



UNIVERSITY HOUSING & CAMPUS DINING

# THE GUIDE

*to residential living*

**2023-2024 EDITION**



University  
Housing

# **Introduction**

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

## **To 2023-2024 Residents:**

The Office of University Housing welcomes you to Western Oregon University and our residence halls. I wish you the best during your time with us. This handbook contains a lot of information that you will be responsible for knowing during your time living in the residence halls. It is your guide as you make your way through your experience living on campus. Beyond the information in this guidebook, here are a few suggestions on how to make the most of your on-campus living experience:

- Be involved in your community! Learn as much as you can from and about the people living around you.
- Take advantage of activities, services and programs offered in the residence halls.
- Get involved! One great way is to become involved in hall government to help make decisions that will affect your community, plan fun events, meet new people and give you great 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 to help you get the most out of your experience. We are here to help!

Living on campus can be one of the greatest experiences in your college career, but only if you put some effort into it.

We look forward to a great year ahead. If we can be of assistance, please contact us.

Lindsey Gibson,  
Director of University Housing

## **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 Professional Staff

Title	Name	Office Location	Phone
Resident Director of Arbor Park Apartments and Landers Hall	Maya Guerra	Sequoia Commons	503-838-8329
Resident Director Ackerman Hall	Augusta Edwards	Ackerman Lobby	503-751-4050
Resident Director Heritage Hall	Angel Mae Bioy	Heritage Hall Lobby	503-751-4108
Coordinator of Leadership & Programs	Connor Goehring	Residential Service Center	503-751-4109
Coordinator of Housing Operations and Conference Services	Payton Wagner	Residential Service Center	503-838-9497
Assistant Director, Residential Life	Ashley Hortman-Cooper	Ackerman Hall	503-838-8311
Director of University Housing	Lindsey Gibson	Ackerman Hall	503-838-8311

## RESIDENTIAL STAFF DUTY

At least one student 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 - 1:00 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	OFFICE LOCATION
Ackerman Hall:	503-932-9461	Ackerman Hall Main Floor
Heritage Hall:	503-930-2297	Heritage Front Desk
Arbor Park and Landers Hall: (Cedar, Noble & Spruce)	503-932-3417	Sequoia Commons
Alder View Townhouses:	503-932-3414	Individual Apartments
Knox Street Apartments:	503-932-3414	Individual Apartments

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.

## 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.

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

# **University Housing and Campus Dining Staff and Common Terms**

## **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)**

All of our residence 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 for University Housing, assists with the coordination of programs, and is active in other areas on campus. RD's live on campus and report to the Assistant Director, Residential Living.

## **Assistant Director, Residential Life**

The Assistant Director manage the residential program for University Housing. Specific duties include supervision of the Resident Directors, and the selection and training of residential staff within the Residential Complex.

## **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.

## **Director of University Housing**

The Director manages the University Housing program including coordinating and directing all maintenance, fiscal, and general operations for the residential complex.

## **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.

## **Assistant Director, Assignments & Operations**

The Assistant Director 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 Administrative Assistant.

## **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**

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. Cleaning times are posted on the bathroom door in your community or on your bathroom mirror. (See pg. 24 for specific cleaning times).

## **Housing and Dining Advisory Committee (HDAC)**

HDAC is a group of selected students, staff and RHA members who work together to provide input to the Directors of University Housing and Campus Dining related to on campus housing and dining programs.

## **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. 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!

## **Room Condition Report**

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. You have 10 days from your initial check in day to turn in the pink copy. Chances are that the RA will have noted everything, but make a personal check anyway.

## 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 Operations. 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 Communications Coordinator**
- **Publicist**
- **Programming Coordinator**
- **Finance Director**
- **Secretary**
- **First-Year Liaison**

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 email at [rha@mail.wou.edu](mailto:rha@mail.wou.edu)!***

## 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 of charge to all residents.**

## 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.*

## Frequently Asked Questions

### **How do I get maintenance/facility issues fixed?**

Please place a work order in for each issue or concern. To access the work order system you will go to your University Overview page to submit.

### **Misplaced/lost your key/fob?**

The RSC will help you replace any lost key/fob. There can be a charge associated to any lost or broken fob.

### **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](mailto:dining@mail.wou.edu), or 503-838-9400.

### **The vending machine took my money. How do I get it back?**

Refunds for money lost in vending machines are processed through the company for vending. Contact information is located on the machine.

### **What do I do if I lose my ID card?**

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 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 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.

## 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.

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.

# 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.**
- **You have the right to decline requests by your roommate for overnight guests.**

## 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:

1. Until Monday of week three of any term,
2. Within two weeks of a new room or roommate placement, or . . .
3. 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.

*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.

# 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!

## 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.



# 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.*

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## 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](http://www.wou.edu/studentconduct) contains a full description of this program. Copies of the Code of Student Responsibility are online at: [www.wou.edu/studentconduct](http://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 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. The RCB consists of a Chairperson and several volunteer representatives who live in the residential community. 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.

### **Failure to Appear**

Failure to appear for a student conduct hearing with the RCB or your RD 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 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).
- **Community Service:** Being assigned to a number of hours on a work project with a campus department.
- **Education:** Reflection papers, E-Chug, alcohol/ drug evaluation, posterboards, presentations, follow-up meetings, etc.
- **Residence Hall Probation:** A *serious* warning. Any further misconduct for any reason may result in removal from the residential system.
- **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.

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, 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 on the Student Conduct website and in the Student Conduct office located in Ackerman Hall. 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.

## **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 bongs or other similar devices to facilitate rapid consumption of alcohol.
- (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).

### **(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. This includes possession for decorative purposes.

### **(c) Persons 21 years of age and older are prohibited from:**

- (d) (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).

## **7. Unapproved Room Change (See Policies Section, #1).**

Students who make an unapproved room change may be charged a \$150.00 fee and face disciplinary action.

# **Prohibited Conduct Cont.**

## **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).
- d. Possession of an air-conditioning unit.

## **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. Note: Individuals have the right to use gendered facilities consistent with their gender identities.
- (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 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.

# **Prohibited Conduct**

- (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, building entries 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*)

## **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**

*Improper check-out from a space 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 with out 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.

## **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*).
- (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*)

## **23. Pets - with the exception of ODS approved service and ESA's**

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.



# **Prohibited Conduct**

**26. Solicitation** (See Policies Section, # 10)

**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, long-boards, 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 enroute 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 conditions 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.

**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. 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 be 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) Overnight guests are permitted only with the permission of the roommate(s). The roommates must sign a Guest Consent Form, which must be submitted to the RA/ RD 24 hours prior to the guest's arrival or by a deadline set by the RA/RD.
- (c) Each resident may have overnight guests stay no more than three (3) consecutive nights - not to exceed nine (9) guest nights per term. Only two guests are permitted per room per night.

III. Individual buildings, floors/pods, or roommates have the right to make this policy more restrictive. No persons other than invited guests,

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 guests, may use restrooms designated for a different gender other than oneself. Individuals have the right to use gendered facilities consistent with their gender identities. Guests 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 about arrangements for guests - including residence hall students who are guests - and how all parties feel about the potential disruption guests can cause before the guests are 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 - 8 am Sun-Fri. 24 hours on Saturday and Sunday ). 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, QUIET HOURS have been set up as follows:

Sunday - Thursday 11 pm - 8 am

Friday & Saturday 12 am - 10 am

Quiet Hours are revised at the end of the terms.

(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.

**\*Note:** *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 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.

**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/closet, 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.**

## 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, 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 providing 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

## Personal Space

The university respects your room/apartment as a place where you can find privacy and where you can 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.

## Maintenance Service

Although our Housing Maintenance 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.

## Custodial Services

**Ackerman/Heritage/Landers Residents:** M-F daily cleaning. 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.**

### **Arbor Park/Barnum 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**

## 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 follow the specific work order instructions located in each laundry area. 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**

## Mail Services

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

## Computer Lab

A computer lab for residence hall student use is located in the Residential Service Center.

## 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.

## 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 at Campus Public Safety. 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.*

# 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. 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
- Use natural lighting (sunlight) as much as possible
- Turn off your electronics when not in use
- Unplug appliances when they are not being used
- Turn down the heat when you leave the room
- Keep your windows closed in the winter to retain heat
- Use the blinds to keep heat out or in
- Turn off lights in the common living areas, including lounges, bathrooms, laundry rooms, when not in use
- Only wash and dry full loads of laundry
- Shorten the length of the showers you take
- Report any drafts through doors or windows
- Report repairs promptly (e.g. dripping faucets, faulty thermostats, or continuously running toilets)

## RESIDENTIAL CUSTODIAL SERVICES

**Ackerman, Heritage & Landers:** Daily (M - F)

**Arbor Park:** Once every other week

### **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.***

## **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.

## **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.

### **Fire Evacuation Meeting Areas:**

**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 the RD or a member of the University Housing staff acting on behalf of the 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

## **Earthquake Procedures**

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 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: Someone is present and ready to help at campus Public Safety 24 hours a day 7 days a week.**

# **Additional Emergency Procedures**

## **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.

## **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](http://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.

## **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.

## **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.



# 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- our staff would love to assist you! You can also reach our office by calling 503-838-9264.

## 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 30% 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](#)

### What is the Overhead charge?

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!

### 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](mailto:housing@mail.wou.edu)

### 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.

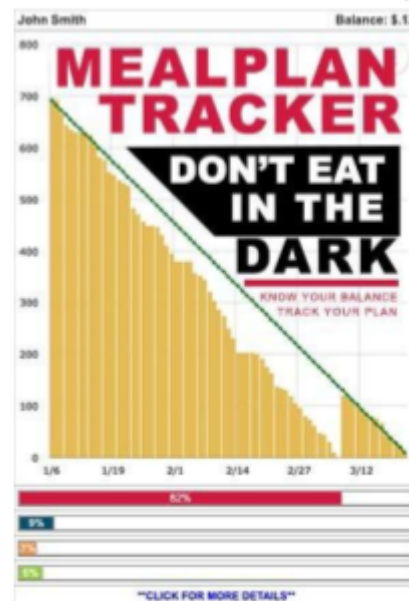
## Meal Plan Carry-Overs/Refunds

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](mailto: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.



## 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.



# Campus Dining

# Valsetz Dining Hall

## VALSETZ MENU CONCEPTS - SELECTION MAY VARY -

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

### REWOUSABLE Program

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.**

**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.

**EPIC**  
EPICUREAN  
Both Delicious and Nutritious

**GFF**  
GLUTEN-FREE FRIENDLY  
Does not contain gluten ingredients

**HALAL**  
Does not contain pork, alcohol or meat products unless certified Halal

**VG**  
VEGAN  
Does not contain any animal products - including honey

**\$F**  
SENSIBLE FOOD  
Nutritionally balanced entree at a sensible price

**VEG**  
VEGETARIAN  
Does not contain meat or meat by-products

## REWOUSABLE

- FILL.** FILL UP YOUR TO-GO CONTAINER.
- EAT.** ENJOY YOUR FOOD WITH YOUR FRIENDS. WHERE YOU GO - YOUR CONTAINER GOES
- RINSE.** RINSE, DRY, DROP/EXCHANGE. (SEE #'S 4 & 5 BELOW)
- DROP.** DROP YOUR CLEAN, DRY CONTAINER EITHER AT VALSETZ or AT THE SUMMIT IN THE WERNER UNIVERSITY CENTER.
- 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!
- REPEAT.** THIS IS SUSTAINABLE!

**RE-WOU-SABLE dining to-go containers**

# Mobile Ordering

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

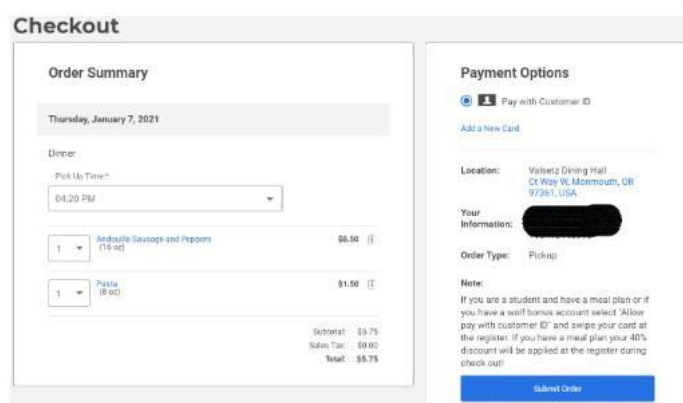
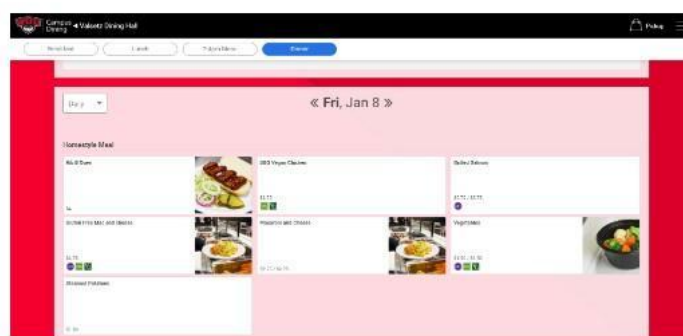
1) Visit [wou.nutrislice.com](http://wou.nutrislice.com) or Download the Nutrislice App and search Western Oregon University. The Nutrislice App is available on the apple store and google play app.

2) select Valsetz Dining Hall and choose either the Breakfast, Lunch, Afternoon or Dinner menu

3) Select items, make any modifications and add to cart

4) Check out! You will be prompted to sign in or create an account. If you have a meal plan select pay with customer ID (V#) and swipe your card at the Valsetz cashier station when you pick up your meal to receive your residential discount

7. Choose your pick up time and submit your order! All meals can be picked up in Valsetz during your selected pick up time.





# Residential Computing

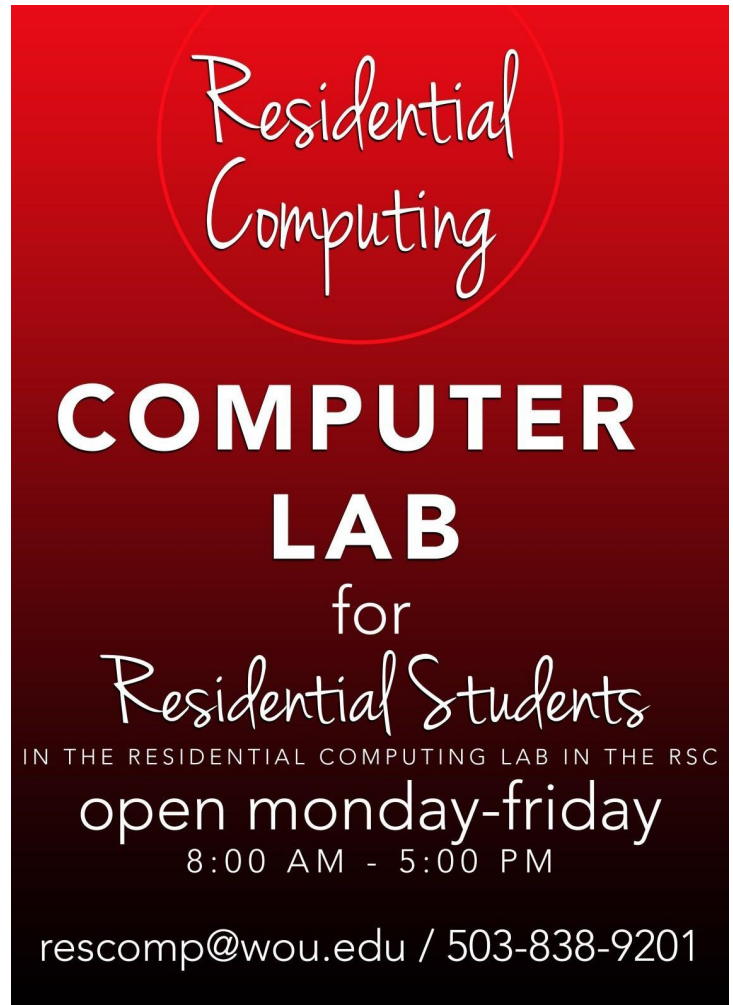
## Acceptable Use of Computing Resources Policy

At ResComp ([www.wou.edu/rescomp](http://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 or come to the Residential Computer Lab - located in the Residential Service Center (RSC) - just below Valsetz Dining Hall!

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>

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.

- The use of WOU network 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.
- 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](#)

A poster with a red-to-black gradient background. At the top, the words "Residential Computing" are written in a white, cursive script inside a thin red circle. Below this, the words "COMPUTER LAB" are written in large, bold, white, sans-serif capital letters. Underneath, the word "for" is in a smaller, white, sans-serif font, followed by "Residential Students" in the same white cursive script. Below that, in small white capital letters, is "IN THE RESIDENTIAL COMPUTING LAB IN THE RSC". Then, "open monday-friday" is written in a large, white, sans-serif font, followed by "8:00 AM - 5:00 PM" in a smaller, white, sans-serif font. At the bottom, the email "rescomp@wou.edu" and phone number "503-838-9201" are written in a white, sans-serif font.

Residential  
Computing

**COMPUTER  
LAB**

for  
Residential Students

IN THE RESIDENTIAL COMPUTING LAB IN THE RSC

open monday-friday  
8:00 AM - 5:00 PM

rescomp@wou.edu / 503-838-9201

### Important Reminder:

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.**

# University Housing Important Dates 2023- 2024

## Fall Term - 2023

Residence Halls Open	9/17
Times: 9 am to Noon, Noon to 2 pm, 2 pm to 5 pm	
PACK Welcome Week	9/17 - 9/23
Classes Begin	9/25
Thanksgiving Break	11/23 - 11/26
(Campus closes for the Thanksgiving Holiday)	
Finals Week	12/04- 12/08
Residence Halls Close for Winter Break	12/08
at 5:00 pm - (Lunch is last meal served)	
Winter Break	12/09/22 - noon- 1/07/24

## Winter Term - 2024

Residence Halls Open	1/07 at Noon
Food Service Opens	1/07
(Dinner is first meal served)	
Classes Begin.	1/08
Martin Luther King Holiday (no classes)	1/15
Finals Week	3/18- 3/22
Residence Halls Close.	3/22 at 5:00 pm
(Lunch is last meal served)	
Spring Break	3/23 - 3/31

## Spring Term - 2024

Residence Halls Open.	3/31 at Noon
Food Service Opens	3/31
(Dinner is first meal served)	
Classes Begin.	4/01
Memorial Day Holiday.	5/27
Finals Week.	6/10- 6/14
Residence Halls Close.	6/14 at 5:00 pm
Arbor Park Closes.	6/15 at 4:30 pm
Commencement.	6/15

## 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.

## Watch the Latest Movies on Our *Campus Streaming Platform*

You now have access to our university-sponsored streaming platform, featuring top movies and TV shows.

<https://movies.wou.edu>



### How to Start Watching:



Connect to the school's WiFi network.



Type in <https://movies.wou.edu> in your device's browser to start streaming!

### Some of the MANY MOVIES AVAILABLE TO YOU...



Sponsored By:  University Housing

# Payments, Fees, and Checking Out

*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 fees are placed on to your Student Account prior to the start of each term. All payments can be made online or at the Cashier's Window of the Business Office in the Administration Building.

- 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

**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.**

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.

**NOTE: All students must start with a petition when requesting to break their Residential Contract.**

## **Can I live on campus if I take less than 8 credits?**

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 in this document.*

## CHECK-OUT PROCEDURE

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 - 5:00 PM to request/accept petitions.

Upon signed approval by the Director of Housing, 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 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 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 or/and an improper check out fee will be placed on the student account

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