LIVINGONCAMPUS

Residence Hall Handbook

A guide to policies and procedures for Pacific University residential students and their guests

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By the Departments of
Housing and Residence Life

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Pacific University Oregon

This publication undergoes regular review and information contained within it is subject to change by Pacific University at anytime. Although notice is not required for any change to take effect, the University will make reasonable attempts to timely notify students of any changes through Web site or email postings, or other methods deemed appropriate by University administration.

Pacific University is committed to sustainability. Please consider the environment before printing this handbook.

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Chapter 1
Life On Campus

The Housing and Residence Life Mission Statement

Our mission is to be an integral part of students' learning and the University's academic support services. As housing professionals, we strive to provide students with a residential community that is reasonably priced, clean, attractive, well-maintained, comfortable, safe, and healthy. The residential community will promote learning and academic success, foster maturity, enable students to develop social and civic responsibility, and provide an environment that is open and respectful to individual differences.

The Residential Community

While it is essential that students have a safe and comfortable place to live, the purpose of on-campus living extends beyond these basics. Living on campus provides opportunities for you to become an involved member of the community. Because living on campus contributes to the quality of your educational experience, Pacific University requires all students under 20 years old prior to the beginning of the fall term to live and board on-campus unless the student has fulfilled the two year residency requirement.

We believe the residence halls are a place for you to live and to learn. To support this end, the Housing and Residence Life staff provides events and activities throughout the year, both to build community and to foster dialogue on a wide range of contemporary issues. If you have suggestions for these programs or would like to be involved, please contact your Resident Assistant (RA) or Area Coordinator (AC).

As residents, you will likely experience more personal freedom than ever before. With freedom comes responsibility, which means more than simply knowing and following written rules. Responsibility at Pacific also means contributing to a positive experience for everyone, supporting the rights of others, respecting different points of view, and maintaining your personal integrity. Respect constitutes the fundamental value of our campus living community.

Living in such a tight-knit community as a residence hall is a rare opportunity. Sharing a room with another person and space with hundreds of others is a unique and sometimes challenging experience. We encourage you to work hard at making your experience a positive one.

Roommates

Roommates are a significant part of the residential experience: they can be a source of deep friendship, chronic aggravation, or many things between. Even roommates who are good friends may experience differences. Roommate problems are a common challenge, but don't need to be a negative experience. To help you have the best experience possible, staff members require you and your roommates to complete a roommate agreement after you move in together.

For suggestions on how to have a successful year with your roommate, see your RA or AC. They are trained to help you find an effective resolution or to offer mediation options. Rather than a question of who is right or wrong, roommate problems are usually about communication and compatibility.

Common Terms and Definitions

This handbook uses some acronyms, terms, and phrases that are defined as follows.

"Area Coordinators" or **"ACs"** are full-time, professional staff members who live year-round on campus. They are responsible for their entire residential buildings, including supervising student staff, overseeing hall programming, managing facilities, and promoting respectful conduct. Each AC also carries out other responsibilities, which may include but are not limited to advising, training, staff selection, and marketing.

"Campus Housing Space," "Resident's Space," or "Campus Housing" refers to Burlingham Hall, Cascade Hall, Clark Hall, Gilbert Hall, McCormick Hall, Walter Hall, Vandervelden Court and the outside spaces adjoining those buildings.

"Common Area" refers to any part of campus housing buildings that are not designated as residential living space, including but not limited to lounges, hallways, recreation rooms, laundry rooms, common bathrooms, and kitchens.

"Conduct Process" and **"Student Code of Conduct"** refer to the University's student discipline policies and procedures, which are online in the Student Code of Conduct.

"CPS" means "Campus Public Safety" or a Campus Public Safety officer or officers.

"Designated University Personnel" refers to specific University personnel that are authorized to act for the University in the scope and capacity described.

The **"Director of Housing"** is responsible for the management of the on-campus student housing operation and assists students in housing-related matters and problem-solving. This position strives to routinely improve housing processes, so that students' needs and concerns are being anticipated and addressed.

The **"Director of Residence Life and Conduct Advisor"** strives to routinely implement the values within Residence Life and develop the community culture through leadership, education, staff, and daily interactions. This person also oversees the student conduct system.

"Guest" refers to any person who is not a resident of the campus housing space in which he or she is present, whether by invitation or acquiescence.

"Hall Councils" are student government organizations within the residence halls that address residential concerns and provide social opportunities. The Hall Councils have a variety of formal leadership positions; selections are held during the first few weeks of school. General assembly meetings are held on a regular basis and are open to everyone in the hall. Hall Councils represent the students residing in each residence hall and are overseen by RHA.

"Housing Lottery" is the process for returning students to select their housing for the following academic year. This process occurs in April.

The **"Housing Specialist"** is a resource for students and their parents regarding housing policies and procedures. This person assists the Director of Housing with processes such as housing assignments, housing lottery, room and meal plan changes, and room and board.

"may" is used in the permissive sense.

"National Residence Hall Honorary" or **"NRHH"** is a service organization which honors top residential student leaders. Pacific's chapter of this national organization has been known to focus primarily on recognizing quality people, programs, and services, which benefit the on-campus community.

"possession" is defined as being in or on your person or in your residential space regardless of your level of awareness of the substance in question.

"**Resident"** is defined as a student who lives in campus housing. The term "student" may also refer to residents on occasion within this handbook.

"Resident Assistants" or **"RAs"** are full-time students and serve in a paraprofessional leadership position. The RAs assist the ACs in managing the housing operations, building a sense of community and respect on each floor, and maintaining University policy. RAs are responsible for planning activities that encourage interactions on each floor. They have been trained to be someone with whom you can talk and to be a link to many campus services and resources.

"Room Condition Report" or **"RCR"** is the inventory form you will complete and sign that documents any damages to your space when you move in and out.

"Residence Halls" or **"halls"** refers to Burlingham Hall, Cascade Hall, Clark Hall, Gilbert Hall, McCormick Hall, Walter Hall, and Vandervelden Court and the outside spaces adjoining those buildings.

"Residence Hall Association" or **"RHA"** is the voice of all students in the residential community. The association includes executive positions and representatives from each Hall Council. RHA's three main areas of interest are facility and policy concerns that affect residential students, activities and programs for residents, and overseeing each Hall Council. All residents are welcome to attend general assembly meetings, regardless of whether or not they hold a position.

"roommate" refers to any resident who is assigned to share a living space with another resident.

"Senior Resident Assistants" or **"SRAs"** are specially selected veteran RAs. In addition to all responsibilities of the RA position, SRAs assist in staff selection and training, Hall Council advising, and administrative tasks.

"shall" is used in the imperative sense.

"space" refers to rooms, apartments, units, or residential living space where residents are assigned or may be assigned to live.

"UC Box" refers to a student's mailbox that is provided by the University and located in the University Center.

"UC" means "University Center" and/or Washburne Hall.

"University personnel" means any person or persons employed by Pacific University to act within the capacity described. Frequently but not always, the usage in this handbook implies ACs, RAs, CPS officers, and other Housing and Residence Life staff.

"University Rules and Regulations" refers to all rules and regulations governing Pacific University as set forth in published and binding handbooks and documents, including but not limited to this handbook, the Student Handbook, and the Catalog.

"University" means Pacific University.

Chapter 2
Housing Contract Policies

Housing Contract

Each resident of campus housing must have a signed and valid housing contract for the full academic year. It is important to be familiar with your housing contract because it is a legally binding document. When you sign your housing contract, you agree to abide by all terms and conditions set forth in the contract, as well as all rules and regulations governing Pacific University students as set forth in published handbooks (online and/or printed). The policies and procedures in this handbook are thus incorporated into your housing contract.

Residency Requirement / Residency Waiver

All students under 20 years old prior to the beginning of the fall term are required to live and board on-campus unless the student has fulfilled the two year residency requirement. All students who sign a Housing Contract and move into housing are required to live and board on campus for the duration of the contract terms. Students under 18 years old prior to moving into housing are required to sign an additional contract.

A student may be exempt from the residency requirement if one of the following conditions is verified by the Housing Office:

1. The student is legally married or domestically partnered, and/or the parent of a dependent child.
2. The student will live full-time with their parent and/or legal guardian or sibling, who resides within 20 miles of the University (Residency Waiver required and not an option when in a Housing Contract).

Students who are required to live on-campus but are seeking to live off campus must have their exemption status approved by the Residency Options Committee. Students must contact the Housing Office to obtain the appropriate form and begin the verification and approval process. The committee generally meets on the first Tuesday of every month.

Eligibility Requirement

Persons who do not maintain eligibility requirements may be removed from housing. Residents of campus housing must maintain the following eligibility requirements:

1. They are enrolled at Pacific University for at least 12 credit hours per semester.
2. They are in good standing with the Business Office on the day of registration for each term or prior to the assignment of a space.

House Contract/Release Terms

Contract Release

Once residents check into their assigned space, their contract is binding for the remainder of the academic year. A student may be released from the contract, when one of the following conditions is verified by the Housing Office:

1. The student is not subject to the residency requirement and does not check into their room.
2. The student withdraws from the University. Students who withdraw must follow established procedures in the Pacific University Academic Catalog.
3. The student has graduated.
4. The student is inducted into the military or called to active duty.
5. The student is participating in a study abroad program.

6. The student receives a residency waiver from the Residency Options Committee.

The Residency Options Committee meets monthly to consider waiver requests. Students who are at least 20 years old prior to the fall term may also be eligible to buy out their housing contract. Contact the Housing Office to obtain a residency waiver application or for more information on the buy-out process.

Housing Contract Modification, Termination, or Eviction

The Department of Housing may change, modify, suspend, amend, or terminate a resident's housing contract and/or take possession of the resident's space at any time for violation of the housing contract, University rules and regulations, or for reasons of health or safety or for what is deemed in the best interest of the University. The student shall still be responsible for the full room and board cost of the entire contract period.

Communal living requires that each resident be responsible for the environment. Residents must refrain from causing harm to another person or damaging property, respect the rights and viewpoints of others, maintain personal integrity, care for themselves and others in appropriate ways, and promote a climate that is conducive to others' learning. When a resident is unable or refuses to take responsibility for living successfully in a communal atmosphere, the Department of Housing may be forced to modify the resident's housing situation in fairness to other residents and residential staff members in the living-learning environment.

The University may proceed with such actions concurrent to or separate from any disciplinary action of the University's conduct process as published in the Student Handbook or any action at law that may arise from the same conditions. When the University exercises its options under this clause for disciplinary reasons, the student shall still be responsible for the full cost of room and board of the entire contract period.

Housing Contract Period

The housing contract is valid from the time the resident checks into the assigned space until the end of the academic year. Residents are responsible for planning their own travel arrangements according to published opening and closing dates. Limited residential staff and limited or no meal service is available during Holiday Housing, Winter Break, and Spring Break.

Early Arrival

Students who need to check into their rooms before the published fall opening must obtain advance approval from their supervisor, coach or professor. This individual will make arrangements with the Housing Office and notify you of the check-in details. For specific details refer to the Early Arrival webpages in June. If a student is not required by the University to arrive early, the student's account will incur a $50 per night fee. All residents who arrive are required to follow all University policies. Failure to adhere to University policies may result in removal from the housing during the early arrival period or disciplinary action as deemed appropriate from the Student Conduct Office. Failure to request an early arrival by published deadlines may incur an administrative charge. Services are limited before the published opening date in late August.

Late Stay

Students who need to remain in their rooms after the published closing dates must obtain advance approval from the Housing or Residence Life Office (as advertised). Approvals are only granted in conjunction with required participation in approved University business. If a student is not required by the University to stay late, the student's account will incur a $50 per night fee. All residents who stay beyond the published closing date may be required to agree to additional expectations. Failure to adhere to the terms of the Late Stay Contract or request a late stay by posted deadlines may incur an administrative charge and/or removal from housing. Services are limited after the published closing date. All University and Hall Handbook policies remain in effect.

Holiday Housing

All halls close for the Holiday Break (refer to the calendar on the Housing and Residence Life website for dates). Students may request permission to stay during any part of the Holiday Break at an additional cost. Details on Holiday Housing and the Holiday Break Housing Application will be advertised over Residence Hall list serves and on the Housing webpage in early November. Please note: Winter athletes are also required to complete an application if coaches are requiring athletes to remain over break, but may not be personally charged.

University's Indemnity

Students agree to hold the University and it's agents harmless for any suit, action at law, or other claim resulting from an injury to the

student or the student's guests or damage to property while living in campus housing unless the injury is caused by negligence of the University or its authorized agents.

Student's Responsibility for Property and Insurance

The University expressly disclaims liability for residents' property or guests' property against injury, damage, or loss, including but not limited to that caused by fires, earthquakes, floods, utility failures, natural disasters, pest infestations, thefts, criminal acts, or acts of war. Each student is solely liable for the safety of all personal property. Students are encouraged to work with their families to verify they are covered on an existing homeowner's policy or, alternatively, obtain renter's insurance from a carrier. Two companies, which provide property insurance to college students nationally, are NSSI (National Student Services, Inc.) and Sallie Mae Insurance.

Space Assignment and Changes

Your housing contract is for a living space in campus housing. The contract is not for a specific room, building, or roommate assignment. The Department of Housing reserves the right to reassign spaces or roommates as provided for under *"Contract Modification, Termination, or Eviction"* and elsewhere in University rules and regulations.

Proper Authorization Required

Residents are prohibited from changing space assignments without proper authorization from the Housing Office and completion of proper check-out and check-in procedures. Any resident who changes space without proper authorization will be fined $100 and will be required to move back to their assigned space. **Please note**: If one or more bedrooms is vacant, those bedroom doors must remain locked. They are not intended for your use.

Room Change Process

The official room change period begins two weeks after the Fall and Spring Semester begin (excludes Winter Term). The request period lasts for two weeks. The time prior to the room change period starting gives roommates time to get to know each other and adjust to their new living environment, so they can determine if a change is necessary. It also allows the Housing Office an opportunity to confirm what spaces are available and be offered as an option. Residents who would like to change rooms must complete the proper room change process with the Housing Office. Residents may also inquire with their RA or AC about the process. The Housing Office will email instructions and deadlines prior to each room change period. Room change requests outside of the established room change period are at the discretion of the Housing and Residence Life professional staff.

If you remain in a unit after your roommate vacates, you and any other remaining roommates will be responsible for the vacated spaces. Vacant spaces should remain locked. If it is unlocked you should notify a Resident Assistant. You may be held responsible for any damages incurred in the space during this time. Example:

> *You are in a double-occupancy room and you are the sole occupant. You are responsible for care of the entire space until a new roommate moves in. and should maintain half of the space as move-in ready since a new roommate can be assigned at any time. If you cause damage to a wall on the other side of the room, you will be charged for its repair.*

Roommate Assignments

Excluding room change periods, current occupants will be given no less than 48 hours notice of the impending arrival of a new roommate. For this reason, your room must be ready for a new roommate to move in at any time. When the roommate is scheduled to arrive during the week of Spring Break, an attempt will be made to give 72 hours notice. Behavior that attempts to force a roommate to move out of a room or prevents a new roommate from moving into a room, including but not limited to intimidating or interfering behavior, is subject to remedy as provided for under *"Contract Modification, Termination, or Eviction"* or disciplinary action through the conduct process.

Roommate Requests

If you know your roommate is leaving and you have a person in mind to take their place, you need to let the Housing Office know and it may be accommodated. If you reside in a standard double or quad in McCormick, Clark, or Walter (excludes Cascade Hall) and you do not have a roommate or anticipate your roommate leaving, you can inquire with the Housing Office about sole occupant options at higher rates (only available if no new roommate assignment has been made). Students can be assigned to housing at any time during the academic year. Once new assignments are made, individuals receiving a

new roommate will be informed via University email. When the assignments are finalized, no changes will be made. If there are difficulties with the assignment, students may request changes during an official room change period.

Destruction of Premises/Emergencies

If the premises are partially or totally destroyed or rendered unsafe to inhabit due to an event such as a natural disaster, the University will accommodate residents elsewhere. In such an event, residents may be required to share space with other students. Housing rates will be adjusted accordingly.

Check-in/Check-out Procedures

Prior to check-in or check-out, a resident must have proper authorization from the Housing Office. The Room Condition Report (RCR) must be completed during the check-in/out process. It serves as the official record of the space's condition at check-in to compare during check-out and assess damages or alterations. Failing to complete and submit the RCR may result in an improper check-in fine (see "Improper Check-In" below).

A resident must arrange to check-out of his or her space with an RA or check out independently with a Check-Out Key Envelope. Checking out with an RA gives the resident an opportunity to get a staff member's preliminary opinion on damages and if the check-out protocol (cleaning, etc.) has been completed satisfactorily. Students who choose the independent check-out option will return their keys in a signed Check-Out Key Envelope. Students who select to vacate by the independent process waive their right to appeal any fines, fees or damages resulting from the Facilities/Residence Life assessment of the room. Following a check-out with staff or on their own, Residence Life and Facilities staff will inspect the room and determine if the student will be charged for damages, cleaning, or improper check-out. Notifications regarding any charges will be sent via email by Residence Life 30 days after you move out.

Improper Check-in

Any of the following actions shall constitute an improper check-in (subject to a $50 fine):

- Missing a check-in appointment and/or checking in to a space outside of advertised check-in hours.
- Failure to complete and submit a Room Condition Report through the online Residence software system (https://pacificu-residence.symplicity.com) within 10 days of checking into a space. By not submitting a RCR by the posted deadline, the student waives his or her right to appeal any fines, fees, or damages resulting from the Facilities and Residence Life assessment of the room upon check-out.

Note that moving belongings into a space or residing in a space without proper authorization from the Department of Housing will result in an Unauthorized Room Change (subject to a $100 fine per person).

Improper Check-out

Any of the following actions shall constitute an improper check-out (subject to a $50 fine):

- The resident vacates their space and does not complete the check-out process with a Residence Life staff member or Check-Out Key Envelope. By not properly checking out, the student waives his or her right to appeal any fines, fees, or damages resulting from the Facilities and Residence Life assessment of the room upon check-out.
- The resident fails to make advanced check-out arrangements with the designated Residence Life staff member at least 24 hours in advance or by the advertised check-out sign-up deadline, whichever occurs first.
- The resident fails to check-out of the space by the date and time arranged with the staff member prescribed in their housing contract.
- The resident fails to follow other check-out instructions, including but not limited to leaving trash or more than a drawer full of personal property in the space after vacating.

Third-Party Check-out, Removal of Property

When a resident is not present to vacate their personal property, but has secured a third party to pack and remove their effects in their absence, the University may apply the following:

- The resident shall provide the Department of Residence Life with a release of all liability for damage or loss to his or her personal property. The release shall specify which person(s) are authorized to pack and remove the resident's effects and must be submitted in advance of the check-out deadline.
- To assist in the identification of items to remain or be removed, the resident's roommate(s) must be present or must consent in writing to be absent while the third party packs and removes the resident's belongings.

- A designated Residence Life staff member must be present to monitor the third party and the packing and removal of the resident's belongings. The resident shall be charged an administrative charge for the staff member's presence at $25 for the first hour or portion thereof and $10 for each subsequent hour or portion thereof.

If the resident is unable to find a third party to pack and remove his property and requests the University to pack and remove their property, the following shall also apply:

- The resident shall pay for all boxes, packaging materials, shipping, and insurance.
- The administrative charge for staff member's time shall still apply to pack and remove property.
- The resident may be charged a handling fee of $2 per cubic foot of packed materials beyond the first twenty cubic feet.

Abandoned Property

If a resident abandons property, the Department of Residence Life shall dispose of said property in the manner provided by law. If the resident gives the Department of Residence Life notice to ship the property, the fees and provisions under *"Third-Party Check-out, Removal of Property"* shall apply. Any items left behind at the end of the academic year will be promptly donated or disposed of.

Subleasing

University housing is private property for the primary use of residents. Residents shall not sell, transfer, share, or sublet their housing contract or their assigned campus housing space.

Room and Board Rates

Room and Board Rates are generally billed two times per year, fall semester in July and spring semester in November. Residents who live in University housing for the duration of both terms may enjoy the winter term at no additional charge. However, those who choose to vacate housing prior to the end of the spring semester or those who are not housed during the fall semester will be charged the standard weekly rate on a prorated basis for the month of January. All changes in housing status must be reported to the Housing Office in advance for approval.

Room and Board Refunds

For information on the refund policy for room and board, refer to the current Pacific University Academic Catalog which is available online.

Fines, Property Damage, and Billing

When a resident is deemed responsible for any fineable violation or loss or damage to any University property, costs for labor, administration, parts, repair, replacement, and/or fines and fees will be billed to the student's account. Students will be notified in-person or by University email of the charges. Students agree to pay for said charges. If a student contests any amount billed to their account, the student must contest the charge with the Residence Life Office within 90 days from the date the charges were posted to the student's account. Charges that are not contested within 90 days of posting are considered undisputed and will only be reviewed or cancelled at the University's sole discretion.

Community Billing/Hall Amenities

Residence Life utilizes a community billing process to encourage students to take responsibility for their community, to empower students to make financial choices about the amenities in their hall, to educate students about the costs of community damage, to reduce overall housing costs from year-to-year, and to fairly distribute costs of inordinate damage.

Each residence hall offers certain hall amenities, including but not limited to vacuums, microwaves, televisions, kitchen equipment, and other recreational equipment. The Hall Council may also use student activity fees to plan social and recreational events for residents as well as purchase additional amenities. These amenities vary from building-to-building according to the unique choices and financial circumstances of the student-run council in each building.

Damage, vandalism, and neglect are not covered by housing rates. If willful or negligent damage in common areas or to hall amenities cannot be traced to responsible individuals, but was caused in substantial part by individuals, groups, or guests acting from within an

area of campus housing, residents of that community may be deemed financially responsible for the damage (see also "Vandalism" section in Chapter 4). Upon such determination by Residence Life, the following procedure is followed:

1. The AC for that community is informed of the damage and the cost. The AC may choose to pay for the damage out of their existing funds, approach the hall council for their help in paying for the damage, or bill the community deemed responsible.
2. If the AC chooses to bill the community, the AC will notify those residents of the damage and cost by University email.
3. The residents of that community may offer the identity of responsible individuals who will personally pay for the damage.
4. If no party assumes financial responsibility for the damage within one week, as a last resort, the AC will charge the residents' student accounts. The total charge will be divided equally among the residents with no less than a $5 charge per resident.
5. If the minimum charge of $5 per resident collects more than needed to pay the damage cost, the surplus shall be applied to the overall Residence Life budget and/or held to pay for future damage or maintenance during the academic year. If money remains at the end of the fiscal year, it may be used to maintain or upgrade other hall amenities per Budget Authority approval.

Housing and Residence Life Administrative Charge

The Departments of Housing and the Department Residence Life may assess a resident an administrative charge of $25 per instance upon missing deadlines, turning in forms or paperwork late, approved room changes outside of official room change periods (some exceptions apply), skipping or attending appointments late, or failing to respond to communication from the Housing or Residence Life Offices in a timely manner.

Room Entry and/or Inspection

The University respects students' rights to privacy in their spaces and personal effects to the maximum extent possible. The University will give residents notice at least 24 hours prior to entering residents' space except under the following circumstances:

- University personnel and designated contract agents of the University will enter a resident's space without advance notice to complete repairs or work requested by the resident. The resident's consent to entry is considered implied with the work request unless the resident explicitly requests in writing to be notified or to be present when the work is being done.
- Designated University personnel may enter a resident's space without consent or prior notice to complete a Room Condition Report upon a former resident's moving out of the space. If your roommate(s) vacate your assigned room, a Facilities Engineer and Residence Life staff will enter your room on the first business day following your roommates checkout appointment to assess the condition of the room and create a new Room Condition Report for a possible future roommate.
- The University, including personnel and designated contract agents, reserve the right to enter a resident's space without consent or notice immediately upon an emergency or suspected emergency that presents a danger to life, safety, health, and welfare of persons or property.
- Designated University personnel may enter a resident's space without consent or prior notice to ensure building evacuation when an evacuation is required by a fire alarm or other notice.
- Designated University personnel may enter a resident's space without consent or prior notice in response to a suspected policy violation when the occupants of the space are not present or fail to provide access to the space upon request of University personnel.
- Designated University personnel may enter a resident's space without consent or prior notice to reduce or eliminate unwanted noise from the space when occupants are not present or fail to respond.
- The University reserves the right to permit law enforcement personnel to enter a resident's space without consent or notice when said personnel present the University with a bona fide warrant for search and/or seizure or when a student is found breaking state or federal law.

In accordance with University rules and regulations, facilities personnel and ACs will perform routine safety inspections of each resident's space. Housing and Residence Life staff will give residents notice at least one week in advance for safety inspections. Re-inspection will be necessary if the resident's space fails inspection. Housing or Residence Life staff will give residents 24 hours notice for re-inspections.

Occupancy Checks

Residence Life staff will perform occupancy checks through the year for safety. Staff will verify that all residents have returned from University breaks and are in assigned rooms, so that everyone is properly accounted for in the event of a crisis. RAs may ask you to

sign a roster to verify your presence.

Keys & Boxer Cards

Keys are assigned to residents and remain the sole property of the University. Residents shall not lend, share, duplicate, or distribute keys or Boxer ID cards (electronic access cards). Residents shall surrender any keys to campus housing spaces upon request to any Housing or Residence Life staff member. Residents shall report lost, stolen, or missing keys or Boxer ID card immediately to a Residence Life or Campus Public Safety staff member.

Residents have 24-hour access to the residence hall to which they are assigned. Residents have access to other halls Sunday through Thursday from 7 am to 10 pm and Friday and Saturday from 7 am to midnight.

Students are expected to carry their room key and Boxer ID card at all times for safety purposes. All residents are expected to keep their room door locked at all times when the room is vacant.

Meal Plan

All residents living in units without a full kitchen are required to have a meal plan.

Dining Services offers a wide variety of choices to meet the needs of most students. Dining Services personnel are amenable to discussing special provisions or substitutions to meet dietary and other needs of students.

There is not a separate Winter term plan. The fall meal plan ends and the spring plan begins mid-January. Your Fall block meals will not transfer to the Spring semester but your declining balance will. At the end of the Spring semester, you can carry up to $100 of declining balance to the following Fall term, if you are enrolled for that term.

Meal Plan Waivers

Requests for exemption from the meal plan can only be made through the Housing Office for religious practices and medically prescribed diets that cannot be provided by Dining Services. Class or employment schedules, finances, and vegetarian, vegan, organic or gluten-free diets are not viable reasons for exemption. Contact the Housing Office for details.

Meal Plan Changes

Meal plan changes are only permitted during the first two weeks of the Fall and Spring semesters; changes are not allowed during Winter Term. To change your meal plan, you must complete a meal plan change form in the Housing Office during the designated two-week meal plan change period.

You may purchase additional declining balance at any time. To purchase less than $50, contact the Dining Services Office in the UC. To purchase $50 or more (charged to your student account), contact the Housing Office.

Housing Lottery

The housing lottery is the process by which returning students select housing and roommates for the following academic year. All returning students must select their own housing. Questions may be directed to the Housing Office. Information about this process will be advertised in March. A $100 Lottery Entrance Fee is required and must be paid online and an online Housing Lottery Application must be submitted prior to the established deadline (as long as you don't cancel your room selection, this $100 fee goes on your student account as a credit). Housing selection takes place in April.

Email Notice and Communication

Email from University personnel to a student's University email account shall constitute written notice. The time the email is deposited to the student's account shall constitute the received time, regardless of when the student chooses to read their email. Students are responsible for checking their University email account regularly and are responsible for reading the content of email sent by University personnel. A University email account address ends with "@pacificu.edu." A student who forwards their University email account to another address is still responsible for all email sent to their University account. Having an email box at full capacity, thus disallowing new email messages to be received there, is not an excuse for missing messages or calls that were sent to the box; students who do not manage their email will still be held accountable for the content of the email that the University attempted to deliver. Housing and Residence Life encourages you to sign up for Boxer Alerts to be notified about emergencies.

Bed Bugs

Bed bugs are a common occurrence around the world. It is imperative that you educate yourself, so that you are aware of what they look like, how to protect yourself and what to do if you suspect that you have them. Tips for bed bug infestation prevention are available online within Pacific University Housing.

If there are indications that you have bed bugs in your campus room, you are required to notify a Residence Life staff person or the Housing Office immediately. If you delay in notifying Residence Life or Housing Office personnel and a wider infestation occurs as a result, you will incur fees associated with the required eradication procedures.

After the Housing Office receives notification, University personnel will inspect your room and if it is determined there are bed bugs University personnel will work with you to set-up a treatment plan and to give you the necessary resources and instructions for you to treat your belongings. It is imperative that you follow these instructions exactly, so that you contain the infestation and do not put others at risk. Failure to follow directions may result in fines. You may remain in your permanent room assignment during the treatment process.

The University does not assume any liability for damage or loss of personal belongings during the treatment process.

If your belongings become infested with bed bugs when you are off-campus, it is your responsibility to treat your belongings properly at an off-campus location. Here is one resource you may contact for assistance: Ballad Towne Laundry 3012 Pacific Ave. Suite E , Forest Grove. Jim Bruce, 503-453-7826.

Please direct any questions to your RA, AC or to the Housing Office.

Bed Bugs and Furniture

In order to limit the number of spaces bed bugs might nest, and to reduce risk of bugs being inadvertently brought into the halls, students are strongly discouraged in possessing the following items in campus housing:

- Additional wooden furniture
- Upholstered furniture (including, but not limited to, leather and bean bag chairs)
- Excessive amounts of cardboard and/or paper
- "Egg crate" mattress pads.

IMPORTANT: While these items are not prohibited, if a student has brought in a "discouraged" furniture item and bed bugs are found in the furniture those items will be removed and any removal cost will be paid by the student.

Chapter 3
Room Care

General Policy on Room Care

Residents must maintain their space so all provided furnishings will be in the same condition upon check-out as they were at check-in. Fines and repair costs will be assessed for any alterations or damages beyond normal wear-and-tear that occur under allowed reasonable conditions of use. Each resident must submit an online Room Condition Report (RCR) within 10 days of moving into a housing space to record the space's condition to compare against the condition found upon check-out to assess damages or alterations. A Residence Life staff member also completes Room Condition Reports (RCR) for each residential space prior to a student's move-in and after a student's move-out, which is also referenced to assess damages or alterations.

In addition to charges to your student account for damages and fines, failure to adhere to University policies regarding the care of your personal space can result in disciplinary action, even as severe as eviction or expulsion.

To avoid fines and repair costs, residents should assume that any room alteration or modification that is not expressly permitted is beyond fair wear-and-tear and will result in additional charges. We strongly desire for students to feel at home in their rooms and make their rooms their own. Our policies regarding room personalization balance that desire with our goal to create a safe, clean, cost-effective, well-maintained environment for you to pursue your education.

This chapter outlines general expectations for room care and safety. Please be advised the University staff may enact further regulations if unsafe issues arise that are not addressed within these guidelines. The Departments of Housing, Residence Life, and Facilities have ultimate jurisdiction over what behavior is acceptable in the residence halls so that the communities remain safe for all members.

Reporting Facilities and Maintenance Concerns

Occasionally, individual furnishings or fixtures will wear out, break, or require professional care. Whenever repairs are necessary in residents' spaces, residents are responsible for notifying their RAs, who will submit work requests to Facilities personnel. Essential service requests are generally handled within two working days from receipt by Facilities. If the work is not performed in a timely manner, residents should contact their RA or AC as soon as possible.

Please be sure to report the following concerns quickly so that staff may respond to them: broken or malfunctioning doors/door locks, broken windows or window latches, mold, leaks, malfunctioning or nonfunctioning smoke detectors, unstable furniture. If any of these issues is an emergency, contact Facilities (during business hours) or Campus Public Safety directly so that staff may respond quicker.

When residents request a repair, consent to entry without notice is implied. If a resident wishes to be present when the work is performed, this request must be made in writing with the work request. Scheduling a time when the work can be performed while the resident is present will prolong the time until the work is completed.

Furnishings

Residents may rearrange room furniture that is moveable within their own room as long as the new arrangement is safe. Furnishings that are attached in the room shall not be moved.

Housing Office may request to have university-owned furnishings stored if it is required to accommodate a documented disability or medical condition; such students must contact the Learning Support Services Office and provide the necessary medical documentation to gain an exception.

Students may not disassemble bed frames at any time or remove provided furniture or mattresses from their rooms. Residents improperly storing their assigned furniture (such as in a space outside the unit) may be charged $25/day until the items are returned.

Residents are prohibited from removing furnishings from lounges and other common areas to a different space. Residents with common area furnishings in their room may be charged $25/day until the items are returned.

In order to limit possible bed bug nesting spaces and to reduce the risk of bugs entering the halls, certain types of furnishings are strongly discouraged from housing. See “Bed Bugs” and “Prohibited Items” policies for more details.

Bed Bunking and Adjustments

Residents living in Burlingham, Cascade, Gilbert, Vandervelden, and the Walter may adjust their beds up and down on their own if they are able to do so. However, residents are encouraged to put in a Work Request for Facilities to make the adjustments. Bed bunking must be requested through a Work Request with your RA.

For safety reasons, residents in Clark and McCormick Halls shall not adjust the height of their bed, bunk their bed, or make other adjustments themselves. Residents must request such modifications through their RA or AC and Facilities personnel will perform the labor. Facilities are glad to complete each resident’s first request free of charge. Subsequent requests for adjusting the same bed are billed to the resident at $25 for labor. Residents who bunk their beds or adjust their beds on their own will be assessed a $50 fine and repair costs for any damage caused by the resident’s adjustment.

Mattress Policy

Mattresses issued to rooms may not be moved to different rooms within a residence hall or to another residence hall. Pacific University mattresses will not be stored outside of residential rooms. If a student requires a special mattress due to medical needs, that student must contact the Learning Support Services Office and provide the necessary medical documentation to gain an exception. If the request is approved by the Housing Office, an exception will be made to have Pacific's mattress stored for the student. However, the student is responsible for making sure Pacific's mattress is returned to the assigned room prior to their check-out of the residence halls or charges will be placed on the student account. Also, due to the possible impact of bed bugs; the student must agree that any loss of personal property (such as the personal mattress) is the student’s responsibility financially. The University would not reimburse the student for any damage or loss.

Room Door and Exterior Hallways

Residential hallways and corridors are considered common areas and managed by ACs like any other common area in the building. However, their communal nature within the living-learning environment is important to residents; so, residents may decorate the exterior of their doors and the area immediately surrounding their doors. Residents may only hang items on their door or the surrounding walls with removable adhesives. Residents shall not use nails, tacks, or screws that damage the surface of the door or hallway walls. Residents shall not modify door closures in any way; it is specifically prohibited to install locks or chains on room doors. Residents’ personal decorations, signs, or dry-erase boards should not extend more than two feet in any direction from their doorframe. Room numbers and peepholes shall not be covered or altered in any way. Personal items such as bikes, shoes, and sporting equipment create clutter and pose fire and safety hazards when left in hallways. Residents shall not leave such items outside their door or risk having such items removed by ACs or CPS.

Electrical Connections

Residents shall not cover, hang, or attach anything to electrical fixtures, lighting fixtures, fire safety fixtures, network fixtures, or heating and/or air conditioning units provided in their rooms. Residents shall not modify any of the aforementioned fixtures provided in their rooms, such as installing alternative fixtures, plates, dimmer switches, or ceiling fans. For fire safety purposes, residents are approved to use surge protector power strips that are UL (“Underwriters’ Laboratories,” a nonprofit safety testing organization) approved. Multiplying an outlet or extending an outlet more than once is prohibited. For example, residents shall not plug a surge protector into an outlet multiplier or plug a multiple-outlet extension cord into a surge protector. Also, residents shall not plug one extension cord into another or plug another device into the end of a set of decorative lights. Electrical lights (such as “Christmas” lights) may not be used on metallic objects or attached to light fixtures. Please also see “Fire Safety” for additional policies related to this area.

Nails and Adhesives

Residents may use finishing nails or small tacks to hang items on walls. Finishing nails and tacks may not be used on any other furnishings such as doors, shelves, or closets. Residents shall not install any object larger than a finishing nail, such as regular nails, hooks, screws, and bolts, into the walls, doors, ceiling, or any other provided furnishing for any purpose. Drilling into window sill surfaces, furniture, ceiling or floor tiles, or puncturing insulation on pipes is prohibited.

Residents are encouraged to use non-damaging products to decorate their walls, such as blue/painter's tape and/or easily removed adhesive strips. Due to their ability to damage walls, adhesives and tape are not to be used in Cascade Hall. Instead, Cascade residents may only use tacks and/or finishing nails to hang decorations on the walls.

Residents may be charged to remove and/or repair damage from the following:

- Tacks or finishing nails left in walls after move-out
- Excessive finishing nail or tack holes (more than 15)
- Unapproved installations (regular nails, hooks, etc.)
- Adhesives, residue, and/or remaining adhesive hooks left up after move-out
- Tears, gouges, scratches or other damages to drywall

Painting

Residents shall not decorate their walls with paint, glow-in-the-dark paint, markers, or other stains or pigments.

Appropriate Decorations

Decorations or displays visible from the exterior of the building or from shared spaces (such as hallways between rooms or apartments) must not contain nudity, profanity, biased language, violence, neon signs, alcohol advertisements or logos, empty alcohol containers, or other drug or alcohol paraphernalia. If any such displays are visible from your room, you may need to move or remove these items.

Please also see "Fire Safety" for additional rules about room decorations; for safety purposes, residents shall not hang tapestries, flags, or other fabric from the ceiling or any fire safety equipment (such as a smoke detector, fire alarm, sprinkler head, etc.). Burning anything (such as candles or incense) is also prohibited.

Windows and Ledges

Residents shall not hang anything out of their windows, set anything on their outside window ledge, or put anything on the external surface of the building, including signs, plants, or satellite dishes. Residents shall not remove window screens. Individuals are prohibited from entering or leaving any building through a window.

Balconies & Porches

Items left on balconies and porches pose fire, safety, and sanitation hazards. Residents are responsible for maintaining a clean passageway through these areas. Clutter should be kept to a minimum (at the discretion of Residence Life Staff). Residents shall not hang items on balcony railings or porch fences. Additionally, smoking on balconies and porches is prohibited (See *"Smoking"* for details.)

Chapter 4
Rights and Responsibilities

Residents' Rights and Responsibilities

Rights and privileges do not just exist. Rather, they are maintained and preserved by the responsible action of all who share them. Your rights—what you are entitled to as a member of the community—are dependent upon your and others' fulfillment of the basic responsibilities of community living.

- You have the *right* to a safe and secure living environment. You have the *responsibility* to fully utilize all security measures provided by the University (including signing up for Boxer Alerts), to keep your building and room secure, and to prevent strangers from accessing the building.
- You have the *right* to sleep and study in a reasonably peaceful and quiet space. You have the *responsibility* to observe the 24-hour courtesy policy.
- You have the *right* to privacy, the proportionate use of your room in terms of space and time, and freedom from unwanted guests in your room. You have the *responsibility* to let your roommate know your preferences for sleep, study, and visitation, and to work through differences in a cooperative manner (this includes completing a roommate agreement after you move in and keeping it updated as necessary with your Resident Assistant.)
- You have the *right* to choose your means of recreation and relaxation. You have the *responsibility* to know and abide by the University's rules, including those that pertain to alcohol and controlled substances. These support the educational purpose of the University and foster a safe and comfortable environment to live and learn.
- You have the *right* to confront others' behavior that infringes on your rights. You have the *responsibility* to examine your own behavior when confronted by others and work towards resolving conflicts.
- You have the *right* to assistance from Housing and Residence Life staff, Campus Public Safety, or any other University staff when you have problems. You have the *responsibility* to timely notify staff of your problem and to cooperate while they work with you to respond to the issue.
- You have the *right* to know what's okay and what's not okay in housing. You have the *responsibility* to read and know the information provided by the University, including this handbook, the Student Handbook, the Catalog, and other publications.
- You have the *right* to propose policy changes and projects that may affect on-campus housing. You have the *responsibility* to consult with Residence Hall Association (RHA) about the proposal process and follow the proposal process, as managed by RHA. (See Appendix for details.)

We encourage you to think about these rights and responsibilities, talk about them with your peers and with staff, and make them a part of your stay here.

General Policy on Resident and Guest Conduct

As a community of learners and as a community of adults, the University expects that students will monitor the behavior of their guests and themselves and make responsible and reasonable decisions that are appropriate for academic-focused, community living. For more details, see the "Guest" policy.

All federal, state, and local laws are enforced on campus. To maintain our safe and learning-centered community, some additional rules and standards of personal behavior must exist, which are enumerated on the following pages. Despite such standards, it is inevitable that residents will encounter differences of opinion, misunderstandings, conflicts, and violations of University rules and regulations. Whenever reasonable and prudent, the University encourages students to attempt to resolve differences between themselves informally. Housing and Residence Life staff are happy to provide guidance to students who are working through such situations. Whenever an informal approach is unreasonable, unsafe, or unsuccessful, students should seek assistance from Housing and Residence Life staff as soon as possible.

Consequences and Conduct Process

Students are strongly encouraged to take all University rules and regulations seriously. Consequences for violating a policy may range from as mild as a warning to as severe as expulsion from the University or removal from campus housing. If you are suspected of violating a policy, the evidence may be documented by any member of the University community and you may be charged with a violation of the Student Code of Conduct. When you are charged, you will be referred through the University's conduct process. For more information on the conduct process, please see the Office of Student Conduct's webpages.

Confiscation

The University respects students' rights to personal property to the maximum extent possible. The University also expects residents to act in accordance with University rules and regulations and to act in ways that ensure the welfare and safety of themselves and others. Any prohibited item found in the residence halls will be confiscated by University personnel and may not be returned to the owner. Such remedy may result from the University's conduct process, from contract modification, or by request to the resident from University personnel. (For details, see "*Prohibited Items*" below).

You will find policies on the following topics within this chapter:

- Alcohol
- Bathrooms
- Bicycles
- Cleanliness
- Compliance
- Controlled Substances
- Dining Services Dishes
- Fire Safety
- Flying Objects
- Gambling
- Guests
- Indecent Behavior
- Noise
- Pets
- Postings
- Prohibited Items
- Propping Doors
- Restricted Areas
- Room Occupancy Limits
- Sales and Solicitation
- Smoking
- Sports, Sporting Equipment, Physical Activities
- Theft
- Threatening and/or Endangering Behavior
- Vandalism
- Weapons

Alcohol

In addition to state and federal laws, the policies contained here proscribe certain individual behaviors regarding alcohol in campus housing. Additional information about the University's Alcohol Policy can be found in the online Student Code of Conduct.

1. "Possession" is defined as being on and/or in your person or in your residential space, regardless of your awareness.
2. Persons under 21 years of age are prohibited from:
   2.1. Possessing or consuming alcohol on campus.
   2.2. Being in a campus housing space where alcohol is being consumed. The only exception is when the minor's roommate is 21 years of age and consuming in their shared space.
   2.3. Possessing empty alcoholic beverage containers. The only exception is when the minor's roommate is 21 years of age and owns the containers. Possession of empty alcohol containers may be considered evidence of consumption.
3. Persons 21 years of age or older may:
   3.1. Only consume alcohol in a campus housing space when the following conditions are satisfied:
      - A resident of the room is present and is 21 years of age or older.
      - No persons under 21 years of age are present, with the exception of any underage residents of that space.
      - The unit's entry door is closed.
   3.2. Store alcohol in their spaces, including their bedrooms and/or kitchens, only if the alcohol is stored and closed in the original container.
   3.3. Transport alcohol to and from their designated campus housing spaces only when the original container is unopened or the original screw-on top is closed.
   3.4. Possess empty alcohol containers, as long as they are clean and in a recycling receptacle, or clean and obviously

displayed as a decoration. See also “Windows and Ledges.”

4. All persons are prohibited from:
    4.1. Consuming alcohol in common areas of campus, including lounges, hallways, lobbies, restrooms, offices, classrooms, parking lots, and all outside grounds, except when such consumption is approved in advance by designated University officials as specified in the University’s Alcohol Policy.
    4.2. Possessing, providing, or consuming alcohol from containers larger than 5 liters in capacity, including kegs and wine boxes, except when such containers are approved in advance by designated University officials as specified in the University’s Alcohol Policy.
    4.3. Possessing or using beer bongs or other similar devices to facilitate rapid consumption of alcohol, or participating in activities that promote rapid consumption of alcohol (for example: drinking games).
    4.4. Being intoxicated to a point at which normal, independent functioning is compromised. Persons who cannot negotiate their way without assistance or who cannot care for themselves and their basic needs are still responsible for their own health and safety. They will be accountable for any care or attention provided to them by University personnel or other residents while they were intoxicated. This accountability may include disciplinary action or fines when student behavior prompted the activation of emergency personnel or protocols.
    4.5. Providing alcohol to persons under the age of 21.
5. All persons who choose to provide or consume alcoholic beverages:
    5.1. Must do so responsibly. Furnishing or consumption that precedes or occurs with excessive noise, vandalism, harassment, sickness, excessive messes, or obvious intoxication is in violation of this policy.
    5.2. Share responsibility for the safety and welfare of their peers and guests. This responsibility includes, but is not limited to, monitoring alcohol consumption, preventing intoxicated persons from driving, caring for persons who are unable to care for themselves, obtaining professional medical assistance for persons who may have alcohol poisoning, and securing assistance from University personnel whenever appropriate or necessary. Persons who are 21 years of age or older may be implicated when they choose to be in a campus housing space where persons under 21 years of age are consuming alcohol.
6. When a violation of the alcohol policy occurs, involved individuals are required to dispose of all alcoholic beverages upon request of University personnel. Guests and residents who are not assigned to the space where the violation occurs may be required to vacate the space upon request of University personnel.

Bathrooms

All persons are required to use bathrooms designated for their gender.

Shower stalls in the shared bathrooms within Cascade, Clark, McCormick and Walter halls shall be used by one person at a time. Inappropriate behavior within hall bathrooms should be reported to staff.

Food and other garbage should not be disposed of in any sink, shower, or drinking fountain.

Bicycles

Residents may lock bicycles on racks provided outside campus buildings and in designated bicycle storage spaces within the halls, as space permits. Inappropriate storage of bicycles may result in a $25/day charge and/or in the removal of the bicycle at the discretion of Housing or Residence Life. Bicycles remaining after their owners check-out of their rooms may be donated or disposed of. Bicycles may be stored at your own risk over the summer break in the Gilbert Hall bicycle room, located on first floor.

Cleanliness

Residents are expected to keep their assigned space reasonably neat and clean at all times and to correct issues pointed out by a university staff member. In accordance with law, residents must keep their space reasonably clean and free from health, safety, and fire hazards. This responsibility extends to shared spaces, such as suite bathrooms and apartment kitchens and living rooms. Residents are responsible for supplying themselves with any required cleaning supplies or equipment used for regular cleaning. RAs may checkout vacuums or brooms to residents as available. Garbage and recycling must be disposed of in designated locations promptly; Leaving garbage outside room doors, on porch/balconies, or piled in garbage cans is not acceptable and may result in individual or community charges.

Leaving For Breaks/Extended Time

For safety and health reasons, whenever you leave for breaks, or an extended time, please turn off your lights, empty your refrigerator, unplug all appliances (except for refrigerators), and close and lock your windows. In addition, from the months of November through February, be sure to leave thermostats no lower than 60 degrees. Residence Life Staff may announce additional pre-closing requirements before each break.

Common Area Care, Kitchens

Residents and guests are prohibited from leaving personal belongings or trash in lounges, kitchens, hallways, common bathrooms, and other common areas unless specifically allowed to do so by Residence Life staff. Items that are left in common areas may be confiscated, stored, or disposed of by University personnel at the University's discretion. Residents and guests are responsible for cleaning up any messes, spills, or bodily fluids that they leave in common areas. Residents and guests are prohibited from removing any furnishings or equipment from common areas; removal is considered theft. Excessive violation of these policies may necessitate prohibiting access to common areas and/or their appliances. See also "Vandalism."

Health Hazards

Urine, fecal matter, vomit, and other bodily fluids pose health hazards to community members when these fluids are expelled or disposed of inappropriately. Therefore, individuals are prohibited from:

1. disposing of bodily fluids improperly, and
2. discharging bodily fluids into or on a surface that is not meant for that purpose.

In the event that a bodily fluid is expelled in an inappropriate location, contact Facilities (during business hours) or Campus Public Safety to ensure the proper cleanup and disposal of these fluids. Offensive and/or purposeful violation of this policy will result in fines. See also "Indecent Behavior" and "Fines and Fees." In addition to being financially responsible for the costs to fix or clean any of these damages, responsible individuals may be referred to the Conduct Office for further action.

Compliance

- Residents and guests are required to identify themselves to University personnel upon request by means of a Boxer Card or other credible photo identification.
- Residents and guests are required to honor reasonable instructions from University personnel.
- Residents suspected of violating policies will be confronted by University personnel. During such exchanges, cooperation with staff members is expected.
- Residents and guests are required to provide University personnel with access to their assigned spaces when violations are suspected so that staff may ensure the safety and welfare of any persons and ensure compliance with University rules and regulations.

Controlled Substances

The policies contained here proscribe certain individual behaviors regarding controlled substances in campus housing. Additional information about the University's Controlled Substances Policy can be found in the online Student Code of Conduct.

- "Possession" is defined as being on and/or in your person or in your residential space, regardless of your awareness.
- "Controlled substances" are defined as illegal drugs, misused legal drugs, and potentially harmful substances both over-the-counter and prescription.
- Residents and guests are prohibited from:
    - Using, or possessing illegal or potentially harmful substances including, but not limited to, marijuana, heroin, narcotics, or other controlled substances. This includes, but is not limited to, all violations of State and Federal laws.
    - Manufacturing, distributing, and/or selling illegal or potentially harmful substances including, but not limited to, marijuana, heroin, narcotics, or other controlled substances. This includes, but is not limited to, all violations of State and Federal laws. Because this behavior is actively destructive to the fabric of the community, sanctions related to the conduct will be more severe.
    - Being under the influence of controlled substances in campus housing.

- Being in a campus housing space where controlled substances are present, being used, manufactured, and/or sold.
- Possessing drug paraphernalia that facilitate the use of illegal substances such as pipes, bongs, and/or homemade devices.
- Using medical marijuana in campus housing. This policy is in accordance with federal law. Residents that qualify for medical marijuana may be eligible to move off-campus and should apply through the Residency Waiver process.

- When an alleged violation of the controlled substances policy occurs, paraphernalia and/or controlled substances may be confiscated and destroyed by University personnel. Guests present where the violation occurs may be required to vacate the space upon request by University personnel.

Dining Services Dishes

All persons are prohibited from removing dishware and flatware from the University Center. Removal is considered theft; replacement increases the cost of board. Individual or community damage charges may be assessed in response to stolen dishes or removal of dishes left in campus housing. Dirty dishes, especially in community living areas is considered a health hazard. Residents are instead encouraged to obtain reusable to-go containers, which may be available through Dining Services.

Fire Safety

Each and every resident and guest plays an important role in fire prevention in the residence halls. With so many people living together, everyone has a responsibility to make safe choices and report unsafe conditions with regard to fire safety. It goes without saying that fires can have an enormous impact, both in terms of resident safety and financial costs. Because Pacific University takes fire safety so seriously, any violations of the Residence Hall Fire Safety policy will result in responsible persons being financially responsible for the costs to fix or clean any resulting damages, being subject to monetary fines, *and* being referred to the Conduct Office for further action. Fines for those responsible for violating any part of the Fire Safety policy are as follows:

- Burning and open flames, fire safety equipment tampering or misuse, obstructing a fire exit, negligent cooking, failure to evacuate during a fire alarm: $150 for first violation, increasing by $100 for subsequent violations (example, $150 for first, $250 for second, etc.)
- False fire alarm: $500 per violation

Residents and guests also bear legal, criminal, and financial liability for creating fire hazards. Repeated and/or particularly dangerous violations of this policy may result in removal from campus housing.

Burning and Open Flames

Residents and guests are prohibited from burning anything, using an open flame, or creating any kind of fire in Campus Housing. This prohibition includes but is not limited to using candles, cigarettes, cigars, hookahs, pipes, incense, and fireworks. If a resident or guest is found burning candles or similar items, the resident shall clip the wick or discard the item. An AC may make exceptions to this policy for special events that are arranged in advance and held in certain areas, for example, burners used for serving dishes at a catered event. See also “Smoking.”

Fire Safety Equipment and Fire Alarms

All persons are prohibited from disabling, tampering with, or decreasing the effectiveness of any fire safety equipment (including, but not limited to, fire extinguishers, smoke detectors, and sprinklers.) This includes, but is not limited to:

- Covering, attaching to, or hanging *anything* from smoke detectors, fire alarms, and sprinkler heads.
- Removing batteries from a smoke detector and/or taking a smoke detector off the ceiling. If you have a battery-operated smoke detector, you are responsible to make sure it is working; if it beeps to indicate low batteries, *do not* take it down. Report this immediately to staff. (See “Reporting Facilities and Maintenance Concerns.”)

Individuals are prohibited from misusing fire safety equipment (such as inappropriately discharging a fire extinguisher.)

Causing a false fire alarm to be sounded is strictly prohibited (this does not include having one smoke detector sound temporarily due to smoke or steam while cooking).

Obstructing a Fire Exit
Emergency exit doors and escape routes must be kept free and clear of materials that may impede evacuation. Obstructing a route of fire egress with trash, furniture, or other physical items, is strictly prohibited. See also "Cleanliness."

Barbecue Grills
Residents are not allowed to possess or use barbecues or open flame cooking devices within campus housing, including on balconies and porches. When available, residents are permitted to use community barbecues on the outside grounds away from buildings. Residents are required to keep community barbecues clean. See your RA for more information.

Negligent Cooking
Fires from unattended cooking are completely avoidable. Do not leave microwaves, ovens, stoves, or other appliances unattended while in use. Should a fire result from negligence while cooking, you will be held responsible. Please also consult the "Prohibited Items" list to see which appliances may not be possessed or used in campus housing.

Evacuating During Fire Alarm
When a fire alarm sounds, residents and guests must promptly evacuate the building and assemble in the posted gathering location. Failure to do so may result in fines and citations. See "Safety and Emergencies" for further instructions.

Flying Objects
All persons are prohibited from throwing, dumping, or projecting anything from windows, porches, balconies, or inside the residence halls.

Gambling
All persons are prohibited from gambling with money in campus housing.

Guests
Residents' Responsibility for Guests
Residents are responsible and accountable for their guests' conduct, whether the guests are present by residents' explicit invitation or by the residents' acquiescence. "Guest" refers to any person who is not a resident of the campus housing space in which he or she is present, whether by invitation or acquiescence. Guests are required to abide by the same University rules and regulations as residents. Residents are responsible for informing their guests of said rules and regulations. Residents may be billed for any damage caused by their guests and may be charged under the student conduct code for any policies violated by their guests.

Guest Escort Policy
For safety and security, residents shall escort their guests who are not Pacific University students at all times in all campus housing buildings. Guests who are not escorted may be removed from the building by University personnel. University personnel may require any guest to leave campus immediately if the guest or the resident host violates University rules or regulations, disrupts or disturbs the campus community, requires inordinate attention from University personnel, or the guest is deemed to be a chronic visitor.

Overnight Guests
Residents must register their overnight guests with the University prior to the guest's arrival. These protocols are advertised and can be clarified by Residence Life or Campus Public Safety staff. If a student wishes to have an overnight guest in the residence halls who is younger than 18 years old, they must obtain the express consent of that person's parent(s)/legal guardian(s).

Residents may host overnight guests in their assigned spaces when the following conditions are satisfied:

1. All roommates approve the guest's stay and continue to consent to the guest's stay.

2. The guest's stay shall not exceed three consecutive days per month, not totaling more than ten days per semester. Special exceptions are at the discretion of the AC.

Trespassed Guests

Individuals may be informed by University personnel that they are not allowed to access specific portions of campus, or campus at all. This may be applied to current students, including those who live on campus, and non-students. Residents must not give access to any areas from which an individual has been trespassed. Residents can be held accountable through the Conduct process for giving access of a restricted area to a trespassed individual.

Indecent Behavior

Individuals shall not engage in lewd, obscene, indecent behavior or any conduct that is offensive to accepted standards of decency such as public nudity, urination, or sexual activity.

Noise

Residents and guests are mutually bound to a 24–hour courtesy policy that is in effect at all times. Under this policy, residents and guests agree to the following:

- All residents have a right to study or sleep in their own room without unreasonable interference from noise.
- Residents and guests are responsible for anticipating when noise from their space may be disturbing others and adjusting noise levels accordingly.
- Residents who are affected by noise are responsible for contacting the source and requesting the source to reduce the noise.
- Residents and guests are required to respond to any request to reduce any noise at any time.

While residents are encouraged to use these principles to resolve noise concerns informally, there may be times when staff assistance is required. Residents are encouraged to contact their RA or AC whenever the issue cannot be resolved informally.

In addition to the 24-hour courtesy policy, the following noise policies are also in effect:

- Quiet Hours are when noises, music, and voices must be kept to a low level and mostly contained within each residential space. In general, noises should not be detectable two doors down or twenty feet, whichever is closest.
- Quiet Hours are Sunday through Thursday, from 10 p.m. to 7 a.m., and Friday and Saturday, from midnight until 8 a.m. During final exam periods, holidays, and breaks, Quiet Hours may be more or less restrictive; adjustments will be advertised.
- The use of drum sets is prohibited at all times within campus housing, unless specifically designated by Housing and Residence Life staff. Amplified or electric instruments may only be used in conjunction with headphones.
- In the interest of maintaining a clean, safe, and cost-effective operation, there are times when the University must conduct housekeeping, maintenance, and facility operations during designated quiet hours.

To ensure a healthy living and study environment, University personnel may address and document noise concerns without receiving a complaint from a resident and without issuing a noise warning. When a violation of the noise policy occurs, guests and residents who are not assigned to the space where the violation occurs may be required to vacate the space upon request of University personnel.

Pets, Service Animals, and Companion Animals

There are health hazards and/or allergies associated with many animals, and the college environment does not provide adequate accommodations for pets. Therefore the University enforces a no-pets policy in our residence halls (one exception is made for fish). Residents may only have fish in tanks 10 gallons or less. Students are not allowed to have any other pets. Approved pets must be cared for over all University breaks. Pets left without care may result in a fine up to $100 and the pet privilege may be revoked. Residents and guests are prohibited from possessing or transporting animals or unapproved pets in campus housing at all times. Unauthorized pets may result in a fine of $50 per day.

Pacific University provides reasonable accommodations to students living on-campus with a documented disability. Students who require service or companion animals may seek approval by Learning Support Services (LSS.) If the request is approved, the resident

will meet with Housing to review expectations for the resident and the animal.

Postings

This policy applies to anyone who would like to post posters in common spaces or on the exterior of a residential building– including student organizations and other University departments. Unapproved or improperly posted advertisements will be removed.

All posters must be approved by Student Life or Residence Life staff (such as ACs, Front Desk staff, etc.) prior to distribution to RA mailboxes for posting. Exceptions can be made at the discretion of Residence Life staff.

For a poster to receive approval, the event or message must:

- either be open to all students or relevant to a population that lives in the hall. (Note: business advertisements, band flyers, etc. are unacceptable)
- be sponsored by a University club, department or a residential student.

For a poster to receive approval, it must:

- not have any inappropriate language, including derogatory or biased language.
- have the date and time of the event, if applicable.
- be submitted to the Student Life office to be stamped and posted by RAs (Residence Life, Hall Council, and RHA may hang the posters themselves.) The stamp will indicate the day on which the posters should be removed. This date is at the discretion of the staff member approving the poster, usually a day after the event has taken place.

The number of posters per building cannot exceed the following totals (exceptions made at the discretion of the Department of Residence Life): Vandervelden (1), Clark (3), Cascade (7), Burlingham, McCormick, Gilbert, Walter (4 each). If you are hanging only one large poster per hall, you may hang the poster yourself after receiving a stamp of approval and in consultation with the hall's AC.

Prohibited Items

Residents shall not possess or use any of the following items in campus housing. If these items are found, they will be confiscated (for details, see "Confiscation").

- air conditioners
- airsoft guns
- animals or unapproved pets
- barbecue grills (propane and charcoal included)
- beer bongs, or other rapid consumption devices for alcohol (See also "Alcohol")
- blow torches
- bread makers*
- candles with burnt, unclipped wicks (See "Burning and Open Flames" for details)
- dartboards with metal-tipped darts
- explosives/fireworks (See also "Fire Safety")
- firearms and/or ammunition
- illicit drugs and/or drug paraphernalia (See also "Controlled Substances")
- hazardous chemicals
- halogen lights
- heaters not provided by the University
- hot plates
- knives defined or displayed as weapons (includes blades greater than 4"; culinary knives are allowed)
- microwaves+
- refrigerators with capacity greater than 4 cubic feet and other large appliances (freezer, dishwasher, washer, dryer)*
- toasters/toaster ovens*
- toilet bowl cleaners (sit or hang in tank or bowl; will damage toilets)
- paintball guns
- propane barbecues (See also "Fire Safety")
- subwoofer speakers
- waterbeds
- weapons, including ornamental weapons and those for martial arts (See also "Weapons")

***Item is permitted in Apartment Kitchens** (Burlingham, Gilbert, Vandervelden); Refrigerators 4 cubic feet or less are permitted in all rooms, however a mat must be placed under refrigerators in carpeted areas.

+**Microwaves:** Residents of Burlingham, Gilbert, or Vandervelden are allowed to have microwaves as long as the microwave is kept on a table.

IMPORTANT: These items are not prohibited, but highly discouraged due to bed bugs nesting in such materials/items: Excessive amounts of cardboard/paper, Upholstered furniture (including leather and bean bag chairs**.),** wooden furniture. See also "Bed Bugs" and "Furnishings."

Propping Doors

All persons are prohibited from propping exterior doors (fire safety doors) in violation of fire codes. Safety is a responsibility shared by all members of the campus housing community. A propped door allows anyone access and endangers the welfare and safety of all community members and their property. Residents and their guests may be held responsible for any loss or damage that occurs in substantial part due to propping a door. Residents and their guests may be charged under the Conduct process for any action that jeopardizes the safety of others. All persons are prohibited from leaving an exterior door propped.

Restricted Areas

All persons are prohibited from roofs, building and window ledges, mechanical rooms, and other off-limit areas for safety reasons. Fire escapes are considered off-limit unless a fire is blocking other evacuation routes. All persons are prohibited from using alarmed doors except in the event of a building evacuation or emergency. Residents and guests are prohibited from entering other residential spaces not assigned to them without invitation by a resident of that space.

Room Occupancy Limits

For fire safety, all persons are prohibited from exceeding maximum posted room occupancy limits. All persons are prohibited from exceeding the following maximum occupancy limits for campus housing living spaces:

- Single and double occupancy rooms shall not exceed 10 people.
- Triple and quad occupancy rooms shall not exceed 15 people.
- Burlingham, Gilbert and Vandervelden units of four (4) and six (6) person occupancy shall not exceed 20 people in the entire unit.

Sales and Solicitation

All persons are prohibited from engaging in commercial enterprises, sales, or solicitations in campus housing. Residents who encounter salespersons in campus housing are encouraged to contact CPS to escort the person from the building.

Smoking

Pacific University prohibits smoking anywhere on Pacific University campuses, including within and around Campus Housing. Smoking includes, but is not limited to the use of cigarettes, cigars, pipes, hookah, and any other smoked or smoldering substances. The use of nicotine delivery devices such as e-cigarettes is prohibited under this policy on all Pacific University. This policy prohibits smoking on all Pacific University grounds, outdoor areas, vehicles, parking lots, and inside any personal vehicles parked on the property.

As noted in the "Fire Safety" policy, smoking within Campus Housing will result in severe fines. See also: "Pacific University Smoking and Tobacco Use Policy" online.

Sports, Sporting Equipment, Physical Activities

Residents and their guests are free to use courtyard areas for sports and physical games if done so responsibly and in observance of noise and other University policies. University personnel reserve the right to restrict or redirect such activities when safety to persons or property may be compromised. If damage occurs to windows or other property as a result of such activities, responsible parties are expected to report the damage and pay for repairs or replacement.

All persons are prohibited from using sporting equipment, throwing objects, or engaging in physical games within campus housing. Items for point-to-point transportation (including but not limited to skateboards, scooters and bikes) shall not be used for transport within campus housing. Such items must be carried or walked through hallways and corridors.

Theft

Attempted or actual theft of, unauthorized use of and/or damage to property of the University, or property of a member of the University community, or other personal or public property is prohibited.

Threatening, Endangering Behavior and/or Discriminatory Behavior

Physical abuse, sexual misconduct (see University Student Sexual Misconduct policy for additional details), domestic violence, verbal abuse, threats, intimidation, harassment, restraint, coercion, bullying and/or other conduct which threatens or endangers the health or safety of any person is prohibited.

Additionally, any unwelcome verbal, physical, or other (including electronic or on the Internet) conduct that violates the University's Non-Discrimination Policy or has the purpose or effect of harassing an individual or group based on race, color, religion, sex, gender identity, national origin, age, sexual orientation, or disability. This includes any conduct that is severe or pervasive enough to:

- create an environment that a reasonable person would consider intimidating, hostile, offensive, abusive, or demeaning;
- unreasonably interfere with an individual's academic, work, or living environment; or
- otherwise interfere with an individual's access to the educational benefits available to them as a member of the University community.

It also includes, but is not limited to, epithets, slurs, jokes, negative stereotyping, or other behavior. Add new language regarding Bias incidents here.

Vandalism

Intentionally, recklessly, or negligently causing messes and/or damage to any area or property within or around the halls is prohibited. In addition to being financially responsible for the costs to fix or clean any of these damages, responsible individuals may be referred to the Conduct Office for further action. See also "Cleanliness."

Residents are expected to report such vandalism to University staff if they encounter it. They also must share any information that could help identify the responsible persons. Because housing rates cover only the standard operating expenses, damage, vandalism, and neglect are not covered by housing rates. Should the University need to spend money to fix vandalized areas, the costs may need to be shared among community members. This process is explained in the "Community Billing/Hall Amenities" section.

Weapons

All persons are prohibited from possessing weapons or hazardous materials while on campus. All persons are prohibited from brandishing or displaying any item as a weapon or using any item in a threatening manner. Legal firearms and other weapons used for sport shall only be kept on campus at the CPS office with prior approval from the Director of Residence Life. Please contact the office of Student Life for details.

Chapter 5
Safety and Emergencies

For more information regarding safety and emergency plans, please see "Emergency Response and Operations" on the University website.

Staff On Call, Problem Situations

Residence Life operates an on-call system to ensure there are staff members available to assist you after hours.

- An RA is on duty from 7 p.m. until 7 a.m. on weeknights, from 7 p.m. on Friday until 7 a.m. on Monday, and 24-hours a day during University holidays (*see "Staff Directory" at the end of this handbook for phone numbers*)
- One Senior Administrator is on call 24 hours a day during the academic year.
- One or more CPS officers are on duty for campus 24 hours a day, year-round.

Getting Help During Business Hours

In general, use the following procedure to obtain assistance during normal business hours.

1. Contact your RA or another RA in your building.
2. Contact your AC.
3. Contact the Student Life Office at 503.352.2200.
4. Contact CPS at 503.352.2230.

Getting Help During Nights and Weekends

In general, use the following procedure to obtain assistance during nights and weekends.

1. Contact the On-Call RA on your side of campus:
    a. **North** Campus On-Call RA (for Burlingham, Gilbert, Vandervelden): **971.275.2028**
    b. **South** Campus On-Call RA (for Clark, McCormick, Walter, Cascade): **971.275.2027**
2. Contact CPS at 503.352.2230 (ext. 2230).

Lockouts

Residents should carry their keys, Boxer ID key card, and lock their doors at all times. Residence hall students receive three (3) free key-ins per semester. Additional key-ins are billed to the student's account at $5 per key-in. If you are locked out and need assistance:

- Nights, 7pm-7am, and weekends: Contact the On-Call RA.
- Days: Contact CPS at 503.352.2230.

Non-Emergency Maintenance & Facilities Concerns

Contact your RA or AC for general non-emergency maintenance concerns. For emergencies, such as floods or gas leaks, follow the procedure listed under *"Utility Failure."*

Safety & Security

Safety and security on campus is a shared responsibility between students and the University. The University provides certain security

devices and services; students are responsible for making full use of these devices and services to protect themselves and their property from injury or loss. Here are some basic safety and security precautions that students should always follow:

- Always lock your doors. Keeping your door locked, even if you are just visiting down the hall or using the community bathroom is the simplest way to protect yourself and your property.
- Use the peephole on your door before opening your door. Do not open your door for strangers unless you are sure it is safe.
- Be aware of who is on your floor and who is in your building. If you see suspicious persons in the building, contact a Housing and Residence Life staff member or CPS immediately. Do not allow strangers to follow you into the residence halls.
- Keep accurate records of your valuable property, including the make, model, serial number, purchase date, purchase price, and purchase location. See also "Student's Responsibility for Property and Insurance."
- Mark valuable property with your name and/or driver license state and number. CPS has engraving tools to lend to students.
- Purchase and use the most durable locks you can for property like bikes and laptop computers.
- Do not keep valuable property visible in your car. Store valuable property in your room, your trunk, or under seats.
- Be aware of your surroundings. Take a friend with you when you go to unfamiliar places or go places at night. You may call CPS for an on campus escort.
- Residents are advised to maintain their own battery-operated flashlight and minimal first-aid supplies (small bandages for cuts and scrapes, disinfectant, etc.) in their room.
- Shred any documents which contain personal information.

Boxer Alerts Notification System

Pacific University offers an alert notification system powered by e2Campus called "Boxer Alerts". Boxer Alerts will send notifications to all registered mobile phones, Blackberries, wireless PDAs, pagers, smart or satellite phones, email addresses, and RSS feeds. Messages can also "pop up" to anyone using Google, Yahoo, or AOL as their home page.

Residents are required to register. The University can quickly send information critical to the campus directly to you, such as campus emergencies, closings due to weather, etc. You can sign up for this service online.

General Emergency Information

Pacific University administrators use an extensive, well-documented emergency plan. The information in this section has been adapted from *Pacific University Emergency Procedures Desk Reference*. The best way to be prepared in the event of an emergency is to know what to do ahead of time.

How to Report an Emergency

If immediate police, fire, or emergency medical attention is needed, contact 911 first, then contact CPS at 503.352.2230 (ext. 2230). For all other University emergencies, contact CPS first.

1. Stay calm and stay on the line; do not hang up until told to do so.
2. Give your full name.
3. Give your exact location. Be prepared to report your building's street address:
    - Burlingham, 2111 University Ave.
    - Cascade, 2164 Cedar Street
    - Clark, 2140 University Ave.
    - Gilbert, 2015 University Ave.
    - McCormick, 2209 College Way
    - Walter, 2151 College Way
    - Vandervelden, 2033 University Ave.
4. Explain the emergency to the dispatcher.
5. Contact CPS at 503.352.2230 (ext. 2230) immediately after calling for outside emergency assistance or instruct someone else to do so. CPS will help emergency personnel access your area and will help control other traffic on campus.

Catastrophic Disaster Assembly

The University has designated assembly areas in the event of a catastrophic disaster, for example, a very large earthquake or explosion. If it is safe to go there, the area will be used for evacuation, triage, and recovery. Do not leave the assembly area until an all-clear is given by designated University personnel. It is crucial that everyone be accounted for should the disaster require search and rescue operations.

- Cascade, Clark, Walter, and McCormick assemble in Parking Lot E, which is between Clark Hall and the tennis courts
- Vandervelden, Burlingham, and Gilbert assemble in the Parking Lot K, behind Gilbert Hall.

Information for Sexual Assault Survivors

If you think you have experienced an unwanted sexual experience, you are not alone and it is not your fault. You may be feeling a variety of emotions, ranging from feeling angry, scared, or even not feeling anything; all of this is a normal reaction to a very abnormal and scary experience. You may be confused about what your options are. Please remember that, no matter what you do, there is no one correct way to handle this. You survived a very difficult situation and that is the important thing. Whatever you choose to do, it is important to pay attention to what makes you feel safe.

Below are just a few confidential resources. For more information, visit the Campus Wellness Coordinator's webpages online.

- **Campus Wellness Coordinator, 503-352-CARE (2273):** The Wellness Coordinator is a University staff member who is specially trained to provide confidential support, advocacy, and assistance in clarifying your options and in assisting you in utilizing your on-campus and off-campus resources. The Wellness Coordinator will work with you at your comfort level to figure out what options are best for you.
- **Student Counseling Center, 503-352-2191:** You can utilize services at the counseling center for as few or as many sessions as you like. Therapists can provide you with confidential support to process and heal from this event, help you discuss options, and provide referrals to other services.
- **Student Health Center, 503-352-2269:** You can make an appointment with the Student Health Center for help with emergency contraception, STD screening, and other health concerns relating to the unwanted sexual experience. They also provide referrals to other on-campus and off-campus services as needed. Services are completely confidential.

The following University resources will support your privacy, but cannot guarantee confidentiality amongst the university staff and faculty:

- **Associate Vice President of Student Affairs, 503-352-2120:** If the person who is responsible is a student, faculty, or staff member and you would like to make a report to the university, you can contact the Associate VP of Student Affairs and either a formal or an informal hearing process will begin. The VP may talk to staff in Residence Life, faculty, or other departments as deemed appropriate. Please see the Student Sexual Misconduct Policy for more information.
- **CPS, 503-352-2230:** You can report the incident to any CPS officer, regardless of if it happened on campus or not. You have several options as to how much information you give to the CPS officers. You can give them both your name and the suspect's name, your name but not the suspect's name, or the suspect's name but not yours: in all of these situations, CPS will give the report to the Associate Dean and Dean of Students, as they do with all incidents involving students. The final option is making a completely anonymous report, where you do not give them your name or the suspect's. In this situation, CPS would use the information for data collection for the Annual Safety Report but for no other purpose. They will also give you referral information for on-campus and off-campus resources. CPS officers may talk to staff in other departments as deemed appropriate.
- **Area Coordinator, 503-352-1554 (Lafayette Baker), 503-352-2076 (Jared Begg), 503-352-1448 (Karolyn Ismay):** You can talk to either your Resident Assistant (RA) or the Area Coordinator (AC) in your building. They will help you figure out your resources, determine if you want to file an informal or formal report with the university, and your options for housing if you do not feel safe in your room. RAs are required to tell the AC about the incident and so the information will be disclosed within Residence Life/Student Life as deemed appropriate.

The following are a few of the local Off Campus resources for those who have had an unwanted sexual experience:

- **Sexual Assault Resource Center's (SARC) 24 hour crisis line, 503-640-5311:** SARC provides 24 hour support, advocacy, referral information, crisis counseling, and information. They also provide hospital advocacy within Washington and Multnomah Counties. Their services are confidential and advocates can help you determine the best option for you.

- **Police Department, 911 or 503-629-0111 (non-emergency dispatch for all of Washington County):** If you are injured and need police assistance, you can call 911. If it is a non-emergency situation and you decide you would like to file a report with the police about the unwanted sexual experience, you can call the non-emergency dispatch number. The legal process can be lengthy and difficult, so you may find that you need additional emotional support during this process.
- **Hospital (Providence Saint Vincent's Hospital 9205 SW Barnes Road Portland (off Hwy 26), 503-216-1234):** You may consider going to the hospital for a few reasons: If you decide you would either like to press legal charges or if you have been injured and need medical attention. Saint Vincent's Hospital is the closest emergency room that is staffed with a Sexual Assault Nurse Examiner, who is specially trained to provide care and evidence collection for victims of sexual assault. You can receive medical attention and choose to have evidence collected if you wish. You can also choose to have evidence collected but not given to the police until you decide if you would like to pursue legal charges. Also, you can request to have an advocate with you.
- **National Sexual Assault Hotline, 1-800-656-4673**
  Anonymous crisis support for victims of sexual assault, their friends, and families.

To read the University's Sexual Misconduct policy, go to the Student Conduct area within the Pacific University website.

Additional Wellness Resources

- **Washington County Crisis Line (503-291-9111)**
  If you or someone close to you is experiencing a ***mental health crisis*** and need to speak to someone immediately. Available 24 hours/day.
- **National Suicide Crisis Line (1-800-784-2433)**
  If you or someone close to you is ***depressed or suicidal*** you can speak to someone immediately. Available 24 hours/day.
- **Portland Women's Crisis Line (503-235-5333)**
  Resources and support for survivors of ***domestic and sexual violence***. Available 24 hours/day.
- **Oregon AIDS Hotline (800-777-2437)**
  Get answers to questions about ***AIDS*** and learn about local resources available to you.
- **Gay, Lesbian, Bisexual & Transgender National Hotline (888-843-4564)**
  Provides peer-counseling, as well as factual information and local resources for the ***GLBT*** community and those with questions about sexual orientation and/or gender identity.

Chapter 6
Services

Garbage and Recycling Service

Garbage and recycling containers are provided in Vandervelden behind Building D and B, near each residence hall, through the hallways in the residence halls and in the trash recycling room located on each floor in Burlingham and Gilbert. Residents are prohibited from leaving garbage on their porch or balcony or outside their door. Please place garbage in the proper receptacles. Residence hall students are required to take items outside when they are too large for the hallway receptacles or the hallway receptacles are full. Residents are encouraged to shred confidential documents.

Laundry Services

Laundry services are available at no additional cost for students living in the residence halls. Residents are encouraged to use the machines within the hall they live. Students who do not live on campus, guests, and non-students are prohibited from using the residential laundry facilities. Should a resident allow a guest to access and use residential laundry facilities, he or she may be held personally responsible for theft of services under Student Code of Conduct.

Network Services

There is an Ethernet connection to the University's Local Area Network (LAN) for each room occupant. Residents can connect to the Internet using the LAN or wireless connections. If you have specific questions regarding connectivity, please contact the Technology Information Center (TIC) in the lower level of Marsh Hall.

For assistance with configuring your computer and gaming systems to the network, and for other helpful hints, refer to the *Getting Connected* and *Connecting Game Consoles* guides online.

Printing Resources

Students may print on a cost-per-page basis to the Pharos-based printers found in each residence hall and Vandervelden 120, among other locations.

Step-by-step instructions for setting up your computer to print to Pharos print queues are available at the TIC website or at the TIC. If you experience trouble, the TIC can help you set up Pharos printing.

For printing on transparencies, color paper, or in larger formats, contact the Service Center at 503.352.2731.

Comcast Cable & Telephone Services

Residents may contract with Comcast Cable to provide cable television and/or phone service to their rooms. A variety of packages are available and all can be accessed from the coaxial cable jack in your room. For more particulars please contact Comcast at 503.572.9949.

Upon moving out, students are responsible for communicating with Comcast to disconnect service, and for returning all rented equipment to Comcast; Comcast may charge for any equipment not returned. The University is not responsible for any Comcast equipment.

Summer Storage

The University offers limited summer storage space on a first-come, first-served basis to students who are signed up to return to housing the next fall. We anticipate all storage space to fill up; once it is full, residents will need to store belongings off-campus.

- Storage for students returning to live on campus in Fall is available on 4th floor of Burlingham Hall.
- Long-term storage (such as studying abroad in Fall, but returning to campus housing in Spring) is only available on McCormick 1st floor.
- Summer bike storage is in the bike room of Gilbert 1st floor.

Storage rules are as follows:

1. 2 boxes are allowed per student (maximum of 23" x 18" x 18") **or** 1 box (maximum of 23" x 18" x 18") and 1 small refrigerator
2. Materials must be packed in 2mm plastic bags and then put neatly into boxes that are shut tight and sealed.
3. Storage check-in is available during the posted time(s) *only***.** During these shifts, meet staff at the posted storage locations to check your items into storage (which includes having each box properly labeled by the staff member.)
4. Items are stored in the building at the resident's risk. While the staff makes every effort to protect residents' personal property, we cannot guarantee the security and safety of your belongings.
5. Items must be retrieved during posted storage pick-up times *only*. These times are usually on move-in day and one other day during the first week of Fall classes. Items stored may only be picked up by the resident storing them.
6. Storage space is not available for students after termination of residency. If a resident plans on returning but changes their plans over the summer, he/she must contact Residence Life for pickup of stored belongings or shipping instructions. Shipping charges for boxed items will be assessed to the student.
7. Any items not picked up will be considered abandoned property and may result in shipping charges if the property must be returned.

Appendix I
Housing Policy and Project Proposal Process

Through the student governance organization, Residence Hall Association (RHA), students may investigate and propose projects and policy changes which impact on-campus housing. Students interested in proposing such initiatives are encouraged to contact RHA for details on this process by emailing RHA (rha@pacificu.edu) or RHA's advisor, Megan Rice (mahocker@pacificu.edu.)

A key component to the proposal process is the *On-Campus Housing Initiative Proposal Form*. The purpose of this document is to give students a starting point to make a request for a potential project in the Residence Halls and can be picked up from the RHA Office.

RHA will review and make recommendations within 15 school days of receiving the proposal. An RHA member will send correspondence to the student's Pacific University e-mail account. Requests will only be accepted mid-September through the end of March.

Using the form, applicants will outline the location, scope, costs, funding sources, impact on students and staff, benefits, and timeline of the project. Questions that will need to be addressed include:

1. How will this program be sustained after you leave Pacific University?
2. How will the proposal impact University staff responsibilities or budgets?
3. How does your proposal impact the students of the residence hall you are targeting?
4. If your proposal is accepted, how will you educate the impacted student population about your project?
5. How does your proposed program benefit Pacific University?
6. What is your proposed timeline?

Applicants will also give copies of the proposal to Housing, Residence Life and Facilities so that they can provide RHA with feedback. After reviewing the applications and departmental input, RHA will make a decision as to whether or not the proposed idea is viable and in the best interests of students.

Forms are available in the RHA office.

Appendix II
Who to Call

This list is provided to help you find the quickest and most appropriate avenue to resolve your problem. Of course, you can always contact your AC for any concern you have. If you don't see your problem or concern listed, follow the sections marked *"Getting Help"* under *"Staff On Call"* at the beginning of Chapter 5.

Facilities Problems

General Maintenance Concerns

- Contact your RA or AC.

Cable TV or Telephone

- During normal business hours: Call Comcast at 503.572.9949.

Ethernet/Internet Problems

- Contact TIC at 503.352.1500 or help@pacificu.edu.

Flooding, Facility Emergency

- During normal business hours: Contact Facilities at 503.352.2213.
- During nights and weekends: Contact CPS at 503.352.2230.

Laundry Machines

- Follow instructions posted in your laundry room.
- Contact your AC.

Vending Machines

- Call the number posted on the machine.

Boxer Cards, Lockouts, Keys

Boxer Card (lost, broken)

- Contact CPS at 503.352.2230 immediately.
- Contact your AC.

Locked out of Room

- Nighttime (7pm-7am) and weekends: Contact the On-Call RA.
- Daytime: Contact CPS at 503.352.2230.

Keys (lost, stolen, broken)

- Contact your RA, AC or the On-Call RA for spare or replacement.

Keys (stuck in a lock)

- During normal business hours: Contact Facilities at 503.352.2213.
- During nights and weekends: Contact the On-Call RA.

Appendix III

Schedule of Fines and Fees

The schedule below enumerates certain standard fees and fines that may be assessed concurrent to, separate from, or without a finding from the University's conduct process. The schedule is not exhaustive because any violation of University rules or regulations may incur charges for restitution of damages and is subject to disciplinary action, which may include fines as a sanction.

Item or Infraction	Fine/Fee
Alarmed Exit Door (improper use)	$100.00
Alterations/Bed bunking (unapproved in room or unit)	up to $100.00 + repair costs
Bed Bunking/Alterations (approved)	$25.00 after 1st free
Bicycles (inappropriate storage)	$25.00/day
Cleaning (including extra cleaning upon checkout and bodily fluids)	$25.00/hour ($25.00 minimum; $100 minimum for cleaning of offensive/intentional violation of Health Hazards policy)
Check-in/Check-out (improper)	$50.00/instance
Community Billing	minimum $5.00/resident
Late Stay	$50.00/day, or as specified in Housing notices
Fire Safety	from $100.00 to $500.00, plus any costs to repair or clean any damages or mess
Furniture (improper storage/usage or removal from common area)	$25.00/day
Garbage/Recycling (improper dumping)	$25.00 + any additional cleaning
Housing and Residence Life Administrative Charge	$25.00 per instance
Key Re-Core (any building)	$175.00
Mattress (replacement for stains/damage)	$210.00
Lockouts	$5.00/instance after 3 "free" limit
Noise (24-hour quiet during finals)	$25.00 1st instance / $50.00 2nd instance
Personal Items (left in hallway, common area, balcony)	$25.00/resident
Pets (unapproved)	$50.00/day
Prohibited Items (appliances, decorations, toilet bowl cleaners, etc.)	$25.00/day/resident + any additional damages
Room Numbers or Door Peephole (covered/altered/)	$30.00/resident
Space Heater (if checked out and not returned)	up to $100.00
Unauthorized Room Change	$100.00/resident

PLEASE NOTE: Certain fees may increase mid-year if the cost of materials increases.

Appendix IV
Instructions for a Life-Threatening Emergency

- Call 911. Stay calm and stay on the line.
- Give your full name.
- Give your exact location. Be prepared to report your building's street address:
    - **Burlingham**: 2111 University Ave.
    - **Cascade**: 2164 Cedar Street
    - **Clark**: 2140 University Ave.
    - **Gilbert**: 2015 University Ave.
    - **McCormick**: 2209 College Way
    - **Vandervelden**: 2033 University Ave.
    - **Walter**: 2151 College Way
- Explain the emergency to the dispatcher.
- Contact CPS at ext. 2230 immediately after calling for outside emergency assistance. CPS will help direct emergency personnel to your area upon arrival and will help control other traffic on campus.

For all other emergencies, use the procedures in this book.