



UNIVERSITY HOUSING & CAMPUS DINING

THE GUIDE

to residential living

2020-2021 EDITION



University
Housing

THE RESIDENTIAL COMMUNITY

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E

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PARKING

Buy a \$2 day parking pass at Public Safety or in the Lieuallen Administration Building. You can also pick up a free guest pass from the building you're visiting.

SHORT TERM PARKING: Look for coin metered spots across campus, or 15- and 20-minute spots along Monmouth Ave. N. and Church St.

wou.edu/parking • 503-838-8267 • parking@wou.edu



Western Oregon UNIVERSITY

Together we SUCCEED

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- DISABILITY PARKING
- ACCESSIBLE (ADA) ENTRANCE
- EMERGENCY PHONE
- NO DISABILITY ACCESS ON 2ND FLOOR
- OUTSIDE ELEVATOR TO 2ND FLOOR
- PARKING METERS (MORE THAN ONE PER LOCATION)
- A-S** PARKING LOTS
- RESIDENTIAL PARKING

ATHLETIC FACILITIES

- Aquatic Center
- McArthur Field
- New P.E.
- Old P.E.
- Peter Courtney Health and Wellness Center

FOOD SERVICE

- Hammersly Library (The Press)
- Valsetz Dining Hall
- Werner University Center

CLASSROOMS

- Bellamy Hall (HSS)
- Campbell Hall
- DeVolder Family Science Center
- Instructional Technology Center
- ITC Annex
- Maple Hall
- Maaske Hall
- Modular Classrooms
- Natural Sciences
- Rice Auditorium
- Richard Woodcock Education Center

- Smith Music Hall
- West House
- Winters (Math/Nursing)

RESIDENCE HALLS

- Ackerman Hall
- Alder View Townhouses
- Arbor Park Apartments
- Barnum Hall
- Butler Hall
- Gentle Hall
- Heritage Hall

- Knox St. Family Housing
- West House
- Landers Hall
- Residential Service Center (RSC)

STUDENT SUPPORT

- Academic Programs & Support Center
- Advising Center
- Student Health & Counseling Center
- WOU Welcome Center*

*Also known as OMA (formerly Oregon Military Academy) opening in 2020.

OTHER

- Child Development Center
- Computing Services
- The Cottage
- Facilities Services
- Gentle House
- Lieuallen Administration
- Parking Services
- Public Safety
- Terry House

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Introduction

Welcome to the residential community at Western Oregon University. The Guide to Residential Living has been written with you in mind. In it, you will find important information that will further your understanding and enjoyment of residential living at WOU.

To 2020-2021 Residents:

The Office of University Housing and Campus Dining welcomes you to Western Oregon University and our residential system. I wish you the best while you are here with us. This handbook contains general information you will be responsible for knowing while you live in the residence halls. Let it serve as your guide as you journey through your experience here on campus. Use it well; use it often, and it in turn will serve you well. With that in mind, here are a few suggestions about how to make the most of your residential living experience:

- Get involved! Learn as much as you can from and about the people living around you.
- Take advantage of activities and programs offered in the residence halls.
- Become involved in hall government to help make decisions that will affect you and will enable you to gain leadership experience.
- Be assertive with your needs and aware of the needs of others.
- Respect others' rights.
- Utilize the staff in the residence halls and the Office of University Housing and Campus Dining to help you get the most out of your experience.

Living on campus can be one of the greatest experiences in your life, but only if you put some effort into it. If we can be of assistance, please contact us.

Let your journey here begin - and don't forget to enjoy yourself along the way!



Tina Fuchs, Dean of Students

OUR MISSION:

The Office of University Housing and Campus Dining is dedicated to excellence by cultivating a healthy, supportive, inclusive, and sustainable living-learning experience.

OUR VISION:

We aspire to be the preferred choice of housing and dining for all students attending Western Oregon University. We will achieve this vision by empowering our residents to:

University Housing supports this mission through the emphasis of our core values:

- **COMMUNITY** - *Community* is where individuals develop relationships and each member feels valued and included in an environment that is safe to share ideas, thoughts, and common goals.
- **COMMUNICATION** - *Communication* is a process utilizing verbal methods, non-verbal methods and active listening techniques in which participants impart information, ideas, and thoughts as well as create and share meaning.
- **INCLUSION** - *Inclusion* is understanding, valuing, and actively engaging differences in views, approaches, styles, and aspects of individuality (e.g. gender, culture, sexuality, race, socioeconomic status, etc.) that add multiple perspectives to a group's activity. (Based on Exploring Leadership, by Komives, et al.)
- **LEARNING** - *Learning* is the enduring passion and ability for self-discovery and the acquisition of new skills and knowledge through experience, study, and dialogue.
- **SUPPORT** - *Support* is offering students the resources needed to succeed in and out of the classroom through student employment, leadership opportunities, affordable living, community engagement, interaction with caring staff, and striving to meet personal needs.
- **SUSTAINABILITY** - *Sustainability* is simultaneously meeting environmental, economic and community needs by using, developing, and protecting resources at a rate and in a manner that enables us to meet current demands while ensuring that future generations can meet their needs.
- **WELLNESS** - *Wellness* is intentionally creating opportunities for physical, spiritual, mental and emotional health through education and programming.



University
Housing

University Housing Professional Staff

Title	Name	Office Location	Phone
Resident Director Ackerman & Landers Halls	Rachel Magnuson	Ackerman Hall Lobby	503-751-4900
Resident Director Heritage Hall	Joe Hahn	Heritage Hall Lobby	503-838-8236
Resident Director Barnum Hall	Karen Schlieder	Sequoia Commons	503-838-8329
Area Director, Apartments and Operations (Cedar, Noble & Spruce Halls, Family and Graduate Housing)	Karen Schlieder	Sequoia Commons	503-838-8329
Coordinator, Conduct & Community Standards	Maria Bonifacio- Sample	Ackerman Hall	503-838-8311
Coordinator, Leadership & Programs	Laura Welch	Residential Service Center	503-838-8426
Associate Director, University Housing - Facilities & Operations	TBD	Ackerman Hall	503-838-8311
Associate Director, University Housing - Residential Education	Shelly Clark	Ackerman Hall	503-838-8311
Associate Vice President / Dean of Students & Director of University Housing	Tina Fuchs	Ackerman Hall	503-838-8311

RESIDENTIAL STAFF DUTY

At least one staff person is on duty each weeknight in each of the residential areas. On the weekends, a staff person is available 24 hours a day. Duty hours are:

- **Sunday - Thursday: 7:00 pm - 8:00 am - Desk hours: 7:00 pm - 12:00 am**
- **Friday at 7:00 pm through Sunday at 7:00 pm - Desk hours: 7:00 pm - 2:00 am**

If assistance is needed during duty hours, you may contact the staff person(s) on duty by going to the staff office or by calling the staff duty phone. Duty numbers are as follows:

	CELL PHONE	STAFF OFFICE	OFFICE LOCATION
Ackerman & Landers Halls:	503-932-9461	503-751-4902	Ackerman Hall Main Floor
Heritage Hall:	503-932-3415	503-838-9353	Heritage Front Desk
Arbor Park: <i>(Cedar, Noble & Spruce)</i>	503-932-3417	503-838-8329	Sequoia Commons
Barnum Hall:	503-930-2297	503-838-8329	Sequoia Commons
Alder View Townhouses:	Please contact Apartment Manager/Area Director		
Knox Street Apartments:	Please contact Apartment Manager/Area Director		

If the staff person cannot be reached or the situation is an emergency call Campus Public Safety immediately at 8-9000 V/TTY. For assistance during Office Hours (8 am - 5 pm, M-F), contact University Housing at 503-838-8311.

IN CASE OF EMERGENCY, CONTACT UNIVERSITY PUBLIC SAFETY AT: 503-838-9000

The Residential Community

The Office of University Housing houses a diverse community of students in a variety of living situations. One of our primary values is community, based upon a fundamental principle: responsible freedom. Our experienced and well-trained staff is committed to your education and to fostering a community which can nurture your development.

WOU maintains a variety of housing options from which you can choose. Options include traditional single and two-person rooms, two to four person suites, four-person apartments, and two bedroom apartments for students with families (spouse, domestic partner, and/or children). Through its professional and para-professional staff, WOU's residential system also provides you with intellectual, social, cultural, recreational, and developmental experiences in these living environments. The residential staff designs these experiences to enhance your stay, to facilitate scholastic achievement and individual growth, and foster a sense of community.

Living on campus is a unique experience which provides an opportunity to meet new people and to explore new ideas and ways of relating to others. Residential living is a valuable part of the educational process in which you are encouraged to assume individual and group responsibility. This year, because of COVID-19, how you go about pursuing friendships, collaborating with peers, and assisting in planning activities for your community will determine the very success of that community.

The residential community exists within the larger structure of the university, the city of Monmouth, and, of course, society. On campus, you are subject to campus policies, as well as local, state, and federal laws. Within these parameters there exists for you and your peers considerable opportunity for self-direction and experience. This suggests that the most worthwhile efforts in determining that direction come as a result of the combined efforts of students, staff, faculty, and administrators.

The concept of community responsibility, both in establishing guidelines and in dealing with violations of them, is a noble educational pursuit. You accept this opportunity to learn by working with staff in setting expectations for healthy community living and by being a responsible member of your living group.

Community Living

Western Oregon University's residential program supports a valuable community living environment. You, the resident, are the key to the success of your community when you exercise responsibility and when you abide by community standards. Like any community member, you have rights which will be honored by that community. But, perhaps more importantly, you have responsibilities to the very same community which supports and validates those rights. *Without your community you would have no rights and no need for rights.* Understanding this relationship is the beginning of understanding the cornerstone of community living at WOU: **responsible freedom.**

The university is committed to encouraging mature self-direction while holding you responsible for your actions. So, when you signed your residential contract, you agreed to the following:

- A commitment *from* you to act as a responsible student, to be considerate 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 food services, learning opportunities, and a living environment that complements your academic and personal development in an atmosphere conducive to positive interactions with other students, faculty and staff.

If your behavior demonstrates otherwise, the university will consider taking necessary action, including disciplinary action. Likewise, should you find the university not fulfilling its end of the contract, it is your responsibility to communicate this to the appropriate university personnel.

The important thing to remember is that though you are free to exercise your rights, those rights mean very little if you harm the community which upholds, respects, and creates those rights.

The University Housing and Campus Dining Staff

AD - Area Director, Apartments and Operations

HDAC - Housing and Dining Advisory Committee

HOUSING RENEWAL - The sign up process that returning students (YOU) go through to choose a room to live in on campus for the following academic year. Housing Renewal takes place Spring Term.

NRHH - National Residence Hall Honorary

RA - Resident Assistant

RHA - Residence Hall Association

RCB - Residential Conduct Board

RD/ARD - Resident Director/
Assistant Resident Director

RCR - Room Condition Report

RSC - Residential Service Center

SOSA - South Sister Annex

UH - University Housing

Resident Assistant (RA)

Resident Assistants (RAs) are full-time students carefully selected for their leadership experience, interpersonal skills, and desire to have a positive impact on the residential community. Responsibilities of the RA include educational programming, planning community activities, providing individual advisement/guidance, assisting in the general management of the hall, attending staff and training meetings, serving as a role model to residents, and explaining, confronting, and reporting violations of campus and residential policies and regulations. The RA is a university official, lives in the residence hall, and reports to the Resident Director for their hall.

Resident Director/RD)

Ackerman, Heritage, and Landers Halls are managed by full-time professional staff referred to as Resident Director. The duties of the RD include building management, advising, counseling, supervision, and conduct administration. The RD is a member of the central administrative team of the Office of University Housing. The RD assists with the coordination of Weekend Wolfpack programs, and is active in other areas on campus. The RD/ARD lives on campus and reports to the Associate Director of Housing.

Area Director (AD)

A full-time, professional staff that manages the Arbor Park and Family/Graduate Housing complexes, and this year, Barnum Hall. The duties of the AD include building management, advising, counseling, supervision, placement for Family and Graduate housing, conduct administration, and assisting with Summer Conferences. The AD is a member of the central University Housing administrative team, and is active in other areas on campus. The AD lives on campus and reports to the Associate Director of Housing.

Program Assistant (PA)

The Program Assistants (PA) are full-time students who work closely with the Director and the Coordinator of Leadership and Programs to organize, market, and publicize residential opportunities and services offered by the department as well as assist with facilities upgrades within the residential complex. PAs report to the Coordinator, Leadership and Programs and to the Associate Director of Housing.

Associate Directors, University Housing

The Associate Directors manage the residential program or facilities for University Housing. Specific duties of the positions include supervision of the Resident Directors, and the selection and training of residential staff or oversight of the facilities within the Residential Complex. The Associate Directors report to the Dean of Students.

Coordinator, Conduct and Community Standards

The Coordinator facilitates and coordinates all aspects of the student conduct program, including recruitment and training of Student Conduct Board members, and facilitating Student Conduct Hearings. The Coordinator reports to the Dean of Students.

Coordinator, Leadership and Programs

The Coordinator advises the Residence Hall Association Executive Board and General Assembly. Facilitates weekend programming initiatives, oversees the Program Assistant for programming, and assists with summer conferences. The Coordinator reports to the Associate Director of Housing.

Residential Computing Manager

The Residential Computing Manager serves both Campus Dining and University Housing in overseeing the operation of the University Housing computer systems. The Computing Manager facilitates all network operations for residential student computers and oversees the operation of the Residential Computer Lab. The Residential Computing Manager reports to the Assistant Director of Administrative Computing.

Assoc. Vice President/Dean of Students / Director of University Housing

The Dean of Students manages the University Housing program including coordinating and directing all maintenance, fiscal, and general operations for the residential complex. In addition, the Dean is the chief conduct officer for WOU. The Dean reports to the Vice President for Student Affairs.

Director of Campus Dining

The Director is responsible for all campus dining operations. Responsibilities include supervision of Foodservice Managers for all dining locations, overseeing the Campus Dining computer system, and oversight of dining policies. The Campus Dining Director reports to the Dean of Students.

Manager of Office Operations

The Manager of Office Operations is responsible for the direction of office staff within the Office of University Housing as it pertains to assignment and posting of charges to student accounts, and the coordination of communications with students. This position supervises the Receptionist, and student staff. The Manager of Office Operations reports to the Dean of Students.

University Housing & Campus Dining Staff

The Office of University Housing and Campus Dining is staffed with a Receptionist/Office Specialist, a Program Specialist, a Business Operations Manager, a Student Conduct Assistant and the Manager of Office Operations. The duties of this staff include management of the housing assignment and occupancy process, and the overall support services of University Housing via web, telephone and public contact.

Housing and Dining Advisory Committee

HDAC is a group of selected students, staff and RHA members who work together to provide input to the Dean of Students and the Director of Campus Dining related to on campus housing and dining.

Residential Maintenance Staff

The Maintenance Supervisor and 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.

Residential Custodial Staff

The custodial staff are responsible for cleaning the "common" areas and bathrooms in the residence halls and Valsetz Dining Hall. Cleaning times are posted on the bathroom door in your community or on your bathroom mirror. (See pg. 24 for specific cleaning times).

Residence Hall Association & NRHH

Many leadership opportunities exist for you in the residence halls. The chance to learn leadership skills as a member of a residence hall committee and/or government can be a valuable experience. Service of this type may come by being elected to a formal office in your

community or by being chosen to represent the residential community to the General Assembly of Residence Hall Association.

[Residence Hall Association](#) (RHA)

The Residence Hall Association is composed of all residents that live on campus and is advised by the Coordinator for Leadership and Programs. The RHA General Assembly is the elected representative body of RHA and is governed by the Executive Board which consists of the following elected positions:

- President,
- Vice President,
- National Communication Coordinator,
- Publicist,
- Programming Coordinator,
- Finance Director,
- Secretary,
- Publicist,
- First-Year Liaison.

In addition, 3 RHA representatives from each hall round out the RHA roster each year. This group serves as a problem-solving body for its members and acts as a central communications organization for the individual hall governments and the Associated Students of Western Oregon University (ASWOU). RHA serves as the central policy-making body for issues pertaining to the residence hall student, functions as a general resource for residential groups and communities, and helps determine what facilities and services will be provided in the halls. RHA administers a budget used to fund all-hall events and individual hall activities.

To get involved in RHA activities, please contact your RA or the RHA office at 503-838-8561.

[National Residence Hall Honorary](#) (NRHH)

The National Residence Hall Honorary is a group of up to 20 exemplary students that have lived in the residence halls for at least two terms. NRHH recognizes students, faculty, and staff that have made a contribution to the residence halls through "Of the Month" awards. NRHH also promotes leadership, community service, and scholastics. The NRHH Executive Board is:

- President,
- Vice-President of Administration,
- Vice-President of Recruitment and Retention,
- NRHH Representative,
- Programming and Finance Coordinator.

For more information, please contact the NRHH office at 503-838-8569.

NRHH is advised by the Coordinator for Leadership and Programs.

RHA Mission Statement:

As RHA, we aim to provide opportunities for personal growth and exploration, creating a community where residents can establish meaningful connections and form a sense of belonging.

To attain our mission, we will be intentional about how we plan and present programs by making events inclusive and accessible as we support communities, while incorporating the use of technology and virtual resources.

A FEW REASONS TO GET INVOLVED IN RHA

- As a student living on campus, you are a constituent of the RHA.
- RHA impacts residential living extensively by approving policy changes, organizing numerous events, and managing thousands of student dollars.
- Positions on hall governments provide valuable leadership experience which translates into valuable real-life experience!
- All meetings and programs coordinated by the RHA are open and usually free

2020 - 2021 Residence Hall Association (RHA) Executive Board

Title	Name
President	TBD
Vice President	TBD
National Communications Coordinator	Cayla Russell
Finance Director	Channing Bushman
Programming Coordinator	Susie Krall
Publicist	Brenna Onosai
Secretary	Heidi Jarvis
First-Year Liaison	Avery Weiss

These RHA members can be reached at the RHA Office* located in the Residential Service Center (RSC) (Section D-3 on the Residential Community Map - lower floor, Valsetz Dining Complex) at 503-838-8561 or at rha@wou.edu

**Both the RHA and the NRHH offices are located in the RSC.*

Hall Government

The university encourages active democratic decision making through hall government. Students and staff members can all work toward developing a stimulating, enjoyable living environment for all residents by planning events and programs to help students get to know one another and the campus.

Activities sponsored by the halls in the past include dances, movie nights, volleyball competitions, dinners, ski outings, and outdoor fun fests. Individual halls elect 6-8 officers to serve on a hall government at the beginning of the academic year.

If you are interested in being involved in your hall government, please contact your RA or RD/AD.

University Housing: Frequently Asked Questions

Where do I pay for my room?

Room and board charges are assessed by the term and may be paid in one payment at registration or in additional payments during the term. The first payment of the term is due at registration. You are not considered officially registered until at least your first room and board payment has been made. For information regarding payment of fees, see pages 34 of *this document*.

Accounts must be paid in full to be eligible for on-campus housing for the following term. If you are unable to make a payment when it is due, contact the Business Office and make arrangements to pay at a different time. Regardless of arrangements made to pay at a different time, your account must be in good standing to be eligible for on-campus housing.

Who do I contact for maintenance problems?

For most problems, you can fill out a work order online on your [Housing Overview](#) page (Look for "More Tasks"). If you need assistance with this, you can contact your RA, RD or AD.

I've misplaced my key/fob, what do I do now?

During duty hours and on weekends, the RA on duty can get you back into your room. If you can't locate an RA, or you need to get temporary keys, **NOTIFY THE RSC IMMEDIATELY - 503-838-8363.**

You can check out a key or a replacement fob from the [Residential Service Center](#) during desk hours (Monday - Friday: 8 AM - 7 PM, Saturday, Sunday: Noon - 5 PM - *hours subject to change*). If you lose your

keys, you will need to pay for a lock change and for new keys/fobs for you and your roommate(s) if needed. See page 18 of *this document* for information on excessive lockouts.

Charges for Lost Keys/Fobs

If you lose the key(s)/fob to your room, you can expect to pay \$25.00 - \$75.00, depending upon the building you live in.

FOB AND KEY CHARGES

Ackerman - \$75.00 Barnum - \$25.00

Butler - \$25.00 Gentle - \$25.00

Heritage - \$50.00 Landers - \$50.00

Arbor Park Apartments - \$25.00

Alder View Townhouses - \$75.00

Knox St. Apartments - \$25.00 + \$25.00 for lost Laundry Room Fob

The vending machine took my money.

How do I get it back?

Refunds for money lost in vending machines are processed through the Information desk at the Werner University Center (WUC). For all other vending machine issues, contact Facilities Services staff in the [Physical Plant](#).

What do I do if I lose my ID card?

Notify a Valsetz cashier immediately when your ID card is lost. Your card will be invalidated so that no one else can use it and you will be issued a lost card voucher. Your meal plan will be charged \$2 for this service. If you are unable to find your card, a permanent replacement card can be requested during regular business hours, M-F, in the WUC. A charge of \$15.00 must be paid at the time of the replacement request.

What if I need to add more money to my meal plan account?

See the *Campus Dining Section*, located on p. 28 of *this document*.

Where can I get help with my special dietary needs?

See the Campus Dining Director. Campus Dining offices are located in the South Sister Annex. Contact them at dining@mail.wou.edu, 503-838-9400.

What happens if my roommate moves out?

If you are paying for a multiple occupancy room and your roommate(s) leaves, you are responsible for assisting University Housing by either preparing for (keeping your room ready) and accepting a new roommate (see p. 13 and 19 of *this document*), moving in with someone else, or accepting single occupancy status at the single occupancy rate. Your assistance with this process is expected and appreciated. For more information, consult your housing contract.

If I get in trouble, will my parents find out?

In most cases, no. The Family Educational Rights and Privacy Act (FERPA) ensures that we deal with you only. University Housing will not notify a family member except in extreme cases and medical emergencies (*see p. 14 of this document for more information on the Student Conduct process*).

What if I have other questions?

Ask your RA, RD or AD; they are your closest resource for many answers to your questions.

Your Room, Your Castle

When you move into your room, you will be given an opportunity to review a completed Room Condition Report (RCR) detailing all of the furnishings for which you are directly responsible and the current condition of the room. If anything is missing or damaged, make sure you note it on the inventory form. Chances are that the RA will have noted everything, but make a personal check anyway.

THIS IS VERY IMPORTANT because when you check out, you will be charged if anything is missing, damaged, or needs cleaning. If something breaks, fill out a work order on line at <https://www.wou.edu/wouportal/>. If you need assistance with this, contact your RA. A maintenance worker will repair the problem as soon as they can. If it is normal wear-and-tear, you will not likely be charged for the damage. If several days go by and the problem has not been corrected, please log onto the work order system or contact your RA.

Living With A Roommate

One of the most important people you will interact with during your college experience is your roommate. They can be the source of either deep friendship or chronic aggravation, depending on the effort you each put into the relationship.

A Roommate's Bill of Rights:

- You have the right to study in your room free from unusual distractions.
- You have the right to equal use of all common areas and facilities.
- You have the right to entertain guests of any gender in the room, if space allows, in a manner that does not offend your roommate.
- You have the right to live in a clean room in which each roommate does an equal share of work.
- You have the right to live in a room free from illegal/prohibited substances or items
- You alone have the right to dictate the use of your possessions.

Negotiating

Although each roommate does have certain rights, these are not always self-evident. Conflicts over the interpretation of each of these rights often occur. When conflict occurs between roommates, negotiation can often solve the problem. Negotiating actual or potential areas of conflict can help you each to avoid aggravating the conflict.

Negotiating helps foster a stronger bond between roommates. Ask your RA - they can help!

Strategies for a Healthy Roommate Relationship

Do . . .

- Regard your roommate as an equal.
- Spend time with your roommate. It's easier to live with a friend than to coexist with an enemy. Share your mutual interests and discuss your differences.
- Work out an agreement on chores. Issues over unmade beds, clutter, items left on the floor, and the like often cause conflicts.
- Set up guidelines for sharing. How does your roommate feel about loaning their possessions? Some roommates don't mind, others do. Make sure your roommate knows how you feel and that you respect how they feel.
- Arrange your study schedule. If you plan to do most of your studying in your room, let your roommate know. Do you study best with a radio or television on, or is silence most conducive when studying? Agree on some general study hours and change only after a discussion of the need/desire to reschedule.
- Check out the visitor situation. Does your roommate stay up late with friends? Do you socialize during the week or only on the weekends? Sit down with your roommate and discuss the issue of visitation.
- Talk to your roommate and ask them how they would prefer to communicate. Whatever communication option you both choose (face-to-face, Facebook, texting, voicemail, etc.) keep the lines of communication open. Chances are good that if something about the living situation bothers you, it's also bothering your roommate. Be tactful and remember that your roommate is a human being and has feelings too.
- Finally, think of your living situation as a household. Ideally, the concerns of a household are the concerns of each of its members. No single member dominates, and no single member feels oppressed. It's a balanced lifestyle you're seeking.

- Remember to fill out a Roommate Agreement with your roommate. *Should difficulties come up, you will need to have an agreement on file to refer to. And if needed, you must have a Roommate Agreement on file to request a room change.*

Roommate Agreement

To help facilitate open lines of communication and clear understanding of the roommate relationship, your RA will be discussing and handing out roommate agreements to you in one of your first community meetings. Though not mandatory, it is strongly recommended that you utilize this helpful resource. To be eligible for a room change, you must have a Roommate Agreement with your current roommate(s) on file.

Mediation and Arbitration

Unfortunately, some conflicts escalate to a point at which negotiating simply fails. This is where mediation can be useful. In mediation, a person who has no stake in the outcome of the problem - usually a residential staff member - acts as a mediator.

- The mediator helps each side clarify the rules.
- The mediator also helps each person understand the perspective of the other person.
- The mediator can be thought of as an interpreter between two people who, although they might speak the same language, do not clearly understand the words being spoken or the feelings being expressed.

Mediation can succeed by sorting through extreme emotions in order to find a rational solution. In the rare instances that mediation fails, arbitration may be used. In arbitration, roommates agree beforehand to honor the decision of the arbitrator. The arbitrator will likely be a University Housing staff member whose decision regarding the dispute will be binding.

Don't do these things . . .

- Procrastinate about talking with your roommate and then go on to tell everyone else about the problem.
- Try to change your roommate.
- Assume that a problem between you and your roommate is their problem.
- Assume that you are right and your roommate is wrong.
- Assume that by doing nothing the situation will improve.
- Assume that you can just move out.

Conditions for a Room Change

- All residents are eligible for one no-fee room change. Any subsequent room change is assessed a \$50 room change fee.
- Room changes are subject to availability as determined by University Housing.
- Room changes will not be granted:
 - Until Monday of week three of any term,
 - Within two weeks of a new room or roommate placement, or . . .
 - Within the last four weeks of Spring Term.

To be eligible to request a Roommate Change you must have a Roommate Agreement with your current roommate(s) on file. Review the agreement with your RA and make any appropriate adjustments.

(See p. 19 of this document to read the Room Change Policy)

The Room Change Process

- Contact your RD/AD if you are interested in a room change for any reason.
- If you meet the conditions for a room change, you will be issued a room change form. Room changes are subject to approval by an RD or AD, and being issued a room change form does not guarantee placement.
- Fill out the top portion of the form and have the RD/AD sign the form.

Follow these steps to complete your Room Change Form:

- Make appointments to check-in to your new room and check-out of your current room; have RA's initial. Get new roommate signatures as needed.
- Take your form to the University Housing office for approval and to set up the time frame that the move must be completed within.
- Check-in to your new room, move your belongings and then check-out of your old room. Your RA(s) should sign off on the completion of check-in and check-out respectively. Leave the completed form with your former RA to submit to University Housing upon completion of your move.

As a reminder: You are responsible for completing the room change form correctly. If the room change is not completed within the given time frame or according to the outlined steps you may be assessed a \$150 Improper Room Change fee (in addition to applicable room change fees) and face disciplinary action.

Your Responsibilities to The Residential Community

As one of the basic features of residential living, we feel you should have the opportunity to set expectations for one another in your community. While we endorse the concept of self-government, we also believe established guidelines should reflect local, state, and federal laws, as well as the standards set by your community.

The Student Conduct System

University Housing encourages you to act independently and maturely while in the residential system. Living in a group situation is not always easy since everyone comes from a different background and has different expectations for living in the residential community. "Policies and Procedures" are established to outline standards by which all community members can live together. The University and University Housing have designed a student conduct program which addresses inappropriate or illegal behavior with the goal of teaching students the skills necessary for successful community living.

[The Code of Student Responsibility](#) contains a full description of this program. Copies of the Code of Student Responsibility are online at: www.wou.edu/studentconduct

The Conduct Process

You are responsible for your actions and you will be held accountable for violations of local, state, and federal laws as well as for violations of university policies and procedures. The rules 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 and interests of all community members.

An incident report will be written to document events involving alleged violations of policies. In all cases where allegations exist, you will be provided a meeting to review the allegations and challenge any of the information supporting the allegations. In most cases, your Resident or Area Director will conduct this meeting and will work with you to determine the following:

- The degree to which you were involved,
- If a violation of the Code of Student Responsibility and/or The Guide has occurred,
- The appropriate consequences (called sanctions) for the action.

Sanctions are imposed as an educational means of holding you accountable for your actions. Examples of sanctions are listed at the end of this section.

The Residential Conduct Board (RCB) is a peer-review board and hears cases which have been referred to it by an RD/AD. The RCB consists of a Chairperson and several volunteer representatives who live in the residential community. The chairperson is senior Resident Assistant and acts as the facilitator for each hearing.

The purpose of the RCB is to provide you with a fair hearing by your peers for the resolution of charges against you. Emphasis is placed on each individual case, rather than on matching penalties for specific offenses. In hearing a case, the RCB will review all incident reports that you have been named in as well as the incident report which initiated the hearing. All records regarding conduct proceedings will be maintained by the Office of Student Conduct in Ackerman Hall and may be reviewed by the student who is involved, during normal business hours. If, through the hearing process, your behavior is found to be in violation of the Code of Student Responsibility or residential policies or procedures, the goal of the RCB is to help you accept responsibility for your actions while gaining new skills and knowledge from the experience.

Failure to appear for a student conduct hearing with the RCB or your RD/AD does not excuse you from action. The hearing will take place, information will be reviewed, and a decision will be made in your absence. Your absence will not be held against you and you will be informed of the decision in writing. If the RCB or RD/AD determines that a sanction is necessary, the action may consist of, but is not limited to, a variety of sanctions, examples of which might include:

- **Apology:** Presenting an oral and/or written apology to a person(s) or organization(s).
- **Arbitration:** Two or more persons in dispute agree to the decision of an arbitrator assigned by the student conduct officer.
- **Community Service:** Being assigned to a number of hours on a work project with a campus department.
- **Deferred Removal from Residence:** Moving from a floor, hall, or the residential system for a determined amount of time is DEFERRED, for a

period of time specified by the hearing body. Any further violation of the Code of Student Responsibility, or this publication, will result in the deferral being lifted and removal from the residence halls or residential areas will take place.

- **Education:** Reflection papers, E-Chug, alcohol/drug evaluation, posterboards, presentations, follow-up meetings, etc.
- **Fines:** Some sanctions may also include fines for various offenses including fire/life safety issues, vandalism, including but not limited to disrupting presentations, improper room changes, and theft of Valsetz property, etc.
- **Mediation:** Two or more persons in dispute agree to use a mediator to resolve the dispute.
- **No Action:** No action was necessary.
- **Persona non Grata:** Prohibits entry to buildings/ areas of campus.
- **Program Planning and Implementation:** Planning and presenting an educational program to the community.
- **Referral:** Sending the case on to another committee or hearing officer.
- **Removal from Residence:** Moving from a floor, hall, or the residential system for a determined amount of time. Any charges resulting from a removal from the residence halls - such as charges for breaking your residential contract - will be charged to your account.
- **Residence Hall Probation:** A *serious* warning. Any further misconduct for any reason may result in removal from the residential system.
- **Restitution:** Making payment for damage to property in or pertaining to residence halls or property of individuals.
- **Restrictions of Privilege:** Restricting the use of facilities, equipment, food service or other services.
- **Warning:** Indicates in writing to the resident that his/her behavior is not acceptable.

Any combination of the previously listed sanctions, or other sanctions that are deemed appropriate to the educational nature of the student conduct program, may also be used.

Appeals

Everyone has the right to appeal a decision. However, be aware that an appeal is not a new hearing and the hearing body has no obligation to meet with you. Therefore, it is imperative that you complete the appeal form accurately and with as much detail as possible. The appeal body will review the case information to determine if one or more of the following conditions exist:

- **The original hearing was not conducted in conformity with this publication or the Code of Student Responsibility.**
- **The decision reached was based on less than a preponderance of the evidence.**
- **The sanctions imposed were not congruent with the violation and the student's previous conduct history.**
- **New evidence exists that was not available at the time of the hearing.**

If one or more of these conditions exist, the appeal body will find that a basis for an appeal exists and may alter the decision or sanction or send the case back to the original hearing officer to be heard again.

If you wish to appeal a decision by your RD/AD, you may choose an Administrative Review or Peer Review. If you choose an Administrative Review, your appeal will be reviewed by the Dean of Students. If you choose a Peer Review, your appeal will be reviewed by the Residential Conduct Board.

If you wish to appeal a decision by the RCB, you may submit a written appeal form to the Dean of Students within five (5) working days upon notification of the hearing results. Appeal forms are available in the Student Conduct office located in Ackerman Hall.

All appeals must be submitted within five (5) working days upon your notification of the hearing results. You may not appeal a decision about an appeal you have already made.

POLICIES AND PROCEDURES

As a member of the residential community, you are expected to familiarize yourself with and abide by the regulations outlined in the [Residential Contract](#), the [Code of Student Responsibility](#), and this document.

Should evidence of student misconduct or information on matters of concern be brought to the attention of University Housing, appropriate action will be taken. Information and evidence may include that which is accessible within the residence hall system, on the Internet, and in other public places.

Definitions:

1. The term "Campus" means any property owned, used or controlled by the University.
2. The term "Intoxication" means the inability to negotiate your way without assistance or if you cannot care for yourself or your basic needs as a result of alcohol consumption.
3. The term "Preponderance of the Evidence" means that based on the information that is presented, the Charged Student has more likely than not, engaged in the charged misconduct.
4. The term "Possession" means being on and/or in your person, or in your residential room, suite, apartment, vehicle, campus grounds, regardless of your awareness.
5. The term "Visitor/Guest" means a non-student or person not affiliated in any official way with Western Oregon University.

PROHIBITED CONDUCT

Disciplinary action may be initiated by the university and sanctions may be assigned to any student or recognized student organization found participating in, attempting to participate in, or assisting in any of the following prohibited forms of conduct:

1. **Violation of rules outlined in Western Oregon University's [Code of Student Responsibility](#)**
Available online at:
<http://www.wou.edu/studentconduct/>.
2. **Alcoholic Beverages**
 - (a) **All persons are prohibited from:**
 - (A) Consuming alcohol in common areas of campus including lounges, hallways, lobbies, restrooms, offices, classrooms, parking lots and all outside grounds.
 - (B) Possessing, providing, or consuming alcohol from containers larger than 32 ounces in capacity.
 - (C) Possessing more than 1.5 liters of wine or 144 ounces of beer or other alcoholic

beverages with an alcohol content percentage below 14 percent.

- (D) Possessing or using beer bong or other similar devices to facilitate rapid consumption of alcohol, or participation in activities that promote rapid consumption of alcohol including drinking games.
 - (E) Being intoxicated to a point at which normal, independent functioning is compromised.
 - (F) Providing alcohol to persons under the age of 21. (See Policies Section, #16, p. 23).
- (b) **Persons under the age of 21 are prohibited from:**
 - (A) Possessing or consuming alcohol on campus.
 - (B) Being in a campus housing space (room, suite, apartment, common area) where alcohol is being consumed.
 - (C) Possessing empty alcoholic beverage containers.
 - (c) **Persons 21 years of age and older are prohibited from:**
 - (A) Possessing or consuming any alcohol beverage with an alcohol content of 14% or higher while on campus.
 - (B) Possessing or consuming alcohol in Ackerman Hall or any designated first year student residence hall.
 - (C) Possessing or consuming alcohol when:
 - i. Assigned roommate(s) are under the age of 21.
 - ii. Assigned roommate(s) who are all 21 or older do not permit alcohol in the room.
 - iii. Persons under the age of 21 are present in the room, suite, or apartment.
 - iv. Alcohol is not stored in its original container.
 - v. Empty alcoholic beverage containers are not stored in appropriate recycling receptacles.

3. Drugs

- (a) Possession, consumption, and/or furnishing of illegal drugs (including marijuana) and prescription drugs not prescribed.
- (b) Remaining within an area where illegal drugs (including marijuana) are being consumed, sold, or furnished.
- (c) Possession of illegal drug paraphernalia (including marijuana).

A student who has been found in violation of alcohol or drug violations, may be required to seek personal alcohol and/or drug counseling and/or assessment at their

own expense as a condition of their continued student status at Western Oregon University. *Note: While possession and use of recreational marijuana is legal in the state of Oregon, Federal Law restricts the use or possession of marijuana on campus. Please refer to the Drug Free Schools Act Policy on the [Student Affairs](#) webpage for further information on this requirement.*

4. Bicycle Storage

Storage of bicycles in public areas (other than designated bicycle racks).

5. Bodily Fluid

Failure to clean up vomit, bodily fluids, or excrement in public areas, or causing damage to residential areas due to this action.

The responsible party must obtain cleaning supplies from a University Housing staff member to clean up the area. If it is necessary for a person not responsible to clean up the area, a fee will be charged to the members living in that community.

6. Tobacco and Smoking

Use of tobacco products (smoking, smokeless, personal vaporizers/electronic cigarettes) is not allowed in any campus building or on campus grounds. (See *Policies Section, #12, p. 22*).

7. Unapproved Room Change (See *Policies Section, #1, p. 19*). Students who make an unapproved room change may be charged a \$150.00 fee and face disciplinary action.

8. Cooking/Electrical Appliances

(a) Cooking

(A) Use of a blender (excluding personal size blenders, e.g.: Magic Bullet®), rice cooker, toasters, pressure cookers, (Instant Pot™), or any appliances with open heating surfaces (e.g.: George Foreman Grills™) or single element burners and / or the possession of knives*, excluding Apartments which have kitchen or kitchenette spaces.

*Note: Students living in spaces without kitchen facilities may petition to have kitchen knives.

(b) Electrical Appliances

(A) Possession of a personal size refrigerator, excluding apartments.

(B) Use of power strip/extension cord to plug in microwave (microwaves must be plugged directly into wall outlet).

(C) Possession or use of appliance without a built-in shutoff (e.g.: coffee maker).

9. Damages, Theft, and Vandalism

- (a) Attempting to repair damages to University property.
- (b) Accidental or malicious damage, vandalism, misuse, or theft of institutionally owned property.
- (c) Accidental or malicious damage, vandalism, misuse, or theft of the property of any person where such property is located on institutionally owned or controlled property, or, regardless of location, is in the care, custody, or control of the university.
- (d) Failure by a person causing accidental damage to or removal of property to report to appropriate University staff or individual owner within a reasonable period of time.
- (e) Damage or theft in common areas of a unit. If the individual(s) causing damages to common areas cannot be identified, the members of the unit containing the common area may be billed a prorated portion of the entire cost of repair and/or assessed charges. Assessed damages will also include a minimum \$5.00 per person per billing administrative fee.

10. Bathroom Facilities

- (a) Using facilities that have been designated for a different gender from oneself.
- (b) Improper use of showers (i.e. multiple individuals using a single occupancy shower).

11. Firearms/Weapons

Possession and/or use of any firearm (including, but not limited to: air soft guns, BB guns, paint and pellet guns, tasers, and stun guns), ammunition, explosives, fireworks, dangerous chemicals, pepper spray greater than 2 oz., or other dangerous weapons (including knives*, swords, bows and arrows, etc.) in or around university residential facilities (including parking lots). *Knives smaller than 3 inches and without spring loaded or double edged blades are allowed.

12. Firecode & Fire Life Safety

(a) Firecode

(A) Tampering with, covering, intentionally damaging, or accidentally damaging fire alarms, smoke detectors (including disconnecting or removing the battery in any smoke detector), extinguisher, sprinkler head, or other fire and life safety equipment.

(B) False alarms: Setting off a general and/or smoke alarm in a residence hall for false reasons.

- (C) Failure to evacuate a residential facility under a general alarm or whenever directed to do so by a university official (including Resident Assistants); or unauthorized use of a fire escape at times other than during an evacuation or emergency.
 - (D) Intentionally or accidentally leaving residence hall room door propped or open while room is not occupied.
 - (E) Storage of flammable liquids/gases and other materials (propane, gasoline, etc.).
- (b) Fire/Life Safety
- (A) The use of open flame devices including but not limited to candles and incense in or around the residence halls.
 - (B) Use of unapproved multi-tap device (including power strips without circuit protection).
 - (C) Use of unapproved extension cords (including uninsulated and ungrounded).
 - (D) Possession or use of halogen light.
 - (E) Possession or use of an electric blanket and or heating pad.
 - (F) Possession or use of a space heater.
 - (G) Hanging and/or attaching combustibles to ceiling.
 - (H) Excessive use of combustibles on walls (>50%), windows (>10%), and doors (>75%).
 - (I) Untreated (not fire-retardant) flags, tapes, tries and blankets displayed on wall/ceiling.
 - (J) Fire egress (i.e. blocking doorway, inaccessible pathways, items hanging over windows and/or doors.).
 - (K) Storing combustibles too close to sprinkler head. Must be a minimum of 18" below sprinkler head in Ackerman, Arbor Park, Alder View and Heritage.
 - (L) Storing combustibles too close to the ceiling. Must be a minimum of 32" below ceiling in Barnum and Landers Halls, or Knox Street Apartments.
- 13. Throwing Objects**
- (a) Throwing objects from buildings, stairwells, windows, roadways, balconies, or any place from which something can be thrown, including within the buildings and courtyards.
 - (b) Throwing items including but not limited to snowballs, water balloons, sporting items (e.g.: football, baseball, etc), garbage, pumpkins, and other food products at or in buildings.
- 14. Furniture**
- (a) Removal of room furnishings.
 - (b) Removal of furniture from the wall (Barnum Hall).
 - (c) Storing or using lounge furniture and/or other institutional furniture in a resident room.
- 15. Violation of the Guest Policy**
(See *Policies Section, #6, p. 20*)
- 16. Harassment, Discrimination, Bullying**
See [Code of Student Responsibility](#), Standards of Conduct Section, #8.
- 17. Sexual Misconduct or Stalking Behavior**
See [Code of Student Responsibility](#), Standards of Conduct Section, #15.
- 18. Improper Check-Out**
Improperly checking out of one's room will result in a \$150.00 fine and possible disciplinary action. Improper check-out includes, but is not limited to the following:
- (a) Changing rooms and/or keys/fobs without permission of University Housing.
 - (b) Failing to check out of the room by the prescribed date and time.
 - (c) Leaving the room or withdrawing from the University without following the proper check-out procedure (See p. 35).
- 19. Keys/Fobs**
- (a) Duplicating keys.
 - (b) Loaning keys/fobs or being lent keys/fobs.
 - (c) Failure to report lost, stolen, or missing keys/fobs within 24 hours of the time you first realized the keys/fobs were missing (See *Policies Section, #7, p. 20*).
 - (d) Sharing or unauthorized use of Arbor Park bedroom pin numbers.
- 20. Excessive Room Lock-Outs.**
Lock-outs in excess of five (5) per year will be charged \$10.00 per lock-out. Lock-outs in excess of 10 per year will result in student disciplinary action.
- 21. Unapproved Lofts**
Construction of stilts, lofts, or platforms or use of concrete blocks or other bunking structures for your bed except where the furniture has been specifically designed for that purpose.
- 22. Violation of the Noise Policy**
(See *Policies Section, #8, p. 21*)

23. Pets

Feeding, harboring, keeping, and/or housing of any animal, except for aquarium fish (those with gills and scales)*, in the residential community or being aware of such action by others and not reporting it.

* One aquarium tank (no larger than 10 gallons) will be allowed per resident.

24. Propping Doors/Safety

- (a) Propping any locked community area door.
- (b) Propping any individual room door through tacking, the use of magnets, taping, or any other method.
- (c) Engaging in any action that jeopardizes students' safety (including misuse of keys/fobs).

25. Public Areas

- (a) Failure to remove all room trash to the dumpsters outside and away from the residence hall buildings, or storing room trash, even for brief periods of time, in public areas, or using public area trash cans within the residence hall for room trash.
- (b) Storage of personal items of any kind in public areas, including, but not limited to bicycles chained in undesignated areas.
- (c) Engaging in sports activities or rowdy or rough playing, including, but not limited to running in hallways, throwing objects, etc. in public areas.
- (d) Use of chalk on any surface (e.g.: sidewalks, bricks) except chalkboards.
- (e) Writing or drawing on walls or doors.

26. Solicitation (See Policies Section, # 10, p. 22)

27. Trespassing

- (a) Entering an unauthorized public or private space without permission.
- (b) Remaining unlawfully in or upon the premises of another if instructed to leave either by a student, a University Housing staff member, Campus Public Safety, or another university official.

28. Improper Water/Snow Activity

Engaging in water (e.g.: squirt guns, water balloons, etc.) or snow "fights" in the residential facilities and/or courtyard areas.

29. Wheeled Recreational Vehicles

- (a) Use of non-motorized recreational vehicles (e.g., inline skates, skateboards, scooters, longboards, bicycles, and other similar devices) in and/or around all residence halls.

These devices can be used in residence hall areas (with the exception of catwalks and building interiors) only when en route to or from non-restricted areas. For further information, please consult Campus Public Safety.

- (b) Use of motorized recreational scooters and other recreational vehicles (licensed and unlicensed) in and/or around the residence halls. Motorized recreational vehicles must be stored outside of all campus buildings (including residence halls). Motorized recreational vehicles may not be used on pedestrian walkways, in courtyards, or other areas near residential communities. Motorized recreational vehicles may be used on surfaces designed specifically for their use (roadways, parking lots, service roads, etc.) and must include the required licensing by the Department of Motor Vehicles.

30. Misuse of Windows

Use of windows in a manner not appropriate to their design.

- (a) Climbing into or out of windows.
- (b) Passing items into or out of residence hall buildings through windows.
- (c) Pouring or dumping liquid, spitting into or out of residence hall windows.
- (d) Removal of screens on windows.
- (e) Writing on windows.

31. Valsetz Property

Possession of any Valsetz property including but not limited to trays and silverware. Persons in possession of Valsetz property without consent of Campus Dining will be charged a \$25.00 fine [or be assessed 3 hours of community service] and may face further disciplinary action.

32. Failure to Comply

Refusal to comply with a reasonable request of residence hall staff, Campus Public Safety, University official, law enforcement or other authorities.

POLICIES

1. Room Change

- (a) All students requesting a room change must meet with residential staff. A room change form may be issued by a Professional Live-In Staff. Being issued a form does not guarantee placement or modify a student's obligation to meet all con-

ditions for a room change.

(b) Upon meeting the conditions for a room change (or being otherwise approved by a Professional Live-In Staff), the student will be provided room choices according to availability and eligibility as determined by University Housing. An "empty" room is not necessarily an available room.

(c) A student must complete the room change form prior to moving and is obligated to follow the steps outlined on the form to avoid fees and disciplinary action. *See p. 13 of this document for more information.*

2. Credit Load

Students living in WOU's residential community must be enrolled full time (8 or more credits for undergraduate students, 6 credits for graduate students) in academic courses. Dropping below the credit limit does not necessarily exempt first-year students from the first-year live-in requirement, and will require a petition to request to live on campus without the required credit load.

3. Damages

Students moving into a room will electronically complete a Room Condition Report (RCR) form that indicates the room's condition and inventory.

(a) Repairs to residence hall facilities must be performed by university personnel. The cost of these repairs includes materials and labor as well as any cleaning fees that might be assessed. In all cases, trained university employees must do the work in order to comply with building codes and construction standards. If a room, or an item in a room, is damaged, DO NOT attempt to repair. The responsible student will be charged for the cost of the repairs done by professionals to complete the work correctly.

(b) If the student loses or damages residential property, (including any portion of the facility itself) even accidentally, the student will be billed for it. The student may also be referred to Student Conduct. *See #9, p. 17.* Report any damages to the RA immediately.

(c) If no one is found responsible for community area damages, all members of the community will be held accountable for all fees, including cleaning and administrative fees.

(d) If the student causes accidental damage or removes university property it must reported to a University Housing staff member.

4. Entering a Student Room

The university respects a student's right to privacy. However, the university also maintains the right to have authorized personnel enter any residence hall room or apartment for the purpose of inspection, repair, welfare checks, or other official university business, including inspection of a room(s) following the reasonable suspicion by University Housing staff that a violation of the [Code of Student Responsibility](#) or [The Guide](#) is occurring within that room.

5. First-Year Live-In Requirement

All first-year students who enter WOU within one year of high school graduation must live on campus through the end of Spring Term their first year at WOU. Students who wish to live off campus at any time during their first academic year may request to do so with approval by petition (available at UH). See section II, of the Housing Contract.

6. Guest

I. Definitions and host responsibility

(a) Guests are defined as any individuals who are not contracted residents of the specific room, community, or building in question.

(b) Each guest must have a host and be escorted while in the building - including common area lounges. Persons who are not residents may be asked to leave the building unless they are able to demonstrate they are guests of a resident of the hall or on business related to the university, or its faculty, staff, or students.

(c) Guests will be expected to comply with all university regulations and policies.

(d) The host will be responsible for their own behavior as well as the behavior of their guest(s). Guests of residents may be required to leave if they are violating policies, damaging property, or show the potential to cause harm to themselves or others.

II. Limitations

(a) Only the people assigned to a room may reside in that room.

(b) No overnight guests are allowed.

(c) Residents may only host visitors in their rooms if all of the following conditions are met:

(d) Only residents with current contracts who live on campus may be hosted in a residence hall room or Arbor Park apartment space. Visitors and guests who do not have

a current housing contract with WOU University Housing are not permitted at any time, unless assisting with move - out or move - in (which must be pre - arranged with residence hall staff).

- (e) If the resident has a roommate, the resident must obtain permission from their roommate /apartment-mate(s) to host a guest in their room/apartment.
- (f) Room / Apartment occupancy limitations:
 - Heritage, Landers and Ackerman Singles: No more than 2 people at any given time.
 - Barnum Suites: No more than 3 people at any given time.
 - Arbor Park - end units: No more than 4 people at any given time.
 - Arbor Park - middle units: No more than 5 people at any given time.
- (g) When guests are present in a residence hall room or suite, all occupants should wear a face covering and maintain physical distance of at least 6 feet/2 meters.
- (h) As per the University Housing Residence Hall contract, no overnight guests are allowed. All guests must leave the space or building by 11:59 pm. Guests cannot return to the space until 8:00 am the next day.

III. Individual buildings, floors/pods, or roommates have the right to make this policy more restrictive. No persons other than invited visitors who meet the above criteria, resident students, or university staff on university business may enter the private areas of residence halls. The private areas are those areas beyond the lobby or "common area" at the main entrances in the buildings.

IV. No one, including residents and visitors, may use restrooms designated for a different gender other than oneself. Visitors are strongly encouraged to use public area restrooms. Gender neutral public area restrooms are located in the lounges of Ackerman, Barnum and Landers Halls, Sequoia Commons, and in the central corridor of each floor in Heritage Hall.

If a roommate feels that their rights are being violated, it is their responsibility to contact a staff member to help resolve any conflicts that have arisen. Roommates are encouraged to talk

*Students in rooms with vacancies who wish to be billed at the lower multiple rate will be checked for readiness for incoming roommates.**

** Rooms must be ready (Ready means the following room amenities have no personal belongings: un-bunked bed, desk, drawers, wardrobe/doset, bookshelf, chair. The floor space is clean and free of ANY items. No furniture can be combined in any way. Common area space must be clean, and trash removed from the room.) for a roommate during the entire time that the lower rate is being paid. A new roommate may be assigned at any time. If not ready, the student's housing fee will be increased retroactively to the beginning of the term.*

about arrangements for visitors and how all parties feel about the potential disruption visitors can cause before anyone is invited to stay.

7. Keys and Fobs

(a) A key and/or fob to access assigned room will be issued to student upon check-in.

Students are responsible for all issued keys and/or fobs and should not share keys, fobs, or pin codes. Students who lose keys and/or fobs will be charged a fee of \$25-\$75 depending upon the key or fob issued.

(b) If locked out of assigned room, students should contact the staff person on duty during duty periods (7 pm on Friday - 8 am on Monday). Students locked out during the day should go to the Residential Service Center (RSC) for assistance.

(c) More than five (5) lockouts per year will result in fines. More than ten (10) will result in disciplinary action.

8. Noise

(a) Every student has the right to sleep and study without excessive noise. To ensure the rights of all community members, the following hours have been designated as QUIET HOURS:

Sunday - Thursday 11 pm - 8 am

Friday & Saturday 12 am - 10 am

Quiet Hours are revised at the end of the terms.

- Week 10 (Prep Week): Sunday - Sunday 8 pm-10 am
- Finals Week: 24 hours per day

(b) The realities of community living dictate that individuals respect community needs for the moderation of noise at all times (regardless of quiet hours). Therefore, courtesy quiet hours are in effect at all times.

- (c) Use of drums, subwoofers, and instruments with amplifiers are limited. Be aware of noise levels when playing video games, instruments, or other devices. It is strongly recommended that students wishing to practice or play music using this equipment use practice rooms available in Smith Hall.
- (d) Excessive noise (human or otherwise) is an infringement on the rights of students and is unacceptable at WOU.

While it is the responsibility of all to control noise, it is also the responsibility of those impacted by the noise to contact the offending party and request the problem be eliminated. If this approach does not succeed, contact residential staff in your building. If the noise becomes chronic, disciplinary action will be taken.

9. Room Assignments

We do our best to place students in the residence hall that they request. Unfortunately, it is not always possible to give students their first preference. Students who lived on campus the previous year have hall and room priority for the following fall. All remaining areas are assigned according to the date the completed housing application and payment are received.

- (a) WOU reserves the right to reassign an individual to a different room, community, or residence hall in the event it is determined necessary by the University Housing staff. Reassignment may occur at any time during or between terms.
- (b) If paying for a multiple occupancy room and a roommate(s) leaves, the student is responsible for assisting the office by either accepting a new roommate (upon request, UH will supply a list), moving in with someone else, or accepting single/limited occupancy status at the single/limited occupancy rate.

10. Solicitation and Commercial Activity

The university has an obligation to provide students with a comfortable living area. This includes allowing students to exercise their right to personal privacy, providing for student safety and security, and providing an environment which further enhances the educational mission of the university. It is within this context that the following policies exist.

- (a) Door-to-door solicitation for commercial or other nonpolitical purposes is prohibited in

the residence halls.

- (b) Commercial activity in any residence hall area shall be allowed only with the approval of the Professional Staff of that building.
- (c) Registered candidates of national, state, local, and campus political races may campaign in the public area of a designated residence hall only after registering with the Professional Staff of that building.
- (d) Other types of solicitation which the Professional Staff deems useful to the community or which the community requests, may be allowed with approval from University Housing. Requests must be made in writing.

11. Posting in the Residential Complex

Bulletin boards and other surfaces in the halls or dining areas are for residence hall business items, notices, and activities. Commercial material may not be placed on bulletin boards unless approved by University Housing, Campus Dining, your Professional Staff, and /or by the office of the Vice President for Student Affairs. In addition, obscene, degrading, racist, sexist, and/or harassing literature will be removed from any public areas at the discretion of the Professional Staff. Contact University Housing if you have questions. Posters that have not been approved by authorized personnel or are otherwise improperly posted will be removed.

12. Smoking and Tobacco

Smoking (inhaling, exhaling, burning or carrying any lighted or heated tobacco product, including legal smoking substances that are not tobacco and smoking instruments), and tobacco (including but not limited to, cigarettes, cigars, shisha pipes, water pipes (hookah), electronic cigarettes, and all forms of smokeless tobacco including but not limited to, chew, snus, snuff, sticks strips and orbs) use (including smoking, chewing, dipping or any other use of tobacco products) is prohibited on all property and in all vehicles on university property. Tobacco may not be sold or distributed on any university property.

13. Visitation

- (a) Access to residence hall public areas is permissible only to occupants of that building during hours the buildings are open. Public areas include lobbies, lounges, and public area restrooms. Residential living areas (floors, wings, pods, buildings) are secured

24 hours a day, seven days a week.

- (b) Access to residential living areas is by residents with University Housing assignment within that community only.
- (c) Any damage or policy violation by those non-residents who have been granted access to the living area will be the responsibility of the individual(s) who granted access to the non-resident.
- (d) In the event that no individual will take responsibility for the actions of the non-resident(s), the entire living area may be held responsible for the actions of that person. When billing damages to student accounts, a \$10.00 per billing administrative fee will be applied to each student account.

14. **Lost or Abandoned Property**

Items left in residence hall rooms or public areas will be inventoried and stored for 30 days. Individuals seeking to retrieve these items should contact University Housing. After storing for 30 days if items are not claimed will either be disposed of or donated.

15. **Assault Response**

Any student who is alleged to have physically assaulted another person, whether sexually or otherwise, (see page 18) may be removed from their residence or from school immediately pending a student conduct hearing. Once removed from their residence, the student may not enter the residence halls until after resolution of the case through the Student Conduct program.

16. **Alcohol**

All persons who choose to provide or consume alcoholic beverages:

- (a) Must do so responsibly. Furnishing or consumption that precedes or occurs with excessive noise, vandalism, harassment, sickness, excessive messes, or obvious intoxication is a violation of the alcohol policy.
- (b) Must share responsibility for the safety and welfare of 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 or older may be implicated as provid-

ing alcohol based on a standard of preponderance of evidence when they choose to be in a campus housing space where persons under the age of 21 are consuming alcohol.

When a violation of the alcohol policy occurs, involved individuals will be required to dispose of all alcoholic beverages at the request of University personnel. Guests and residents who are not assigned to the room, suite, apartment, or building where the violation occurred may be required to vacate the space upon request of University personnel.

Consumption of alcohol under this policy is a privilege. The University reserves the right to suspend alcohol privileges when it is in the best interest of the University community.

Facilities, Safety and Services

Without a solid foundation of facilities and services, the educational mission of the residential community would be impossible. Many dedicated people within University Housing work hard to ensure that your "creature comforts" are catered to. By taking care of your fundamental needs, you are thereby freed to pursue your chosen academic and personal interests with more energy.

University Housing provides facilities and services solely for the comfort and convenience of residents and their guests. Unauthorized persons using any residential facility should be asked to leave and a staff person notified.

The university respects your room / apartment as a place where you can find privacy and where you control the living environment. You may use your 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 should be used within the framework of law and institutional policy.

Laundry

Each building contains washers and dryers for your use. Only residence hall students may use these facilities. If you encounter a mechanical difficulty with a washer or dryer, please note the number on the machine and report it promptly to one of your residential staff members or to University Housing. Western Oregon University is not responsible for lost or stolen items nor items left in laundry areas. Hours of laundry room operations for laundry rooms with outdoor access are:

Monday - Friday: 8 am - Midnight

Saturday and Sunday: 10 am - Midnight

Vending Machines

For assistance with problems with vending machines please see [Facilities Services staff](#). For reimbursement of money lost in vending machines, see staff at the Werner University Center Information Desk.

Mail Services

All student mail will be delivered to Residential Service Center (RSC) mailboxes. Alderview and Family Housing Residents will receive mail delivered to them via USPS.

CHECK YOUR BOX OFTEN.

- If mail is left unchecked, a fee may be charged and disciplinary action may be taken.

Like all mail, mail delivered to WOU mailboxes is under federal jurisdiction and should not be tampered with.

Students receiving over-sized packages (mail that will not fit in the mailboxes) will receive an email notifying them that they have a package to pick up. Packages may then be signed for and picked up in the RSC with valid photo identification.

Your mail will be delivered to you promptly if it is addressed in the following manner:

Name
RSC Box # (Residential Service Center Box #)
347 Monmouth Ave. N.
Monmouth, OR 97361-1339

[Residential Service Center](#) (RSC)

The Residential Service Center, located on the north side of the Valsetz Dining Hall, provides general services and information via the Service Center desk such as selling stamps and making change for residents, in addition to mail delivery, equipment check-out, and package pick-up. The RSC also houses the Residential Computer Lab. In addition, the RSC provides office space for Residential Computing, and the Coordinator for Leadership and Operations.

Hours of the RSC are:

Hours may change during holidays/breaks

Monday - Friday: 8:00 am - 7:00 pm

Saturday & Sunday: Noon - 5:00 pm

Maintenance Service

Although our Physical Plant staff makes every effort to maintain physical facilities in as good a condition as possible, individual fixtures, and furnishings will occasionally break. When an area or item needs maintenance, please use the following procedure:

Report the item by filling out one work order per item on line on your [Housing Overview](#) page. If you need assistance with this, you can contact your RA or RD. A maintenance employee will determine the immediate need and repair the damage and assess possible charges as soon as possible. Charges will be posted accordingly.

NEED REPAIRS? FILL OUT A WORK ORDER.

- Log onto your [Housing Overview](#) page:
- Click on "More Tasks" at the top in the black box to access the Work Order System.
- One work order per item needing repair.

Parking

If you bring a car to campus, you may park in designated residential parking areas by purchasing a permit from the Parking Office located in the Administration Building. Residential parking permits authorize you to park on campus. The type of permit you purchase will determine WHERE on campus you may park. Costs vary. Please see the WOU's [Parking Brochure](#) for details. *Parking fees are pro-rated for winter and spring terms.

Telephones/Voice Mail

Each room is wired for telephone service and voice mail. Each student must provide a telephone instrument. Contact Telecommunications to setup and to terminate your phone service. Each month you will receive a bill for your long distance calls. Inappropriate or illegal use of the telephone will result in termination of service, possible disciplinary action, and possible removal from the residence halls.

Computer Lab

A computer lab for residence hall student use is located in the Residential Service Center. *Please see pages 33 and 34 of this document for more information regarding the Residential Computer Lab.*

Kitchens

Kitchens, as well as utensils and cookware are available for use in Ackerman, Heritage and Landers Halls (Barnum residents will use the Landers Kitchen). You will have access to your hall's kitchen every day from 8 am - 8 pm. *NOTE: Kitchens must be left clean, or access will be denied.*

Games Room

Three pool tables, a foosball table and a ping pong table are available for student use and are located on the third floor of Heritage Hall. *NOTE: In response to the COVID-19 Pandemic, games rooms are currently closed.*

ResLife Cinema

One of the amenities provided for our residential students is a FREE movie streaming service. The cost has been built into your room and board and there is no additional charge for this service. Residents choose the films that are available for viewing each term. [ResLife Cinema](#) movies are available 24-7 while on the WOU Campus.

RESIDENTIAL CUSTODIAL SERVICES

Residential custodial staff will clean hallways, lounges, and bathrooms in the residence halls. You are responsible for cleaning your own room. Vacuums are available in each building - See your RA. Do not leave trash outside rooms. All trash must be taken to dumpsters located outside of the residential complexes.

CUSTODIAL CLEANING TIMES *

Ackerman, Heritage & Landers: Daily (M - F)
Arbor Park & Barnum: Once every other week

Ackerman/Heritage/Landers Residents: Check cleaning times posted in each bathroom. If you choose to use your bathroom when your custodian arrives, your bathroom may not be cleaned that day. **DO NOT ACCESS YOUR BATHROOM WHILE IT IS BEING CLEANED.**

Barnum Residents: Barnum hall will have their bathrooms cleaned between 10 am and 3 pm every other week. If you are sleeping or using your bathroom when your custodian arrives, your bathroom may not be cleaned that week. Please be prepared for your custodian to arrive during the designated time frame.

Arbor Park Residents:

Arbor Park apartments will have their bathrooms cleaned between 10 am and 3 pm every other week.

- Remove all personal items from the sink, countertops and showers so your custodian can completely clean and disinfect all areas.
- If personal items are not removed, the full scope of cleaning will not occur. *If this becomes a pattern, additional cleaning charges may be assessed and disciplinary action may be initiated.*

NOTE: Cleaning schedules for all bathrooms START as follows:

- Spruce/ Noble week one of each term.
- Cedar/Noble and Barnum week two of each term

Toilet Paper:

Residential students all have toilet paper provided for their use. Toilet paper used for anything other than its intended purpose will result in additional fees to student accounts. *Residents of Arbor Park must supply their own toilet paper. Family Housing (Alder View and Knox St. Apartments) occupants are responsible for cleaning their own bathrooms and providing their own toilet paper.*

THE GREEN TEAM

THE RESIDENCE HALL RECYCLING TEAM

In conjunction with the campus wide recycling program coordinated by the Physical Plant, the Residence Hall Recycling Team – the [“Green Team”](#) spearheads the residential recycling effort. Here is how it works:

- RECYCLING BINS HAVE BEEN PLACED IN EACH ROOM WITH LARGER RECEPTACLES LOCATED CENTRALLY WITHIN EACH HALL.
- STUDENTS WILL PLACE RECYCLABLE MATERIAL IN THEIR INDIVIDUAL ROOM BINS AND EMPTY CONTENTS INTO THE LARGER HALL RECEPTACLE.
- THE GREEN TEAM WILL THEN PICK UP AND EMPTY THE HALL RECYCLE BINS INTO THE MAIN RECYCLING AREA FOR THE UNIVERSITY.

It is all part of an effort to live more sustainably – to reduce what we use, to reuse what we can, and to recycle what we can't. The university at large and the office and staff of University Housing are doing their part. So - come on don't throw it away – join the team - RECYCLE!

Energy Management at WOU

With continued increases in energy costs, Western Oregon University has made a commitment to save energy whenever possible. All room lighting has been replaced with energy efficient lighting and individual heat controls have been installed in each room. Energy efficient “auto-on” plugs have the capability to detect motion in the room and will automatically shut off when no motion is detected have been installed in Ackerman Hall, our newest energy efficient “green” residence hall. In addition, we encourage you to use the following tips to assist with energy management.

- | | |
|--|---|
| ✖ Turn off the lights when you leave the room or when they are not needed | ✖ Keep your windows closed in the winter to retain heat |
| ✖ Use natural lighting (sunlight) as much as possible | ✖ Use the blinds to keep heat out or in |
| ✖ Turn off your computer when it is not in use | ✖ Turn off lights in the common living areas including lounges, bathrooms, laundry rooms, when not in use |
| ✖ Turn off your TV and stereo when not in use | ✖ Only wash and dry full loads of laundry |
| ✖ Unplug appliances when they are not being used (e.g. microwave or refrigerator) | ✖ Shorten the length of the showers that you take |
| ✖ Turn down the heat when you leave the room. Put on a sweater rather than turning up the heat when you are cold | ✖ Report any drafts through doors or windows |
| | ✖ Report repairs promptly (e.g. dripping faucets, faulty thermostats, or continuously running toilets) |

With these simple actions you can save energy and lower your costs to attend Western Oregon University

Emergency Procedures

Your two most important resources during an emergency are University Housing staff and Campus Public Safety

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

- Put on coat and shoes and take your keys/fob.
- Check to see if your door is hot or has smoke around it. If so, stay in your room, signal from your window and wait to be evacuated by firefighters.
- If safe to do so, exit your room. Shut your door tightly when you leave.

Exit your building as follows:

Ackerman Hall: Exit. Proceed towards the basketball courts or towards "H" lot on the other side of the fire lane.

Barnum: Exit. Proceed across the J-Loop parking lot to the front of "J" lot.

Heritage: Exit. Proceed north towards the Public Safety lawn.

Landers: Exit. Proceed across the J-Loop parking lot to the front of "J" lot.

Arbor Park and Alder View: Exit. Proceed to Parking Lot J.

Knox St. Apartments: Exit. Proceed east (away from campus) across Knox St.

DO NOT remain in courtyards or in close proximity to the buildings. Remain in designated locations until cleared for re-entry by either the AD/RD or a member of the University Housing staff acting on behalf of the AD/RD.

In the event of a fire, if you can use a fire extinguisher **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.

Fire Safety Inspections

Under the direction of the State Fire Marshal, residential staff will conduct a fire/life safety inspection of all residence halls in October. You will be notified as to when these inspections will take place, and you will be required to allow residential staff entrance to your room for inspection. If you or your roommate are not home, the room will be inspected without your presence and a note will be left indicating the status of your room. Should a violation be found, you will receive a letter indicating what the violation was, and you will be expected to immediately comply. If the violations have not been corrected after an unannounced re-inspection, you and/or your roommate will be fined a minimum of \$25.00 per violation and will be subject to disciplinary action. See p. 17-18 of this document, and [Fire and Life Safety](#) information online.

Earthquake

The best way to protect yourself during an earthquake is to prepare yourself for one before it occurs. By taking some time to think about earthquakes now, you will greatly increase the chances that you will be able to respond effectively after one occurs.

Before an Earthquake

1. Identify hazards in your room - heavy objects on high shelves, tall bookcases or cabinets, and heavy items hanging above your bed are all items which can fall on you during an earthquake. Note other danger spots such as windows and unsecured furniture.
2. Move objects that could fall and injure you from above your desk and where you sleep. They could fall on you during an earthquake.
3. Know emergency routes from your room & hall.
4. Know where the fire extinguishers are located.
5. Know if you have any physically-impaired neighbors so you can help them in an earthquake.
6. Keep a battery-powered radio and flashlight handy.
7. Learn first aid and CPR.

During an earthquake

1. Stay calm, but act quickly. It is important to take "quake safe" action at the first indication of ground shaking.
2. Do not enter or exit a building during the shaking. You could be hit by falling debris.
3. Beware of objects which might fall. Move away from them.

If you are inside

1. Brace yourself in a doorway, or crouch under heavy furniture such as a desk or table, away windows or glass dividers.
2. **Do NOT** use elevators.

If you are outside

Position yourself away from buildings, trees, utility poles, and power lines.

After an earthquake

1. Check for injuries. Do not move any seriously injured persons unless they are in danger of further injury.
2. Exit the building. Follow staff directions. Wear shoes. Move away from all buildings, trees, utility poles, and power lines.
3. Do not use the telephone except in an emergency.
4. Pay attention to University Housing staff and emergency personnel.
5. Expect aftershocks.

CAMPUS PUBLIC SAFETY

EMERGENCIES: 503-838-9000 (V/TTY), 24 hours

- Non Emergency: 503-838-8481
- Campus Public Safety Office Hours:
Monday - Friday, 8 a.m. to 5 p.m.

CAMPUS PUBLIC SAFETY - *One of your most important resources during an emergency.*

EMERGENCIES: 503-838-9000 (V/TTY), 24 hours

Non Emergency: 503-838-8481

Campus Public Safety Office Hours: Monday - Friday, 8 a.m. to 5 p. m.

Other Emergencies - Bomb Threat

1. Bomb threats usually occur by telephone. Try to keep the caller on the line as long as possible.
2. Remain calm and try to obtain as much information as possible.
3. Call Campus Public Safety at extension 8-9000, giving your name, location and telephone number.
4. Don't hang up until you are released from the call.
5. Inform a University Housing staff member.
6. If you spot an object you suspect to be a bomb, or is otherwise suspicious or dangerous, notify Campus Public Safety and a University Housing staff person immediately. Do not touch, move, or tamper with the item.
7. Evacuate the building if you are instructed to do so and do not re-enter the building until told that it is safe to do so.

Crime in Progress

1. Do not attempt to interfere with the criminal except to protect yourself.
2. If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, gender, hair color, etc.
3. Call Campus Public Safety at extension 503-838-8481 or 503-838-9000. Describe the situation and remain where you are until you are contacted by an officer.
4. Do not interfere with those persons creating a disturbance or with law enforcement authorities on the scene.

Active Shooter Protocol

If you are involved in a situation where someone has entered an area or building and started shooting, or you hear the sounds of gunfire, the following actions are recommended:

1. Exit the building, immediately move away from the area, and seek shelter.
2. Avoid parking lots and open areas.
3. Notify anyone you encounter to exit (or not enter) the building immediately.
4. Notify the police by calling 911 and give the 911 operator the following information:
 - Your name
 - Location of the incident (be as specific as possible)
 - Describe what is happening
 - Number of shooters (if known)
 - Identification of shooter (if known)
 - Number of persons who may be involved
 - Your location (and stay on the line if possible)

If you are directly within range or in danger of an active shooter and exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office and hide
2. Close the door, lock or barricade the door if possible
3. Cover the door windows, if possible
4. Keep quiet - silence phones, and act as if no one is in the room
5. DO NOT answer the door
6. Notify the police by calling 911 (see previous page)
7. Wait for police to assist you out of the building

If the shooting is occurring outdoors, the following actions are recommended:

1. Move inside a building, if possible, and follow the previous recommendations.
2. If you cannot go inside, try to hide behind something solid.
3. Run away from the sounds of shooting, if you can do so without increasing your risk.
4. Notify the police by calling 911 (see previous page). When you call 911, give the 911 operator the same information as listed previously.

Infectious Disease Protocol

In the event that there is an infectious disease outbreak (e.g.: measles, tuberculosis, flu, etc.), University Housing has protocols in place to protect the community. These protocols include separation of infected students from the residential community. University Housing will work with local authorities to provide the safest response possible. This may include displacement of some students for a period of time.

Campus Closures and Lock Downs

In the event of an emergency "incident" on campus, resulting in a lock down of all or part of campus, students, faculty, and staff will be notified via the campus emergency notification system.

Inclement Weather Plan

If it becomes necessary for Western Oregon University to close because of severe weather or other hazardous conditions, you will be notified of the closure. Information regarding the closure will reach you through:

1. University Housing staff.
2. Checking the main website: www.wou.edu for inclement weather updates.
3. Calling 503-838-8026, the campus closure and emergency information line. Do not call Campus Public Safety for this information.

Campus Dining at WOU

GENERAL INFORMATION

Valsetz Dining Hall, centrally located to the residence halls, is the primary location for meals. There are a variety of food stations available in Valsetz that serve many diverse and flavorful food options. Your WOU ID card serves as your meal card that can be used at any Campus Dining location.

Our Campus Dining Office is located in the South Sister Annex, on the lower floor of Valsetz. Questions about Dining? Stop by and our staff would love to assist you! You can also reach our office by calling 503-838-9264.

Campus Dining Safety Protocols

The Campus Dining team has worked continuously to make sure guests are taken care of when returning to campus this fall. Check out some of the new updates, changes and safety protocols in place at our dining locations on campus.

- Employees will wear face masks or face shields
- Online ordering is NOW AVAILABLE
- To-go containers, condiments, and silverware are available
- The "C" store offers a variety of packaged meals and to-go items
- We use card swipe devices for convenient contactless transactions
- Automatic hand sanitizer dispensers are installed throughout the food court
- Employees wash hands frequently and wear gloves
- The Dining Hall will be closed between meal times for cleaning and sanitizing
- Plexiglass barriers have been installed
- Get well meals are available for quarantined students

Dining Hours of Operation

Look online: <https://wou.edu/dining/hours-of-operation/>

4. Tuning in to the following radio stations:
 - Salem - KBZY (1490 AM), KYKN (1430 AM)
 - Corvallis - KFLY (1240 AM), KLOO (1340 AM)
 - McMinnville - KLYC (1260 AM)
 - Portland - KXL (750 AM and 95.5 FM), KINK (101.9 AM)
 - Albany - KRKT (990 AM), KSHO (920 AM)
5. If you have not heard otherwise from one of these sources, you should assume that Western Oregon University is open and operating with a normal schedule of classes and events.

Mobile Ordering

Skip the line. Order meals ahead! Choose a pick up time that fits with your schedule and pick up your meal at the pick up station in Valsetz!

nutrislice

Placing an Order.

The Nutrislice™ ordering app makes it easy to skip lines and ensure you eat exactly what you'd like. Simply place an order and then pick up your food!

1a. **Download the app.**
Download Nutrislice from your smartphone's app store.

OR

1b. **Visit our website.**
Type in lookup.nutrislice.com in your computer's browser.

2. **Search locations.**
The system will return results after you enter the first four characters of the location name.

3. **Select your location.**

4. **Select your menu.**
BREAKFAST | LUNCH | DINNER

5. **View and add items to your cart.**

6. **Review your cart.**
If you do not already have an account, you will be prompted to create one after clicking the cart.

7. **Review your order.**
Ordering for someone else? You can indicate who the order is for during checkout.

8. **Place your order!**

KEEP TRACK OF YOUR CARD.

Don't let your card fall victim to the any of the following:

- CARD LEFT ON TRAY
- CARD LEFT AT HOME
- CARD WASHED IN LAUNDRY
- CARD TOSSED INTO GARBAGE
- CARD UNATTENDED - AN EASY TARGET FOR THEFT
- CARD LEFT IN LOCKED CAR

ALL THINGS MEAL PLANS

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 for non-residential students, faculty and staff, they all pay retail prices when dining in Valsetz

Checking your balance

Your balance is printed on your receipt, or you can request to find out your current balance from any cashier at campus restaurants, or find your balance on the WOU Portal.

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! Our Campus Dining staff makes every effort to educate students in helping them make a proper meal plan selection. We also understand that it is difficult to predict exactly what each individual's eating habits will be. 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 plan.

Changing Meal Plans

Do you have a large balance on your meal plan? Or do you keep running out of money on your card? If so, we recommend adjusting your meal plan. We allow students to adjust their meal plan before the first day of a new term. To change your meal plan visit us in the SOSA office located below Valsetz or email the meal plan you would like to switch to for the following term. housing@mail.wou.edu

Detailed Meal Plan Information

For detailed information regarding meal plans, to use our Meal Plan Worksheet or to get a closer look at the cost of your meal plan including the overhead charges (Overhead is the cost of doing business and covers such things as: Staff and student salaries, utilities, supplies, repairs and capital expenses. Overhead is all the things that Campus Dining has to pay for to keep their doors open to serve you!), and is applied to your account, in addition to your meal dollars. Please see: [Meal Plans](#)

Lost Card?

When you've lost your meal card and you want to eat, ask a cashier in Valsetz for a lost card voucher. When you receive a lost card voucher, the ID card you lost cannot be used by anyone else. The voucher is good for 5 working days. A charge of \$2.00 will be applied to your meal plan. When the card expires you will need to get and pay for a new ID card in the WUC and have it encoded.

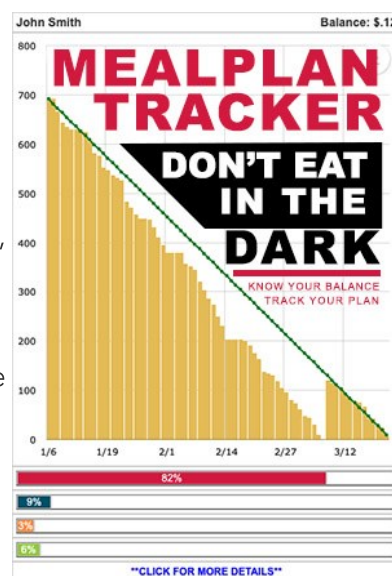
Meal Plan Carry-Overs/Refunds

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. If you have any questions about meal balances at the end of the academic school year, just email dining@mail.wou.edu or visit our campus dining office located within the South Sister Annex.

Meal Plan Tracker

Use the Meal Plan tracker to make sure your money will last through the term! To track your meal plan usage on a daily basis, see a detailed report of what you spent and where you spent it, and much, much more - Use the Meal Plan Tracker - the link is on your WOU Portal!

NOTE: You may have to **add a channel to your portal**, and you must have made a transaction for the MPT to show up in your link.



A closer look at Valsetz Dining Hall

The Valsetz menu is posted weekly at <https://wou.edu/dining/valsetzmenu/>.

VALSETZ MENU CONCEPTS

- SELECTION MAY VARY -

Valsetz Baking Co.	Pastries, cookies and delectable desserts all scratch baked daily.
The Grill	Grilled items cooked to order and the SPOTLIGHT - featuring up-scale, ethnic menu options.
Stir-Fry	Crisp, fresh veggies - with your choice of protein (chicken, beef, tofu) cooked to order.
Pho / Curry Bowls	Savory and steaming hot, prepared before you - just to your tastes.
Sensible Food	A complete and nutritionally balanced meal (Protein/Carbs/Veggies) for a reasonable price. Vegan/Vegetarian/Gluten Free Friendly options will be available.
Pizza and Pasta Bar	Traditional and specialty pies baked up daily, and a selection of pastas (Gluten Free available) and delicious sauces to top your selection off with.
Deli & Soup du Jour	Sandwiches and soup priced by the pound.
Vegan/Gluten Free options	The perfect blend of tasteful food that fits into the most stringent of dietary restrictions.
Fresh Sushi	Rolled fresh on site daily.
Salad	Fruit and salad selections available

Special Medical Diets

Consult the Foodservice Director for special dietary needs. Appointments are scheduled at the Campus Dining Office located in the South Sister Annex, on the lower floor of the Valsetz Dining Complex. Campus Dining is open 8:00 A.M. - 5:00 P.M., Monday through Friday. Call 503-838-9265 or email dining@mail.wou.edu.

what's IN that?

Campus Dining is committed to serving guests with special dietary requirements.

Use these icons to find food that suits your personal tastes and fits your dietary needs.



	EPICUREAN Both Delicious and Nutritious
	GLUTEN-FREE FRIENDLY Does not contain gluten ingredients
	HALAL Does not contain pork, alcohol or meat products unless certified Halal
	VEGAN Does not contain any animal products - including honey
	SENSIBLE FOOD Nutritionally balanced entree at a sensible price
	VEGETARIAN Does not contain meat or meat by-products

HOWL ABOUT IT

Our team would love to hear your feedback about your dining experience, any ideas for menu changes or additions, things you would like to see in our dining locations! You can leave a comment online found on our dining homepage <https://wou.edu/dining/> or on a comment card found at any campus dining register.

Howl About It!
We want to hear your feedback!

Comment Card

REWOUSABLE

- 1 FILL.** FILL UP YOUR TO-GO CONTAINER.
- 2 EAT.** ENJOY YOUR FOOD WITH YOUR FRIENDS. WHERE YOU GO - YOUR CONTAINER GOES
- 3 RINSE.** RINSE. DRY. DROP/EXCHANGE. (SEE #'S 4 & 5 BELOW)
- 4 DROP.** DROP YOUR CLEAN, DRY CONTAINER EITHER AT VALSETZ or AT THE SUMMIT IN THE WERNER UNIVERSITY CENTER.
- 5 EXCHANGE.** YOU WILL RECEIVE A TOKEN WHEN YOU DROP YOUR CONTAINER. TAKE YOUR TOKEN TO THE CONCEPT THAT YOU WISH TO EAT AT & EXCHANGE FOR A NEW CONTAINER. FILL YOUR NEW CONTAINER & GO. ENJOY!
- 6 REPEAT.** *THIS IS SUSTAINABLE!*



Campus Dining



RE-WOU-SABLE dining to-go containers

Western Oregon University serves as a strong advocate for our environment and Campus Dining has long been a trend-setter in promoting sustainable lifestyles and practices.

The ReWOUsable To-Go Container program is just one way that you as a student can have an impact and do your part to save our precious resources.

All students living on campus have the opportunity to use ReWOUsables throughout the year! Students will have the ability to use their to-go containers to safely take out food if they wish.

All containers and coins are thoroughly washed and sanitized.

SUSTAINABLE DINING

<https://wou.edu/dining/rewousable-containers/>



Campus Dining wants to help YOU be a Sustainable Diner!

**HELP SAVE YOUR PLANET
- USE ReWOUsables -**

Computer Network Information

At ResComp (www.wou.edu/rescomp) we strive to provide all residents with easy access to the WOU network. We are here to help residents connect their personal computers to our network. By connecting personal computers to WOU's network in the residence halls, we hope to better support our residents' educational goals. If you need help connecting to our network, or just have questions, please call us at 503-838-9201 or come to the Residential Computer Lab - located in the Residential Service Center ((RSC) - just below Valsetz Dining Hall!

- **Wireless service is available in all of our residence halls.** Your computer must be equipped with a Wireless Access Card to obtain wireless service.

To set up your wireless account:

Connect to **WOU-SECURE**

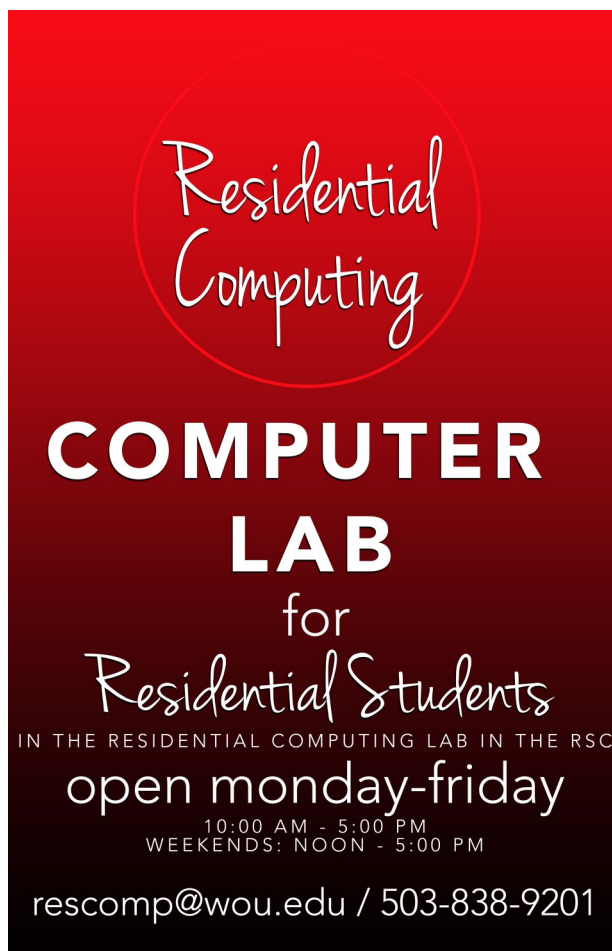
Talk to your RA or visit the Residential Service Center to obtain a password.

- ***I still have questions, where can I go to get some help?***

Your first and best course of action is to contact University Computing Services (<http://www.wou.edu/ucs/>). Pro Tip - Check out their [FAQ's](#), chances are if you have a question about it, someone else did as well! You can also find information here regarding virus/virus hoaxes and a frequently asked questions (faq's) page where you can review information by topic or pose your own question.

- ***Getting more support***

The University Computing Service Desk is available Monday - Friday, 8 am to 5 pm. Reach them at 503-838-8925



A vertical poster with a red-to-black gradient background. At the top, the words "Residential Computing" are written in a white, cursive font inside a red circle. Below this, the words "COMPUTER LAB" are written in large, bold, white, sans-serif capital letters. Underneath, the words "for Residential Students" are written in a white, cursive font. Below that, in smaller white capital letters, it says "IN THE RESIDENTIAL COMPUTING LAB IN THE RSC". The text "open monday-friday" is written in a large, white, sans-serif font. Below this, the hours "10:00 AM - 5:00 PM" and "WEEKENDS: NOON - 5:00 PM" are listed in smaller white capital letters. At the bottom, the contact information "rescomp@wou.edu / 503-838-9201" is written in a white, sans-serif font.

Minimum Computer Requirements

For information regarding the basic requirements that your machine will need to be able to be connected to WOU's network, please contact the Residential Computer Lab at 503-838-9201, rescomp@wou.edu, or visit our website: <http://www.wou.edu/rescomp>



Acceptable Use of Computing Resources Policy

The following is an abridged version of the WOU Acceptable Use of Computing Resources Policy. You are responsible for reading the policy, and employing professional behavior and acceptable use of the computing resources that you have access to as a residential student at Western Oregon University. To read the policy in its entirety, please go to: <http://www.wou.edu/policycouncil/view-policy/?ppolicyid=836>

- The use of WOU network services is a privilege that may be revoked at any time for inappropriate behavior. Such behavior would include but is not limited to the use of obscene, abusive, or otherwise objectionable language and/or materials in either public or private messages.
- The only permissible use of network equipment are WOU owned switches already installed in Heritage and Barnum. Each student has one (1) port located on that switch.
- Each WOU student is given access to a personal drive on the network, where personal files can be kept. Please keep in mind that network systems are inherently insecure. Be sure not to give out your username or password to anyone. Any material whose privacy must be guaranteed should not be stored on the WOU network. It is the sole responsibility of each student to backup data on their network drive and personal computer.
- Never use computing facilities to do mischief or harass other users.
- Copying or distributing unauthorized software from computer network or computers makes the person copying liable for copyright infringement.
- Exercise your freedom to speak out but please do so responsibly and in a way that reflects credibly on the University. Be aware that using University computer resources to defame others or invade their privacy may result in a lawsuit against you.
- Review the Western Oregon University [Acceptable Use of University Computing Resources Policy](http://www.wou.edu/policycouncil/view-policy/?ppolicyid=836)

Please keep in mind that the primary purpose of this network is to support students' educational goals. In support of these goals, consider your conduct while utilizing the computer labs on campus as well as your use of the university's network services. Participating in prohibited activities may result in revocations of WOU network services without refund, possible action within the Student Conduct System, and/or criminal charges.

One Final Note . . .

Copying or distributing copyrighted material on the WOU network or your personal computer makes you liable for copyright infringement. Residents caught using their computers to download or share copyrighted material (e.g.: MP3's, movies, games, software) will be forced to uninstall any file-sharing programs and will lose all residence hall network access for 45 days. **A SECOND OFFENSE MAY RESULT IN REMOVAL FROM THE RESIDENCE HALLS.**

RESIDENTIAL COMPUTER LAB HOURS:

(Hours are subject to change)

**MONDAY - FRIDAY: 8:00 AM - 7:00 PM
SATURDAY & SUNDAY : NOON - 5:00 PM**

Payments and Fees

The Residential Contract requires that you compensate the program for its efforts on your behalf. The following information is provided to help you meet this requirement.

Paying Room and Board Charges

Room and board payments are to be made at the Cashier's Window of the Business Office in the Administration Building except when payments are made at ITC during fee payment each term as outlined in the schedule of classes.

- Payment needs to be made on, or before, the due date listed in the academic calendar of the "class schedule" each term in order to avoid penalties.
- Hours for the Cashier's Office are 8:00 am to 5:00 pm, Monday through Friday.
- Any amount left on an account will become part of the revolving charge plan. Subsequent payments are due on the first of each month if the revolving charge plan is used. A revolving charge statement of policy is available from the Business Office.
- All room and board fees must be paid in full by the end of each term to be eligible for housing the following term or year.

Breaking the Contract

Please keep in mind that your Housing Contract is a legal document, and by signing the contract, you have agreed to all of the terms and conditions stated within, not just those that seem agreeable at the time. University Housing urges you to read the contract carefully. You will find information that you will be responsible for regarding rules and regulations, and what to do if you have to break the contract.

Students choosing to break their Residential Contract who will continue to attend WOU will be assessed a \$10.00 per day charge for every day of service remaining in the contract. (This is to comply with Oregon State Board of Higher Education Policy). **NOTE: All students must start with a petition when requesting to break their Residential Contract.**

All residential students are allowed one term below the 8 credit guideline. Though not often approved, First-Year Students may request an exception to this policy by filling out a petition form obtained from University Housing. *For further information about this policy, please review the "First-Year Live-In Requirement" on page 20 of this document.*

First-year students are required to live on campus their entire first year. Dropping below 8 credits will not automatically exempt you from living on campus.

CHECK-OUT PROCEDURE

With the exception of standard end-of-year check-outs, the check-out process begins with the submission of a Residential Contract Petition (available at University Housing).

The petition is a written request for permission to break your residential contract and move out of the residence halls. First-Year students who will continue to attend WOU after moving out of the Residence Halls will be required to submit parental/guardian signatures on their petition to request an exception to the contractual rule for WOU's First-Year Live-In Requirement of one full year. The University Housing office is open Monday – Friday 9:00 AM - Noon, and 1:00 - 5:00 PM to request/accept petitions.

Upon signed approval by the Dean of Students, the student checking out will take the approved copy of the Residential Contract Petition to their Resident Assistant to set up an appointment to go through the official check-out procedure. (This includes, but is not limited to, signing off on a Room Condition Report and turning in your keys/fob to the attending RA.) Please note: Your meal card will **NO LONGER WORK** once you have been released from your housing contract.

Students who have successfully petitioned to break their housing contracts and will still be attending WOU will be charged \$10.00/day from the date of check out through the last day of Spring Term.

Students checking out of the residence halls during the first 10 days of any term will be charged for a minimum of 10 days room and board. Students checking out during the last 10 days of any term will be charged through the end of that term. To facilitate room changes during the breaks, the Office of University Housing and Campus Dining is generally open in December and January during Winter Break, and in March during Spring Break.

Students who fail to check out properly from the residence halls will continue to be assessed daily charges until PROPER check out has been processed. Students checking out later than the checkout time deadline will be charged \$150.00.

Academic Year Calendar 2020 - 2021

Fall Term - 2020

Residence Halls Open.....	9/23 - 26/20:
9:00-11 am, 11 am-2 pm, 2 pm-5 pm, daily	
Fall Orientation Week.....	9/21 - 9/27
New Billing Statements are released	9/08
Classes Begin.....	9/28
Room and Board Payments Due	10/01
Last day to pay fees without a penalty.....	10/01
Add/Drop Fees Begin.....	10/06
Last day to drop courses/withdraw without grade responsibility.....	10/23
On-line Registration for Winter Term	11/16
Thanksgiving Break.....	11/26 - 11/29
(Campus closes - no further meal service)	
Finals Week - <i>all online</i>	12/07 - 12/11
Residence Halls Close for Winter Break.....	12/11 at 5:00 pm - (Lunch is last meal served)
Winter Break.....	12/11 /19 - noon, 1/03/21

Winter Term - 2021

New Billing Statements are released	12/14
Residence Halls Open	1/03/21 at Noon
Food Service Opens.....	1/03/21
(Dinner is first meal served)	
Room and Board Payments Due	1/05
Last Day to pay fees without a penalty	1/05
Classes Begin.....	1/04
Add, Drop Fees Begin	1/12
Martin Luther King Holiday (no classes).....	1/18
Last day to drop courses/withdraw without grade responsibility.....	1/29
On-line Registration for Spring Term.....	2/22
Finals Week.....	3/15- 3/19
Residence Halls Close.....	3/19 at 5:00 pm
(Lunch is last meal served)	
Spring Break	3/21 - 3/29

[See the WOU Accounting and Business Services Calendar](#)

Safety Notification Statement

In compliance with House Bill 2971, residents in facilities constructed prior to 1978 are to be notified of any known lead paint hazards within the facilities. With the exception of Ackerman and Heritage Halls, Arbor Park and Alder View, all of our residence halls were constructed prior to that date, and as a result, lead based paint may have been used at a time prior to 1978. However, we currently are unaware of any "known" lead based paint hazards within the residential facilities. If you have any questions or concerns regarding this issue, please feel free to contact the Dean of Students.

Spring Term - 2021

New Billing Statements are released	3/09
Residence Halls Open.....	3/28/21 at Noon
Food Service Opens.....	3/28
(Dinner is first meal served)	
Classes Begin.....	3/29
Room and Board Payments Due.....	4/1
Last day to pay fees without a penalty.....	4/2
Add, Drop Fees Begin	4/6
Last day to drop courses/withdraw without grade responsibility	4/23
On-line registration for Fall Term, 2021.....	5/17 - 5/21
Memorial Day Holiday.....	5/31
Finals Week.....	6/7 - 11
Residence Halls Close.....	6/11 at 5:00 pm
Arbor Park Closes.....	6/12 at 4:30 pm
Commencement.....	6/12

ACADEMIC YEAR HOLIDAYS 2020 - 2021

(Campus Closed)

Thanksgiving BreakNov 26-29, 2020

WINTER BREAK CAMPUS CLOSURE - TBD

New Years Day.....Friday, Jan 01, 2021

MLK Jr. Day.....Monday, Jan. 18, 2021

Memorial Day.....Monday, May 31,

Disclaimer Statement

The information in the publication is as accurate as was possible to obtain at the time of publication. The provisions are subject to change without notice and do not constitute a contract with Western Oregon University. The university is not responsible for any misunderstandings of its requirements or provisions that might arise as a result of errors in the preparation of the publication.

ADA Statement

This handbook can be provided in alternative formats for those who are visually impaired. Please give the Office of University Housing 503-838-8311, reasonable notice.

STUDENT RESOURCES

OFFICE	CONTACT	TITLE	LOCATION	PHONE
ASWOU	Jessica Freeman	President	Werner University Center	503-838-8555
Residential Conduct Board	TBD	Chairperson	University Housing	503-838-8930
Residence Hall Association	TBD	RHA President	Residential Service Center	503-838-8561
Residential Service Center	TBD	Associate Director	University Housing	503-838-8311
Residence Hall Association	Laura Welch	Coordinator	University Housing	503-838-8363

NOTE:

APSC = Academic Programs and Services Center
SOSA = South Sister Annex

CAMPUS DEPARTMENTS/OFFICES

OFFICE	CONTACT	TITLE	LOCATION	PHONE
Abby's House	abbyshouse@wou.edu	N/A	WUC 106	503-838-9657
Academic Advisement	Niki Weight	Director	Advising Center	503-838-8428
Admissions	Rob Findtner	Director	APSC	503-838-8211
Athletics	Randi Lydum	Executive Director	New PE Building	503-838-8094
Bookstore	N/A	N/A	Werner University Center	503-838-8300
Campus Dining	Albert Worotikan	Director	SOSA	503-838-8382
Disability Services	Malissa Larson	Director	APSC	503-838-8250
Financial Aid	Kella Helyer	Director	Administration Building	503-838-8475
Health and Counseling Center	Beth Scroggins	Director	Student Health Center	503-838-8313
Health and Wellness Center/Campus Recreation	Rip Horsey	Director	Student Health & Counseling Center	503-838-9530
Learning Center	Niki Weight	Director	Advising Center	503-838-8428
Library	Michelle Batchelor	Dean of Library & Academic Innovation	Hamersly Library	503-838-8886
Multicultural Student Services & Programs	Anna Hernandez-Hunter	Director	APSC	503-838-8195
President's Office	Dr. Rex Fuller	President	Administration Building	503-838-8888
Service Learning & Career Development	Adry Clark	Director	Werner University Center	503-838-8432
Student Affairs	Dr. Gary Dukes	Vice President	Werner University Center	503-838-8221
Student Enrichment Program	Marshall Guthrie	Director	APSC	503-838-8550
Telecom	NA	NA	ITC	503-838-8010
University Public Safety	Rebecca Chiles	Director	Watson House	503-838-8481
University Housing & Student Conduct	Tina Fuchs	Associate Vice President/ Dean of Students/Director	Ackerman Hall	503-838-8311
Student Engagement	Patrick Moser	Director	Werner University Center	503-838-8261
Western Howl	Patrick Moser	Advisor	Werner University Center	503-838-9697

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