



UNIVERSITY HOUSING  
CONFERENCE SERVICES



## **Welcome to University Housing and Phillips Hall Arabic, Persian and Turkish Language Immersion Institute**

Phillips Hall is located at 1950 Willow Drive, near Allen Centennial Gardens and the shores of Lake Mendota. The Arabic, Persian and Turkish Language Immersion Institute will be housed in double rooms with air-conditioning. Your address will be: Your name and room number, Phillips Hall, 1950 Willow Drive, Madison, WI 53706.

### **Rooms**

Rooms are double occupancy, air conditioned, and will have a twin bed, dresser, desk, and desk chair for each person, and a small refrigerator. Your room will have all bed linen, blankets and a pillow. Your sheets can be exchanged weekly at the Dejope Desk. Please remember to bring an alarm, towels, toiletries, and a bathrobe. Guest rooms include private bathrooms. Students will be placed in areas with the same language. Each room has an Ethernet port for in-room Internet access as well as wireless Internet access, if you bring your own computer. Foreign language satellite television is provided in designated areas. There is no charge for the use of the Ethernet or satellite services, however you should bring your own 20' cables or purchase one from the Flamingo Run convenience store in Dejope Hall.

### **Meals**

You will be provided with a meal card when you arrive that offers breakfast Monday through Friday, brunch on Saturday and Sunday, lunch Monday through Friday, and dinner (except Tuesday and Saturday evenings). Your meal plan starts with breakfast on Sunday, June 12; meal service ends with brunch on Saturday, August 6. Early arriving beginning students will also be provided breakfast, lunch, and dinner on June 8-10 as well as breakfast and lunch on June 11. Faculty will use guest meal tickets June 8-11. Your meal service times are: breakfast from 7:30-8:00 am., brunch from 10:30-11:30 am, lunch from 1:00-1:30 pm., and dinner from 6:00-6:30 pm. You must swipe your meal card at each meal; if you forget to bring your meal card, you will need to either retrieve your card or purchase a new card from the Dejope Desk for \$5.00 in order to eat in the dining room. This is an all you can eat dining plan. You are welcome to return to the serving line for additional entrees, sides and beverages. Please help us reduce waste by taking only the amount of food you can eat at each meal. All meals are in the Four Lakes Market, located in Dejope Hall.

### **Community Kitchen, Computer Lab and Dens**

A small kitchen is located on the lower level of Phillips Hall and is available for your use. There will be a limited supply of cooking materials provided. The sink does not have a waste disposal; left over food should be scraped into a waste container. Please leave the area clean and ready for use by others. There is a computer lab located on the second floor of Phillips Hall. The electronic key attached to your room key provides 24 hour access to the lab. Each language area will have a designated den, for shared use by your language group. A TV and DVD player are included for your enjoyment. Please do not remove any furniture from these rooms. If you rearrange the furniture, please put it back the way you found it when you are finished.

### **Laundry**

Washers and dryers are available in Phillips Hall on the fourth floor; washers and dryers are card activated. The same card that has your meals on it will provide laundry access as well. You will need to go to the Dejope desk to load money on the card to do laundry. Washers are \$2.50 per load and dryers are free. You can load a minimum of \$2.50 on your card at a time. Please plan ahead, as refunds are not available for any money left on your card at the end of your stay. When using the washers and dryers, it is best to load your machine and then swipe your card. There is a 5 minute time limit between swiping the card and starting the machine. Laundry soap is \$.65/box (for two loads) at the Dejope desk.

### **Dejope Desk**

The Dejope desk will be your service center. The desk will be open from 6:00 am-11:00 pm daily. The telephone number is **608-890-4895**. The desk is an excellent resource for information regarding University Housing, Campus and Madison; they will also help you with any key or meal/laundry card issues. At check-in you will pick up your key at the Dejope Desk. At check-out, please return your key to the Dejope Desk. Check-out is by 2:00 pm on Saturday, August 6.

## **Policies**

- University policy states that all areas, including lounges, hallways, guestrooms and cafeterias are smoke-free. Smoking is allowed outdoors, 25 feet from any building.
- Alcoholic beverages may be consumed by adults of legal drinking age (21 years old) in their rooms only.
- Open coil appliances, such as hot plates and grills, are not allowed. Microwaves may be used.
- Additional policies are listed on the Conference Services website <http://www.housing.wisc.edu/conferenceservices-policies.htm>

## **Safety and Security**

**Campus Construction Areas** – For your safety all campus construction areas are off limits.

**Crimes Against Property** – Any theft or malicious destruction of property should be reported to the University Police 264-2677 (264-COPS). For emergencies dial 911.

**Electrical Storms** – During electrical storms, you should remain indoors and away from windows.

**Campus Telephones** – Emergency phones are located throughout campus and are identified by a blue light on the top of the booth. This telephone will put the caller directly in contact with the University Police Department. Yellow paging phones located in the entrances or on the outside of the residence halls may be used to call 911.

**Illness or Injury** – If you become ill or injured, contact your program coordinator, the resident advisor or the Dejope desk. They will help you get medical assistance and complete an incident report.

**Keys** – Keys are to be in your possession and are to be used only by the person to whom they were issued. University keys may not be duplicated or altered. You should be able to show room keys upon request. Lost keys should be reported to the Dejope desk. Your group will be charged \$45.00 for lost or unreturned keys.

**Locking Drawer** – A desk drawer with a hasp is provided in each room. Bring a combination or keyed pad lock to secure belongings.

**Locking Exterior Doors** – Exterior doors will be locked at all times. The electronic key (e-key) attached to the room key will give you building access; show the e-key to the square black reader next to the door to unlock the door. Please keep the key and e-tag attached to each other.

**Locking Your Room** – Room doors should be locked at all times. This includes when leaving momentarily or for extended periods and while occupied. Protect yourself from potential theft. Never open your door to someone who does not carry the proper identification. All University Housing custodial and maintenance staff wear identification tags imprinted with their name.

**Power Outages** – In the event of a power outage, proceed to an area that has windows. Do not light any candles. Report the outage to the Dejope Desk staff.

**Propped Doors** – Propping open exterior doors that are locked may put you and your fellow students at risk for unapproved access. Never prop open a door without monitoring access.

**Strangers in the Hall** – Anytime you observe someone who you believe does not belong in the hall or is behaving in a suspicious manner, contact the Dejope Desk staff. If you feel that your or another's safety is in jeopardy, call 911 immediately.

We encourage you to check out the University web site at [www.wisc.edu](http://www.wisc.edu) or the Housing Conference Services web site at <http://www.housing.wisc.edu/conferenceservices.htm> for additional information. If you have additional housing-related questions prior to your arrival, please contact the Housing Conference Services Office at 608-262-5576 or email us at [conferenceservices@housing.wisc.edu](mailto:conferenceservices@housing.wisc.edu). We welcome your comments. Please contact the Dejope Desk staff or your program coordinator with comments and suggestions.

*We look forward to serving you and hope that you enjoy your stay!*