designed for lofting. Residents may not bring or build their own loft for their room. Furniture is NOT to be lofted on blocks or any other homemade device as this can present serious potential for accidents. Periodic checks will be made by the hall staff to make sure that students are not lofting the furniture.

Noise/Quiet Hours

It is often difficult to define an appropriate noise level. RHDs and RAs work to maintain an atmosphere conducive to studying. Below are some tips to remember while trying to gauge your noise level:

1. Enjoy your TV or stereo at levels that do not disturb others. Not everyone has the same tastes in music or TV shows that you do, or they might be trying to listen to their own!
2. If you want your music loud, use earphones.
3. Use musical instruments (drums, electric guitars, organs, etc.) only in the appropriate

practice rooms. Acoustic guitars that are played softly during non-quiet hours are permitted with the permission of the people occupying the same space (rooms or lounges). No other instruments may be played elsewhere in the residence halls.

4. Remember that people live above, below, and around you. They may be on the phone long distance, studying, etc.
5. If you are asked to be quiet, do so immediately. To not do so is a violation of another person's rights!
6. Always remember that you do not have the right to disturb another person. DO NOT assume you have the right to make noise when another person wants quiet.
7. Academics always come first. Individuals who consistently violate policy with their stereo, TV, and/ or musical instruments will have them impounded into storage for no less than one full semester and/or other disciplinary action may be taken.

Quiet hours in the residence halls are from 11pm – 7am (Sunday through Thursday) and 12am – 8am (Friday and Saturday). During Quiet Hours, doors should be shut; room noise should be kept to a reasonably low level. All other times of the day Courtesy Hours should be kept.

Outdoor Games/Fire Ring

No individual or group games are permitted in the parking lots or in streets. Snowball fights are not permitted near any residential unit. When playing group games in the immediate vicinity of the hall, please remember to be respectful of people, property, and quiet/consideration hours as not to cause injury to others or damage to facilities or equipment. To use the fire ring by Mead Hall, first consult with Campus Safety regarding local and federal fire policies, burning times and other important information. You can reserve through contacting the Information Desk on the first floor of the Ponzio Campus Center.

Parking

Parking permits are available through the Business Office in Brownell. New students will be provided an opportunity to secure a parking permit during Orientation. Parking enforcement will begin at midnight on September 5, 2011.

Parking Permits

Parking Permits will be required for all overnight parking on campus.

Campus Center Reserved lot (Townhouses)	\$125
Memorial Hall Reserved lot	\$125
McMillan Hall Reserved lot	\$125
All other lots, not reserved	\$50
Baseball Field lot (permit needed)	No cost
No refunds or transfers allowed.	

Overnight Parking

Overnight parking is allowed on campus for vehicles displaying a 2011-2012 parking permit in the following locations:

Memorial Hall lot	Memorial Hall Reserved permit only
McMillan Hall lot	McMillan Hall Reserved permit only
Campus Center lot (designated by signs)	Campus Center Reserved permit only
The rest of the Campus Center lot	(See below)
Lots south of the Ring Road	Any permit
Science Center (Fenenga) lot	Any permit
Good Shepherd Church lot	Any permit
Baseball Field lot	Any Permit*

*A permit is needed for the baseball field parking lot but there is no cost for this permit and it can be obtained at the Business Office in Brownell.

- Overnight parking permits must be displayed in the lower corner of the windshield on the driver's side. These can be purchased at the Business Office in Brownell.

- NO overnight parking is allowed in the Brownell Hall lot, Bro House lot, or in the Campus Center lot (except for the reserved area in front of the Townhouses and MELLC apartments). Overnight parking is not permitted in the Good Shepherd Church lot from Saturday at noon till Monday morning.
- No staff or student parking is allowed in the Visitor spaces near Wakefield Hall, Wheeler Hall or Brownell Hall from 8:00 AM to 5:00 PM.
- Handicap parking is allowed for vehicles displaying a valid handicapped parking permit.
- Physical Plant Visitor parking is reserved for persons making short visits to the Physical Plant Office. No overnight parking is allowed. Persons picking up vans will have parking information included in their rental materials.

Enforcement and Special Conditions

Campus Safety staff will enforce the policy. Violations during day time hours can also be called into the Ashland Police Department. Students, staff and faculty will be required to leave vehicles in designated lot areas when they will be off campus during the snow plowing season.

Lots will be closed as needed for snow plowing. Notification will be given by posting temporary signs in lots giving the day and hours the lot will be closed for plowing. Campus-wide email notices will also be sent out when possible. If vehicles are left in closed lots and they interfere with snow removal, they may be ticketed and towed.

Cars parked in “No Parking” areas, delivery or service areas, or in fire lanes will be ticketed. Vehicles may be towed if they interfere with public safety, grounds care, or snow removal.

Visitor parking is allowed in the general lots with a Guest Permit. Guest permits may be picked up at the Business Office during business hours on weekdays. After hours and weekends, the host of the visitor should contact their Residential Life staff member for instructions.

Personal Property

THE COLLEGE IS NOT LIABLE FOR PERSONAL PROPERTY WHICH MAY BE LOST, STOLEN, OR DAMAGED IN ANY WAY. A student is encouraged to carry renter’s insurance either through information which is available from the Office of Residential Life or through the student’s family insurance provider.

You are responsible for helping to maintain the security of your residence hall. This may be done by locking your individual room door, not propping open locked doors, and immediately reporting all suspicious behaviors to Residential Life staff members.

Lost and found items should be taken to Campus Safety or the Information Desk in the Ponzio Campus Center. Persons looking for lost and found items should remember to ask at places where they were at and to work with Campus Safety to see if the items were turned in.

Pets/Animals

Due to the cleanliness and safety of all persons, the only pets/animals permitted in the residence halls and residential units are aquarium fish. All other pets are not permitted unless they are licensed service animals and approved through the Director of Residential Life. Exceptions in the residence halls are determined by the Director of Residential Life and/or the Dean for Student Life. This includes any guest who may bring a pet with them. Residents will be held responsible for the actions of their guests so encourage your friend and family to leave pets at home or keep them outside of the building. There are several kennels in the area which offer both daytime and overnight kenneling services. Violation of this policy will result in disciplinary action and/or a fine,

as well as the immediate removal of the pet/animal. If you do not immediately remove the pet/animal, local animal welfare officials will be called to remove it.

In the end, we want all who live, study, work, and visit Northland College to have a safe and clean campus. Owners of pets/animals are not allowed to bring them inside residential units nor tie them up and leave them unattended at any time. Dogs must be leashed within the city of Ashland. Northland College is within the city of Ashland.

Picture / Poster Hanging in Common Areas

All general posting of informational posters, flyers and advertisements should be posted on established bulletin boards. All postings that are mounted on any other surface will be removed. Please contact the RHD of your building to assist in determining where you can hang a poster in a residential building. Posters may only be hung using blue/purple painters tape as not to damage the walls of the buildings.

Ponzio Campus Center

Since the Ponzio Campus Center (PCC) is also the dining hall, you may not bring pets into the building due to health codes. Also, remember to heed all posted signs regarding policies for the PCC. If you would like to reserve a room in the PCC, please call or contact the Information Desk (x1699).

Power Outage

If there is a power outage in your room or a common area of your residential unit, please contact your RA, RHD or the Office of Residential Life immediately. Do not attempt to fix or diagnose electrical issues.

If a residential unit or campus loses power, residents are encouraged to remain in their rooms and follow instructions issued by Residential Life staff. DO NOT use candles or other open flames for lighting. Keep a flashlight nearby.

In the event of an outage, turn off all computers, lights and appliances to avoid a surge on the system when power is restored. Ensure someone remains with any disabled persons who become stranded as a result of the outage. If additional assistance is required, contact Campus Safety.

Recycling

In today's world, our landfills are rapidly filling, our fossil fuel supplies are decreasing, and pollution is widespread. In keeping with Northland College's environmental mission, we ask that students recycle as much of their refuse as possible. Recycling rooms (or areas) are available in each of the residence halls. We also ask that students be aware of the energy implications of leaving windows and doors open in the winter months as well as the use of non-efficient lights and appliances. Fines may be assessed and/or disciplinary actions may be taken against individuals who do not use campus recycling facilities properly.

Room Appearance & Personalization

Since Residential Life does not provide room cleaning, residents must keep their room in good order for health and sanitation reasons. Rooms left unclean or the misuse of furnishings could result in a maintenance service charge. Health and safety checks will be one way we will work with all residents to maintain a safe and friendly environment in our residential communities.

Cleaning supplies are the responsibility of the resident to secure. Remember to work with your roommate and neighbors when selecting cleaning supplies and we highly encourage you to use "green" products whenever possible. For vacuums and other cleaning supplies, see your RA or RHD to find out if they are available.

- Giving rooms a personal touch can be fun, however, discretion must be used to protect the rights and safety of all residents. Decorations should be a credit to the individual, the hall, and the College. The appearance of the hall to the public, from the outside, is important.
- Anything displayed in the window or on walls must be non-discriminatory and comply with all campus policies. The housing staff maintains the right to remove posters, signs, or other items from room windows or corridor walls.
- Posters and other wall hangings may only be adhered to the wall surface or Northland College furniture with blue/purple painters tape.
- It is not permitted to string any type of wiring or cables from room to room.
- TV Satellite Dishes, of any kind, are not permitted.
- Air Conditioners are not permitted unless approved by the Director of Residential Life and for extenuating circumstances.
- The removal of screens or having any type of outside fixture on or outside your window is prohibited.

Any item that is hung in a public area must be appropriate for community viewing. Posters deemed not appropriate by the Director of Residential Life must be removed upon request. Items may be removed by the Director of Residential Life without the permission of the owner.

Room Decoration - Adhesives

The only adhesives allowed in the residences halls are blue/purple painters tape. This adhesive holds items well and, when removed, leaves little to no residue on the walls. This means there is less chance that you will be charged for clean up and/or repainting of a room. The goal of suggesting adhesives is to provide residents with the products that have proven to cause the least amount of damage. Damages that arise from adhesives will result in repair costs being assessed to the resident. Items such as bumper stickers, duct tape, glues or foam tape should not be applied to any of the surfaces in the residence hall. Residents must remove all traces of adhesives from any surface prior to checkout.

Room Cleanliness

It is the responsibility of every resident to maintain his/her room in a clean and safe condition. Periodic room checks will be conducted during the year with advance notice to residents. In rooms found in unsatisfactory condition, residents will be given two days to correct the condition or face a fine determined by the Director of Residential Life.

Room Furniture

Furniture in the residence halls may not be transferred from one room to another or from one building to another. Northland College and its employees are not liable for damage to personal property or personal injury which may happen as a result of students who rearrange the furniture in the residence hall. Anyone found having unauthorized Northland College owned furniture in their rooms will be billed every day the furniture is not in its original location. Furniture is NOT to be lofted on blocks or any other homemade device as this can present serious potential for accidents. Periodic checks will be made by the hall staff to make sure that students are not lofting the furniture.

All furniture must remain in the room and may not be placed in any Northland storage facility. At checkout, all furniture must be put together the way it was at check-in. Additional charges may be assessed to you if the furniture is missing any parts or poorly re-constructed.

Room / Residence Hall Painting

You are not permitted to paint any portion of your residence hall room, residence hall common areas, college-owned house, apartment or townhouse. If you feel that an area requires painting, please inform your Residence Hall Director who will make those recommendations to be considered for future painting.

Safety Policies

To protect personal safety as well as to maintain our buildings and grounds, Northland College has established several policies.

1. Climbing or repelling on any campus buildings or the wind tower is prohibited.
2. All roofs on campus are off limits to everyone except authorized maintenance personnel.
3. Basements and attics in college-owned houses (Gaia's and Solomon's Ring) are off limits to everyone except authorized maintenance personnel.
4. Removing screens from, jumping from, or climbing out of any campus building window is prohibited.
5. The wooden bridges and sidewalks on campus are for pedestrian traffic only. All motorized vehicles are prohibited from using the bridges. There will be times when authorized campus vehicles will be permitted on sidewalks to complete job-related activities.
6. Snowmobiles and ATVs may not be operated on campus grounds. If you bring a snowmobile or ATV to campus it must be registered with the Maintenance Department. Those students registering one of these machines will be sent a copy of the city ordinance governing their use in the city.
7. Fireworks of every kind are prohibited on campus.
8. Cut trees or bushes (i.e. Christmas trees) are prohibited in residence halls and residential housing units.
9. Halogen torch style lamps are prohibited in all residential facilities.
10. Candles, oil lamps, incense or other items that produce an open flame are prohibited

Smoking

All building and housing units are smoke free. Smoking is prohibited within 25 feet of all residence hall entrances. Residents in violation of this policy are subject to disciplinary action. In addition, residents who smoke in the residence hall rooms or housing units will be assessed room damages upon checkout. Primary detection of smoking of any substance will be odor. Odor alone will be sufficient to indicate smoking in a room or hall. Fans are not permitted during winter months. If you are using a fan during this time, it could be used as evidence you are attempting to avoid responsibility for smoking in your room.

Solicitation

Door-to-door solicitation for any reason is prohibited in the residential facilities with exception given to candidates running for public office who have filed for election. Any candidates seeking to campaign or distribute campaign materials in the residential facilities must make arrangements at least 24 hours in advance with the Director of Residential Life.

Advertising or campaign literature may not be attached to or placed under room doors.

Residents are not permitted to conduct or solicit business, products or services from their room.

Storage Facilities

Locked storage areas are available in each residence hall for resident's personal belongings such as trunks, luggage, skis, etc. All items placed in storage must be clearly marked with your name, address, and the date. The Residence Hall Director may determine whether an item is suitable for storage. Personal items left in storage after a student permanently vacates the residence hall will be removed, disposed of, and/or sold after the passing of one regular academic semester.

NORTHLAND COLLEGE AND ITS EMPLOYEES ARE NOT LIABLE FOR LOSS OF OR DAMAGE TO RESIDENT'S' PERSONAL BELONGINGS PLACED IN STORAGE AREAS. Only residents planning to reside in the hall in the fall may store items in that hall during summer.

Outdoor storage is not permitted except for bikes on designated bike racks. For storage of large items, such as canoes, kayaks, boats, snowmobiles, etc, contact the Office of Residential Life. Items stored inappropriately will be removed without the owner's consent. Residents of the MELLC apartments, town homes and theme houses should work with the Office of Residential

Life for summer and school year storage.

Telephones

There are phones located in every residence hall room and in locations across campus. To call from on-campus phone to another on-campus phone, just dial the last four digits in the phone number (e.g. to reach the Office of Residential Life, dial 1272). Local calls can be made from most phones by dialing "9" and then the seven digit number desired. Each residence hall room has a local directory for looking up local numbers.

Students CANNOT BILL CALLS to their rooms and CANNOT ACCEPT COLLECT CALLS.

To place collect calls, dial '9-0' and ask the operator for assistance. For access to '900' & '976' numbers, you must use a personal credit card. **Please note:** If you seek to receive a calling card, you must use your home address to establish it. If you order a card using the college address, it will be cancelled immediately, without notification to the card holder.

Persons off campus who wish to call someone on campus can do so by dialing (715) 682+ the four digit extension. If the calling party does not know the extension, they should dial (715) 682-1699 and give the operator the name of the person they wish to contact.

Information on the Voice Mail Service will be available from your RA and from the IT department.

Theft and Vandalism

At Northland College, as in our greater community, the costs of damages and vandalism that cannot be traced to a specific individual are shared by everyone. Therefore, Northland College reserves the right to assess residents the charges and/or withhold resident's room deposit for damages which occur in public areas of a residence hall (lounges, hallways, and stairwells, etc.). In these instances an entire residence hall, individual residents, or residents in a specific area or wing of a residence hall, may be assessed charges for damages which occur in a residence hall. Any acts of theft or vandalism should be reported immediately to the RA or RHD. Law enforcement officers should be contacted where insurance claims are concerned. Residential Life should receive a report (forms available in the Office of Residential Life) to keep on file.

Tornados/Severe Weather

During a tornado warning, the residents are advised to seek shelter in the lowest level interior corridor of their residence hall, townhouse or theme house and keep away from the windows. Residents who are in the building during a tornado warning must follow procedures as directed by Northland College personnel.

Windows/Screens

For safety reasons, as well as to avoid excessive wear, residents are not allowed to remove windows or screens. In case of an emergency/fire, the screen is able to be pulled/ripped out to allow you to exit your residence. If a screen is removed for any non-emergency reason, the residents could be assessed a fine for each day the screen is not secured in the window frame. Replacement of a screen not returned within 5 days will include the daily cost of the screen up to that point, cost of the screen replacement and labor to replace the screen. In addition, this is a conduct violation and may be handled through the judicial process. Do not tamper with any screen on campus.

Conduct Code

The Northland College Conduct Code is the set of policies and procedures to help ensure a safe and vibrant community that respects all persons attending, visiting and working at Northland College.

Preamble

Northland College, in the liberal arts tradition, embodies certain values that give an institution a distinctive identity and character. As a church-related, though non-sectarian, institution of higher learning, Northland is committed to fostering individual development and believes this can be done only in community. The College therefore assumes that those who choose to enter the Northland College community will conduct themselves as persons of honor, integrity, and civility. Furthermore, because each student contributes to the character of the entire community, the College expects that each individual will show respect for self, other persons, and property. Recognizing that individuals at times, for a variety of reasons, do not meet the expectations of the community, a code of conduct has been prepared to clarify expectations and spell out consequences for failing to do so.

The Code

Acts or behavior which shall be deemed unacceptable at Northland College will include the following:

1. Violations of local, state, or federal laws.
2. Any intimidation; racial, sexual, or other form of harassment; abuse; or physical assault of any person.
3. Any acts which are either malicious or potentially dangerous to persons or property.
4. Violations of rights of privacy of residents' rooms or of College offices.
5. Theft or vandalism of College or personal property.
6. Violation of College policies pertaining to: (a) firearms, (b) parking, (c) alcohol and substance use and/or abuse, (d) food service, (e) residential life, and (e) safety
7. Turning in false fire alarms, tampering with firefighting equipment, or setting any unauthorized fires on College property.
8. Creating unnecessary noise or disturbances around the campus.
9. Failure to appear before a hearing officer or board when given written notification.
10. Plagiarism, cheating, or any act of academic dishonesty.

Administrative Procedures

Article I

General Jurisdiction of Hearing Officers and Conduct Boards

Section 1. All Northland College hearing officers and boards shall be charged with the just and dispassionate disposition of all cases arriving under the Northland College Conduct Code and all applicable College Regulations.

Section 2. No person shall serve on more than one board in any capacity.

Section 3. No defendant shall serve on any board before which that person is tried. In the event that any member of the board before which the hearing or appeal is to take place is a defendant, that person shall automatically be disqualified from sitting in the board throughout the conduct of the hearing.

Article II

Jurisdiction of Particular Officers and Boards

Section 1. The Dean for Student Life or designee shall have primary jurisdiction as the hearing officer in all cases arising under the Northland College Conduct Code and any and all applicable College regulations, with the exceptions indicated in Section 2 below.

Section 2. The Academic Dean or designee shall have primary jurisdiction as the hearing officer in all cases involving questions of academic honesty.

Section 3. The Appeals Board shall be composed of: (1) a student member appointed by NCSA, (2) a faculty member appointed by the faculty president, (3) a member of the administration appointed by the President of the College.

Section 4. The Appeals Board shall have appellate jurisdiction on any and all cases arising under the Northland College Conduct Code, other College regulations, or questions of academic honesty, in which hearing officers have previously acted, if: a) written appeal is presented to one of the officers of the Appeals Board within five days of the decision of the hearing officer; and b) any two members of the Appeals Board are of the opinion that an important legal or constitutional issue is raised by the case in question. In the event that an appeal is not made to the Appeals Board within five days of the decision of the hearing officer, or fewer than two of its members are of the opinion that the Appeals Board should hear the case, the decision of the hearing officer shall stand.

Section 5. The President of Northland College shall have power to pardon persons convicted under the Conduct Code. Convicted persons seeking pardons shall, within five days of the proceedings in the Appeals Board to which they previously appealed, submit a petition in writing to the President seeking a pardon.

Section 6. The President of Northland College and the Dean for Student Life (or designee) are empowered, in case of "clear and imminent danger" to suspend individual(s). They will inform the student(s) that they have the right to appeal. If appealed, the suspension shall last no longer than three class days after the written appeal is received, during which time the Appeals Board shall meet. After hearing arguments, the Appeals Board shall decide whether to: a) terminate the suspension, or b) suspend the individual(s) for a period to be determined by the Appeals Board and/or levy other sanctions.

Article III

Procedures

Section 1. Filing a Complaint - Any member of the Northland community may file a Community Complaint indicating the alleged violation of Conduct Code. Community Complaints should be filed with: (1) the Director of Residential Life for all incidents in the residence halls, (2) The Academic Dean for all incidents involving academic honesty, and (3) the Dean for Student Life for all other incidents.

Section 2. Initial Hearing - Designated hearing officers will meet with the person complained against, to determine responsibility and levy a sanction as appropriate. A copy of the complaint and the hearing officer's decision will be given to the person complained against.

Section 3. Appeals - Persons wishing to appeal the decision of the hearing officer must submit a written appeal to a member of the Appeals Board within five days of the hearing officer's decision.

The Appeals Board will meet to consider the request for an appeal hearing. If the appeal is denied the appealing officer's rule shall stand. If the board agrees to hear the appeal they will set a hearing date at which time they will hear from all sides of the issue. They will then render a decision which may confirm or over-turn the ruling of the hearing officer. Written copies of their decision will be given to the person requesting the appeal and to the original hearing officer.

Section 4. Pardons - A request for a pardon must be submitted in writing within five days of the decision of the Appeals Board. The President will consider the request for a pardon within 10 days of its receipt and will give a written copy of the decision to the person requesting the pardon, to the Appeals Board, and to the original hearing officer.

Article IV

Search and Seizure Evidence

Section 1. Search Warrants shall be issued only for probable cause, attested by known persons whose names shall appear on the Warrant, and that the items for which the Warrant is specifically issued are in the place indicated on the Warrant.

Section 2. The following personnel shall be empowered upon the testimony of a witness, to issue Search Warrants: Dean for Student Life (or designee), and President of Northland College.

Section 3. Valid Search Warrants shall contain the following information:

- a) Specific name of the person(s) to be searched, specific and unambiguous description of the place(s) to be searched, and specific description of the things to be seized;
- b) The period during which the search may be conducted, which shall not be longer than twenty-four (24) hours after the Warrant is issued;
- c) The name(s) of the person(s) empowered to carry out the search, who shall not be the person issuing the Warrant.

Section 4. Items which are seized as a result of issuance of any Search Warrant shall be specifically noted on the face of the Warrant, and shall include no other articles whatsoever.

Section 5. Personnel who conduct a search as a result of issuance of any Warrant shall not be hearing officers or members of boards before which a hearing is subsequently conducted as a result of the particular search.

Section 6. Official copies of all Search Warrants shall be introduced in evidence at any hearings resulting from searches conducted under them. Persons who conduct Searches and/or Seizures shall be called as witnesses at any hearing resulting from said searches and seizures to certify that they conducted the Search according to the provisions set forth above and in the properly issued warrant.

Sanctions

The appropriate hearing officers and boards are charged with hearing a complaint, determining responsibility, judging the seriousness of the behavior, and determining the appropriate sanction. Sanctions may be of a developmental, punitive, or protective nature depending upon the situation.

Our goal is to correct behavior, educate individuals and help them develop; however, the safety and welfare of the majority is of prime importance. Repeat offenders can expect to be given more severe sanctions than first-time offenders. Persons whose behavior indicated that they present a clear and imminent danger to persons or property should expect to be suspended from College.

The following list includes sanctions which the hearing officers and boards are empowered to impose. Certain cases may also be taken to civil court:

1. Fine and restitution
2. Community service
3. Probation for a set period of time with behavioral expectations
4. Removal from a room, a residence hall or the residence halls
5. Educational projects
6. Alcohol or chemical dependency assessment
7. Alcohol or chemical dependency treatment
8. Psychological assessment
9. Psychological therapy
10. Suspension from the College

For certain violations there are mandatory minimum sanctions. See Alcohol and Controlled Substance Policy.

Community Complaint

A community complaint is the form which is used by any College member who has a complaint against another community member. When a community complaint is issued against someone, a notification form and a copy of the complaint is sent to them. The notification form indicates the options available to you, should you violate policy. Each notification form has a date by which you must reply. If you do not reply by the date/time assigned, you will be given a sanction in addition to the one for that offense. The sanction will be automatic barring extenuating circumstances, and may not be appealed.

If you decide to contest the allegations made against you, you must return the form to the Office of Residential life and supply the office with times you will be available for hearing. Failure to show up to a hearing also will result in an additional sanction. For some offenses you may have the option of pleading no-contest, and paying a fine. Should you decide to pay a fine, you must indicate your choice on the notice of community complaint form, and return it to the person indicated on the form. Fines not paid within three weeks will double.

Important: *If you receive a community complaint, the place to take up issues is in a formal hearing, not in a punitive way against the complainant. This can only lead to more problems and further sanctions. Also, a community complaint is not an automatic assumption of guilt. If you feel the allegations are not accurate, respond appropriately on the notification form to schedule a hearing.*

Information Report

An information report is a written warning used in certain policy situations where a community member feels a community complaint may not be warranted. The Director of Residential Life reserves the right to convert an information report to a community complaint if the facts of the situation appear to indicate a greater impact on the community.

Alcohol & Beverage Policy

Preamble

Northland College is committed to maintaining an academic and social environment conducive to the intellectual and personal development of each student. To foster that development, the College strives to provide for the safety and welfare of all its members of the College community. It is in this context that the College seeks to promote responsible, informed choices involving the consumption of alcoholic beverages in accordance with state laws. The consumption of alcoholic beverages in moderation is a privilege for campus residents of legal age. Furthermore, the College discourages alcohol abuse that may lead to academic failure, socially disruptive behavior, or chemical dependency.

Statement of Policies Related to the Use of Alcohol and Other Drugs

STANDARDS OF CONDUCT regarding alcohol and other drugs.

1. Students at Northland College are subject to all federal, state, county, and local laws and ordinances regulating the sale, possession, and use of alcoholic beverages, as well as the rules and regulations stipulated by Northland College.
2. In the State of Wisconsin it is unlawful for persons under 21 years of age to possess, purchase, attempt to purchase, or consume any alcoholic beverage. Possession of an alcoholic beverage is evidence of intent to consume.
3. It is also unlawful for any person to sell or give alcoholic beverages or to induce such a person to purchase or attempt to purchase such a beverage. The law also forbids the misrepresenting of one's age for the purpose of consuming alcoholic beverages. Northland College abides by Wisconsin law.
4. It is unlawful to manufacture, distribute, dispense, possess, or use controlled substances. Any student or employee who illegally possesses, uses, distributes, and/or sells narcotics, stimulants, hallucinogens, or other controlled substances will be subject to disciplinary action.

LEGAL SANCTIONS for the unlawful possession or distribution of alcohol and other drugs.

1. Anyone found by officers of the law to be in violation of the laws regarding alcohol and illicit drugs may be subject to fine, suspension of the person's automobile operating privileges, participation in a supervised work program, or any of the combination of the

above. Public consumption of alcoholic beverages on the city streets is subject to a fine of \$25.00 to \$100.00. Further information on these sanctions can be obtained from the Ashland Police Department or the District Attorney.

HEALTH RISKS associated with the abuse of alcohol and the abuse of illicit drugs.

1. Drugs cause physical and emotional dependence. Users may develop a craving for specific drugs, and their bodies may respond to the presence of drugs in ways that lead to increased drug use.
2. Regular users of drugs develop tolerance, a need to take larger doses to get the same initial effect. They may respond by combining drugs, frequently with devastating results. Many teenage drug users call a national cocaine hotline report that they take other drugs to counteract the unpleasant affects of cocaine.
3. Certain drugs, such as opiates, barbiturates, alcohol, and nicotine, create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal.
4. Psychological dependence occurs when taking drugs becomes the center of the user's life. Psychological dependence erodes academic work performance and can destroy ties to family and friends, as well as cause the person to abandon outside interests, values, and goals. The user goes from taking drugs to feel good, to taking them to keep from feeling bad. Over time, drug use itself heightens the bad feelings and can leave the user suicidal. More than half of all suicides are drug-related.
5. Drugs can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition that is whether it is fat-soluble. Fat-soluble drugs such as marijuana and phencyclidine (PCP) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body. Such accumulation of drugs and their slow release over time may have effects on the mind and body weeks or even months after drug use has stopped.

College Stance Regarding Drug and Alcohol Abuse

Northland College will make a good faith effort to ensure a drug free workplace and College community. Northland College abides by federal laws, Wisconsin laws, their adaptation by the City of Ashland, and all local ordinances.

Violations of the laws related to alcohol and other drug use and abuse will be subject to sanctions as defined in the student and employee handbooks. These include: confiscation of illegal substances, reports to officers of the law, referrals to substance abuse education programs, assessments and follow-up counseling, fines, disciplinary probation, suspension, and dismissal from the College. Specific situations are addressed below.

Goals of the Alcohol Policy

1. To achieve support for all federal, state, and local laws governing alcohol.
2. To foster healthy attitudes towards alcohol, balancing personal use with community responsibility.
3. To promote awareness of the dangers of abuse, including the physiology and compulsion of addiction.
4. To help secure comfortable living and learning conditions for the whole community.
5. To promote awareness of community resources and support systems which are available.

Policy Statements

1. The consumption or possession of alcoholic beverages by anyone under age is prohibited. (Possession includes on the person, in their room or vehicle, or in a room where alcohol is being consumed.)
2. Consumption of alcoholic beverages by people of legal age is allowed only in rooms of individuals who are of legal age. The door to the room must remain closed while alcohol is being consumed. All persons present must be of legal drinking age.

3. Serving alcoholic beverages anywhere on campus other than in private rooms requires the permission of the Associate Dean of Student Life.
4. On-campus advertisement of on-campus or off-campus events at which alcoholic beverages are to be served should not promote excessive drinking. Signs that do so shall be removed.
5. Absolutely no alcoholic beverages are allowed in College motor pool vehicles.
6. A person who is unconscious due to over-consumption of alcohol will be treated as a medical emergency. Expenses incurred are the responsibility of this person.
7. Giving and/or selling alcohol to underage persons and selling without a license to anyone is a violation of state laws and College policy. Selling is defined by the state as: "Sell," "sold," "sale," or "selling" means any transfer of alcohol beverages with consideration or any transfer without consideration if knowingly made for purposes of evading the law relating to the sale of alcohol beverages or any shift, device, scheme or transaction for obtaining alcohol beverages, including the solicitation of orders for, or the sale of future delivery of, alcohol beverages.

Responsibilities Regarding Alcohol

The federal government and the State of Wisconsin have determined that persons must be at least 21 years of age to consume alcoholic beverages. Northland College complies with the local, state, and federal laws.

If you are 21 years of age, realize that you are responsible for your behavior while using alcohol. It is important to remember that you are in a very compromising situation if it is discovered that you are buying/supplying alcohol to underage individuals. This can have serious and far-reaching effects on you should the underage person injure themselves or others.

Underage persons need to realize that consumption of alcohol is simply against the law. This is an area which is not up to Northland College to interpret. The Residential Life Staff is charged with the enforcement of the policies in residence halls and must confiscate all alcoholic beverages (and open containers) in your possession. Remember, should you find yourself in this situation, you made the decision, and you must be ready to accept the consequences of your actions. All confiscated beverages will be disposed of.

No large amounts of alcohol (such as kegs, party balls, wapituli buckets, etc.) are allowed on campus without written permission of the Dean for Student Life.

In the Residence Hall

Alcoholic beverages can only be consumed by persons of age in their individual rooms. The door to the room must remain closed while alcohol is being consumed. All persons present must be of legal drinking age. The use of alcohol should not interfere with the normal operation of the residence hall. No open alcohol containers are allowed in common areas (such as lounges, bathrooms, hallways, etc.). An open alcohol container is defined as a bottle or can of intoxicating substance which has the seal broken or other container holding alcoholic beverage. Open containers will be confiscated on the spot and disposed of, and the incident will be documented.

Underage persons found in possession of alcoholic beverages and/or open alcohol containers will have them confiscated on the spot, and the incident will be documented.

Off-campus persons are not exempt from the alcohol policy in the residence hall. Should you be found in violation in the residence hall, you will be asked to leave the residence hall immediately. Failure to do so will result in contacting local authorities.

"Home brewing" is permitted in campus residential facilities as long as the product contains **no alcohol**. Persons found in violation of this policy will be subject to disciplinary action.

Counseling

Whether you are of legal drinking age or not, we at Northland realize that drinking can be a problem. If drinking becomes a problem for you, or if you think that you may be developing a problem, there are counselors available on and off campus who can help you. All sessions are confidential.

On Campus

Kathleen Skoraczewski, ext. 1369
David Saetre, ext. 1253

Off Campus

Memorial Medical Center Behavioral Health Services 685-5400
Alcohol and Drug Information and Referral Center 682-5207

Sanctions for Violation of Alcohol Policy

These are the mandatory minimum sanctions which will be assessed to students who violate the alcoholic beverage policy:

- Underage drinking, or other policy violations
- Alcohol related behavior resulting in community disturbance or other actions detrimental to the College

1st Offense: Social probation, \$25 fine and/or educational sanction

- Violations of supplying alcohol to underage persons and of possessing alcohol in College vehicles start at 2nd offense.
- Second or subsequent offenses are accumulated through the duration of a student's consecutive enrollment at Northland

2nd Offense: Social probation, alcohol assessment administered by an AOD professional, and either a \$200 fine or 40 hours of community service

3rd Offense:

For on-campus residents:

- a. No less than one full semester suspension from residence halls, loss of room rent, and social probation;
and/or
- b. Chemical dependency assessment and treatment if indicated. If treatment is not indicated, a \$350 fine will be levied as a sanction for the offense. If treatment is indicated and the offender refuses it, a \$350 fine will be levied and the offender will be suspended from the residence hall for no less than one full semester

For off-campus students:

- a. \$350 fine, social probation, and exclusion from the residence halls for no less than one full semester;
and/or
- b. Chemical dependency assessment and treatment if indicated. If treatment is not indicated, a \$350 fine will be levied as a sanction for the offense. If treatment is indicated and the offender refuses it, a \$350 fine will be levied and the offender will be excluded from the residence halls for no less than one full semester.

4th Offense: No less than one full semester suspension from the College and an indefinite exclusion from campus housing.

Where a choice of sanctions exists, the choice is up to the hearing officer.

Controlled Substances Policy

Policy Statement

The illegal use or possession of controlled substances is prohibited. Those who are alleged to have sold controlled substances will be referred to civil authorities. If a person is convicted of delivering controlled substances they will be suspended from the College for not less than one year. Persons found in violation of this policy may be suspended immediately if they are deemed a danger to others. (See Article II, Section 6 of the conduct code.)

Sanctions for Marijuana

For those individuals who are found possessing small quantities of controlled substances of marijuana or possessing paraphernalia which has been used for smoking marijuana. A small quantity is defined as less than one-half ounce, or smaller quantities with packaging and weighing materials is considered possession with intent to deliver, and is a felony under Wisconsin Law.

1st Offense: Probation, \$50 fine and/ or educational sanction

2nd Offense: \$200 fine, assessment administered by an AOD professional, and probation

3rd Offense:

For on-campus residents:

- a. No less than one semester full suspension from residence halls, loss of room rent, and social probation;
and/or
- b. Chemical dependency assessment and treatment if indicated. If treatment is not indicated, a \$350 fine will be levied as a sanction for the offense. If treatment is indicated and the offender refuses it, a \$350 fine will be levied and the offender will be suspended from the residence halls for no less than one full semester.

For off-campus students:

- a. \$350 fine, social probation, and exclusion from the residence halls for no less than one full semester;
and/ or
- b. Chemical dependency assessment and treatment if indicated. If treatment is not indicated, a \$350 fine will be levied as a sanction for the offense. If treatment is indicated and the offender refuses it, a \$350 fine will be levied and the offender will be excluded from the residence halls for no less than one full semester.

4th Offense: No less than one full semester suspension from the College and an exclusion from campus housing.

Sanctions for Other Controlled Substances

Those individuals who are found possessing small amounts of all other controlled substances or possessing paraphernalia with residue of their use:

1st Offense: \$200 fine and probation and possible assessment.

2nd Offense:

For on-campus residents:

- a. No less than one full semester suspension from residence halls, loss of room rent, and social probation;
and/ or
- b. Chemical dependency assessment and treatment if indicated. If treatment is not indicated, a \$500 fine will be levied as a sanction for the offense. If treatment is indicated and the offender refuses it, a \$500 fine will be levied and the offender will be suspended from the residence halls for no less than one full semester.

For off-campus students:

- a. \$500 fine, social probation, and exclusion from the residence halls for no less than one

- full semester;
and/or
- b. Chemical dependency assessment and treatment if indicated. If treatment is not indicated, a \$500 fine will be levied as a sanction for the offense. If treatment is indicated and the offender refuses it, a \$500 fine will be levied and the offender will be excluded from the residence halls for no less than one full semester.

3rd Offense: \$500 fine, plus not less than two full terms suspension, and an indefinite exclusion from campus housing.

Fines

All fines collected via drug and alcohol violations, will be used to purchase alcohol and drug education materials.

Smoking Policy

As of October 1, 1991, Northland College is a smoke-free campus in all its campus-owned buildings and College-owned vehicles. The only exceptions to this are Native American ceremonial occasions.

Confidentiality & Student Records

In recognition of the student's right to privacy and freedom from unjustified queries for personal data, Northland College abides by the Federal Family Education Rights and Privacy Act of 1974. Northland's policy on Release of Education Records is fully stated in the Northland College Catalog.

Northland College reserves the right to publish directory information on current students and honors third party requests for this information without the student's written consent. Directory information includes name, class, college address, home address, and telephone number. Dates of attendance and graduation are also released. Any student wishing the College not to release directory information must notify the Registrar, in writing, no later than the second week of each school session.

Policy on Psychological Disorders

The College strives to balance its concern for the health and welfare of individual students with those of the larger campus community. Consequently, when a student's conduct is dangerous or disruptive of campus life, the College may take disciplinary action against him or her. In some cases, the Dean for Student Life, in consultation with the Student Life staff, may offer the student the option of taking a psychological assessment from an agency, institution, or practitioner selected by the College, instead or in addition to such action.

The assessment process will be coordinated by the Dean for Student Life. A student selecting this option will be required to sign a release providing appropriate college officials access to the assessment results. The college will use the information gathered through the assessment to determine whether the individual will be allowed to continue as a student and/or remain in a College residence hall.

A student who is permitted to continue at the College will be required to follow the recommendations of the assessing agency/practitioner as well as those imposed by the College. The student will be required to execute a release to enable College officials to receive copies of the agency/practitioner's records to monitor the student's compliance with the treatment plan. Confidentiality in this process, from referral through the completion of treatment, will be provided

according to the College's policies on student records.

The student's health insurance will be responsible to pay the costs of treatment and the initial assessment. Any failure to adhere to the treatment plan, further endangerment to the well-being of the student or others, or further disruption of the campus environment may result in immediate suspension or expulsion.

Sexual Assault

Sexual assault is a serious issue and as such, warrants our attention and our concern. Our attention is necessary because anyone can be subject to a potential assault, regardless of gender. This issue warrants our concern because just one incident on campus will affect not only those individuals directly involved, but the entire campus community. Every act of disrespect that occurs on campus diminishes each of us.

Sexual assault and date acquaintance rape are not only illegal but will not be tolerated at Northland College. The College encourages students who have been assaulted to report the assault to the Student Life Staff of the College and the proper legal authorities. It should always be reported because of the possibilities of physical and psychological injuries resulting in hospitalization, pregnancy, or a sexually transmitted disease such as HIV. Reporting the assault helps the College prevent future assaults and continued criminal behavior by the assailant.

Sexual assault is a term that is used to cover a broad range of crimes that involve unwanted sexual contact. Terms you may be more familiar with may be: date/ acquaintance rape, stranger rape, rape, etc...Each of these terms has a specific definition and is listed below.

Sexual assault - A forced sexual act against one's will (this definition includes both men and women). In Wisconsin, sexual assault includes sexual intercourse and sexual contact with another person without the consent of that person.

Sexual Contact - Intentional touching by the victim or the perpetrator of intimate parts.

Sexual Intercourse - Penis-vagina intercourse as well as cunnilingus, fellatio, or anal intercourse.

Rape - Sexual intercourse against a person's will and without their consent.

Date Rape - Rape by someone the victim has been, or is, dating.

Stranger Rape - Rape by someone the victim does not know.

If at any time you were forced into a sexual act against your will, please follow the procedures listed below.

Procedures to be Followed by Students in the Event of Sexual Assault

1. If you are raped or assaulted remember YOU ARE NOT TO BLAME!
2. Get to a safe place as soon as possible and contact a close friend who can be with you as long as you need him or her. Your friend can accompany you to the medical exam, the police department, or counseling and advocacy service.
3. Report the assault to an advocate and/ or the police.

Telephone instructions:

Ashland Police Department - dial 911

Center Against Sexual and Domestic Abuse (counseling and advocacy) - dial 9-1-800-649-2921

4. Try to preserve physical evidence. Do NOT change your clothes, shower, bathe, douche, or use the toilet. Save all clothing, linens or other items that may have been touched by the assailant. All physical evidence that is collected can be used in court.
5. Be AWARE! Contacting the authorities does not mean you are pressing charges. Further legal action will not be taken without your permission. Additionally, as a victim of sexual assault, your name should not be released to the news media.
6. Go to the hospital immediately whether or not you choose to report the assault to the

- police. YOU MAY GO TO THE HOSPITAL EMERGENCY ROOM WITHOUT FILING A POLICE REPORT. YOU SHOULD TAKE A FRESH SET OF CLOTHING. The hospital will save the clothing you were wearing during the assault as evidence in case you decide to press charges. Because of the dangers of sexually transmitted diseases, including HIV, and the possibility of pregnancy or injury resulting from the assault, you should go to the hospital immediately.
7. The closest hospital is Memorial Medical Center, located at 1615 Maple Lane in Ashland. You should go to the emergency room and request a medical examination by the physician using the Sexual Assault Kit required for evidence in cases of sexual assault. You will also be examined for injury and tested for sexually transmitted diseases. You should get to the hospital as soon as possible. The Police Department will be able to arrange emergency transportation to the hospital after the assault.
 8. Advocacy Assistance. Both the County of Ashland and the Center Against Sexual and Domestic Abuse (CASDA) have advocates available. The CASDA Advocate is available to accompany you to the hospital, to the police department, to be with you when you talk to the police officers, or to provide you with guidance and support if you are the victim of an assault. CASDA can be reached at 1-800-649-2921. The Victim Witness Advocate for Ashland County can be contacted in the Assistant District Attorney's Office during business hours (9 am-5 pm) at 682-7020. The advocate can provide you with referral information and can also be a link between you and the legal system.

Decisions and Actions

Decision - Contact an Advocate

Contact the Center Against Sexual and Domestic Abuse (CASDA). They can provide advocacy services, including having an advocate accompany you to the hospital, or meet you there, assistance in the legal process, helping you file for victims' compensation, provide individual counseling and support groups to encourage the recovery process.

Action - Dial 9-1-800-649-2921 24 hours a day, seven days a week. For on-campus support contact: Kathleen Skoraczewski, ext. 1369, or David Saetre, ext. 1253.

Decision - Go to the Hospital

Go to the hospital to ensure your physical and psychological health. You should go to the hospital as soon as possible after the assault regardless of the time of day or night. A special Sexual Assault Kit is available to collect evidence. This evidence is essential for any subsequent action you should choose to take against the assailant.

Action - Go to the Emergency Room of the Memorial Medical Center at 1615 Maple Lane in Ashland. Call a friend or someone from CASDA to go with you. If you need transportation to the hospital dial 911 and the police can escort you.

Decision - Campus Complaint

You wish to discuss the possibility of a College Community Complaint against the assailant. Confidentiality will be protected and support for victims will be provided in every possible manner. For the protection of all members of the College community, each incident of a reported rape will be investigated unless the victim asks that it not be investigated. The victims of sexual assault are made aware of the need to release information for the protection and safety of others. Their wishes regarding the amount of detail to be released will be honored and their anonymity protected.

Action - Contact the Dean for Student Life at ext. 1674 or 682-1674; Director of Residential Life at ext. 1290 or 682-1290 and/ or Campus Counseling staff at ext. 1369, or 682-1369.

Decision - Formal Legal Complaint

You decide to make a formal legal complaint against the assailant. Since sexual assault is a crime, a formal complaint can be made to the Ashland City Police Department. You should contact the police immediately after the assault even if you are not planning to make a formal complaint. They can help transport you to the hospital and help you preserve evidence in case you should change your mind at a later date.

Action - Contact the Ashland City Police at 9-911 or 682-7062 or the Ashland County Sheriff at 9-911 or 682-7023. You may also contact Campus Safety at 1399.

Decision - Formal Campus Complaint

You wish to bring formal charges against another student regarding the assault. You must document the assault in writing if you wish to go forward with the charges. The charges will be governed by the Administrative Procedures found in the Student Handbook.

Action - Fill out a Community Complaint in response to the assault. Community Complaints should be filed with (1) the Director of Residential Life for all incidents in the residence halls, and (2) the Dean for Student Life for all other incidents. Both are located in the Ponzio Campus Center.

Dean for Student Life	ext 1670	682-1674
Director of Residential Life	ext 1290	682-1290

Sanctions

Sanctions for violating this policy may include the possibility of suspension from the College. A student charged with sexual assault can be prosecuted under Wisconsin Criminal Statutes and disciplined under the Northland College Conduct Code. Even if the criminal justice authorities decide not to prosecute, the College can pursue disciplinary action. This policy applies to assault perpetrated by a Northland College student against another Northland College student, or against a person on Northland College grounds. Incidents perpetrated by a non-Northland College student will be referred to the proper authorities. In order to protect the victim, the alleged perpetrators status on campus may be altered (e.g. change in class schedule or campus housing).

NORTHLAND COLLEGE POLICIES

As a member of the Northland College community, you are also held responsible to all policies and procedures used at the College to maintain a vibrant campus community. If you would like more information on the policies at Northland College, please contact the Office of Residential Life.

HOUSING CONTRACT

This contract becomes a binding legal document when you (or your parent or guardian if you are under 18) sign the conditions set forth, and accepted by the Office of Residential Life at Northland College. You will be responsible for all policies in this contract, the Student Handbook, and the Northland College Catalog. Contact the Office of Residential Life at (715) 682-1272 if you have any questions.

Eligibility

Only those who are enrolled as full-time Northland College students in on-campus courses that are currently in session, may reside in the residence halls or alternative campus housing. WITC students may also be eligible, please contact the Office of Residential Life for more information. Students less than full time who wish to reside on campus are subject to approval. All first-year students and sophomores are required to live on campus. All students living on campus must have a meal plan. Exceptions to this rule include those students who are married, 21 years of age or older, veterans of the armed forces, and those students from the greater Ashland area who are living with parents or legal guardians during the academic year for which they are enrolled. Students who cancel their registration or withdraw, must vacate their room within 48 hours of their cancellation. Eligibility can also be affected if a student has a felony conviction. Students who have been convicted of a felony must report the nature of the offense to the Associate Dean for Student Life at the time of application, or immediately upon conviction, if during the period of contract. Eligibility to live in campus housing for a convicted felon would then be determined at the discretion of the Associate Dean for Student Life.

Period of Contract

Room assignments and meal contracts are made on an academic year basis for those students enrolled in on-campus courses. If enrolled in an off-campus course, the residents may be required to check out of campus housing during the time they are away from campus. Returning students may move into the residence halls two days before classes begin. New students may move in on the dates listed with their orientation information. The residence halls will be closed in December and January during the winter break and students will be required to vacate the residence halls. Food service is not available during winter and spring breaks. Students who wish to remain on campus during Spring Break will be accommodated; students must sign up for these accommodations, with specific room assignments made by the Director of Residential Life. Students will be notified of the final year-end closing dates of the residence halls and campus housing. Individuals who vacate assigned rooms without written consent of the Associate Dean for Student Life will be responsible for all charges for the entire academic year. Students who elect not to attend classes during Spring Term do not receive a refund for room or board for those four weeks. Students residing in the residence halls are required to dine in the Baldwin Commons and carry an 'Option 4' meal plan as a minimum, during the entire academic year. First-year freshmen students are required to choose 'Option 1' or 'Option 2.' Students living in "group housing" options (theme communities, townhouses, MELLC apartments must choose a meal plan between #1 and #7. All changes to meal plan status must be in writing and made by the last day to add a class of the semester. Release from the meal plan requirement will only be granted for exceptional circumstances by written permission of the Director of Residential Life, after review by the Housing and Meal Plan Exemption Committee.

Condition of Residence

Every effort will be made to meet the room assignment choices indicated on a student's application. However, Northland College reserves the right to make assignments in accordance with the availability of space and at the discretion of the Director of Residential Life. Room changes may be granted at the discretion of the Director of Residential Life. Northland College reserves the right to cancel room reservations if the room is unoccupied by the first day of scheduled classes in each session. Northland College also reserves the right to inspect rooms for maintenance, health, or safety reasons. The **Campus Housing and Meal Contract** may not be assigned or sold. Subletting of rooms or space within them is prohibited. Guests of residents are permitted to remain overnight in accordance with Northland's Guest Policy (see Northland College Student Handbook). Northland College and its employees are not responsible for damage, loss, or theft of a student's personal property. Students are strongly encouraged to have personal property insurance. Conducting businesses within rooms or halls is prohibited.

Check-in Procedures

When you check into your room, you must review and complete an inventory of furnishings and room condition report. This report is very important because it assures that you will not be charged for missing items or for damages caused by previous occupants. Room keys will be issued through the Office of Residential Life only after a student has completed a room inventory form. Failure to check in upon arrival may result in disciplinary action.

Check-out Procedures

At the time you vacate your room, you should complete a final inventory sheet indicating the contents and condition of your room. Failure to do so will result in the forfeiture of your prepaid room deposit. If you fail to return your room and/or outside door keys, a processing charge and a replacement charge will be added to your account in the Business Office. Students are responsible for the condition of their rooms and any damage that occurs between check-in and check-out.

Housing and Meal Plan Refund Policy and Procedures

Certain circumstances may require a student to leave on-campus housing during an academic term. If this should occur, the student must officially checkout from his/her housing space with a residential life staff member. Room and board refunds are calculated according to the schedule below and credited to a student's account. Students receiving financial aid who receive room and

board and/or tuition refunds will receive a similar reduction in their total financial aid package. Students receiving federal financial aid through Title IV programs will receive a refund consistent with federal regulations. Please contact Financial Aid for more information on calculating refunds for students receiving financial aid. There is an administrative fee for calculating refunds, which is the lesser of 5 percent of the calculated refund or \$100. If an eligible student withdraws from on-campus housing and/or a meal plan prior to the first day of class in the fall or winter term he/she will receive a 100 percent refund of the cost of housing and/or meal plan.

ROOM AND BOARD REFUNDS FOR STUDENTS MOVING OFF CAMPUS DURING THE SEMESTER

Room and board refunds for withdrawing students are calculated based on the following schedule.

During the first 10 days.....	80 percent refund
During days 11 to 30	60 percent refund
During days 31 to 45	40 percent refund
During days 46 to 60	20 percent refund
After the first 60 days	No refund

A day is any day (S,M,T,W,Th,F,S) during the fall and winter academic terms.

Consolidation Procedures

If you are not paying for a single room and do not have a roommate, you will be required to consolidate with another person. Residents of the McLean Environmental Living and Learning Center apartments, theme communities and townhouse apartments are responsible for maintaining their full occupancy for the academic year, or being equally billed the full value of the vacant space. Vacancies can be approved by the Director of Residential Life. Complete consolidation responsibilities and procedures are described in the Student Handbook.

Additional Charges

You may be assessed for common area damages occurring within any campus housing that cannot be attributed to specific individuals such as, but not limited to: damage, stolen furniture or building equipment, additional cleaning due to excessive trash or personal items in common areas, and for broken windows.

Rules and Regulations

Students residing in Northland's residence halls and campus housing are subject to all relevant federal, state, and local laws as well as College rules and regulations. Each resident, by virtue of this contract, agrees to abide by federal, state and local laws as well as the rules and regulations of Northland College as stated in the Student Handbook. Further, each resident can be held responsible for any and all behavior or activities within his/her assigned room or campus housing area. Violation of rules and regulations can result in action being taken by Northland College, in accordance with the Conduct Code, contained within the Student Handbook. Northland College reserves the right to cancel your housing and to require you to move from your campus housing if you commit a serious policy violation, or continue to commit successive minor violations, and/or demonstrate a significant disrespect toward others in the residence hall/campus housing community.

Payments

A room reservation will be confirmed upon receipt of: 1) A completed housing application, 2) Acknowledgment of agreement to your campus housing contract, 3) A \$200 tuition deposit or a \$100 room deposit for non-Northland students, and 4) An account in good standing with the Business Office. If the student seeks cancellation of housing after a room deposit has been received and after a housing assignment has been made, the room deposit cannot be refunded. At the conclusion of the contract period, if the student is not returning to campus housing, the student will have their housing deposit credited to their account in the Business Office, provided that they submit a request and meet the

appropriate check-out requirements as outlined in the Student Handbook. All room and board fees for the academic year are on the Northland College website and available at the Office of Residential Life. Students are billed by the Business Office and payment of fees should be arranged with them. If a student cancels registration or withdraws, refunds of room and or board are as stipulated in the Northland College Catalog. If a student remains in campus housing after the student withdraws from classes, the student will be billed for those additional days in residence.

Contract

I have thoroughly reviewed the room and board policies, rules, regulations and requirements contained in this contract and agree to comply with them and other such rules and regulations as may be instituted by Northland College during the course of this contract. In particular, I understand that this contract is for both room and board and for the entire academic year consisting of Fall, Winter and Spring terms, subject only to the general room and board refund policies as stated in the Northland College Catalog.

The provisions of this contract must be either accepted as written or rejected. Any alterations, deletions, additions, etc., will be disregarded, and the contract, when accepted, will be binding on both parties as originally written.

Information Regarding Living in Theme Communities, Townhouses and Apartment Units

CHECK IN – All persons assigned to a space in these homes must check in with Residential Life staff either through the MELLC lobby (at the beginning of the term) or by contacting the Office of Residential Life (x1272). If you do not check-in by your designated time, you are subject to losing your space in the community.

MEETINGS & ATTENDANCE– The Group Living Director (GLD) will be in contact to let you know about meetings to help you have updated information about living on campus. For students in the MELLC apartments, you are welcome to participate in all MELLC All Hall Meetings and events. All residents are required to attend mandatory meetings held by the GLD during the year. Your house / community may not send a proxy.

FIRE SAFETY– Candles, incense, oil lamps and open flames are not allowed in any college owned building. Your GLD will work with you to determine any fire hazards within your home and any adaptations to policy that can accommodate your housing unit. Report any non-functioning fire equipment to your GLD or the Office of Residential Life immediately.

OCCUPANCY – If someone moves out of your community during the academic year, all members of this home will be responsible for the cost of the open space. Your bill will be adjusted to cover this cost while the space is empty and until the space is filled.

HEALTH AND SAFETY CHECKS– You are responsible for the cleanliness of this unit. The GLD will be in contact with your community to do regular health and safety checks. Campus Safety is also available to assist in situations where you may be concerned for your safety. You will see them available on campus throughout the year.

PERSONALIZING YOUR SPACE – When personalizing the rooms and common areas of this home you are not allowed to paint any area (inside or out), use only painters tape to adhere items to the wall (no nails), you are not allowed to add any furniture or items that you don't plan on removing when you vacate the home, and cannot add any items that are in violation of the Residential Community Handbook.

MAINTENANCE REQUESTS (WORK ORDERS) – If you have a maintenance concern, please contact the Office of Residential Life at 715-682-1272 or email res-life@northland.edu. If it is an emergency, please contact Campus Safety at 715-682-1399 and they will assist you immediately.

GUESTS– No long term guests (more than 4 nights in any 30 day period) are allowed in this unit. It is only

for formally assigned students.

PETS– The only pet allowed in on campus housing is fish in an aquarium. No other pets are allowed unless approved by the Director of Residential Life/Associate Dean for Student Life.

PROGRAMMING– For the theme communities, you will need to work with the TLA and your faculty advisor to complete programming to enhance the campus community.

BREAK PERIODS– The same opening/closing dates and times apply to theme communities that apply to all on-campus housing.

KEYS/ACCESS– You are responsible for your keys. Do not loan them to anyone. Do not duplicate any key provided to you by Northland College. Report any lost or missing keys to your GLD or Residential Life immediately.

ROOFS/ATTICS, BASEMENTS, PORCHES, HALLWAYS, GREENHOUSE, ETC – You are contracted for the rooms and common spaces within each residence. You may not place furniture and other items in the basements, porches, hallways, attic, or greenhouse. The porch space may house furniture designed for this space that is removable to allow clear access to your home in case of fire or an emergency. No person should be on the roof of any residential unit. If you do plan to grill, please do so a safe distance from your home. Do not grill on a porch. Do not add or leave anything in the lawn or outside areas of your unit. These will be removed and the residents of your unit will be charged for removal.

POLICIES & CONDUCT– As a member of the Northland College residential community, you are expected to abide by the policies stated on this informational board, in the Residential Communities Handbook, Code of Student Conduct and all other Northland polices and process. You are also responsible for abiding by all local, state and federal laws.

CHECK OUT– To check out of this unit, please contact your GLD or the Office of Residential Life at least 24 hours in advance of your move-out date. Each resident must check out individually after a group meeting to review the condition of the common areas. You will be assessed fees for improper check outs and/or damage to your home.

QUESTIONS & INFORMATION– If you have questions or need more information, please contact the Office of Residential Life at 715-682-1272 or email res-life@northland.edu.