

# UW-RF Faculty/Academic Staff Handbook

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# 9.1 Communications and Media

## 9.1.1 Telephone Service

Telephone service and toll calls are charged back to the departments at cost rates.

### *State Telephone System*

Faculty and staff are required to use the State Telephone System (STS) for all toll business calls made from campus. For STS toll calls, dial 8□□ code□digit number.

All outgoing calls to River Falls, Hudson, Ellsworth, Prescott, and Roberts are considered local calls and will incur a fixed measured service charge.

### *Personal Calls*

Personal long distance calls may be made from University telephones if properly placed and charged to a personal calling card or credit card.

### *Requests for Services*

Requests for telephone repair and service must be approved by persons having budgetary authority. Request forms can be found on the UW-RF web page in the telecommunications area of Instructional Technology Services (Administrative Services): <http://www.uwrf.edu/its/ts/telephone-services.phtml#Administrative>

## 9.1.2 Fax Service

Fax machines are located in various buildings and departments throughout campus. Outgoing fax messages should be limited to business use when using the dial "8" STS.

The current Staff and Student Directory provides a complete list of Fax service numbers available for University business.

A fax machine is located in the Student Center for student and staff personal use. Personal incoming fax messages are allowed on departmental fax machines but should be clearly labeled for proper delivery.

### **9.1.3 Mail Service**

Postage costs are charged back to departments at cost rates. Chargebacks are made by means of pre-printed data-process postage cards that must be completed to accompany batches of outgoing mail. Outgoing business mail should be left in the mail room in Room 132, Central Stores, in the Maintenance and Central Stores Building or in the designated location in other buildings. The University mail truck makes one pick-up and distribution run around campus in the morning. In the afternoon, a pick-up only run is made to South Hall, North Hall, and Kleinpell Fine Arts; to ensure that mail goes out on the same day, items must be in the mail room of one of these three buildings by 1:30 p.m. Outgoing mail is taken to the Post Office twice daily for dispatch from the city.

### **9.1.4 Email, ANet and Internet Access**

Faculty, staff and students can arrange email and other on-line services by opening an ANet account.

The University of Wisconsin-River Falls uses network accounts for access to several campus resources. The first step in accessing these resources is to activate your ANet (Academic Network) account. Once you have an Anet account, you may also have need of other network accounts for accessing campus file and print services, student records, etc. See the Information Technology (IT) home page at <http://www.uwrf.edu/its/> for more information. You can activate your Anet account either by going to one of the IT Services' computer labs or by browsing from a campus computer to the following web page: <http://www.uwrf.edu/its/uss/anet/toolbox.phtml>

Choose the Anet Account tasks link and proceed as below. Or, go to one of IT Services' labs. At the Anet Login screen type new in the Username field. In either case, follow the prompts to fill in your University ID number and birth date to activate your account. Finally, write down your assigned email address, Anet username, and password.

If you wish, you may also access the Internet (including World Wide Web and your email account), by installing an Anet Tools software package on your home computer. The packages are available for purchase at the University Bookstore. Please see the requirements on the package.

If you have trouble activating your Anet account or want more information about computer accounts at UW-River Falls, contact the IT Services HelpDesk at 715-425-4357 and ask to speak to a staff person about network accounts.

### *World Wide Web*

The University maintains an extensive World Wide Web site at <http://www.uwrf.edu>.

The web pages contain information on all aspects of University life. Information for prospective students, current students, faculty, staff, alumni and the community at large is accessible through the University site. Most departments maintain home pages, giving information on programs, courses, faculty, staff, and other items of interest. A number of functions can now be done through the web, including application for admission and registration.

Faculty and staff interested in developing web pages are advised to consult the web developer's corner: <http://www.uwrf.edu/wdc> for policies, standards, graphics and validation procedures.

### **9.1.5 Office of Public Affairs**

The Office of Public Affairs includes the News Bureau, Sports Information, and Photography Services. It is also responsible for relations with the Wisconsin State Legislature and it serves as a liaison for Community Relations activities within the University's general service area.

#### *News Bureau*

News releases from departments and organizations should be channeled through the News Bureau to avoid duplication, to arrange proper timing, to ensure professional quality, and to assure that there is a unified institutional approach in the presentation of information to media. Faculty members are encouraged to keep the News Bureau informed of their achievements and projects as well as those of their students, special events, news of campus organizations with which they are associated, and individual accomplishments, among other items.

#### *Sports Information*

Sports Information provides assistance to the Athletics Department in disseminating information about Falcon athletics in a cohesive manner to its sanctioning organizations, sports conferences, media, and fans. These services include sports statistics, news releases and game-day publications.

#### *Photography Services*

Photography Services provides a full array of photo services including event photography, support for academic and classroom activities, publications, passport photos and other general photography.

#### *Legislative and Community Relations*

Legislative Relations are coordinated with the Faculty Senate Legislative Affairs Committee to provide a consistent institutional approach to legislative proposals that can affect UW-RF.

Community Relations are coordinated with all academic units to develop external relations that merge the interests of the University with its many external audiences.

### **9.1.6 Radio**

#### *WRFW*

WRFW, operating at 88.7, is a 3,000-watt FM station managed and operated by UW-RF students under the supervision of a faculty general manager. The station broadcasts 24 hours a day to the campus, community, and the surrounding area. Any UW-RF student in any major may apply for a position at WRFW as a DJ, sportscaster or in station management. When school is in session, student programming airs from 1 p.m. to 2 a.m., and programming from Wisconsin Public Radio airs for the remainder of the time. During holidays and the summer WPR airs 24 hours a day. Radio facilities are used for audio production and news labs in journalism courses.

### **9.1.7 Television**

UW-RF has two cable television channels. The Campus Origination Channel is Channel 19 (on both the Campus Satellite Master Antenna System and the City CATV system). Channel 10 is the Campus Movie Channel.

Television Services airs a variety of programming on campus and in River Falls, Hudson, and Prescott, Wisconsin. Facilities include a TV studio, control room, editing bays and portable video equipment. Students, faculty and staff who have documented audio/video proficiency may check out video equipment for University assignments and projects. TV Services is located at 113-116 KFA.

TV Services houses a 3-camera studio for videotaping student presentations. Examples of past projects include videotaping conducting classes for later critique, public speaking classes, interviews or presentations by guest lecturers, and social work classes on group facilitation. There are also VHS edit facilities where videotape can be edited for classroom use or student projects. Students also produce weekly programming in this studio and frequently promote campus events, special projects or distinguished guests. For more information on any of these subjects, please contact the TV Services Coordinator at 425-3175.

## **9.2 Publications**

### **9.2.1 Fast Copy**

The Fast Copy Center provides basic printing services to the campus community. It is equipped to produce short run materials in a rapid fashion. Fast Copy's presses can print a single side or both sides of a sheet of paper up to 11"x17" in size. Black ink is standard; however, colored inks are printed every Monday. When using colored ink, planning through the Publications Office is essential to ensure proper printing preparation and production scheduling. If one is providing camera-ready copy for color printing, it must be received by Fast Copy the Friday before printing.

Binding equipment includes a table-top folder; paper cutter; 40-bin collator with stapling capabilities; electric stapler; 3-hole punch machine; laminator; binding machine using plastic comb binders; and a high-speed copier with duplexing, reducing, enlarging, collating and stapling capabilities.

Fast Copy provides printing services to University account holders. These units are charged back to the account through the University accounting system. A rate schedule for this University-related work is available in the Center, 120 North Hall. On a cash basis, the Fast Copy Center will also provide printing services to University employees, University students, non-profit organizations and other state/federal/local governmental agencies. Fast Copy personnel should be contacted for a price quote on personal copying or printing.

The Publications Office can help determine if a printed piece can be produced in Fast Copy or if off-campus printing is necessary. Because of the nature of the Fast Copy Center, requests for runs of more than 2500 copies should be directed to the Publications Office.

### **9.2.2 Publications Office**

The Publications Office offers services to colleges, schools, departments and divisions of the University in planning, writing and designing publications and in the ordering of brochures, announcements, programs, and other forms of printing. Some printing projects may be sent off campus to printers holding state contracts. Such projects must be ordered through the Publications Office. Early consultation with the Publications Office will assist faculty and staff in meeting deadlines and receiving, in a timely manner, materials printed off campus. "Publications and Printing Standards," a guide to Publications Office services, establishes standards and procedures for campus publications which are ultimately destined to be distributed off campus. It is intended to ensure that the publications represent the University of Wisconsin-River Falls in a satisfactory manner, that the publications can always be identified as coming from the University of Wisconsin-River Falls, and that the appropriate degree of standardization of message/content is achieved among the off campus publications. The guide is available at the Publications Office, 121 North Hall.

*This Week*

In order to provide for the coordination of the activities of the University and communication with the faculty, staff, and student body, *This Week* is published each Monday during the academic year with a schedule of activities for the coming week, announcements of committee meetings and official notices of interest to the faculty and staff, items to be announced to students, etc. Faculty members are urged, in the interest of economy, to use this medium rather than individual notices. Materials to be included in this publication should be sent to the Publications Office (or addressed to *This Week*) before 3 p.m. on Tuesday of the week before publication.

### *The Student Voice*

The UW-River Falls *Student Voice* is a weekly newspaper published every week school is in session. The 50-member student staff is completely responsible for the paper's operation with a journalism faculty member advising. Any UW-RF student in any major may apply for a position with the *Student Voice*. The newsroom is located at 213 South Hall.

### *Staff and Student Directory*

The *Staff and Student Directory* is published during the Fall semester and contains the names, campus addresses, phone numbers and email addresses of all faculty and staff. It also contains names, local/campus addresses, majors, year in school and hometowns of students. Telephoning, fax and schedule information are also contained in the Directory.

### *Catalogs*

The undergraduate catalog and the graduate catalog are indispensable sources of information and official documents of the University. They contain statements of institutional objectives and policies as well as course descriptions, and must be accepted as an authoritative source supplemented only by administrative directives or policies adopted by the Faculty Senate and approved by the Chancellor.

### *The Faculty/Academic Staff Handbook*

The 17th edition of the *Faculty/Academic Staff Handbook* is designed to provide faculty and academic staff members and administrative officers with information necessary for an understanding of UW-River Falls within the University of Wisconsin System, the basic organizational patterns of the University, personnel and academic rules and procedures, system and University policies, and other information relevant to members of the University community.

### *The Classified Staff Handbook*

The Classified Staff Handbook provides information related to classified staff rules and procedures.

## *The Student Handbook*

The *UW-River Falls Calendar and Student Handbook* summarizes academic regulations which are defined in the University Catalog. It provides information on Student Affairs programming which supports a student's personal development and success. The Handbook explains a variety of student services and offers valuable information on student involvement opportunities and available facilities. Student conduct and disciplinary procedures are also covered.

## *Brochures*

A variety of brochures are published to describe University services and programs. These brochures include the following (this list is far from exhaustive):

- a student development brochure is published periodically with current information vital to student life concerns;
- a residential living and contract booklet is available from the Student Services Center;
- brochures on international study opportunities are available at the International Programs Office;
- brochures dealing with financial assistance and student employment programs are available in the Office of Student Financial Assistance;
- a brochure regarding services available at Counseling Services can be obtained from the Academic Success Center;
- a student health brochure and student insurance information are available in the Student Senate office and at the Student Health Center;
- brochures on Multicultural Services and a number of special programs for students can be obtained from the Academic Success Center.

# **9.3 Facilities**

## **9.3.1 Hagestad Student Center**

The Hagestad Student Center is the gathering place for the campus community-students, staff, faculty, alumni, friends and guests. The Student Center offers social, cultural, recreational and educational programs and services.

The Student Center provides many services to the campus community. It offers a wide variety of dining options, a bookstore, banking, information, programs, employment opportunities for students and many other conveniences and services.



### *Student Center Building Hours*

While classes are in session:

Sunday noon-midnight

Monday-Thursday 7:30 a.m.-midnight

Friday 7:00 a.m.-10:30 p.m.

Saturday 8:00 a.m.-10:00 p.m.

### *Information Desk*

The Information Desk is located in the atrium of the Student Center. To call campus information, dial 715-425-3911. Among the services provided by the Information Desk are:

- Information: Campus events and activities, phone numbers for students, faculty, staff, University departments and River Falls businesses.
- Fax Service: send and receive faxes for reasonable rates (rates are calculated per page and destination).
- Photo Copies: located in the atrium; color copies and transparencies also available.
- Check Cashing: cash personal checks up to \$50.25 (\$.25 service charge per check).
- Postage Stamps: purchase postage stamps and envelopes; letters can be mailed at the desk.
- Tickets: purchase tickets for various campus functions.
- Refunds: receive refunds for food and beverage vending, washers, dryers, and amusement games.

### *Campus Reservations*

The Campus Reservations Desk is in the Student Center next to the Information Desk. Campus rooms and facilities can be reserved at this desk. Phone 715-425-4663x18.

### *Bookstore*

The University Bookstore is located off the atrium in the Student Center, across from the Information Desk.

The Bookstore offers a wide variety of items for the entire community, with a large stock of clothing, school supplies and gifts. The Bookstore offers students full packaged software at academic pricing. There is a trade book area that offers local authors, best

sellers, and reference materials. New and used textbooks are also available. Used books offer a savings of 25% off the retail price. The Bookstore buys used texts every day throughout the year.

The University Bookstore also sends and receives packages through UPS.

#### University Bookstore Hours of Operation

Monday - Thursday 8:00 a.m. - 6:00 p.m.

Friday 8:00 a.m. - 4:00 p.m.

Saturday 10:00 a.m. - 2:00 p.m.

#### *Food Service Areas*

Java Coast offers specialty coffees and snacks for cash and points sales.

Freddy's is designed to serve cash and point customers, as well as meal plan participants. Located in the lower level of the Student Center, Freddy's offer's a wide variety of menu selections.

Brandy's is located on the lower level of the Student Center. It is open for lunch and dinner meals. With state-of-the-art sound and light equipment, a dance floor and stage, Brandy's is an ideal facility to host entertainment programming. Brandy's facilities may be rented for private use during evening and weekend hours.

#### *Student Leadership Development and Programming Center*

The Leadership Center combines programming units which enhance the quality of students' personal and social lives and contribute to student learning through involvement. Included are three major areas:

- *Residential Programs* focuses on residential living, community standards, first year student programs, special interest wings, hall councils, area councils, and other in-hall leadership opportunities.
- *Intramurals, Recreation and Wellness* specializes in intramural sports, sports clubs, health education and the management of the Body Shop Fitness Center.
- *First Year Student Programs and Student Involvement* supports programs for first year students and over 150 opportunities for student involvement at UW-River Falls (including student governance groups, campus organizations and volunteer sites).

Leadership Center staff serve as advisors to the Student Senate and to the Leadership Development and programming Board (LDPB) and its committees (Campus Media

Budget, Diversity Awareness, Entertainment, Leadership and Training, Musical Arts, Recreation and Wellness, Special Events, Student Organizations, Theatrical Arts, and Wyman Series).

The Center's facility includes an educational resource area, several A-net computers, a graphic arts area, student organization mailboxes, two small conference rooms and an entertainment area.

Leadership Center Hours:

Monday through Thursday 7:45 a.m. to 9:00 p.m.

Friday 7:30 a.m. to 4:30 p.m.

Saturday closed

Sunday 6:00 p.m. to 9:00 p.m.

### **9.3.2 Conferences and Events Office**

The Conferences and Events Office is staffed to contract and coordinate the use of University facilities by off-campus groups. Sports camps, workshops, seminars and rallies are just a few of the events hosted by the Conferences and Events Office. The office is housed in the Robert P. Knowles Recreation Center.

### **9.3.3 Recreation and Fitness**

The facilities of Karges Physical Education Center are available to the faculty and staff on an informal basis as the schedules of the regular classes and activities permit. Recreational activities available free at Karges Center include swimming, racquetball, handball, archery, basketball, volleyball and badminton. Further information about the facilities of the Karges Physical Education Center can be obtained by contacting one of the program assistants of the Department of Health and Human Performance.

The Robert P. Knowles Physical Education and Recreation Center provides playing areas for basketball, tennis, volleyball, and a 200 meter indoor running/jogging/walking track. There is a 42 foot rock-climbing wall and showers and locker room facilities.

The Walter H. Hunt Arena is a multi-purpose facility for educational/recreational opportunities for the University. Ice is usually in place from September through March.

The Body Shop, a professional Nautilus fitness center, is located in the basement of Hathorn Hall. The center is open to all students and employees for either an annual or semester membership fee.

### **9.3.4 Planetarium and Observatory**

The planetarium is located at the east end of the Agriculture Science Building. Public shows are held occasionally. Additional information is available from the Physics Department.

The observatory is located at the south end of Centennial Science Hall. During favorable weather the observatory is available for use under the supervision of Physics Department staff.

### **9.3.5 Amphitheater**

The Melvin Wall Amphitheater is an outdoor theater located along the South Fork of the Kinnickinnic River. Activities held at the amphitheater include musical events, plays, and Homecoming events and Winter Carnival.

### **9.3.6 University Gallery**

Gallery 101 is located in the lobby of the Kleinpell Fine Arts Building.

The mission of Gallery 101 is to provide a venue for exhibitions of visual art produced by students, faculty, and other members of the regional arts community. Although most exhibits are regional in design, a number of exhibits feature work of nationally and internationally renowned artists. Particular emphasis is placed on the diversity of American art.

### **9.3.7 Greenhouse**

The University greenhouse functions as a laboratory for students in Agronomy, Horticulture and Soils classes. The facility is open to the public during the week for general observation of plants.

### **9.3.8 Theatre**

Productions are presented during both the academic year and the summer session. The theatre facility is the home of both the University Theatre and the St. Croix Valley Summer Theatre

## **9.4 The Calendar**

### **9.4.1 Academic Year**

The regular academic year calendar covers a full nine-month period which is the basis for academic year appointments. The contractual academic year shall consist of 39 weeks and shall include not fewer than 34 weeks of organized services for students including classroom instruction, registration, advising, and examining. The academic year should ordinarily begin no earlier than one week before the first day of scheduled campus

registration for the fall term and should end no later than one week after the last day of scheduled classes or examinations in the spring.

### **9.4.2 Scheduling Events**

The official calendar of all extra-curricular events can be found in a variety of locations on campus. Many events are listed in the Publication This Week, which is produced by the Publications Department. Another good source of information is the UW-RF Home Page calendar, which provides the most current information on scheduled events ([http://www.uwrf.edu/ce/ce\\_cal.pl](http://www.uwrf.edu/ce/ce_cal.pl)).

The procedure for scheduling an event is to complete an official request form with the appropriate facility scheduler. The following offices will be responsible for coordinating the scheduling of University facilities:

- Registrar: All GPR classrooms, computing labs, electronic classrooms up to the 10th day of record and for academic purposes.
- Instructional Technology Services: Library computer labs, computer equipment.
- Campus Reservations: Rodli, Student Center, North Hall Auditorium, South Hall Alumni Room, residence hall meeting rooms, classrooms and labs for non-academic use after the 10th day of record, amphitheater and grounds.
- Health and Human Performance: Karges Gym, May Hall Gym, Pool, Karges Dance Studio, Emogene Nelson Studio, racquetball courts.
- Conferences and Events: Hunt Arena, Knowles Center, IM fields and restrooms, all tennis courts, baseball and soccer fields, Ramer track and field.
- Music, Speech and Theater Arts, Art: Abbott Concert Hall, band rooms, choir rooms, Syse Theater, Davis Theater, Art Gallery.
- Dean of Agriculture, Food and Environmental Sciences: University Laboratory Farms.
- Continuing Education Extension: Distance Learning classrooms.
- Food Service Catering Manager: Food arrangements and cash bar.

For questions about scheduling any facility or for referral to the appropriate scheduler, contact the Campus Reservations Office at 425-4663 x 118.

- Individuals or groups not affiliated with the University shall make arrangements for the use of facilities with the Conferences and Events Director.

- No equipment shall be used or moved without permission of the department chair who has the responsibility for such equipment. All equipment shall be returned to its proper place immediately after the function.
- After all room arrangements have been made, a food service contract can be completed. The Food Service Catering Manager shall consult with the sponsoring organization to prepare a menu, determine prices, type of service, and table arrangements.
- It is the responsibility of the sponsoring organization to follow these procedures and, when possible, to make arrangements in person.

## 9.5 University Property

It is the responsibility of every employee to protect the property of the University. Equipment or supplies owned by the University shall not be used or loaned for the personal use of individual citizens, the faculty and staff, or any employee. If an item is broken or no longer repairable, please contact the Purchasing Services department for disposition instructions.

### 9.5.1 Protection of University Property

All employees are expected to cooperate in the following manner:

- a. Turn off unneeded lights.
- b. Close windows before leaving for the day. Lock laboratories when not in use.

#### *Fire and Safety Regulations*

- c. Enforce regulations pertaining to fire and safety hazards.

(1) Smoking is not permitted in any University facility.

(2) Parking is permitted only in designated areas. Regulations are available from the Office of Public Safety.

(3) Instructors conducting laboratories, studios, or teaching in situations presenting any hazard are responsible for using and compelling the students to use all necessary protective devices and should be present at all times. Individuals responsible for a given area are legally liable.

#### *Lock and Key Policy*

- d. There is a lock and key policy established for the University, copies of which may be secured from the Director of Facilities Management or department chairs. In general, the

policy provides employees with the necessary key or keys so as to have access to their areas of employment. Keys must be signed for at the time of issue at Facilities Management. Upon departure from the University, all University keys must be returned to Facilities Management and a receipt received. All personnel are reminded that they are not to allow students to use keys or to unlock doors to admit any group for which the employee is not or will not be responsible.

e. Investigate any campus situation which appears questionable when no other responsible person is on hand.

f. Report fire, accident, or maintenance hazard or problem to an administrative officer.

#### *Maintenance Work Requests*

g. For the convenience of all concerned, "Work Order Request" forms may be obtained from department chairs and should be completed for each work order desired. (In the event of an emergency, requests may be accepted by telephone.) Requests may be submitted at any time and should be directed to Facilities Management.

#### *Emergency Plans*

h. Emergency plans which encompass provisions for minimizing danger to life and property arising from attack, flood, fire, explosion, serious weather disturbances and other disasters have been published and distributed to all employees of UW-River Falls. New faculty and staff members and new employees will be provided with up-to-date copies as soon as possible after their arrival on campus. In case of emergency, notify the Director of Public Safety. Necessary instructions will be issued.

### **9.5.2 Disposal of State Property**

Under no circumstances will State of Wisconsin property be disposed of without prior approval of the Surplus Disposal Officer. The Director of Purchasing has been delegated that responsibility.

### **9.5.3 Purchases of Equipment and Consumable Supplies**

The Wisconsin State Statutes prohibit any member of the faculty and staff from making direct purchases for or on behalf of the University without an official purchase order signed by the Director of Purchasing. Faculty and staff should submit a Purchase Requisition (Form P2) for orders of any amount through the department chair for approval and submission to the Purchasing Services Department.

### **9.5.4 Other Information of Interest to Faculty and Academic Staff**

### **9.5.5 Parking**

Classified and unclassified employees who desire vehicle parking spaces must apply to the Director of Public Safety for same. Longevity of service with the institution is the basis used for assigning permits to parking lots closest to the buildings of employment. The number of assignments may exceed the actual number of stalls by 10% in order to take advantage of normal absenteeism. Permits are sold on both a 12- month basis and academic year basis and may be paid for in cash at the time of purchase or through payroll deduction.

### **9.5.6 ID Cards**

Faculty, staff, and students are required to present an official University ID card for many services. ID cards are available in the Campus Card Office in the Hagestad Student Center. Upon initial employment at the University an ID card is provided at no cost to the employee. Lost or stolen cards may be replaced for a \$10 fee.

### **9.5.7 Lost and Found**

The Department of Public Safety provides a Lost and Found service.

### **9.5.8 "Center Points"**

Faculty, staff, and students may purchase "Center Points" that can be used for food service and bookstore purchases. The following discounts are given on purchases made with Center Points: 5% -- Student Center, which includes Java Coast, Blimpies Express, Taco Bell and Freddy's; 10%--Rodli Commons, which includes the Food Court and the Cascade Café; 7%--Follett University Bookstore; McDonald's does not offer a discount, but does accept Center Points.

Center points may be purchased at the University Food Services Office in the Hagestad Student Center. The minimum purchase amount is \$25. These purchases can be made with cash, check, or credit card.

## **9.6 Children in the Work Place**

Liability, courtesy, and efficiency considerations require that the presence of children at the work place be restricted to occasional visits or emergency situations. Children must not be permitted to run unsupervised in campus buildings and at all times must respect the rules and regulations of the University. When the University is in session, employees may bring their children 18 years and under with them to use recreational facilities at the times posted in the lobby of Karges Center. The employee must be present in the specific area at all times with the children--unaccompanied children are not permitted. Children 14 years and over are welcome in the Knowles Recreation Center. Children under 14 years must be accompanied by a parent.



# 9.7 Information Related to Students

## 9.7.1 Student Information

Official student program cards and cumulative academic records are in the Registrar's Office.

### *SOAR System*

The Student On-Line Access to Records system is a means by which students can gain access to their own academic records stored on the mainframe computer. The following information about the individual student is available (only to himself or herself) on the SOAR system: student's class schedule, holds, address, accounts receivable information, transcript, grades from last term, current financial assistance, advisor, fee payments, degree audit exceptions, email address, and past and current honors. In addition, a student can display student demographics, change his or her security number, have a degree audit sent to his or her email address, search the master class schedule, and register for classes.

Students can gain access to SOAR at the terminal outside the Registrar's Office in North Hall or the terminal outside the Student Information desk in the Student Center. SOAR can also be accessed through the World Wide Web:

<http://www.uwrf.edu/registrar/soar.htm>

Since there are a limited number of SOAR System connections to the Campus Records Mainframe, students should be aware that SOAR connections terminate after 60 seconds of inactivity.

### *Degree Audit Reports*

A Degree Audit Report (DAR) provides a record of the student's academic progress toward completion of a specific degree program. It reviews the student's UW-River Falls course work, including in-progress courses, and all transfer courses in order to evaluate the completion of the requirements for the particular degree. The DAR itemizes specific requirements and shows the steps that the student has taken and needs to take to complete the degree.

Degree Audit Reports are produced for all undergraduate degree-seeking students once a year during the Spring Semester and sent to each student's academic advisor. Academic advisors can receive DARs for their advisees by email through the Internet:

<http://www.uwrf.edu/registrar/darsreq.htm>

A Student can get a DAR by using screen "D" of the University SOAR system or through the Internet: <http://www.uwrf.edu/registrar/darsreq.htm>

A DAR can also be requested in the Registrar's Office. To request a DAR in the Registrar's Office, the student must complete the Degree Audit Request Form and pay a \$2.00 fee. DARs are available within two working days after the request is submitted.

### **9.7.2 Student Employment**

In accordance with the University of Wisconsin System General Administrative Policy Papers #18 and #31 (Student Hourly Help and Payment for Service), the following policies exist on this campus:

1. Determination of eligibility for both forms of student employment (work-study and student assistant) must be made by the Office of Student Financial Assistance.
2. Two types of student employment will be administered contingent upon available funding:
  - a. Federal Work-Study Program - Federal (90%) and State (10%) funded. The student must complete appropriate financial aid application materials, and participation is contingent upon the student's Financial Need/Financial Aid Award. The period of employment is determined by the Office of Financial Assistance through individual student financial aid awards.
  - b. Student Assistant Program - State (100%) funded. Student participation is not contingent on the amount of financial aid awarded. The period of employment is determined by the Office of Student Financial Assistance through individual student awards and/or individual departmental (employer) student assistant funding.
3. Departments that have received Federal Work-Study and/or Student Assistant budgets may independently select student help. Departments can fill vacancies by offering opportunities through classroom announcement, posting position openings through each College, School or department, holding group interest meetings (particularly for large-scale employers), or using the Office of Student Financial Assistance's Job Referral Listing. This list will be updated weekly and posted at several locations on campus and on the campus cable TV channel.
4. Students who work on campus are required to verify their citizenship status and employment eligibility. Students selected by departments MUST have citizenship and identity documents reviewed by the Office of Student Financial Assistance personnel prior to being placed on the payroll. An employment eligibility card MUST be issued prior to the student commencing work for the department.
5. Generally, students must establish work eligibility for two distinct award periods:
  - a. The academic year (or portion thereof)
  - b. The summer session.

Each award period requires a separate application process and eligibility card.

6. Departments are responsible for monitoring the expenditures of Federal Work Study and Student Assistance funds. In the event that a department exceeds the budgeted amount, the money will need to be made up from another area of the departmental budget.

7. The Director of Student Financial Assistance shall revise, interpret, and enforce student employment policies and procedures. Questions about student employment programs should be referred to Student Financial Assistance and payroll questions to the Personnel Office.

### **9.7.3 Academic Success Center**

The Academic Success Center provides an array of academic support services for students, including tutoring, services for disabled students, personal counseling, study skills workshops, academic advising for students who have not declared a major, structured academic support for "at risk" students, and multicultural services. The Academic Success Center houses the University's TRIO program, a federally-funded program providing academic support for first-generation college students and students from low-income families. Withdrawal from the University is administered through the Academic Success Center.

### **9.7.4 Career Services**

The Career Services Office can provide students access to individual career counseling and career assessments, and to information on career decision making, occupations, job search strategies, and interviewing preparation. Professional staff members and Career Peer Advisors are available to help with resumé, cover letter and portfolio reviews, information, and other career questions. The Career Information Network of more than 600 alumni provide informational interviews for students. The Career Services Office conducts seminars on career-related topics and offers computerized registration and referral.

### **9.7.5 Counseling Services**

Professional counselors are available to assist students with issues such as anxiety, stress, self-esteem, depression, relationships, and alcohol and other drug-related problems. Counselors may use assessment instruments to better help students. As needed, group sessions are offered focused on particular issues such as eating disorders and adult children of alcoholics. All counseling sessions are confidential. Counselors are available in Student Health Services, Career Services, and the Academic Success Center.

### **9.7.6 Student Organizations**

Over 120 student organizations are open for UW-RF student participation. These groups, ranging from those which are career related to those that are political in nature to those that are academic department based, give students an opportunity to complement their classroom education and to grow personally.

To be recognized, student organizations submit their constitutions to the Leadership Development and Programming Board's Student Organization Committee for approval. Each constitution must include a non-discrimination clause, and each organization must show proof of a faculty or academic staff advisor.

The Student Organization Committee regularly publishes a listing of student organizations and also maintains an informational data base on the Leadership Center's web pages.

### **9.7.7 Athletic Program**

Athletic Program:

a. The intercollegiate athletic program has the overall purpose of providing a varied program of competitive sports on an inter-school basis for the benefit of the students of the University. These benefits are two-fold: those derived by participants as a result of participation and those accrued by the student body, faculty and staff, and University as a result of supporting intercollegiate teams. Realizing the intercollegiate athletic program is essential to and an integral part of the educational program of the University, the following policies govern participation:

(1) No student shall be eligible to participate in any branch of the athletic program unless the student has fulfilled the requirements of the Wisconsin Intercollegiate Athletic Conference (WIAC) and the National Collegiate Athletic Association. (Copies available in the Athletics Office.)

(2) The athlete who participates in the intercollegiate program of the University is placed on equal status with all other students regarding admission, scholarships, and recruitment.

(3) Approval of post-season games shall be made at the discretion of the Athletic Committee of the University (see Chapter III for the structure and duties of this committee).

(4) The financial control of athletic funds is similar to the control of all other funds of the University.

b. The objectives of the Athletic Program are:

(1) To develop in our athletes democratic attitudes, ideals, and practices through a program of play that dignifies the human individual.

(2) To instill in our youth strong purposes and high aims in physical development; to relate the natural strong interest in play to the development of the individual's highest potential in physical powers.

(3) To develop in our students respect for other people of different races, creeds, and cultural heritages.

(4) To recognize the University's athletic program as an integral part of the student curriculum, but not the most important part. Participation in athletics must not impair a student's chances to make a creditable scholastic record.

(5) To study the qualities of good sportsmanship and to build those qualities into play. To excel in sportsmanship and endeavor to conduct play in such a way as to earn the respect of opponents and the public.

(6) To advance the good name of the University. Mindful of the fact that a school's athletic program advertises the school, a well-conducted program, founded on the principles stated above, will contribute to the school's good reputation wherever its teams go.