



## Intern Information

The University of Wisconsin-Parkside is pleased to welcome you to our campus. You will be staying in our University Apartments, which offer four bedrooms, two bathrooms, a full kitchen, and living room area. Please make yourself at home and do not hesitate to contact [housing@uwp.edu](mailto:housing@uwp.edu) or stop by the Office of Housing and Residence Life.

### WHAT TO PACK

To help you prepare for your stay, review our [packing](#) list.

#### Things not allowed in University Apartments

- Pets
- Candles, incense, other flammable materials
- Personal air conditioners or space heaters
- Refrigerators or freezers over 3.2 cu
- Things to be hung from a ceiling
- Toaster ovens, air fryers, electric skillets, hot plates may only be used in the kitchen area
- Firearms and weapons
- Drugs and alcohol (if under 21)
- Free Weights and weight benches

### GENERAL INFORMATION

#### Housing and Residence Life Staff

The Housing and Residence Life office, 4135 University Drive, Kenosha, WI 53144, is located in Ranger Hall inside the parking lot entrance doors. It is open Monday to Friday 8am to 6pm.

Outside of these hours you can reach the on-duty staff member by calling 262-818-3096.

#### Building Amenities

**Laundry/ Vending/ Workout Equipment:** Located on the parking lot level of the core building. Guest Cards from check in are used to operate the machines. It is \$1 per load to wash or dry. Money can be added to the card in the Student Center using the Ranger Card Value Transfer Station located across from the Concierge Desk.

**Computer Lab:** In 4C by University Apartments core building, unlocks with the Guest Card you receive at check-in.

**Cable:** Cable plugs are in bedrooms and living rooms. Cords are not provided and QAM compatible TVs must be used.

**Internet:** We provide wifi internet, known as ResNet. You will receive login credentials for Resnet when you check in.

#### Mail and Packages

Mail and Packages are delivered to the Housing and Residence Life office. When packages arrive staff will log them and you will receive and email. They may be picked up during business hours. The office does not receive mail or packages on weekends or holidays. Please note on packages for delivery notes: Mailroom is open Monday-Friday 8AM-6PM, closed for deliveries Saturday-Sunday and Federal Holidays

#### Mailing Address

Your First and Last Name  
4135 University Drive  
Kenosha, WI 53144

#### Parking Permits

If you have a vehicle on campus you must purchase a Residential Lot parking permit. Residential lot parking permits are available for purchase from the University Police Department located on the east end of Tallent Hall, open 24/7. Vehicles without a parking permit will be ticketed and towed.

## Custodial and Maintenance Services

Dumpsters are located in parking lot near building 6, building 3, and building 1. Trash bags and cleaning equipment (cleaning chemicals, bucket, mop, vacuum) are available from the Office of Housing and Residence Life.

The custodial staff will be in to clean and sanitize all bathrooms once per week.

Please report any maintenance problems to [housing@uwp.edu](mailto:housing@uwp.edu).

## COVID-19 Vaccinations and Testing

Interns are asked to provide proof of vaccination to [housing@uwp.edu](mailto:housing@uwp.edu) OR to complete a weekly COVID-19 test with a community agency. [Local Testing Locations](#).

If you receive a positive test result please notify staff at [housing@uwp.edu](mailto:housing@uwp.edu).

## POLICIES

Interns are expected to abide by all department and institutional policies. All policy and legal violations are reported to the Dean of Students Office and University Police. Serious and ongoing violations may result in removal from housing. Policies can be viewed online in our [Housing and Residence Life Handbook](#).

Interns are responsible for the security of their keys and Guest Card. Under no circumstances should keys or Guest Card be loaned to another individual or duplicated or doors propped open or left unlocked.

## BILLING

Unless your employer has made other arrangements with the Office of Housing and Residence Life, you will be invoiced every month. Payments will be due within a week. Failure to stay current on your payments will result in termination of your agreement. We cannot accept cash/check payment. All payments are made using [credit card](#).

## EMERGENCY INFORMATION

### Fire

In case of a fire, pull the alarm located by the apartment entrance and leave the building immediately. Parkside Police will respond immediately to the situation.

### Tornado

Proceed to the bathroom or away from outside walls and windows.

### Medical Emergencies

Dial Parkside Police at 262-595-2911.

### Non-Medical Emergencies

Dial Parkside Police at 262-595-2455.

## VACATING YOUR ROOM ASSIGNMENT

Your move out date is in your confirmation email. Please make sure you are ready to checkout by this date.

### Move Out Steps

1. Please clean your apartment common space and room.
2. Remove all trash and personal belongings.
3. Lock up your spaces.
4. Return your keys to staff.
  - Monday to Friday- 8am-6pm- Return your keys to the Housing and Residence Life office Ranger 036.
  - After Hours return call the staff member on duty at 262-818-3096.

*Please let us know if there is anything we can do to make your stay with us better!*