

SUMMER 2012

BEAT THE CLOCK - 1950 TRUTH OR CONSEQUENCES - 1950
WHAT'S MY LINE? - 1950 I'VE GOT A SECRET - 1952
TO TELL THE TRUTH - 1956 **CONCENTRATION - 1958**
PASSWORD - 1961 **LETS MAKE A DEAL - 1963**
JEOPARDY - 1964 *Hollywood Squares - 1966*
The Newlywed Game - 1966 **THE JOKER'S WILD - 1971**
The Price is Right - 1972 \$1000 PYRAMID - 1973
Family Feud - 1976 **THE GONG SHOW - 1976**
WHEEL OF FORTUNE - 1983 AMERICAN GLADIATORS - 1989
WIPEOUT - 2008 *Who Wants to be a Millionaire? - 1999*
BIG BROTHER - 2000 **SURVIVOR - 2000**
The Weakest Link - 2001 **AMAZING RACE - 2001**
AMERICAN IDOL - 2002 **THE BACHELOR**
2002
The Bachelorette - 2003 *Dance Fever - 2003*
AMERICA'S NEXT TOP MODEL - 2003 THE BIGGEST LOSER - 2004
DEAL OR NO DEAL - 2005 *Kellie's Kitchen - 2005*
So You Think You Can Dance - 2005 DESIGN STAR - 2006
AMERICA'S GOT TALENT - 2006 Top Chef - 2006
Are You Smarter than a 5th Grader? - 2007
THE SINGING BEAR - 2007 **CATCH 21 - 2008**
Brain Surge - 2009
Master Chef - 2010 **MINIT TO WINIT - 2010**
The Voice - 2011

HANDBOOK



KNOW IT ALL NUMBERS

Residential Service Center Information Desk - 8-8363

Desk Hours on page 2 of this handbook

SUMMER STAFF

The people listed below are responsible for helping you during your summer school residency. Please feel free to contact any one of us if you need assistance.

SUMMER STAFF DUTY

A staff person is on duty each week night from 7 PM to 8 AM.

Weekend duty is 24 hours/day beginning at 7 PM Friday and ending at 7 PM Sunday. To contact a staff person during duty hours, call the staff duty phone: 503-932-3415

NAME	TITLE	ADDRESS	PHONE
<i>Cory</i>	CONF. ASSISTANT	Spruce 104	1-4604
<i>Tia</i>	CONF. ASSISTANT	Gentle 115	8-8405
<i>Erika</i>	CONF. ASSISTANT	Ackerman 256	1-4908
<i>Hannah</i>	CONF. ASSISTANT	Butler 4	8-9248
<i>Kyle</i>	CONF. ASSISTANT	Heritage 116	8-8938
Schuyler Asman	Coordinator, Housing Operations and Conference Services	Residential Service Center - Valsetz	8-9474
Patrick Moser	Associate Director, University Housing	University Housing Office - Ackerman Hall	8-8302
David Sundby	Assistant Director, Academic Initiatives and Leadership	University Housing Office - Ackerman Hall	8-8658
Tina Fuchs	Dean of Students, Director, University Housing	University Housing Office - Ackerman Hall	8-8311

TABLE OF CONTENTS

Know It All Numbers 1
 Information Desk Hours.....2
 The University Housing Staff3
 Fire/Life Safety.....4
 The Student Conduct System.....5
 Policies and Procedures.....6
 Facilities and Services..... 10
 Library /RSC Computer Lab Hours 12
 Food Service Information.....13
 Student Resources 14
 Residence Hall Map 15

CONFERENCE SERVICES INFORMATION DESK HOURS

"For All Your Conference and Summer School Needs!"
 (located in the Summer Residential Service Center)

Monday through Sunday: 7:00 AM to 12:30 AM
For assistance, contact the Conference Services Information Desk at 838-8363.

DUTY HOURS FOR SUMMER STAFF

When assistance is not available from the desk after hours contact a staff person via the staff cell phone.

Call: 503-932-3415

Or call University Public Safety (8-8481). They will contact a staff person.

FOR ANY EMERGENCY

Contact University Public Safety's Emergency Line
838-9000

THE UNIVERSITY HOUSING STAFF

When you move on campus you don't just get a bed to sleep in, you get a whole system of people working for and with you. They do their best to keep the building looking clean, cook your food, repair things, plan activities, etc. Some of these folks are:

Conference Assistants (CAs)

Upper-class or graduate student who lives in the halls, assists with check-ins, checkouts; acts as a resource person to summer students, and provides summer programming.

The Conference Assistants live in Ackerman, Butler, Heritage and Gentle Halls and Arbor Park (see "Know It All Numbers for specific information on your CAs). Conference Assistants report to the CHOCS.

Conference Desk Attendants (DA's)

Upper-class or graduate student who is hired to manage the Summer Conferences Information Desk in the Residential Service Center (RSC) during a morning - mid-afternoon shift, or a mid-afternoon to late night shift, Sunday - Friday during the summer season. The Desk Attendants reports to the CHOCS.

Area Coordinators (AC's)

Works closely with the CHOCS and other professional staff in the service of conference guests and summer school students. Assists with check-ins and check-outs, acts as resource person and emergency response person to students. Area Coordinators report to the Associate Director of University Housing.

Coordinator, Housing Operations and Conference Services (CHOCS)

Responsible for coordinating check-in and checkout of Conference guests, and summer students, supervises Residential Service Center operations and employees, and assists with facilities operations. Reports to the Dean of Students.

Associate Director, University Housing (UDUH)

Assists with oversight of the summer program, supervises Area Coordinators (ACs) and the Assistant Director, Academic Initiatives & Leadership (ADAIL). Prepares for academic year events. Reports to the Dean of Students.

Assistant Director, Academic Initiatives & Leadership (ADAIL)

Works closely with the CHOCS and the rest of the housing professional staff to assist with check-in and check-out of conference guests. Reports to the Associate Director.

Dean of Students/Director of University Housing

The Director of University Housing is the chief fiscal and facilities/operations officer for the residence halls. Serves as the chief conduct officer for WOU. Reports to the Vice President for Student Affairs.

Foodservice Director

Responsible for all dining locations on campus. Supervises campus Foodservice Managers and develops Campus Dining policies. Maintains the dining access computer system. Reports to the Vice President for Student Affairs.

Office of University Housing and Campus Dining Staff

The Office of University Housing and Campus Dining is staffed with a Receptionist, an Accounts Specialist, an Administrative Specialist, a Student Conduct Assistant, Processor, Office Specialist II, and an Office Manager. The duties of this staff include management of the housing assignment and occupancy process, overall support services for University Housing and Campus Dining, telephone and public contact, and various projects.

Maintenance Staff

The Maintenance staff are responsible for maintaining the buildings and furnishings in the best possible condition. The maintenance staff responds whenever there is a problem with the physical aspects of a residence hall room or building.

Custodial Staff

While residents are responsible for cleaning their own room, and transporting trash to the dumpsters located near the halls, the Custodial Staff are responsible for cleaning all areas of the Residence Halls and Valsetz Dining Hall. They also clean Arbor Park bathrooms weekly. See p. 11 of this document for specific cleaning times.

FIRE AND LIFE SAFETY

In case of a fire, please sound the nearest fire alarm and evacuate the building. Evacuation procedures are as follows:



- ◆ Put on shoes.
- ◆ Check to see if your door is hot or has smoke around it. Under these circumstances, stay in your room and wait to be evacuated by firefighters.
- ◆ If your door is NOT hot and you do NOT see smoke around it, exit your room and proceed outside. Shut your door tight when you leave.
- ◆ From Cedar Hall, exit the building and proceed southwest to parking lot J - follow directions of authorities.
- ◆ DO NOT remain in courtyards or in the vicinity of the buildings.
- ◆ Remain in designated locations until cleared for re-entry by either an Area Coordinator, or a member of the residence life staff acting in behalf of the Area Coordinator.

If you can use a fire extinguisher in your hall without endangering yourself, please do so. However, our first concern is your safety. Do not attempt to extinguish a fire if you are in any way endangered.

The Oregon State Fire Marshall, in cooperation with the Office of University Housing, has established policies to protect residents and their property against fire and safety risks. The following are considered the most common fire safety violations in Western's residential community. Please be aware of these as you are setting up your room. Violations are subject to disciplinary action, including monetary fines.

- ◆ Use of lightweight extension cords. Students should use approved power strips with circuit breakers only.
- ◆ Over 50% of the walls covered with combustibles (posters, signs, cloth of any kind, etcetera).
- ◆ Any combustibles on the ceiling.
- ◆ Use of unapproved multi-taps. All multi-taps must have a circuit breaker.
- ◆ Disconnecting the battery in the smoke detector, or dismantling the smoke detector.

THE STUDENT CONDUCT SYSTEM

You are responsible for your actions and you will be held accountable for violations of state and federal laws as well as for violations of University policies and procedures. The procedures outlined here are designed to ensure due process, but should not be confused with a court of law. We are committed to protecting individual rights as well as the rights of the community as a whole.

An incident report will be written to document events involving alleged violations of rules. In most cases, the student will be expected to meet with an Area Coordinator. The AC will determine three things: 1) if a violation has occurred, 2) the degree to which the student was involved, 3) the appropriate sanction for the action.

Sanctions are imposed as an educational means of holding you accountable for your actions. You will receive written notification of the decision.

If you wish to appeal a decision by the Area Coordinator, your appeal will be heard by the Dean of Students.

All appeals must be submitted within five (5) calendar days upon receipt of your decision letter. Appeal forms are available in the University Housing Office.

POLICIES AND PROCEDURES

As one of the basic features of residential living, we feel students should have the opportunity to set expectations for one another in their own community. While we endorse the concept of self-government, we believe established guidelines should reflect local, state and federal laws. As a member of the residential community, you should be especially familiar with University Housing policies and procedures. You will be expected to familiarize yourself with the regulations outlined in the *Housing Contract* and this handbook.

Alcoholic Beverages

Possession, consumption and/or furnishing of alcoholic beverages is prohibited anywhere on campus.

Assaults

Any student who physically and/or sexually assaults another person may be removed from campus immediately. Once removed, a student may not enter the residence halls until **after** the case is resolved through the Student Judicial Program. Students who engage in verbal assaults will also face immediate disciplinary action.

Bicycles

Bikes are not allowed to be stored in public areas (i.e. hallways, catwalks, lounges). They must either be parked on the bicycle racks outside or stored in individual resident rooms. Bicycles stored in public areas are considered fire hazards. Students violating this policy will be fined \$25.00 for a fire safety violation.

Candles/Incense

Due to the risk of fire, no open flames are allowed within the residence halls. This includes use of free-burn incense sticks and **all** candles. Candles used as decorations are approved as long as they are never lit.

Damages

When you originally move into your room or apartment, you will find a Room or Apartment Inspection and Inventory Sheet which indicates the room or apartment's condition. The form is designed for your protection when you check out and any damages are assessed. It must be signed by you when you check into, and out of, your room.

Repairs to residence hall facilities must be performed by University personnel. The cost of these repairs includes materials and labor. In all cases, trained University craftspeople must do the work in order to comply with building codes and construction standards. **If your room, or an item in your room, is damaged, DO NOT attempt the repairs yourself.** It is unlikely your work will meet University standards and you will be charged for the cost of the repairs done by craftspeople to complete the work correctly.

If you lose or damage residential property, even accidentally, you will be billed for it. This includes any portion of the facility itself, and does not preclude prosecution for vandalism, destruction and/or theft of state property. Report any damages to your staff person immediately.

Drugs

The use, possession, sale, giving, or exchanging of illegal drugs or controlled substances is prohibited on campus and in the housing facilities by state law and University policy.

Entering a Student Room

The University respects the student's right to privacy. However, the University maintains the right to have authorized personnel enter any residence hall room or apartment for the purpose of inspection, repair or for other official University business.

Fire Arms, Explosives and Weapons

Conduct which endangers the safety of the residential community is prohibited. For this reason, no resident shall have in his/her possession any firearm (including BB guns and pellet guns), explosives, fireworks, dangerous chemicals, or other dangerous weapon (including knives, swords, etc.) in or around University residential facilities. Before you bring a weapon from home, please find a location off campus to store it.

Fire Equipment and False Alarms

A minimum \$25.00 charge will be imposed for tampering with fire alarms, smoke detectors, extinguishers, or other fire life safety equipment. This includes disconnecting or removing the battery in the smoke detector in your room (if your detector has a problem, please contact Conference RAs or you will be charged).

Throwing Objects

Safety prohibits throwing anything from the building, windows, balconies, or any place from which something can be thrown. In addition, throwing items at the building may result in disciplinary action and sanctions appropriate to the action. Throwing objects in any public area within the buildings is also prohibited due to the danger to residents and the possibility for damage to the facility.

Furniture

All room furnishings must stay in designated areas. You may arrange the movable furniture however you'd like, as long as your safety or the safety of others is not jeopardized. However, do not remove desks from the wall or bring lounge furniture into your room. Any furniture moved may result in a fine and disciplinary action.

Guests

Residents are responsible and accountable for the conduct of guests while they are in the residence hall area, and are responsible for informing guests of all

residence hall policies. Summer Conference Staff and Public Safety Officers have the authority to ask a guest to leave if the guest is causing a disruption within the residence hall area.

Noise

Every student has the right to sleep and study without noise interference. The realities of community living dictate that individuals respect community needs for the moderation of noise at all times (regardless of quiet hours). Excessive noise (loud stereos, tvs, amplified instruments, gatherings of people in rooms, bouncing of basketballs, etc.) is an infringement on the rights of students and is unacceptable at Western. While it is the responsibility of all to control noise, it is also the responsibility of those victimized by the noise to contact the offending party and request the problem be eliminated. If this approach does not succeed, contact a Conference Assistant. **Quiet Hours are as follows: Sunday - Thursday -- 11:00 pm - 8:00 am. Friday and Saturday -- Midnight - 10:00 am.**

Pets

Except for aquarium fish, pets are not allowed. Feeding and harboring stray animals is also prohibited.

Propping Doors/Safety

Residents are responsible for the security of their building and must remember that their actions will not only affect their own personal belongings and safety, but that of other residents. It is sometimes tempting to prop a door open for the convenience of a friend, but by doing this, access is given to anyone. Propping doors is a serious offense and any action that jeopardizes students' safety (including misuse of keys) will be dealt with very severely and may result in immediate dismissal from the halls.

Improper Check-Out

Any time a resident fails to check-out of his/her room properly, he/she shall be subject to an improper check-out charge. These improper procedures include, but are not limited to:

1. Switching rooms and/or keys without permission of the University Housing Office.
2. Failing to check out of the room by the prescribed date and time.
3. Leaving the room or the system without going through the check-out procedure.

Keys/Fobs

You will be issued a Fob/PIN, which will access your apartment and bedroom door. Your fob is your responsibility. Fobs may not be loaned to another person at any time. Lost, stolen or missing fobs must be reported immediately for the security of the building to be maintained. If you lose your fob you will be charged \$25 for a new fob. Please be aware of where your fob is at all times!

FACILITIES AND SERVICES

Public Areas

Public areas (hallways, lounges, public bathrooms, study rooms, Commons Building, etc.) in the residence halls are for all residential students. Please be aware that any kind of sports activity, horse playing, throwing of objects, etc. is not appropriate.

Smoking

Smoking is not allowed in the residential living facilities at WOU. Outdoor smoking areas have been designated for use by individuals who choose to smoke. The outdoor smoking area in Arbor Park is located next to the Sequoia Commons building.

Water Fights

Water fights of any kind are prohibited in the residence hall and courtyard areas. This includes squirt guns and water balloons as well.

The University Housing Office provides facilities and services for your comfort and convenience. Residential facilities are intended for use solely by resident students and their guests, and summer conference residents and their guests. Unauthorized persons using any residential facility should be asked to leave, and a staff person notified.

The University respects the student's room as a place where privacy can be found and where control of the living environment is left to the student. Students may use their assigned rooms in accordance with established law and University policy. Community areas of the residence hall include hallways, lounges, catwalks and common bathrooms. These are shared by all residents and are to be used within the framework of law and University policy.

Mail Services

All residential mail is delivered to student mailboxes located in the Residential Service Center. Your incoming mail will be received without delay if it is addressed in the following manner:

Name
RSC Box #
347 N Monmouth Ave.
Monmouth, OR 97361-1339

Maintenance Service

Although every effort is made to maintain physical facilities in as good a condition as possible, individual fixtures and furnishings will occasionally break. The procedure for repair and replacement is as follows:

1. Report the item to your residential staff member immediately. He/She will fill out a work order and pass it on to the appropriate personnel.
2. A maintenance worker will determine the immediate need and repair the damage within a reasonable amount of time.

Conference Information Desk

The Desk is located in the lobby of the Residential Service Center. This desk is staffed during the following hours:

Monday through Sunday: 7:00 AM to 12:30 AM

The Conference Information Desk provides a variety of services including: Check in/out, spare keys/lock outs, games and equipment, parking permits, information, lost and found, and access to the Residential Service Center Computer Lab. Please ask at the desk anytime you need assistance.

Bulletin Boards and Posting

Bulletin boards and other tackable surfaces are for residence hall business items, notices and activities. Commercial or obscene material may not be placed on bulletin boards. Items which are improperly posted will be removed.

Custodial Services

Custodians will clean hallways, lounges and bathrooms in the residence halls. **Bathrooms in Arbor Park will be cleaned on Wednesdays between 9:30 am and 3:00 pm.** Please remove personal items from showers and sinks prior to your custodians arrival. Students are responsible for cleaning their own room. Vacuums are available for check out through a Conference Assistant. Students may not leave trash outside rooms, in hallways, or in common bathrooms. All trash must be taken to the Recycle/Trash enclosure located just east of the Sequoia Commons building.

Laundry

Washers and dryers are available on each floor of your building.* Use of these facilities is restricted to residents. If you encounter mechanical difficulty with the washers and dryers, please report them promptly to one of your residential staff members or the Office of University Housing.

* *There is no out of pocket cost for laundry. The cost is covered in your room and board rate.*

Parking

Students who bring their car to campus may park in designated residential parking areas if they purchase a permit from University Public Safety. Permits are available for \$28.00 for the Summer term and are valid throughout the Summer Session.

Locked Out of Your Room

Being locked out of your room is a common problem faced by students. However, we encourage students to take their fob with them at all times. This will alleviate the problem, and cause less frustration in the long run. If you are locked out of your room, report to the RSC and a staff member will let you into your apartment. After hours, contact a staff member at 503-932-3415.

Telephones

Each residence hall room is wired for telephone service and voice mail. Residents are responsible for providing a telephone instrument. Long distance authorization codes are available from the Telecommunications Office on campus. You will be billed monthly for your long distance calls. Inappropriate or illegal use of the telephone will result in termination of service and disciplinary action.

Television

◆ **Cable TV**- Each room in Arbor Park has a cable hook-up for your use.

HAMERSLY LIBRARY HOURS

Summer Term 2012 (June 20-July 29)

Monday-Thursday	7:30am-10:00 pm
Friday	7:30am-5:00 pm
Saturday	Noon-5:00 pm
Sunday	Noon-10:00 pm

The Library will be closed for Independence Day on Wednesday, July 4th.

Summer Intersession (July 30-September 25)

Monday-Friday	8:00am-5:00pm
Weekends and Holidays	Closed

The Library will be closed

LIBRARY INFORMATION

<http://www.wou.edu/provost/library/>

Administration	838-8240	Inter Library Loan	838-8884
Check out Desk	838-8902	Hours Recording	838-8018
Information Desk	838-8418	Reference Desk	838-8899

RESIDENTIAL SERVICE CENTER COMPUTER LAB SUMMER HOURS

Summer Term 2012

Monday-Sunday: 7:00 am - 12:30 am

SUMMER TERM DINING HOURS

VALSETZ DINING HALL & FOOD COURT

Monday through Friday

(Closed Saturday, Sunday & Friday Dinner)
Carbo Centre & Grab and Go **OPEN** Between Meals

Valsetz is open serving the campus, summer school and conference groups. This summer Valsetz will offer both BUFFET pricing (*one price per meal - NO TAKEOUT*) and À la CARTE pricing (*each item priced individually, no seconds*). Meal times and days of the week will change with the needs of different conference groups.

MEAL HOURS POSTED BELOW ARE FOR THE 8 WEEK SUMMER TERM, JUNE 24 – AUGUST 17, 2012

- ◆ Breakfast, \$6.50 7:30 AM - 8:30 AM
- ◆ Lunch, \$7.75 NOON - 1:00 PM
- ◆ Dinner, \$9.25 5:00 PM - 6:00 PM (M-TH)

WERNER UNIVERSITY CENTER RESTAURANTS

OPEN THIS SUMMER

WOLF EXPRESS

OPEN M-F, 6/18 - 9/14/2012
7:30 AM - 4:30 PM

CAFFÈ ALLEGRO

6/25-8/3/2012
OPEN:
MONDAY-THURSDAY:
7:30 AM - 2:00 PM
FRIDAY: 7:30 - NOON
8/6-9/14/2012
OPEN:
MONDAY-FRIDAY:
7:30 AM - NOON

WOLF GRILL

6/25-8/3/2012
OPEN:
MONDAY, TUESDAY, THURSDAY:
11:00 AM - 1:30 PM
CLOSED WEDNESDAY & FRIDAY

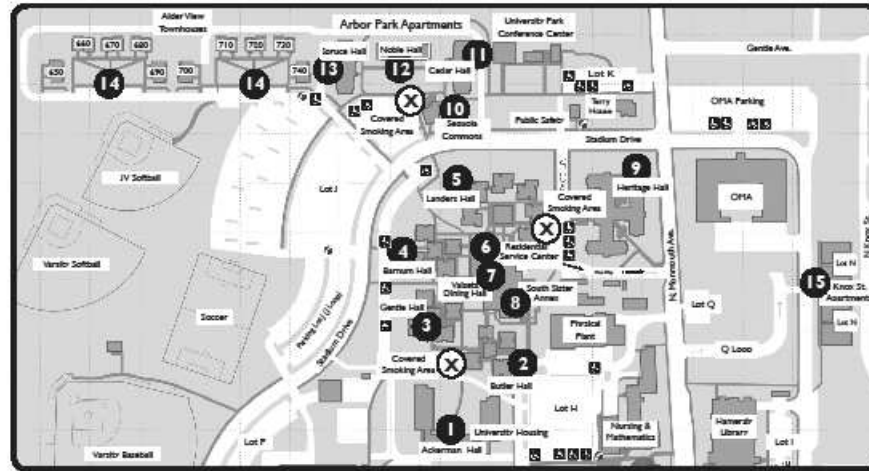
WEDNESDAYS - HEAT WAVE CONCERTS

WILL FEATURE A BBQ LUNCH (PRICED À LA CARTE)
ON THE WERNER UNIVERSITY CENTER PLAZA

<http://www.wou.edu/student/residences/dining.php>

OFFICE	CONTACT	LOCATION	PHONE
University Housing	Tina Fuchs	University Housing Office - Ackerman Hall	838-8311
Dining Services	Karen Nelles	University Housing Office - Ackerman Hall	838-8311
President's Office	Mark Weiss	Administration 208	838-8888
VP for Student Affairs	Dr. Gary Dukes	Werner University Center	838-8221
Admissions	Rob Findtner	Academic Programs & Support Center (APSC)	838-8211
Physical Plant	Tom Neal	Physical Plant	838-8239
Public Safety	Jay Carey	University Public Safety	838-8481
Service Learning & Career Development	TBD	Werner University Center	838-8432
Student Enrichment Program	Don Boderman	APSC	838-8550
Financial Aid	Donna Kirk	Administration	838-8475
Multicultural Student Services & Programs	Anna Hernandez-Hunter	Werner University Center	838-8195
Disability Services	Malissa Larson	APSC	838-8250
Tutoring and Study Skills	The Learning Center	APSC	838-8428

RESIDENTIAL COMMUNITY



- 1 Ackerman Hall & University Housing
- 2 Butler Hall
- 3 Gentle Hall
- 4 Barnum Hall
- 5 Landers Hall
- 6 Residential Service Center
- 7 Valsetz Dining Hall
- 8 South Sister Annex
- 9 Heritage Hall
- 10 Sequoia Commons
- 11 Cedar Hall
- 12 Noble Hall
- 13 Spruce Hall
- 14 Alder View Townhouses
- 15 Knox Street Apartments
- X Covered Smoking Areas

