Student Information and Policies Guide

Table of Contents

(clink link to jump to that section online)

Health Science Center

- Building Hours
- Card Access
- Parking
- Tobacco-Free Grounds
- Lost & Found
- Network Access
- Study Areas
- Western Community Corner

Safety Info

- Reporting Emergencies
- Emergency Text Alerts with RAVE
- Fire, Tornado, & Active Shooter
- Security Cameras
- Using HSC After Hours
- AED & Nalox-Zone Boxews

Policies

- Food & Beverage
- Conference Room Expectations
- Bulletin Boards
- Locker Rooms & Backpacks

Student Health Center

- My Health Portal
- Mayo Clinic Symptom Checker

What is the Health Science Center?

The Health Science Center (HSC) is a collaborative project of the La Crosse Medical Health Science Consortium (LMHSC). The Consortium's partners are Emplify Health by Gundersen, Mayo Clinic Health System, University of Wisconsin-La Crosse, Viterbo University, Western Technical College, the La Crosse County Health Department, and the School District of La Crosse.

The Consortium's mission is "fostering collaboration for healthier communities."

The HSC opened in June 2000 and houses health-related academic programming and research. Even though the HSC is adjacent to the UWL campus, it is not a UWL building. In fact, the HSC was built on land donated by Western Technical College, which housed its residence hall on this site for many years.

Currently four Consortium partners have educational programs or research within the HSC: Emplify Health by Gundersen, UW-La Crosse, Western Technical College, and the School District of La Crosse's Health Science Academy.

HSC Building Hours

Monday - Friday (Sept - Mid-May)

Doors open: 7:00 am - 9:00 pm (Mon - Thurs)
Doors open: 7:00 am - 6:00 pm (Fri)

All students must leave by 10:00 pm

Monday-Friday (Mid-May - August)

Doors open: 7:00 am - 6:00 pm

All students must leave by 10:00 pm

Note: Hours are subject to change during holiday breaks.

Card Access

Students will be assigned card access to specific areas of the HSC, and weekend access to the building, by their faculty working with the Consortium Office. Student ID cards issued by their academic institution will be programmed automatically once the Consortium receives instruction from faculty to allow access.

Students also receive access to the locked conference rooms on the third and fourth floors of the HSC (Rooms 3076 and 4106), which you may use for group study when the room is not reserved. See the Conference Rooms section below for more details.

Students with weekend card access may enter the building as follows:

Saturday: 7:00am-7:00pm (need to leave by 7:30pm)

Sunday: 7:00am-7:00pm (need to leave by 7:30pm)

Note: Propping open the door outside of business hours is not allowed and will set off an internal security alarm.

HSC Parking Options

The HSC parking lot is monitored from 7:00 am - 7:00 pm Monday thru Friday. Hourly parking is available through the Passport Parking app for $1.00 an hour. Please note there may be a transaction fee paying via the Passport app.

There is one 15-minute courtesy spot available on the west end of the lot.

Free 2-hour and all-day parking areas in the neighborhood surrounding the HSC are shown on this map. These availability of these areas is subject to change and are monitored by the City of La Crosse.

HSC lot:

- Pay by Passport app
- $1.00/hr (plus transaction fee)
- Zone 371
- Western student parking permits are not valid in the HSC lot.

Street Parking on Perimeter of HSC (13th St., Pine St., Badger St.):

City blocks immediately adjacent to the HSC are monitored by the City of La Crosse, which uses the ParkMobile app for payments. The HSC does not have any control over street parking procedures or citations.

- Pay by ParkMobile app
- Zone 29109
- $1.00/hr (plus transaction fee)

Tobacco-Free Grounds

The HSC grounds are tobacco-free. All tobacco products are prohibited on HSC premises.

Ash receptacles are located at the main entry points to the HSC property. It is expected of all individuals to be respectful when using tobacco products and ensure waste is placed in the proper containers.

Policy enforcement focuses on positive reinforcement and is the responsibility of all staff and students. The goal is self-enforcement. Repeat violations of the policy will be addressed as needed.

Lost and Found

Except for valuable items, lost and found items are displayed in the information desk window on the first floor and are held there for a limited time. Please contact the Consortium office at **608-785-5150** if you have lost anything in the HSC.

Wireless Network Access

Students and faculty have access to a wireless connection in the HSC via their respective institutions.

Study Areas

Study areas are available in the lower level/basement area, atriums (1st-4th floors), conference rooms (3076 and 4106), and study rooms 4004, 4006, and 5096.

- **Conference rooms 3076 and 4106, rooms 4004 and room 4006 are only available** if professional meetings are not scheduled. **Professional meetings take priority.** Student use may not be scheduled in conference rooms. Personal belongings (bags, backpacks, laptops, etc.) may not be left in conference rooms unattended or used to "hold" a room for later. **Student use of Conference Room 2076 is not permitted, only professional meetings for faculty and staff.**

Please note Student Food Policy and Conference Room Expectations below.

Western Community Corner

A space that provides Western students who call the HSC home a place to gather for study groups, get academic support, or to just relax between classes.

- Located in room 2058
- Hours are Monday thru Friday 7:30am-7:30pm.
- Western students have access to computers and a printer.
- If the printers need paper added, please contact the respective assistant on fourth floor - room 4031.

Safety Info

Reporting Emergencies

- Dial 911 for a life-threatening emergency
- Dial 608-789-9999 for other emergencies
- Dial 608-789-9000 for request for assistance or dispatch
- "CALL" buttons are located in every elevator on the left side below the button area. This connects directly to UWL Dispatch. They can be used both for emergency calls and requests for assistance.
- The blue light emergency phone outside the HSC on the Badger St. wall is also a direct line to UWL Dispatch. Don't be afraid to use it to request assistance.

UWL University Police provide the security contract for the HSC.

For all emergencies, the HSC follows UWL's emergency preparedness plan: Related items of interest for HSC.

Emergency Text Alerts with RAVE

UWL and Western both use the RAVE notification system to alert students and staff to emergency situations. This will notify you if your campus issues an emergency alert or an all-clear message. To sign up for notifications with your educational institution, contact your program assistant or go to RAVE and look up your institution. La Crosse County also uses RAVE and can send you notices for local emergencies.

Fire Alarm (Evacuation Procedure)

- Locate nearest exit and outdoor gathering place (front of Angell Hall, east of HSC toward the bluffs).
- Exit room/suite and help others get out.
- **If you or someone with you is unable to use the stairs**, go to the stairwell landing and call 911 to report your presence there. Stairwells are protected by fire-resistant doors. Alert others that you are remaining in the stairwell and to notify emergency personnel. They have the tools to evacuate you. DO NOT attempt to evacuate someone from the stairwell yourself. You risk injury to yourself and them.
- Follow stairs to exit--not elevator.

- Leave the building and meet in front of Angell Hall just east of the HSC. Use caution crossing the parking lot.
- Check for people who were in your evacuated area.
- Report any missing people to emergency personnel.
- Remain in gathering area until given an “all clear” by emergency personnel.

Tornado Siren or Announcement (Shelter Procedure)

- Exit room/suite and help others get out.
- Take the stairs (not elevator) to the Lower Level (basement) if possible or to an interior room away from windows. Interior restrooms are safest.
- Crouch down and cover your head until storm passes.
- Return to room if safe or remain in sheltering area until given an “all clear” by emergency personnel.
- Call 911 to report damages or injuries.

Active Shooter (Lockdown Procedure)

- Exit the building if safe. If not, enter the nearest room. Call 911 if possible.
- Close and lock doors - turn off lights.
- Stay away from windows and doors - stay out of sight.
- Remain silent and silence cell phones.
- Barricade door if possible.
- Wait for all-clear signal by emergency personnel.

Security Cameras

Security cameras are located throughout the building and at entrances. They are used in a professional and ethical manner in accordance with LMHSC partner’s policies and local, state and federal laws and regulations. See full policy .

Guideline for Using HSC After-Hours

Please use the buddy system when using the HSC after building hours. This will protect everyone's safety by entering, leaving, and studying in the building in pairs or groups. Please ensure the safety of those around you by keeping locked doors locked, and do not let anyone in if you do not know them. They must use their own ID to enter the building. Do not prop outside doors open when locked, as this puts people at risk and could lead to you having your card access revoked.

Students who have been granted permission from HSC faculty will have card access to the building via their student ID card during the following weekend hours:

Saturday: 7:00 am - 7:00 pm (need to leave by 7:30 pm)

Sunday: 7:00 am - 7:00 pm (need to leave by 7:30 pm)

Sleeping or napping is prohibited in the building.

When using the HSC during a weekend, please note the following:

Since there is no custodial assistance during the weekend, please place all food-related garbage in the ***atrium garbage canisters.*** *This will prevent odors in labs/rooms by Monday morning.*

Please turn off all lights when leaving a room. Protect your personal safety by remaining aware of your surroundings after hours and report any suspicious activity to UWL police (789-9999).

Please return the area to its original set up when leaving the room so it is ready for Monday morning.

AED & Nalox-Zone Boxes

In case of a cardiac event or overdose, **call 911**. An automated external defibrillator (AED) and a Nalox-Zone overdose response kit are both located on the wall across from the Student Health Center on the main floor. There is also an AED on the third floor outside the PT lab in the hallway.

AEDs will alarm when opened but **will not automatically contact emergency personnel**. If you use the AED, have someone call 911 for assistance. The AEDs are equipped with

clear instructions and are easy to use, but are meant as a short-term intervention. Further medical care will be needed.

HSC Policies

Food Policy

Food consumption is permitted by students in the atrium areas (2nd, 3rd, or 4th floors) or lower level (basement) eating areas. Additionally, food may be consumed in conference rooms 3076 and 4106, but all waste must be discarded and spills cleaned up before the next user enters. Food and beverages are not allowed in classrooms or labs. Beverages must have a cover to prevent spills.

All spills and damage must be reported to custodians (608-386-2518) or to the Consortium office as soon as they occur. If any policy violations occur, card access to the conference rooms will be discontinued. Please close the door when leaving conference rooms--your responsibility for the room remains active until the next user enters.

Food consumption is not allowed in any area of the 5th floor due to safety concerns related to proximity of potentially harmful chemical/biological agents.

Faculty has the right to make an exception for students to eat/drink in rooms they are teaching in, especially if the class is held for a large block of time. In turn, faculty is responsible for the following prior to leaving the classroom:

- Ensure all tables are clean.
- Ensure garbage is placed in the garbage cans with liners.
- Ensure all spills are wiped up.
- Garbage should be removed from the room as a courtesy to the next users if there are large garbage items such as pizza boxes or if there is food that will leave a lingering smell.
- Garbage bag may be placed outside the room – please contact custodian to dispose .

Note: There is an eating area in the lower level, along with two microwaves and a small refrigerator. Please be considerate of others and clean up any spills that may occur.

Conference Room Expectations

- Conference rooms are primarily intended for professional meetings and must be kept clean and orderly. Cleaning supplies are provided.
- Students may use conference rooms 3076 and 4106 to study if they are not booked. Always check the QR code on the wall calendar outside the room for current schedule.
- Accessing a locked conference room by card access means taking responsibility for the cleanliness and condition of the room until the next user accesses the room with their card. Report any spills or damage found upon entry and close the door when no longer using the room.
- Food is allowed, but spills must be cleaned up. Beverages must have a cover.
- No shoes or bare feet on chairs, tables, or walls.
- Unattended belongings will be removed. Rooms may not be "held" by deposting belongings in the room.

***REMEMBER:* Conference rooms are professional spaces. Student access may be restricted if these expectations are not followed.**

HSC Bulletin Board Policy

General use/Community bulletin boards are located on main floor by entry doors and in 2nd floor atrium for displaying **community materials and miscellaneous advertising**. Community posters must be removed within 30 days. Outdated items will be removed on a regular basis. HSC employees have the right to remove any materials that are deemed inappropriate. At the end of the semester (January 1 and June 1), bulletin boards will be completely cleared of all materials.

HSC bulletin boards are located on 3rd, 4th, and 5th floors and are limited to HSC-related research and program announcements. Please do not post community or personal announcement here.

Please do not post flyers or posters on walls, in bathroom stalls, on doors, or in elevators. Any items found posted outside of a bulletin board will be removed.

Locker Rooms/Backpacks

Please use the HSC locker rooms to store items vs. leaving backpacks, etc., in the hallways or atrium area. This will help prevent items disappearing and eliminate safety hazards. **Please do not place any backpacks along the glass on the 3rd, 4th or 5th floor atrium areas.** There is a fire wall that can descend (even during power outages) and will seriously damage anything in its path.

All Gender Locker Rooms:

- Lower level: 0031 and 0033
- 3rd Floor: 3022

Women's Locker Rooms:

- 5th Floor: 5080 and 5089

Men's Locker Room:

- 5th Floor: 5082

All Gender Restrooms with Showers:

- Lower-level M-F 7:00 am—5:00 pm. Access via corridor 0038 off the lower-level eating area.
- Locker room 3022

All Gender Restrooms:

- Rooms 5084 and 5088

Student Health Center

(Available to both Western and UWL students)

UWL Student Health Center is operated by Mayo Clinic Health System and offers on-campus access to services including primary care and same-day care. The Student Health Center is dedicated to serving the unique healthcare needs of UWL and Western students.

All currently enrolled UWL or Western students who have paid the Health Center User Fee are eligible to use the Student Health Center. The Student Health Center user fee is automatically charged to all UWL students enrolled with one or more credits, with the

exception of some programs, and all Western students enrolled with six or more credits. Students should be prepared to show their UWL/Western photo ID card before each Student Health Center appointment.

The Student Health Center is not available to former or non-enrolled UWL or Western students, UWL or Western employees, non-enrolled partners/spouses, children/relatives of enrolled UWL or Western students, or local community members.

You can schedule appointments, receive test results and contact your care team using the My Health Portal. You can also call 608-785-8558 to schedule an appointment.

After Hours Health Resources:

Mayo Clinic Online Symptom Checker

Mayo Clinic Nurse Line: 608-785-0940

- Indicate that you are a UWL or WTC student and ask to be connected to the nurse line.

Updated 11/6/2026