



**WOU**  
*2020-2021*

## **New Student Guide to University Housing**



University  
Housing

# COVID-19

**In light of the ongoing COVID-19 pandemic and its' continued impact on the decisions that we make as we move towards Fall Term, 2020:**

***Please be aware that the information contained within this packet reflects our current plan for Fall Term. That plan will change as needed.***

**Moving forward University Housing, Campus Dining and Western Oregon University are committed to remain vigilant and quickly responsive to on-going changes in the health of state and local communities.**

**Changes and updates will be made in accordance with guidance from state and local health authorities, and will be communicated with you in a timely manner throughout the summer leading up to Fall Term.**

**Please check your WOU email often throughout the summer.**

**Thank you for your patience and understanding as we work to support not only your health and well being, but also the health and well being of our Western Oregon University community, and the local and state communities that we are a part of as well.**

**For details and resources see:**

- **Western Oregon University's plans for Fall 2020**

<https://wou.edu/fall-2020/>

- **WOU Corona Virus Key Updates**

<https://wou.edu/coronavirus/>

- **University Housing COVID-19 FAQ's:**

<https://wou.edu/housing/housing-updates/>

# Timeline

## JULY - INTO AUGUST

### HALL, ROOM & ROOMMATE SELECTION CONTINUE

- FOR PLACEMENT INFORMATION (students who did not choose a space) & UPDATES (students on waitlists), CHECK YOUR HOUSING OVERVIEW PAGE. [https://wou.datacenter.adirondacksolutions.com/wou\\_thdss\\_prod/navigation/student/my-screen](https://wou.datacenter.adirondacksolutions.com/wou_thdss_prod/navigation/student/my-screen)
- **LATE JULY / EARLY AUGUST:** Contracts and Emergency Information Authorization Forms (EIAF) are routed to be reviewed and submitted electronically. Meal Plan selection will be available on Housing Overview pages (see link above) and Check-in appointments will be established.

## AUGUST

- **FRIDAY, AUGUST 28th - CONTRACTS ARE DUE!** - *Tentative* -
- **LAST DAY FOR ONLINE ROOM SELECTION FOR ALL RESIDENTS!**

**5 pm on August 28** - *Tentative* due date to read and electronically submit your Contract & Emergency Information Authorization Form (EIAF). Remember, you are responsible for the content of this contract, and you must have both your contract and your EIAF completed to be eligible to check-in and then move into your room in the fall.

- Contracts NOT received by the August 28 deadline may be subject to cancellation of housing reservation and loss of placement. Cancellation fees may apply.
- **OF NOTE:** Room, Board and Meal Plan charges will be posted to your student accounts in late August - BUT ARE NOT DUE - until after the term begins. See the Academic Calendar for details. <https://wou.edu/registrar/calendars/academic-calendar/>

**PLEASE - THROUGHOUT THE SUMMER USE YOUR HOUSING OVERVIEW PAGE TO CHECK FOR UPDATES TO YOUR HOUSING PLACEMENT/ROOMMATE STATUS.**

## SEPTEMBER

- Routed around Labor Day, this is our last correspondence before Move-in week begins and will contain on-campus address information and last-minute move-in reminders.
- **NOON, THURSDAY SEP 17, 2020 DEADLINE TO CHANGE MEAL PLAN FOR FALL TERM**
  1. Requests must be in writing
  2. Email [housing@wou.edu](mailto:housing@wou.edu)
  3. **ARBOR PARK RESIDENTS (Returners):** If you are a returning resident of Arbor Park and wish to roll balances of \$20 or more from last year, you must fill out a Wolf Bonus Account application <https://wou.edu/dining/wolf-bonus-account/> or select a residential meal plan to access those funds. Email housing with requests to roll balances to new accounts.  
**DEADLINE: NOON, SEPTEMBER 17**
- **WEDNESDAY, SEP 23: MOVE-IN WEEK BEGINS!** 9 a.m. to 11 a.m., 11 a.m. to 2 p.m., and 2 p.m. to 5 p.m. STUDENTS WILL MOVE IN BY APPOINTMENT DURING SEPTEMBER 23 through 26. - **EIAF and Contracts must be submitted prior to Move-In.**

## GENERAL

- CONTACT UNIVERSITY HOUSING - [housing@wou.edu](mailto:housing@wou.edu)- or call 503-838-8311
- HOUSING SELECTION: <https://wou.edu/housing/new-residents/housing-selection-for-new-students/>.
- PROBLEMS WITH THE WOU PORTAL? <https://wou.edu/accountlookup> - or call 503-838-8311
- **PLANS CHANGE?** Contact University Housing if you will no longer require housing or if you plan to arrive late. Failure to notify housing of late arrival may result in cancellation of your housing reservation and loss of placement. 2

# Housing Selection

For Fall, 2020 – any new incoming student with a completed housing reservation (and reservation fee) on file prior to August 28, 2020, will be eligible to have the option of choosing the room/roommate of their choice online! *Applicants with housing reservations received before 5 p.m. July 13 will select in priority order starting July 14, 2020. Students who submit housing reservations after July 13 will be added to the selection list and choose in priority order throughout the summer.*

All applicants can expect an email with details and a link to the Housing Selection process. <https://wou.edu/housing/new-residents/housing-selection-for-new-students/> This year, Selection start times will start at 10 a.m. on July 14, and run daily from 10 a.m. to 5 p.m. through approximately July 21. The process will be then available 24-7, starting at 10 a.m., July 29 through 5 p.m., August 28. When your time-slot rolls around, access the system and choose the space that you want to live in and pull in or be pulled in by your confirmed roommate (if you have one).

- **If you have a roommate choice – matching ENDED on our roommate matching software, My College Roomie, at 5 p.m. on Monday, July 13.** *To match after July 13, both roommates should email University Housing with their requested roommate choices. Un-matched roommates are not confirmed, and will not be pulled into the system and will not get a room assigned to them.*
- All matched roommates roll overnight into our housing system setting you up to pull your matched roommate into your room selection or to be pulled into a room selection by your matched roommate when Housing Selection begins.
- Start dates/times once released, can be found on Housing Overview pages. Once start date/times are posted – PLAN AHEAD – so that you (or the person in your group with the earliest start date/time) can access the system asap after your start time rolls around. The sooner you login and choose, the less competition you will have for the space you want!
- At your start date/time: You will log back onto your Housing Overview Page. [https://wou.datacenter.adirondacksolutions.com/wou\\_thdss\\_prod/navigation/student/my-screen](https://wou.datacenter.adirondacksolutions.com/wou_thdss_prod/navigation/student/my-screen) Look for “Room Selection” on the left side of the page to access the system, and choose from the spaces available.
- For details on the actual Housing Selection process, please see: Housing Selection - <https://wou.edu/housing/new-residents/housing-selection-for-new-students/>

# Residence Hall Options

First-year students who attend Western Oregon University within one year of high school graduation are required to live on campus. For details on the First-Year Live-In Requirement, see: <https://wou.edu/housing/new-residents/first-year-live-in-requirement/>

As a result, WOU provides up to four residence halls that will accommodate both a first-year living experience as well as offering the social structure and convenience that Upper-division students seek.

**Ackerman Hall:** <https://wou.edu/housing/residence-halls/ackerman-hall-details/>

Ackerman Hall houses both First-Year and Upper-Division residents. Ackerman serves as home to our Living-Learning communities, and offers both residential and smart-classroom space. Ackerman is situated just off The Grove close to the center of campus, and is one of the most environmentally sustainable residence halls in the Nation.

**Occupancy:** 315 *maximum*

**Staff:** Up to 10 live-in Resident Assistants, *as needed*

**Barnum Hall:** <https://wou.edu/housing/residence-halls/barnum-hall-details/>

Barnum is home to both First-Year and Upper-Division students. The suite-style rooms of Barnum are located on the North-west side of the Valsetz Dining complex.

**Occupancy:** 99 *maximum*

**Staff:** Up to 3 live-in Resident Assistants, *as needed*

**Heritage Hall:** <https://wou.edu/housing/residence-halls/heritage-hall-details/>

Heritage Hall traditionally houses First-Year residents. *There are two Upper-Division communities in Heritage this year on the 4th floor.* Heritage is located on the corner of Stadium Drive and Monmouth Avenue, on the north end of campus.

**Occupancy:** 400 *maximum*

**Staff:** Up to 12 live-in Resident Assistants, *as needed*

**Landers Hall:** <https://wou.edu/housing/residence-halls/landers-hall-details/>

Traditionally a First-Year Hall, **Landers will only be opened for 2020-21 as occupancy demands.** *If opened, Landers will offer single accommodations to both First-Year and Upper-Division students.* Located on the north end of campus just north of Valsetz Dining complex and the Residential Service Center.

**Occupancy:** 309 *maximum*

**Staff:** Up to 6 live-in Resident Assistants, *as needed*

# Meal Plans and Dining

## Dining Locations

WOU offers multiple dining locations with a variety of options specific to each location. Valsets Dining Hall is the primary dining hall for all on-campus residents, and is located within the residential complex. Need coffee? Find it at Caffè Allegro. Proudly serving Starbucks® coffee, Allegro is located within the Werner University Center. All locations accept meal plans as payment however, Valsetz is the only location that offers the Residential Meal Plan Discount.

## Meal Plan Options

	Annual	Fall	Winter	Spring
Meal Plan #1	\$3,772 = Dining Dollars + Dining Overhead	\$450 Dining Dollars +\$726 Overhead =\$1,176 Term Total	\$450 Dining Dollars +\$848 Overhead =\$1,298 Term Total	\$450 Dining Dollars +\$848 Overhead =\$1,298 Term Total
Meal Plan #2	\$4,222 = Dining Dollars + Dining Overhead	\$600 Dining Dollars +\$726 Overhead =\$1,326 Term Total	\$600 Dining Dollars +\$848 Overhead =\$1,448 Term Total	\$600 Dining Dollars +\$848 Overhead =\$1,448 Term Total
Meal Plan #3	\$4,672 = Dining Dollars + Dining Overhead	\$750 Dining Dollars +\$726 Overhead =\$1,476 Term Total	\$750 Dining Dollars +\$848 Overhead =\$1,598 Term Total	\$750 Dining Dollars +\$848 Overhead =\$1,598 Term Total

## Which Meal Plan Should I Choose?

Choosing a meal plan can be a difficult decision. At Western Oregon University we offer residents three choices to suit varying nutritional needs and tastes. We understand that it can be challenging to predict how much food you will need each term. Campus Dining has created a meal plan worksheet to help students predict the amount of meals they will eat per week and will automatically calculate the average spending cost per term. <https://wou.edu/dining/meal-plan/> Click the meal plan worksheet button to download your copy of the worksheet. It should give you greater insight on which meal plan will best suit your individual needs.

All Campus Dining meal plans are "A la carte" so that residents are able to pay only for what they choose to eat instead of having to pay a set meal price. We provide flexibility so that everyone can select the type of food that suits their budget as well as their appetite. Students in Landers, Barnum, Ackerman, and Heritage are required to choose a meal plan each term.

When choosing a meal plan, keep in mind; Fall Term is 12 weeks due to Fall Orientation. Winter and Spring terms are each 11 weeks.

# Meal Plans and Dining Cont.

## Discounts

As part of the meal plan cost, each residential student pays their share of overhead costs up front. Because of this, all residential students with a meal plan can purchase prepared food in Valsetz Dining Hall at the wholesale cost of food items. This works out to be a 40% discount and is applied to all prepared meals purchased in Valsetz. There is not a discount on retail items, and non-residential students, faculty and staff all pay retail prices when dining in Valsetz.

## Overhead Costs Explained

The overhead payment listed in our meal plans is the total of our operational business costs each term for having all our dining locations open throughout the week to serve our students. These funds cover costs such as: Salaries (Staff and student), utilities, supplies, repairs and capital expenses.

## Meal Plan Carry-Overs/Refunds

Meal plans carry over term to term, until the end of the academic year. This means, at the end of spring term, all dining dollars on the student's meal plan are forfeit and non-refundable. Additionally, dining dollars are not transferable from one student to another. Students are allowed to apply for a Wolf Bonus Account and petition to get their end of year balance transferred to a Wolf Bonus Account. We recommend that each student monitor their meal plan balance throughout the year. ***Use the Meal Plan Tracker - available on your Portal.*** <https://wou.edu/portal/> If you have any questions about meal balances at the end of the academic school year you can email us at [dining@mail.wou.edu](mailto:dining@mail.wou.edu) or visit our campus dining office at the South Sister Annex.

## Adding More Dining Dollars

Students can add a minimum of \$20 to their accounts at any campus dining register. We accept debit/credit, cash or check! Some students find they have chosen a plan incompatible with their eating habits or, find themselves running low on dining dollars as the term progresses. If this happens, we want to work with students to accommodate their needs and make it easy for students to add money to their meal pan.

## Changing Meal Plans

We allow students to adjust their meal plan for the next term. To change your meal plan visit us in the SOSA office located below Valsetz or email [housing@mail.wou.edu](mailto:housing@mail.wou.edu) and list your name, your student V# and the meal plan that you would like to switch to.

# Rules and Expectations

## The Residential Community at WOU

University Housing is home to a diverse community of students offering a variety of living situations. One of our primary values is community, based upon a fundamental principle: **Responsible Freedom.**

***Responsible Freedom*** is the cornerstone upon which community living at WOU is built. **This year, more than ever, each individual within your community will determine, through their choices and their actions, the well-being and success of their shared community.**

Each student has their individual rights and the freedom to exercise those rights - but understand that the expression of those rights may impact - for better or worse, the community at large. Please consider your community when considering your options in the coming year, and the impact that your choice(s) may have upon that community.

**University Housing encourages mature self-direction, but you will be held responsible for your actions.** When you sign/submit your Residential Contract this summer, you agree to the following:

- A commitment *from you* to act as a responsible student, to be considerate of the health and well-being of other residents, to abide by university rules and to fulfill your financial obligations.
- A commitment *to you* from the university to provide housing and dining services with your safety and health in mind. To offer learning opportunities within a living environment that complements your academic and personal development, and allows for positive interactions with other students, faculty and staff.

Find the following resources and more online. <https://wou.edu/housing/printed-documents/>

- Residential Housing Contract
- Residential Contract Petition
- The Guide to Residential Living
- Code of Student Responsibility
- First Year Live-In Requirement - *This has been modified, but it is still in effect for the coming year.*
- Fire and Life Safety Information

# Prior To Move-In

## Emergency Information Authorization Form

This is a confidential form that we require all residents to fill out prior to move-in so that we can best help you in the event of an emergency situation. It includes such things as your physical description, whether you wear glasses or not, your medical insurance information, and emergency contact information for you. **Completion of the EIAF is required prior to move-in.** Complete yours asap after release in late July/ early August.

## Housing Contracts

Housing contracts are the written documents for both the student and University Housing to understand the rules about living and eating on campus. Contracts for each Academic Year are available to residents one time in the summer, they must be electronically signed, and submitted prior to move-in to guarantee housing in the Fall. **You will not be able to move into your residential space without a Residential Housing Contract on file.**

- Residents arriving for check in for other terms will have access to their contracts prior to check-in. You must electronically submit your contract prior to moving in any term of the year. If you wish to make a copy for yourself, please use the links below.
- Students who have completed their high school education at least one year ago have the option to choose between an Academic Year Contract and a Term Contract.
- If you are one year or more out of high school and are interested in the details about these two contracts, please use the link below to make an educated choice regarding the contract that you choose to sign.

*Students who are right out of high school are required to live on campus for their full first academic year and are governed only by the Academic Year Contract.*

Find the following resources and more online. <https://wou.edu/housing/printed-documents/>

- **Residential Housing Contract**
- **First Year Live-In Requirement** - *This has been modified, but it is still in effect for the coming year.*
- **Year vs. Term Contracts**

# Packing List

As you begin your preparations for Move-In, use our suggested packing list to get started! Keep in mind that this is a only a general list, so adapt it to fit your needs!

**REMEMBER WELLNESS ITEMS FOR THIS YEAR: FACE COVERINGS, DISINFECTING WIPES, HAND SANITIZER, GLOVES, etc.**

## WE PROVIDE:

- Twin XL Bed
- Closet or Wardrobe
- Desk and Chair
- Dresser
- Micro-fridge (Combo Fridge/Microwave)\*
- Window Blinds
- Wastebasket and Recycle Bin

## SUGGESTED PACKING LIST:

### Room Essentials

- ☐ Twin XL Sheets
- ☐ Bedspread/Comforter
- ☐ Blankets
- ☐ Pillows, Pillowcases
- ☐ Decorations

### Laundry Supplies

- ☐ Laundry Basket
- ☐ Detergent
- ☐ Dryer Sheets/Balls
- ☐ Stain Remover
- ☐ Lint Roller
- ☐ Sewing/Repair Kit
- ☐ Clothes Hangers

### Cleaning Supplies

- ☐ Dish Soap/Sponge
- ☐ Dishtowels
- ☐ Disinfectant Spray/Wipes
- ☐ Garbage Bags

### Other

- ☐ Lock for Desk Drawer
- ☐ Insurance Cards/Medical Info
- ☐ Coffee Maker

### Shower/Bathroom

- ☐ Shower Caddy
- ☐ Shower Shoes/Flip-Flops
- ☐ Shampoo/Conditioner
- ☐ Body Wash/Lotion
- ☐ Towels/Washcloths
- ☐ Toothbrush/Toothpaste/Floss
- ☐ Deodorant
- ☐ Nail Clippers
- ☐ Q Tips/Tissues
- ☐ Razors/Shaving Cream
- ☐ Personal Toiletries
- ☐ Blow-dryer/Hair Styling Tools
- ☐ Cosmetics
- ☐ Glasses/Contacts/Solution
- ☐ Hand Sanitizer
- ☐ First-Aid Kit
- ☐ Flu/Cold/Pain Relief Medicines
- ☐ Vitamins/Personal Prescription Medications

### Discuss These Items With Roommate First

- ☐ Small Area Rug
- ☐ Room/Personal Fan
- ☐ Handheld Vacuum
- ☐ Room Spray/Air Freshener

# Packing List Continued

## DO NOT BRING:

- Candles and incense
- Drums or amplified guitars
- Any appliance with an exposed heating element. (Toasters, Hot Plates, Etc.)
- Any non-university bed frame or loft
- Space-heaters
- Halogen lights/bulbs
- Pets other than fish
- Alcohol, illegal drugs or prescription drugs that do not belong to you.
- Alcohol containers
- Weapons and or ammunition – including but not limited to firearms, martial arts weapons, knives, paint ball guns, etc.
- Fireworks or explosives

## PACKING LIST CONTINUED:

### Clothing Considerations

- ☐ Umbrella
- ☐ Rain Coat/Rain Boots
- ☐ Workout Gear
- ☐ Winter Coat
- ☐ Seasonally Appropriate Clothing
- ☐ Pajamas, Robe, Slippers
- ☐ Eye Mask

### Electronics

- ☐ Laptop/Tablet
- ☐ Camera
- ☐ Video Game Consoles
- ☐ Printer/Paper/Ink
- ☐ USB/Flash-drive/External Hard Drive
- ☐ Alarm Clock
- ☐ Phone Charger
- ☐ Extension Cords With Surge Protectors
- ☐ TV/Coax Cable
- ☐ DVD Player/DVDs
- ☐ Headphones/Portable Speaker
- ☐ Flashlight w/Batteries

### Desk and Class Supplies

- ☐ Backpack
- ☐ Binders/Folders
- ☐ Notebooks
- ☐ Paperclips/Stapler
- ☐ Rubber Bands
- ☐ 3-Hole Punch
- ☐ Pencils/Pens/Erasers
- ☐ Pencil Sharpener
- ☐ Notebook Paper
- ☐ Sticky Notes
- ☐ Index Cards
- ☐ Glue Stick/Tape
- ☐ Ruler
- ☐ Scissors/X-Acto Knife
- ☐ Push Pins
- ☐ Desk Organizer
- ☐ Planner

### Additional Items

- ☐
- ☐
- ☐
- ☐

\* Micro Fridges will be placed in all rooms with the exception of Arbor Park apartments. The Arbor Park complex features a fully equipped kitchen with a full-sized refrigerator/freezer and stove/oven for cooking in each apartment.

# Campus Contacts

Academic Advising	503-838-8428	advising@wou.edu
Admissions	503-838-8211	wolfgram@wou.edu
Bookstore	503-838-8300	<a href="http://books.wou.edu/contact">http://books.wou.edu/contact</a>
Business Office	503-838-8201	BusinessOffice@wou.edu
Campus Dining	503-838-9265	dining@mail.wou.edu
Campus Public Safety	503-838-8481	safety@wou.edu
Campus Tours	503-838-8211	wolfgram@wou.edu
Dean of Students	503-838-8311	fuchst@wou.edu
Disability Services	503-838-8250	ods@wou.edu
	503-512-5258 (video)	
Financial Aid	503-838-8475	finaid@wou.edu
Hamersly Library	503-838-8418	libweb@wou.edu
Office Of The President	503-838-8888	president@wou.edu
Parking Services	503-838-8267	parking@wou.edu
Registrar	503-838-8327	registrar@wou.edu
Rsc Computer Lab	503-838-9201	rescomp@wou.edu
Student Health & Counseling Center	503-838-8313	health@wou.edu
University Housing	503-838-8311	housing@wou.edu
Veterans Support Services	503-838-8327	veterans@wou.edu
Vice President For Student Affairs	503-838-8221	studentaffairs@wou.edu

# Move-In Week!

Western Oregon University is currently working to fine tune the procedure for Fall Term arrivals this year. Here is what we know:

- To allow for greater social distancing, Move-In will take place over the course of a week starting 9:00 a.m. on Wednesday, September 23 and wrapping up no later than Saturday, September 26 by 5:00 p.m.
- Specific time slots/check-in appointments will be established during the summer.

*See our tentative schedule below:*

- **Wednesday September 23:**  
9 a.m. to 11 a.m. or 11 a.m. to 2 p.m. or 2 p.m. to 5 p.m.
- **Thursday September 24:**  
9 a.m. to 11 a.m. or 11 a.m. to 2 p.m. or 2 p.m. to 5 p.m.
- **Friday September 25:**  
9 a.m. to 11 a.m. or 11 a.m. to 2 p.m. or 2 p.m. to 5 p.m.
- **Saturday September 26:**  
9 a.m. to 11 a.m. or 11 a.m. to 2 p.m. or 2 p.m. to 5 p.m.

**For the most up-to-date details regarding Move-In Week, please see:**

<https://wou.edu/housing/fall-move-in-week/>

**Please check your WOU email and Housing Overview often throughout the summer for updates and information.**

# Map Of Residence Halls



## Residence Halls

1. Heritage Hall
2. Landers Hall
3. Barnum Hall
4. Ackerman Hall
5. Arbor Park Apartments



## Parking Lots

6. H Lot, for Ackerman move-in
7. J Lot, for Landers, Barnum, and Arbor Park move-in
8. Heritage Loop, for Heritage move-in

## ABOUT PLACEMENTS & FALL TERM

**As we have alluded to throughout this document, really everything about Fall Term is subject to change. Please know that any changes we make - *and decisions that have already been made* - are all with student safety in mind. Our students have, and always will, come first.**

### **ABOUT WAIT LISTS:**

**If you are currently on a wait list we will be working throughout the summer to place as many students into the hall *of their choice* as we possibly and SAFELY can.** Please be patient as we receive new housing reservation requests, process cancellations and make decisions surrounding opening up of new communities and halls, *as needed*.

### **CONTRACTS, MOVE-IN APPOINTMENTS AND MEAL PLANS:**

We are tentatively planning on releasing the following in Late July / Early August. All will be submitted electronically.

- **Residential Housing Contract\***
- **Emergency Information Authorization Form (EIAF)\***
- **Meal Plan Submission\*\***
- **Check/Move-In appointments**

\* Contracts and EIAF's must be submitted prior to Move-In.

\*\* Meal Plan Selection, is required for all residential students, with the exception of Arbor Park residents (*Cedar, Noble and Spruce halls*).

**Please check your WOU email and Housing Overview often throughout the summer for updates and information.**

**For details and resources see:**

- **Western Oregon University's plans for Fall 2020**  
<https://wou.edu/fall-2020/>
- **WOU Corona Virus Key Updates**  
<https://wou.edu/coronavirus/>
- **University Housing COVID-19 FAQ's:**  
<https://wou.edu/housing/housing-updates/>