Life on the Bluff

Office of Residence Life
2010 – 2011

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Residential staff duty

Resident assistants are on duty for their individual buildings each night when the building is open. The RA is there to provide service and assistance to students living on campus. RAs are on duty every day from 7:00 pm – 8:00 am

If assistance is needed during duty hours, you may contact the staff person(s) on duty by going to his/her room or by contacting him/her via their duty phone. Duty numbers are as follows:

Christie (503) 572-8610
Corrado (503) 572-8611
Fields & Schoenfeldt (503) 572-3607
Haggerty & Tyson (503) 572-3927
Kenna (503) 572-8612
Mehling (503) 572-8613
Shipstad (503) 572-2804
Villa Maria (503) 572-3928

There is a professional Hall Director on duty for the entire campus community each night of the year except for Christmas and New Year's Eve. The Hall Director on duty serves as a resource for the campus community. The HD on duty can be contacted through an RA on duty or Public Safety.

Hall Director duty hours:
Weekdays (Monday through Thursday): 4:30 pm – 8:30 am
Weekends: Friday at 4:30 pm – Monday at 8:30 am

If you cannot reach a staff person on duty or your situation is an emergency, call campus Public Safety immediately at 4444 V/TTY. For non-emergencies, campus Public Safety can be reached at 7161 V/TTY. For assistance during the week, not during duty hours, contact the Office of Residence Life at (503) 943-7205 V/TTY.

Introduction

Welcome to the residential community at the University of Portland. This handbook has been written with you in mind. In it you will find important information which will further your enjoyment of residential living at the University of Portland.

To 2010-2011 residents

On behalf of the Office of Residence Life and all the staff, we welcome you to the wonderful University of Portland residential community. We wish you the best of everything while you are here with us. This handbook contains general information you will be responsible for knowing while you live on campus. Please take time to familiarize yourself with this information. Let us also make a few suggestions about how to make the most of your residence hall experience:
Get to know the staff. They are there to help you and watch out for your best interests.
Get involved! Learn as much as you can from and about those people living around you.
Take advantage of activities and programs offered in the residence halls. Become involved in Hall Council to help make decisions that will affect you and will enable you to gain leadership experience. Be assertive with your needs and those of others. Respect your neighbors. Read the things sent to you by Residence Life and the staff.
Check your "snail mail" as the University will send you important things that way that you don't want to miss.

Living in the residence halls at the University of Portland can be one of the greatest experiences in your life, but only if you put some effort into it. We certainly want to help and that is why we are here! Good luck this year and thank you for living on The Bluff!

Mike Walsh, Director, Residence Life
Jon B. Merchant, Assistant Director, Residence Life
Natalie M. Shank, Assistant Director and Student Conduct Coordinator, Residence Life

Residence Life staff

Title	*Name*	*Phone Number*
Christie Hall Director	Ryan Lebre	(503) 572-8063
Corrado Hall Director	Anelise Montán	(503) 572-8064
Fields Hall Director	Sara E. Johnson	(503) 572-3797
Haggerty & Tyson Hall Director	Andrea J. Shea	(503) 572-8065
Kenna Hall Director	Amy M. Swen	(503) 572-8060
Mehling Hall Director	Holly Allar	(503) 572-8062
Schoenfeldt Hall Director	Vince Applegate	(503) 572-3812
Shipstad Hall Director	Tyler J. Ochsner	(503) 572-8059
Villa Maria Hall Director	Ben Helms	(503) 572-8061

The Office of Residence Life is located at Buckley Center 101. Contact the Office by phone, (503) 943-7205, or by e-mail, reslife@up.edu.

Dear Resident,

Welcome to the University of Portland!

Relocating to a new place can be challenging. Learning about the area, meeting new people, and organizing a new residence can often be overwhelming. To assist you in getting settled, we wish to take this opportunity to list some of the many resources UP provides to you. We encourage you to take advantage of these resources such as the Hall Directors, Assistant Hall Directors, Resident Assistants (RAs), Pastoral Residents, Shepard Freshman Resource Center, Health Center, Career Center, Peer Health Educators, professors, and fellow students. In addition, we urge you to get involved with the diverse options of clubs and organizations that the University of Portland presents to its students. The dynamic environment that UP provides offers the opportunity to become very involved on campus and provides many possibilities to learn outside of the classroom. There truly is something here for everyone.

If you are returning to the Bluff, welcome back! You are a vital part of the hall leadership and we appreciate your presence. We depend on you to help carry on the great traditions and unique identities of each hall. This means getting involved is as important for upperclass students as it is for the new.

One way of getting involved is to join the Residence Hall Association (RHA). RHA is a representative organization that empowers on-campus residents to play an active role in residence halls through campus-wide collaboration opportunities. RHA is composed of hall council executive board members from each of the halls and three RHA executive board members. Our mission is to represent the residents of the University of Portland objectively and to provide a voice for the concerns of our residents. We also sponsor many fun and entertaining events on campus, including, Grocery Store Bingo, HALLoween, Munchie Madness, and the Price is Right. RHA is there to represent and entertain YOU. It is an active and exciting organization with plenty of levels to get involved.

Here at the University of Portland, our mission of Teaching, Faith, and Service makes our college experience unlike any other. The Catholic perspective at this institution provides universal support to everyone, no matter his or her ethnicity, religion, or where you come from. Here at UP, everyone wants to grow as individuals and form strong foundations for the future.

On behalf of RHA, welcome! We hope to get to know you better. See you around campus.

Sincerely,

Malissa Balderama *President* balderam13@up.edu	Emily Klingler *Vice President of Administrative Affairs* klingler12@up.edu	Nadia Peer *Vice President of Financial Affairs* peer12@up.edu

RHA Schedule of Events

Hall Council Elections	Wednesday, September 8
Grocery Store Bingo	Saturday, September 18 *(Pilots After Dark event)*
HALLoween	Sunday, October 31
Munchie Madness	Reading Week
Grocery Store Bingo	TBD
Casino Night	Friday, February 4
Price Is Right	Saturday, April 9
Munchie Madness	Reading Week

The Mission of a Holy Cross Residence Hall

The Office of Residence Life is committed to:

- Creating supportive living and learning environments that are safe and inclusive
- The healthy development of individuals living in community
- The promotion of mutual respect, faith development, and service to others

This mission calls resident students to communal responsibility, spiritual development, and leadership for an education of the mind and the heart that extends beyond the classroom.
Far more than a "dorm" (which means only a place to sleep) your residence hall is your home and it offers you a crossroads for interaction and sharing. By living on The Bluff, you have joined a long tradition of college students living in community for their years at the University. Living on campus means being a part of the Holy Cross tradition.

It means you have taken a great step toward ensuring your time in college is going to be fun, full of great relationships, hall rivalries, and academic success. Each residence hall is its own community, with unique spirit, traditions, events, even flags! But each also contributes to the wider community of residence halls on our campus. And regardless of which hall you call home, you will discover opportunities for intellectual, social, emotional, spiritual, and physical development; you will be able to participate in hall activities, Hall Council, volunteer service, educational programs, sports, dances, retreats, cookouts, study breaks, and weekly liturgies.

The people you meet and come to know in your residence hall will become your closest friends while at the University…and after graduation as well. How does all this happen? It happens primarily because of two foundational principles informing the heart of what it means to live in a University of Portland residence hall. Those principles are community and responsible freedom.

Community
An individual cannot fully develop in isolation. That is, we cannot truly know our own selves without relating to others. We reflect each other through our interactions. True personal development requires interpersonal communion and reciprocal awareness — community. Since community begins with a collection of *individuals*, self respect is the keystone to a respectful and loving community because it is through self-respect that we can reflect mutual respect to the beautiful diversity of individuals in our society. This is the kind of relating to others that God means for us by the command "love thy neighbor."

And so we value community. At its most basic level, a community is a diversity of people living and relating together with a common purpose. As a student at the University of Portland, you have a great deal in common with members of your residence hall, even though you are a unique individual. Each residence hall houses students from a diversity of social, economic, ethnic, and religious backgrounds. Whether co-ed, all female, or all male, the halls provide the physical environment necessary for community. But, community does not just happen. It takes participation from people like you to transform a building into a community where you will experience a sense of belonging and identity, a place where each and every student is integral to the life of the whole, and a place where all residents can express themselves and share openly.

At the University of Portland, we believe that living and relating with a diverse community of men and women will deepen our education; that by studying together, socializing together, and praying together, we will learn much about others and more about ourselves. Ultimately, it will be the interactions and friendships we experience at the University of Portland which we will bring with us to the world as we teach others what it means to "love thy neighbor," care for each other, and serve each other. Besides being fun, the communal residential experience is an important education that very few people in this world receive, but everyone can benefit from.

Responsible freedom

The residential community exists within the larger structure of the University, the city of Portland, and, of course, society. You remain responsible for campus values and rules, as well as federal, state, and local laws. Within these parameters there exists for you and your peers considerable opportunity for self-direction and experience. While you may not be able to change the intervisitation policy, you can, as a community, determine how you handle things like noise, visitors, programs, and recycling. 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. The University is committed to encouraging mature self-direction while holding you responsible for your actions. When you signed your residential contract, the agreement provided:

- A commitment to you from the University to provide housing and food services, as well as learning opportunities; and, a living environment that complements your academic, personal, and spiritual development in an atmosphere conducive to positive interactions with other students.
- A commitment from you to act as a responsible student, to be considerate of other residents, to abide by University policy, and to fulfill all of your financial obligations.
- 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.

Residence Life frequently asked questions

Where do I make my room and board payments?

Room and board charges are assessed by the semester and may be paid in one payment at registration or in incremental payments during the semester. The first payment of the semester is due at registration. You are not considered officially registered until at least your first room and board payment has been made. For information regarding payment of fees, see the Office of Student Accounts, located on the first floor of Waldschmidt Hall.

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

Who do I contact if I have a maintenance problem?

Residence halls: Contact your Assistant Hall Director
Haggerty & Tyson: Contact your Hall Director
University-owned houses: Contact the Physical Plant at (503) 943-7306 or Public Safety if it is after hours at (503) 943-7161

I have misplaced my key/ID card. What do I do now?

If you have lost your keys or got locked out of your room you need to find a member of the hall staff to let you into your room. If you were locked out then you must show your key to the staff member who let you into your room. If your keys are lost the Hall Director or Assistant Hall Director will order a rekey on your door. The RA will tell the HD or AHD to rekey your room if you cannot show your key. If no one is available in your building you can call Public Safety to be let back into your room. If you live in a university-owned house, contact Public Safety at (503) 943-7161.

If you lose your keys you must contact your Hall Director or Assistant Hall Director immediately to have a lock change completed on your room/rental. You will be billed $45.00 for a lock change and for new keys.

If you lose your student ID, go to Public Safety to report the loss and get a new ID card. New ID cards cost $10.00 each.

What happens if my roommate moves out?

Residence halls: If you are paying for a double/triple room and your roommate(s) leaves, you must accept a new roommate, move in with someone else, or accept double/single occupancy status at the double/single occupancy rate. Your assistance with this process is expected and appreciated. For more information, consult your housing contract.

University-owned houses: Depending on the situation, you and your roommates may be required to cover the cost of the rent for that roommate.

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

No, in most cases. The Family Educational Rights and Privacy Act (FERPA) ensures that we work directly with you. The Office of Residence Life will not notify a family member except in extreme cases such as a serious medical emergency and/or when the ORL believes it to be in your best interest.

What if I have other questions?

Additional FAQs can be found at www.up.edu/housing. Click on FAQs.

The Residence Life staff

When you live on campus you do not just get a bed to sleep in; you get an entire system of people working for and with you. Some of these folks are listed below:

Resident Assistants

Resident assistants (RA) 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 an RA include educational programming, planning community activities, providing individual advisement/referrals, 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 who lives in the hall, and reports to a Hall Director.

Assistant Hall Directors

The Assistant Hall Director (AHD) has graduated from college and may be a graduate student who lives in the hall assisting the Hall Director in his or her work with the community. The AHD's primary responsibilities are maintenance and work order management, faith and liturgy development, advising the Hall Council, and managing front desk operations.

Hall Directors

Each building is led by a full-time professional staff member called a Hall Director (HD). The duties of the HD include building management, advising, guidance, supervision, and student conduct administration. The HD is the primary pastoral agent in the hall and is in charge of the care of each of its members. Together with the hall staff, they work to further the personal, social, academic, and spiritual growth of the residents. The HD lives on campus and reports to the Director of Residence Life.

Central office staff

The Office of Residence Life is managed by a central office staff consisting of the Director, Assistant Director, Student Conduct Coordinator/Assistant Director, Housing Coordinator, and Office Support Specialist. These people work in BC 101 and assist in the management of the entire housing and Residence Life system.

Pastoral Residents
Pastoral residents are priests of the Congregation of Holy Cross who live in the hall working alongside the Hall Director and Assistant Hall Director. They work to build the faith community of the hall through presiding at weekly hall Mass, planning of liturgies, retreats, and prayer services in addition to being available for all residents.

Physical Plant staff
Though not reporting to Residence Life, building mechanics take care of all maintenance aspects related to the halls such as general repairs and maintenance. Many custodial duties are the responsibility of our housekeepers. The housekeeping staff is responsible for cleaning the "common" areas of the residence halls, including lounges, bathrooms/shower rooms, etc. The housekeepers are not maids.

Leadership development

Many leadership opportunities exist for you in the residence halls. The chance to learn leadership skills as a member of a Hall Council and/or committee can be a valuable experience. A resident may develop his or her leadership potential through service to the Residence Hall Association or by working as a hall receptionist to welcome visitors and monitor the safety of the hall community. The key to being a leader in your residence hall is to get involved!

Residence Hall Association (RHA)
The Residence Hall Association (RHA) is a student-run organization comprised of three officers and a general assembly consisting of the Hall Council Executive Boards from each of the traditional residence halls. The RHA promotes student leadership development, coordinates programs for the UP residence hall community, and strives to enhance residential student life through advocacy and partnership with the administration. The RHA works collaboratively with all the halls and serves as a unifying organization for residence hall students. The RHA administers a budget used to fund campus-wide residence hall events and individual hall activities. If you would like to become more involved with RHA activities, please contact Malissa Balderama, RHA president, at balderam13@up.edu, or Residence Life at x7205. Meetings are held weekly at 8:00 p.m. on Monday nights.

Hall Council
Each traditional residence hall has a Hall Council consisting of four officers and a number of wing representatives. Hall Councils exist to enhance the residence hall community through programming, advocacy, and hall improvements. Hall Council members work closely with Residence Life staff and serve on the RHA to promote positive change and foster tradition, in an effort to provide students with an exceptional residence hall experience. Hall Councils focus mostly on the endeavors of a particular residence hall community, yet partner with the RHA for campus-wide programs and initiatives. If you are interested in being involved in your Hall Council, please contact your RA, AHD, or HD. Weekly meetings occur weeknights at 10:00 pm or later.

Hall Receptionists

Hall Receptionists are often the first people that visitors and new students encounter as they enter a residence hall. Hall Receptionists can set the tone for a person's whole experience in the hall; therefore, the intangible aspects of the job are welcoming, security, and administration. A Hall Receptionist's attitude and demeanor, ability to relate to all groups of residents, attentiveness to those who enter the building, and enjoyment of the job depend on proficiency in the three areas. A Hall Receptionist works in the hall in which he/she lives and is paid hourly.

Hall Interns
Hall Interns are important helping agents to Hall Directors and other Residence Life staff members. A Hall Intern is willing to serve those around them in an effort to make the hall community stronger. Hall Interns provide a helping/supporting role and are exposed to a wide variety of projects/tasks through their work. Hall Interns are expected to work no more than 10 hours per week and to coordinate a weekly work schedule with their Hall Director supervisor. A Hall Intern is compensated ½ room as compensation, or the equivalent to ½ double room charges per semester.

Other hall leadership opportunities
In addition to Residence Life specific student leadership opportunities, other campus departments have positions connected to the residence halls. Contact the University Health Center for more information about the Peer Health Educator (PHE) position. Information Services provides each residence hall with at least one Residential Computing Consultant (RCC) and the Moreau Center for Service and Leadership connect their Service and Justice Coordinators (SJC) with each residence hall.

Your room, your community

When you move into your room, you will be given an opportunity to review the current condition of the room. If anything is missing or damaged, make sure you note it with your RA. Chances are the Resident Assistant will have noted everything, but make a personal check anyway. This is very important because when you check out, you will be charged and/or fined if anything is missing, damaged, or needs cleaning.

If something breaks or needs attention, follow the maintenance request procedure for your hall by contacting your AHD (HD in Haggerty & Tyson). You can always contact your RA for more information. A work order will be turned into the Physical Plant and someone will repair the problem as soon as possible. If it is normal wear and tear, you will not be charged for the damage. If several days go by and the problem has not been corrected, please contact a staff person. He or she may be able to determine the cause of the delay. When the item has been addressed you will find a Post-It note in your room indicating the Physical Plant was there. If the problem requires immediate attention (i.e., sink overflowing, water damage, flood, etc.) please contact Public Safety immediately at (503) 943-7161.

Living with a roommate

One of the most important people you will interact with during your college experience is your roommate. He or she can be the source of either deep friendship or chronic aggravation, depending on the effort you each put into the relationship. Here are a few suggestions that might make a difference.

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 in the room 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 harmful substances or other harmful 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

Negotiating

Although each roommate does have certain rights, these are not always obvious. Conflicts over the interpretation of each of these rights often occur. When conflict occurs between roommates, negotiation can often solve the problem. Negotiating actual or potential areas of conflict can help you each to avoid aggravating the conflict. Negotiating helps foster a stronger bond between roommates. Ask your RA for a copy of the roommate agreement for help with negotiations.

Strategies for a healthy roommate relationship

To maintain good relationships with your roommate, you might try some, or all, of the following:

- Regard your roommate as an equal
- Spend time with your roommate. It is 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. Conflicts over unmade beds, clutter, items left on the floor, and the like often cause feuds
- Set up guidelines for sharing. How does your roommate feel about loaning his or her possessions? Some roommates do not 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? 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
- 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, 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, no single member feels oppressed; it's a balanced lifestyle you're seeking

Refrain from trying these all too often used (and always unsuccessful) tactics:

- Procrastinate about talking with your roommate and then go on to tell everyone else about the problem
- Try to reform your roommate
- Assume that a problem between you and your roommate is his or her 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

Roommate agreement
To help facilitate open lines of communication and clear understanding of the roommate relationship, your RA will be discussing and handing out roommate agreements to you in one of your first community meetings. Though not mandatory, it is strongly recommended that you use this helpful resource.

Mediation and arbitration
Unfortunately, some conflicts escalate to a point at which negotiating simply fails. This is where mediation can be useful. In mediation, a person who has no stake in the outcome of the problem (usually a hall staff member) acts as a mediator. The mediator helps each side clarify the rules and establishes a neutral meeting place for the mediation. The mediator also helps each person understand the perspective of the other person. The mediator can be thought of as an interpreter between two people who, although they might speak the same language, do not clearly understand the words being spoken, or the feelings being expressed.
Mediation can succeed by sorting through extreme emotions in order to find a rational solution. In the rare instances that mediation fails, arbitration may be used. In arbitration, roommates agree beforehand to honor the decision of the arbitrator. The arbitrator will likely be a professional Residence Life staff member whose decision regarding the dispute will be binding.

Your responsibilities to the University 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 this concept of self-control, we also believe established guidelines should reflect the values and standards of the Catholic Church, the University, your community, and society as a whole.

The student conduct program

Residence Life encourages you to act independently and maturely while in the halls. 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 has designed a student conduct program which addresses inappropriate or harmful behavior with the goal of teaching students the skills necessary for successful community living. The *Student Handbook* contains a full description of this program; *Life on The Bluff* serves as a supplement to the *Student Handbook* to provide more guidance for our residence halls.

The student conduct process

You are responsible for your actions and you will be held accountable for violations of University policies and community standards. The policies outlined in the *Student Handbook* and in this handbook are designed to ensure fairness, but should not be confused with a court of law. We are committed to protecting your rights, but, most importantly, the rights and interests of all community members.

An incident report (IR) will usually be written to document events involving alleged violations of policies. In most cases where allegations exist, you will be provided written notification of a meeting (hearing) set up between yourself and the hearing officer. You will always be able to review the allegations and challenge any of the information supporting the allegations. In most cases, your Hall 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 *Student Handbook*, this handbook, or your housing contract has occurred
- The appropriate consequences (called sanctions) for the action

The purpose of a hearing is to provide you with an objective forum for the resolution of charges against you. Emphasis is placed on each individual case, rather than on matching outcomes for specific offenses. In hearing a case, the hearing officer will review the information related to the case at hand. If you are found responsible for the violation, then your previous behavior will be taken into consideration in assigning sanctions. All records regarding student conduct proceedings will be maintained in the Office of Residence Life and may be reviewed by the student who is involved with the hearing officer for their case upon making an appointment with that hearing officer. If your behavior is found to be in violation of the *Student Handbook*, this handbook, or your housing contract, then sanctions can be assigned.

Failure to appear for a conduct hearing does not excuse you from action. The hearing will take place, information will be reviewed, and a decision will be made. You will be informed of the decision.

If the hearing officer determines you are responsible for the policy/policies violation you were charged with then a sanction(s) may be assigned. Sanctions may include but are not limited to the examples listed below:

- No action: No action was necessary
- Warning: Indicates in writing to the resident that his/her behavior is not acceptable
- Residence hall probation: A serious warning. Any further misconduct for any reason may result in removal from the residential system
- Restrictions of privilege: Restricting the use of facilities, equipment, food service or other services
- Restitution: Making payment for damage to property in or pertaining to residence halls or property of individuals
- Fine: A fine is levied against your student account
- Community service: Being assigned to a determined number of hours on a service project
- Referral: Sending the student to an educational class, or sending the case on to another committee or hearing officer
- Apology: Presenting a written apology to a person(s) or organization(s)
- Program planning and implementation: Planning and presenting an educational program to the community
- 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 *Student Handbook*, this publication, or your housing contract will result in the deferral being lifted and removal from the residence halls will take place.
- Removal from residence: Moving from a floor, hall, or the residential system for a determined amount of time. Any charges resulting from a removal from the residence halls — such as charges for breaking your residential contract — may be charged to your account

Any combination of the above sanctions, or other sanctions that are deemed appropriate to the pastoral nature of the hearing officer, may also be used.

Appeals

An appeal does not guarantee a new hearing and the hearing person has no obligation to meet with you. It is therefore imperative that you complete the appeal information accurately and with as much detail as possible. The appeal reviewer will evaluate the case information to determine if one or more of the following conditions exist:

- The procedures as outlined here were not followed during the student's original hearing
- New evidence is available which was unknown at the time of the conference or hearing
- The sanctions are inappropriate to the violation and/or conduct history for which the student was found responsible

If one or more of these conditions exists, the appeal reviewer 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 Hall Director, please turn in your appeal to the Office of Residence Life within three business days upon notification of the outcome. You may appeal to the next highest administrative level. For complete information about appeals, see the *Student Handbook.*

Policies and procedures

As a member of the residential community, you will be expected to familiarize yourself with and abide by the regulations outlined in the housing contract, the *Student Handbook*, and this document.

Principles for living in community

In order to facilitate community faithful to the mission of the University, it is essential that principles for community living be established. Such principles help create civil standards of behavior and engender a sense of unity. At the University of Portland, respect is the keystone of community; respect for self and respect for others. Mutual respect is both essential and critical when persons live together in an environment promoting trust, freedom, and growth. Conduct and behaviors showing disrespect for the dignity of self and others, and even disregard for the building where a particular part of the community resides or works are all antithetical to community. For example, behaviors such as physical and verbal intimidation, vandalism and theft, to name just a few, are some of the behaviors which demonstrate a lack of appreciation and respect for self and others. Moreover, in order to facilitate a community faithful to the mission of the University, members of the community should consider and respect the teaching of the Catholic Church. The University community believes sexual intimacy outside of marriage is an inappropriate and incomplete expression of love, and characterizes such intimacy as disrespectful to the full dignity of self and others. Consequently, inappropriate acts of sexual intimacy are contrary to the values and mission of the University of Portland community. When such disrespect to self, others or the community occurs, serious damage is done, and the individual should be held accountable to the community.

Five principles of student conduct

Working together as a community, students, faculty and staff help foster a campus atmosphere that furthers the mission of the University. Students are expected to enhance the campus community standards. This expectation calls for behavior which demonstrates the five principles of student conduct: *Respect for oneself, respect for others, respect for authority, respect for property, and honesty.*

1. Respect for oneself

The University values all of its students and is deeply concerned with their total development. Therefore, it is appropriate for the University to set expectations for personal integrity with the aim of encouraging students to appreciate their own talents, take themselves and their academic pursuits seriously, and enhance the quality of their lives. Staff will routinely respond to a student engaging in self-destructive behaviors — behaviors which might impede an individual's ability to enjoy the privileges of education and to fulfill his/her obligations as an educated leader.

Students engaging in such behaviors are also encouraged to seek help from the University community.

2. Respect for others
As a Catholic university, we share a common belief that human integrity is rooted in our relationship with God. Respect and civility are basic to our common life at the University of Portland. It is expected that members of our community will be open to learning, including learning about and respecting persons and cultures different from their own. Members of the campus community must act out of Christian charity and mutual respect to establish an atmosphere of trust, without which there is no community. Therefore, the University of Portland expects its members to treat one another with sensitivity, consideration, understanding, love, acceptance, and an active concern for the welfare of others.

3. Respect for authority
Authority derives its legitimacy from its commitment to act on behalf of the common good. At the University of Portland, that authority especially resides in the officers of the University: its faculty, administrators, and staff — each of whom has been charged with responsibilities essential to the orderly operation of the University. These individuals serve as leaders and model by example the University's expectations for all its members. In this respect they help to define the atmosphere which supports and fosters our common mission. Additionally, these individuals provide structure to preserve the well-being and freedom of community members and an orderly environment in which all can develop. The successful exercise of authority depends in part on the respect it enjoys from the community it serves.

4. Respect for property
The mission we share depends upon the responsible use of all property, including such tangible goods as buildings, library materials, equipment, and green spaces. Respect for property also involves helping to foster a well-maintained environment: a sense of security, tranquility, and accomplishment. This principle requires students to respect both personal and institutional property, both inside and outside the University of Portland community.

5. Honesty
The University of Portland's educational mission reflects a commitment to the development of the whole person. The University expects students to live by the policies of its community and to follow local, state, and federal laws. While at the University of Portland students are expected to demonstrate the personal characteristics of honesty and integrity in all aspects of their campus life, both inside and outside the classroom and on campus or off campus.

Policies

Alcohol policy

The University promotes responsible attitudes regarding alcohol use and responsible behavior among all members of the University community. As an educational institution, the University contributes to the overall development of students by offering them assistance in responsible decision-making regarding alcohol. Each residence hall is committed to alcohol-free events and activities as well as alcohol usage awareness programming.

Students who choose to purchase, provide, or use alcohol must do so in full compliance with state laws and University regulations. Inappropriate choices and actions that are deemed damaging to self and/or the community will be addressed immediately. A student — or any member of the University community — providing alcohol to minors (on or off-campus) will face sanctions.

While the University will respect the privacy of the individual, the laws of the state and regulations of the University will be supported. Hall staff also addresses the use of alcohol when its use has the potential to cause harm to any member of the community, including the user.

Examples include:

- Use of alcohol in such a way that will lead to the personal detriment of any of its members
- Use of alcohol in a public area (i.e., hallways, stairwells, plaza level, etc.)
- Transportation of open containers of alcohol in a public area (i.e., cups, plastic containers, unsealed alcohol bottles or cans, etc.)
- Open containers (any unsealed containers with alcohol) in public spaces, including hallways, kitchens, lounges, bathrooms or campus grounds
- Excessive noise or number of persons in a room
- Vandalism or abuse of hall facilities
- Charging or attempting to charge for admission to a party or access to alcohol
- Public intoxication. Since intoxication or drinking with the goal of becoming intoxicated are considered hazardous to the growth of both individuals and the community, all of the below are also prohibited in the residence halls:
    - Bulk containers (kegs, or anything in a container over 32 oz.), and large quantities (over one case per person)
    - Hard alcohol (rum, vodka, etc.) or fortified wines (Mad Dog, Thunderbird, etc.) except in Haggerty and Tyson Halls. In Haggerty & Tyson Halls hard alcohol may not be consumed or stored in the public areas of Tyson 105/205/305, Tyson 206/306 and Tyson 210/310.
- Signs or advertisement of alcoholic beverages hung from windows or on doors (i.e., neon beer signs, posters, inflatable airplanes, flags, etc.) or other publicly visible places
- Drinking games
- Drinking devices (i.e., beer bongs, etc.)
- Collections of alcohol containers (bottles, cans, etc.) displayed in public view

Students who drink elsewhere are still responsible for all behavior while within their own or other residence halls. Students who show disrespect toward other residents, staff, or facilities

while under the influence of alcohol will be held accountable both for the actions committed and for alcohol abuse. Inappropriate alcohol use or abuse may result in required community restitution hours, a monetary fine, mandatory alcohol assessment, signing a written agreement to be alcohol free, or attendance at an alcohol education class. More severe sanctions include the loss of the privilege to live in a residence hall or a University owned house, or separation (suspension/dismissal) from the University.

Drug policy
The University would be remiss in its duty to attend to the whole person if it did not take a strong stand on the use of illegal drugs. The term "controlled substance" is used to refer to all drugs which are regulated by the State of Oregon and/or the federal government. The choice to alter one's state of being through the use of drugs can have grave consequences, which include health risks, injury to personal relationships, and the interruption of the pursuit of life goals. Therefore, the possession, use, sale, or distribution of marijuana and other illegal drugs is strictly prohibited at the University of Portland. The use of such illegal drugs is not only a violation of Oregon state law, it also is deemed to be harmful to the growth of both the individual and the community and will not be tolerated. If any student is caught with any such illegal substance, or even if there are significant signs suggesting drug use, the response by the Residence Life staff as well as by the Student Conduct Coordinator will be swift and severe, and may not only endanger the student's position within the residence hall but also the student's enrollment at the University.

Students involved with the illegal use, possession, or distribution of controlled substances may face criminal penalties, which would severely hinder their ability to fully function in society. In addition, the University reserves the right to contract with students to permit periodic drug testing when a student is found to have been involved with illegal drugs.

Intervisitation
The University respects all residents' right to privacy and provides for visiting between men and women in the same bedroom during the following hours.

Monday-Thursday: 8:00 am to midnight
Friday: 8:00 am to 2:00 am
Saturday: 10:00 am to 2:00 am
Sunday: 10:00 am to midnight
Any vacation or break night: 10:00 am to midnight

Common areas where resident rooms are located are included. The reasoning behind these hours is twofold: (1) To foster respect for the study, privacy, and sleeping habits of other community members; (2) To provide a more safe and secure environment within the hall.

Visitation hours are a privilege that may be changed by the Hall Director in response to inappropriate behavior. Overnight or extended visitation violations may result in a resident being asked to move off campus.

Guests

Residential guests — in hall: This is a student who lives in the hall and is visiting another student who also lives in the same hall.

Residential guests — other hall: This is a student who lives in a hall on campus and who visits another student who lives in a different hall on campus.

Student guest — off campus: This is a person who is a student at the University of Portland and lives off campus.

Non-student guest: This is a person who is not registered for classes and/or does not have a University of Portland ID of any kind.

All types of guests are welcome in the residence halls provided they follow all policies of the hall including the intervisitation policy. Guests may stay overnight as long as the following process is adhered to and residence hall policies are followed. "Overnight," for this policy, begins at the end of intervisitation hours. Since guests may neither be known to the hall community nor the hall staff, it is imperative for the safety of the guest as well as the community that all of the below policies be followed by hosts and their guests:

a. All non-student guests and any overnight guests must be hosted at all times and the host is ultimately responsible for the actions and safety of their guest
b. An overnight guest is welcome for no longer than two nights in a row. A guest may not stay more than two nights, nor be too frequent a visitor (a guest is limited to one two-day visit per month)
c. The overnight guest must stay overnight in a room with a host of the same gender and with permission of the roommate. If the guest is the opposite gender of the host, the host must find a friend of the guest's same gender who is willing to serve as an overnight host
d. The host of an overnight guest must obtain, fill out, and turn in an Overnight Guest Approval Form before the arrival of their guest. These forms may be obtained from your Hall Director and the Hall Director will communicate approval or disapproval of the request
e. While overnight and non-University guests are in the residence halls, they must sign-in at the front desk every time they enter a residence hall and carry with him or her valid identification (driver's license, overnight guest approval form, University of Portland ID, or other state issued ID)
f. All opposite gender guests must leave the residence hall rooms and move to a 24 hour space before intervisitation hours end
g. If a guest of any type violates any University policy, the guest's host can be held accountable for his or her guest's actions
h. You as a host are responsible for meeting your non-student guest at the front desk when they sign in

Minor guest policy

Minors, defined as non-students under the age of 18, require parental permission prior to staying overnight. The guest and intervisitation rules apply in all situations where a minor is allowed to stay overnight. The following rules also apply to minors and their hosts:

a. Guests who are 16 or 17 years old may remain overnight with a resident student host. Hosts of guests of this age must provide the Hall Director with written permission from the guest's parent/guardian for this stay over. The Hall Director must approve the stay over
b. Guests under the age of 16 may visit overnight with the approval of the Director of Residence Life. Parental/guardian permission must be provided to the Director of Residence Life
c. The host agrees to be with the minor guest at all reasonable times

In accordance with the guest policy, violations of this policy include but are not limited to:

a. Failure of any guest to check in properly with the front desk of the residence hall
b. Failure of student host to be with non-student or non-residential guest at all reasonable times
c. Failure of any guest to follow all University policies and procedures
d. Failure of resident to submit completed Overnight Guest Approval form to his/her Hall Director before hosting overnight guests
e. Presence of any non-residential or non-student guest longer or more frequently than allowed
f. Hosting a guest age 16 or 17 without written permission from the guest's parents and prior approval of the Hall Director
g. Hosting a guest under the age of 16 without written permission from the guest's parents and prior approval of the Director of Residence Life

Key policy

The University key policy governs all matters related to keys and building access. This Residence Life policy supports the University key policy. You will be issued keys and/or an access card to operate your room door(s) and mail box (some mailboxes are combination locks and do not require a key). Your key/card is your responsibility. If you lose a key/card, you will be charged a minimum of $45.00. This covers the cost of resetting the lock on your door. If you lose your student ID, go to Public Safety to report the loss and get a new ID card. New ID cards cost $10.00 each. Please be aware of your key/card at all times.

The following behaviors are prohibited for students at the University of Portland

a. Duplicating keys/ID cards
b. Loaning keys/ID cards to others
c. Failure to report lost, stolen, or missing keys/access cards immediately upon knowing about the situation
d. Allowing others to use your keys/cards
e. Use of another person's keys/cards
f. Propping doors or windows
g. Propping any locked community area access door
h. Engaging in any action that jeopardizes student's safety (including misuse of keys)
i. Circumvention of front desk check-in procedures
j. Facilitation of another person's circumvention of front desk check-in procedures
k. Removal of residence hall sticker from card

Residence hall staff issues keys to residents upon check-in. Residents sign for their keys on the Key Card Form. By signing for the keys, you take responsibility for them and you agree to abide by all policies and procedures governing keys by the University of Portland and the Office of Residence Life. Should you lose or misplace a room key, you should report it immediately to a staff person. Failure to report the missing key immediately jeopardizes the safety and belongings of the residents and may result in disciplinary action. Procedures when a key is lost or misplaced:

a. The student must report to a Residence Life staff member (or Public Safety if the student lives in a rental property) as soon as he or she knows they have lost or misplaced their keys
b. A temporary key can be issued by a staff member for up to 48 hours
c. The AHD or HD will request a lock change following the procedures outlined in the University key policy
d. Once a lock change has been initiated, it cannot be cancelled
e. If occupants are in the room when the locksmith comes, they may exchange keys and sign for them at that time. If occupants are not in the room, the locksmith will leave the lock change form along with the new keys in the hall office for the staff to issue to the student

Room change policy
Prior to conducting a room change, students must meet with their HD to discuss their options. If, after exploring all options, a room change appears to be appropriate, students must request a Petition form from their HD. The HD must approve all room changes by signing the Petition. Once the room change is approved by the HD, the student must take the Petition form to the Office of Residence Life for final verification before any belongings can be moved. When final verification is gained from the Office of Residence Life, the room change must be completed within the time frame agreed to on the Petition form.

Credit load policy
Students living in the University of Portland's residential community must be enrolled full-time (12 or more credits) in academic courses. Students who drop below a full-time credit load and who wish to remain in the residence halls or in a rental property must fill out a petition form and submit it to the Office of Residence Life for review and possible approval.

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

If you lose or damage residential property, even accidentally, you may be billed for it and may be fined for it. This includes any portion of the facility itself, and does not preclude prosecution for vandalism, destruction, and/or theft of property. Report any damages to hall staff immediately. If no one is found responsible for community area damages, all members of the

community will be accountable for fees, including administrative fees and fines. If you cause accidental damage you must report this to a Residence Life staff member.

Entering a student room
The University respects the student's right to privacy. However, the University also maintains the right to have authorized personnel enter any residence hall room or rental for the purpose of inspection, repair, or other official University business, including inspection of a room(s) following the reasonable suspicion by staff that a violation of the *Student Handbook*, this handbook or the housing contract is occurring within that room.

Noise policy
Every student has the right to sleep and study without noise. To ensure the rights of all community members, the following hours have been designated as quiet hours:

- *Sunday through Thursday, 10:00 pm – 10:00 am*
- *Friday and Saturday, midnight – 10:00 am*
- *Quiet hours are extended during Reading Week and Finals Week*

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 hours are in effect at all times. A community may elect to make quiet hours longer than enumerated here.

Room assignments
We do our best to place students in the residence hall and the area that they request. Unfortunately, it is not always possible to give students their first preference. Students who lived on-campus the previous year receive a ranking based upon credit hours, numbers of years on campus, and returner status to their hall. The University of Portland reserves the right to reassign an individual to a different room, community, or residence hall in the event it is determined necessary by the Residence Life staff.

If you are paying for a double/triple room or live in a University-owned house and your roommate(s) leaves, you are responsible for assisting the ORL by either accepting a new roommate, moving in with someone else, or accepting double/single occupancy status at the double/single occupancy rate. Rooms with vacancies who wish to be billed at the lower double/triple rate will be checked for readiness for incoming roommates (i.e., bed, wardrobe, drawers, desk and bookcase completely cleared). Your assistance with this process is requested and appreciated. For more information, consult your housing contract.

Building access policy
Access to residence hall public areas is permissible during days the buildings are open. Public areas include lobbies, lounges, and public area restrooms. Residential living areas may be entered only by residents of the building and their guests. During open hours (when the front doors are unlocked), access to a building by non building residents occurs only after signing in with the Hall Receptionist. "Signing in" means giving your valid ID to the Hall Receptionist and identifying your host (who you will be visiting).

Building residents must show ID to the Hall Receptionist upon entry. The HD may require building residents to follow stricter building entry procedures if necessary. Those persons found

in residential living areas (guests) are assumed to have been granted access by a key/card holding member of that living area. Gaining access to a building by pretending to be a building resident is prohibited. Guests must be able to identify their host.

Any damage or policy violation by those non-residents (guests) who have been granted access to the living area will be the responsibility of the individual(s) who granted access to the non-resident as well as the guest. 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.

Extra cleaning
Residents are expected to clean up after themselves. Cleaning supplies are located on each floor. It is not the housekeeper's job to clean up excessive messes (vomit, litter in hallway, kitchen messes, etc). Vomit must be cleaned up by the vomiter. If he/she does not take responsibility for his or her actions, the community in which the vomiting occurred will be charged for the cost associated with clean up, along with any associated fines.

Building security
To best ensure the safety of our residents and their possessions, the propping of exterior doors is not allowed except when a University official gives his/her permission (i.e., move-in). The security of a building is only as strong as those who use it. Most exterior doors possess a propped door alarm. Any damages which occur as a result of the door being propped will be billed to the individual responsible for the propped door. If it is not possible to find the person who propped the door, the floor, wing, or hall will be fined a minimum of $100 for each exterior door that is propped open.

Lockouts
If a resident is locked out of his or her room, he/she should contact the duty RA at night and any hall staff during the day. Residents will be charged $1, $3, $5, $7, $9 for each successive lockout. At the fifth lockout, the hall staff member may confirm that both roommates are in possession of their room key. If not, the resident will be charged $45.00 to have the room re-keyed. Lock-outs in excess of 5 per year will be assessed a per lock-out charge of $11 increasing by $2 each lockout.

Raised bed policy
Raised beds (bunked or lofted beds "lofted" using a University Loft Kit) do give you more room. But any raised bed carries with it some risks not associated with beds close to the floor. If you feel your bed might not be safe, please let a staff member know immediately so we can take the bed down or find a way to fix the problem.

If you decide to have a raised bed we strongly encourage you to have the Physical Plant assemble that bed for you. Personally designed and constructed lofts are not allowed. Beds can only be raised using University equipment, or by the use of a single, horizontally laid cinder block or commercially manufactured bed riser in good condition under each leg of the bed, which is permitted only on single non-lofted beds. If you use a raised bed of any kind, you should be aware that you are undertaking a risk and you should use a raised bed only for the

purpose of sleeping or resting. You should always take care getting on and getting down from a raised bed of any kind. You should also use a guard rail on any type of raised bed.

The following guide sets forth the requirements for the use of all raised bed structures. If you have any questions about these requirements, please let a staff person know.

General raised bed rules

- In buildings equipped with automatic sprinklers, raised beds must be located so as to minimize automatic sprinkler interference. For rooms with sidewall sprinklers, the bed must be located on the opposite wall from sprinkler(s). For rooms with overhead sprinklers, there must be a minimum ceiling clearance of 36 inches
- Raised beds and their frames must not be enclosed with fabric, plywood, or any other material
- Raised beds shall abut only on the short ends except when placed in an "L" shaped configuration
- The top of the mattress can be no higher than 7 feet from the floor, regardless of ceiling height
- Raising a bed by any means other than a University Loft Kit or bunk is prohibited, except for the use of a single, horizontally laid cinder block or commercially manufactured bed riser in good condition, under each leg of the bed, which is permitted only on single non-lofted beds. Bunk beds and loft kits may not be elevated like this or in any other manner

Smoking

Smoking is not allowed inside any of the buildings on campus. Each hall has a designated smoking location where students who smoke must go in order to smoke. See the University smoking policy in the *Student Handbook* for smoking locations.

Appliances

Cooking appliances that utilize open flame or coil heaters are not allowed. These items include but are not limited to toasters, hot plates, gas stoves, barbecues and grills, George Foreman Grills, etc.

Prohibited conduct

In all matters, the *Student Handbook* governs student behavior. The following listing of prohibited behaviors supports the University policies and community standards enumerated in the *Student Handbook* and do not replace them. This list is provided as a service to residential students and to provide residential students with further explanation of the policies they are responsible for in the *Student Handbook*. Read and understand the policies, procedures, and guidelines provided to you in the *Student Handbook*.

Student conduct 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 the University of Portland's *Student Handbook*
2. Conduct which deliberately disrupts or interferes with the rights and privileges of other members of the University community, the University neighborhood, or with any University activities
3. Discrimination, harassment, or sexual harassment
4. Sexual misconduct — Sexual union or other acts of sexual intimacy outside of marriage (See "Principles for Living in Community" on page 15)
5. Sexual assault
6. Abuse (including verbal, written, or electronic communication, and physical) and threats of physical abuse, including but not limited to assault and harassment
7. Hazing
8. Unlawful intrusion and seizure
9. Conduct which endangers the health or safety of a member of the University community or a University guest
10. Violation of any of the Five Principles of Student Conduct: respect for oneself, respect for others, respect for authority, respect for property, and honesty
11. Refusal or failure to provide, upon request, valid identification
12. Refusal or failure to comply with the instructions of authorized University officials, including Resident Assistants and Public Safety officers
13. Violation of the intervisitation policy
14. Violation of the guest policy
15. Violation of the noise policy
16. Violation of the alcohol policy
17. Violation of the drug policy
    a. Possession, consumption, and/or furnishing of illegal drugs
    b. Remaining within an area where drugs are being consumed, sold, or furnished
    c. Possession of drug paraphernalia
18. The use of open flame devices, smoking in or around the residence halls (outside of designated smoking areas), and/or burning candles or incense
19. Damages and theft
    a. Attempting to repair damages to University property
    b. Malicious damage, misuse, or theft of institutionally owned property
    c. Malicious damage, 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 following the accidental damage to or removal of University or personal property
    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 for the entire cost of repair and/or a fine
20. Possession of any firearm (including but not limited to BB guns, paint guns, and pellet guns), explosives, fireworks, dangerous chemicals or compounds (i.e., pepper spray, Mace, etc.), or other dangerous weapons (including knives longer that 2.75 inches, swords, tasers, and similar devices, etc.) in or around University residential facilities. Instruments or game equipment which looks like, or can be confused with, a firearm or dangerous weapon (i.e., paintball or air-soft guns, archery sets, etc.) are also prohibited.
21. Violation of the fire code or rules pertaining to fire and life safety which include:
    a. Tampering with, playing with, intentionally damaging, or accidentally damaging fire alarms, smoke detectors (including disconnecting or removing the battery in the smoke detector in your room/rental), extinguishers, or other fire/life safety equipment. Including but not limited to accidentally setting off a smoke detector or general fire alarm
    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)
    d. Unauthorized use of a fire escape at times other than during an evacuation or emergency
    e. Being on the roof
22. Violation of the Raised Bed Policy
23. Throwing anything from the building, windows, balconies, or any place from which something can be thrown, including within the building. Throwing items at the building, such as but not limited to, snowballs or water balloons
24. Furniture
    a. Removal of room furnishings from rooms
    b. Removal of any furnishings designed to be fixed in place
    c. Bringing lounge furniture into your room
25. Storage of bicycles in public areas (i.e., hallways, lounges)
26. 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 Residence Life staff member to clean up the area. If it is necessary for a person not responsible for the mess to clean up the area, a fee will be charged to the members of that community. In addition to the initial cleaning fee and a fine, all costs associated with sanitizing the area will be billed to the responsible party(ies) or the community
27. Cooking/electrical appliances
    a. Cooking in any of the residential rooms on campus, excluding those residential facilities which have kitchen or kitchenette spaces
    b. Use of single element burners, toasters, or any appliances with open heating surfaces in rooms without kitchens

    c. Use of a refrigerator larger than 4.0 cu. ft.
    d. Possession or use of a halogen lamp
    e. Possession or use of an air conditioner
28. Using facilities that have been designated for the opposite gender from oneself
29. Improperly checking out of one's room, including:
    a. Switching rooms and/or keys without permission of the Office of Residence Life
    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 Residence Life hall check-out procedure
30. Violating the key policy
31. Excessive room lock-outs
32. Feeding, harboring, keeping and/or housing, of any animal, except for aquarium fish, in or around the residential facility or being aware of such action by another person and not reporting it
33. Propping doors/safety
    a. Propping any community area access door
    b. Engaging in any action that jeopardizes students' safety (including misuse of keys or card access keys)
34. Public areas
    a. Failure to remove all room refuse and recycling to the appropriate locations, 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
    c. Engaging in sports activities, horse play, throwing objects, etc. in public areas including but not limited to riding skateboards, scooters, and bikes inside the hall
35. Sales and solicitation (see *Student Handbook*)
36. Trespassing. Knowingly entering or remaining unlawfully in or upon the premises of another if instructed to leave either by the resident of that premises, a Residence Life staff member, campus Public Safety, or another University official
37. Vandalism
    a. Intentional damage to the residential facility or other University property
    b. Failure to report unintentional damage to Residence Life staff
38. Engaging in water or snow "fights" (i.e., squirt guns, water balloons, snowballs, etc.) in the residential facilities and/or courtyard areas
39. 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. Removal of screens on windows
    d. Misuse of security screens
40. Violation of the Acceptable Use Policy (see *Student Handbook*)
41. Off-campus misconduct (see *Student Handbook*)
42. Disorderly, lewd, indecent conduct (see *Student Handbook*)
43. Interfering with/abuse of University student conduct program (see *Student Handbook*)

Facilities, contract, safety, and services

A solid foundation of facilities and services allows us to meet the Holy Cross mission of the residential community at the University of Portland. Many dedicated people on the campus work hard to ensure that your basic needs are met. By taking care of your fundamental needs, you are freed to pursue your chosen academic and personal interests with more energy.

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

The University respects your room as a place where you can find privacy and where you control the living environment. You may use your assigned room in accordance with University expectations and policy. Community areas of the residence hall include hallways, lounges, and common bathrooms, kitchens, TV lounges/living rooms. These are shared by all residents and should be used within the framework of law and institutional policy.

Housing contract
The residence hall contract and rental property contract are legal and binding agreements for the entire academic year. It is important that each resident be familiar with the conditions of the contract.

Petitions
Petitions for any portion of the contract can be made by filling out a petition form. Petition forms are available from your Hall Director and from the Office of Residence Life, Buckley Center 101.

Meal plans
To ensure the good health of our students, all residents must choose one of our meal plans (those living in a rental property are exempt from this requirement). The only exception would be upon appeal to the Director of Residence Life.

Room deposit
The deposit is used to guarantee a room assignment and to serve as a damage deposit. It may be refunded under certain conditions.

Damage
Each student will be charged for damages other than normal wear and tear which have occurred during his or her stay. Community fines may also be assessed.

Room entry
The University respects a resident's need for privacy. In certain cases, however, University employees may enter the room for the purpose of inspection, inventory, or repair. Students are generally notified in advance if room entry is needed. Examples may include, but are not limited to: regular inspections for safety, security, or maintenance reasons and entry to correct a hazardous or life-threatening situation. University officials may enter a room at any time when a

serious security or health situation is evident. The resident should expect no notification in such a situation.

Room searches
If a room search is thought necessary, a petition requesting a University search warrant normally will be submitted to the Vice President for Enrollment Management and Student Life or his/her designee for approval. These policies have been established to protect the interest of the students as well as the University.

Removal from housing
Conduct that is considered detrimental to the hall community may result in removal from the hall for the resident. The housing deposit is automatically forfeited and a room refund may not be given for the period following removal; however the student may request a pro-rated refund on their board plan.

Semester break
The housing contract does not provide for housing between fall and spring semesters unless you are a resident of Haggerty & Tyson or a University-owned house.

Use of personal computers, e-mail, and Internet
It is the expectation that all members of the community recognize what is appropriate and responsible usage of this technology. Excessive bandwidth use and illegal use of copyrighted material is not allowed. Please use your RCC to learn ways to protect your computer and its documents. Any inappropriate usage of these communication forms, in particular, usage that might be viewed as harassing, objectionable or contrary to the mission of the University, will not be tolerated and is subject to student conduct action and/or sanctions.

Last week of classes and finals
Due to the unique nature of this special time of year, a number of the standard policies in the halls are modified to provide the best environment for intense study. Daily quiet hours change beginning the Sunday before the last week of class and beginning the Saturday before final exams.

Break periods
Break periods are Fall Break, Thanksgiving Break, Spring Break, and Easter Weekend. During these times hall services are limited. Intervisitation hours during all break periods end at midnight. Any guests and social gatherings during these vacation times must be approved by the Hall Director prior to the start of the break period. These stipulations also apply for any student approved to move in early in August or stay late in May. There is no access to the traditional halls during Winter Break, except under special circumstances.

Extended absences
Extended absences from the hall when school is in session may result in the cancellation of a student's contract by the Office of Residence Life. It is not enough to simply reserve a room in a residence hall. A student must be living in the residence regularly. If a student is gone for any extended period of time, communication with the RA and the Hall Director is essential.

Residence hall basic services

Hall living
All halls are smoke free living environments. Each room is equipped with a twin size bed, desk, chair, bookshelves, drapes, and closet space for each occupant. Most rooms have a sink and mirror. All University furniture must remain in the resident's room. Water beds are not permitted.

Cleaning
Room cleaning is the responsibility of each resident. Limited cleaning supplies and vacuums are available in each hall.

Maintenance service
Although the Physical Plant makes every effort to maintain facilities in as good a condition as possible, individual fixtures and furnishings will occasionally break. When an area or item needs maintenance, please contact your Assistant Hall Director (Hall Director in Haggerty & Tyson). The Assistant Hall Director in each hall is responsible for tracking and turning in all maintenance requests. If there is a maintenance emergency such as an overflowing sink you should contact campus Public Safety at ext. 7161 for immediate assistance. The AHD will fill out a work order and pass it on to the appropriate personnel. Once you have requested maintenance a member of the Physical Plant will come to your room and address the problem. When you make a maintenance request you are granting permission to the maintenance employee to enter your room.

Linen service
Linens are provided upon move-in. Twin size flat sheets, pillow case, washcloths, and towels are exchanged weekly in each hall. Students will need to provide a pillow, blankets, and a bedspread.

Telephone service
Phones are not provided in residence hall rooms; you must provide your own. Students cannot receive collect calls. The University provides voice mail capability. For students who wish to have a cellular phone, Nextel provides a discounted rate to the University community. Cellular coverage is very good in all areas of campus using a Nextel phone. You can contact the Help Desk at ext. 7000 for more information.

Computers
Residents bring many different kinds of computers to campus — there is no recommended brand. Currently, all halls have direct Ethernet connections and wireless connectivity.

Computer viruses
Due to the proliferation of computer viruses it is imperative that you use virus protection software on your machine. The Office of Information Services provides each student with Symantec Norton Anti-Virus free of charge via a student resource CD or online download. It is strongly recommended by the Office of Information Services for each student to have virus protection software on his or her computer before connecting to the University's network.

Failure to have virus protection software, the proper patches or to have it installed correctly could result in you losing your network access. Additionally, any student's network account or computer that the Office of Information Services believes to be infected with a virus will have his or her network access cut off until the computer can be inspected, cleaned, and proper virus protection software is installed. Residential students that did not receive a resource CD or who require additional support installing and configuring anti-virus software should contact their RCC for help. Non-residential students should contact the technical support center (Help Desk) at ext. 7000.

Student ID
The Student ID allows students access to residence halls and serves as your meal card in the dining facilities. All students must obtain an ID card from Public Safety upon arrival, and carry it with them at all times while on or off campus.

Desk services
A reception desk, located at the entrance of each hall, is open daily anytime the front doors to the hall are unlocked. In addition to greeting students, the Hall Receptionist provides general customer service, checks out games and cooking equipment, maintains the safety and security of the building, and signs in guests.

Mail
Mail service is provided in the residence halls. Haggerty and Tyson residents pick up packages at Fields & Schoenfeldt.

Safety and security
Exterior doors are kept locked unless Hall Receptionists are present at the front desk. Residents should keep room doors locked. Please report extended absence from the hall to the Hall Director. This helps the staff handle emergency situations appropriately. All residents and visitors must follow check-in policies to gain entry to the building.

Bulletin Boards and Posting
Bulletin boards and other tackable surfaces are for residence hall business items, notices, and activities. Commercial material may not be placed on bulletin boards unless approved by the Office of Residence Life, your HD, or by Student Activities. Items which are improperly posted will be removed. In addition, obscene, degrading, racist/sexist, and/or harassing literature will be removed from bulletin boards and other public areas (including the part of your door facing the hall) at the discretion of the HD.

Study & TV lounges and game rooms
Each hall has study and TV lounges. A DVD player is usually available for students. In addition, each hall has designated areas where students may meet members of the opposite gender for study after intervisitation hours have ended. These spaces are not meant for overnight guests.

Washing facilities
Washing machines and dryers are located in each traditional hall. They operate by card. Cards may be purchased at the Add Value Stations located in The Commons, the Pilot House, and

Mehling Hall lobby. Washing costs $1.00 and drying $.75. Refunds should be directed to WEB laundry.

Storage
Limited storage is available in each resident's room. Each hall has some area reserved for resident storage, usually in the basement. This is meant primarily for long-term storage and is not meant to be accessed by students on a regular basis. Storage in any University facility is at your own risk. The University is not responsible for loss, theft, or damage of any items. Residents should insure their items.

- Since the University does not take responsibility for items in storage, it may be to the resident's advantage to find another storage facility for items of value
- The door to the trunk room will be locked 24 hours a day
- All items must be boxed and properly marked with the student's name and room number
- Items must be properly stored in the assigned location. Items too large for the storage space must be stored out of the way of the aisles
- Each hall will have its own process to prioritize storage needs for residents
- All unmarked or unclaimed items will be disposed of by hall staff members
- Storage of dangerous, flammable, or explosive items is prohibited

Food preparation
Kitchenettes may be used for the preparation of snacks and occasional meals.

Hall Mass
Mass is celebrated weekly in each hall chapel. Liturgies are planned by the Pastoral residents, students, and the residence hall staff. Following Mass each week, students are welcome to attend a social hosted by hall staff, the pastoral resident, etc.

Recycling
Each hall has developed a network of recycling, including bottles, papers, cans, etc. Each room contains a recycling bin to be used for recycling only. Please recycle as much as you can. The following items must be recycled and cannot be placed in the trash or otherwise destroyed or disposed of: batteries, computer monitors, computer electronics, televisions, and light bulbs. Recycling points are set up on campus for proper disposal of these and any other hazardous items.

Emergency procedures

Your two most important resources during an emergency are Residence Life staff and campus Public Safety. For a full description and direction on emergencies, please acquire the "Emergency and Public Safety Resource Guide" from Public Safety (x7161).

General

- Know the emergency routes from your room and hall
- Know where the fire extinguishers are located. Learn how to properly use a fire extinguisher
- Know if and where physically impaired neighbors are so you can help them in an earthquake

- Keep a battery powered radio and flashlight handy
- Learn first aid and CPR

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

- Know the emergency routes from your room and hall
- Check to see if your door is hot or has smoke around it. If so, stay in your room and wait to be evacuated by firefighters
- Shut your door tightly when you leave
- Exit your building and follow the directions of staff members

Do not remain in courtyards or in close proximity to the buildings. Remain in designated locations until cleared for re-entry by either the Hall Director, or a member of the Residence Life staff acting on behalf of the HD or by Public Safety. If you can use a fire extinguisher in your hall without endangering yourself, please do so. However, our first concern is your safety. Do not attempt to extinguish a fire if your personal safety becomes threatened.

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

Before an earthquake

- Identify hazards in your room — heavy objects on high shelves, tall bookcases or cabinets, heavy items hanging above your bed are all items which can fall on you during an earthquake. Identify other danger spots such as windows and unsecured furniture
- Move objects from above your desk and where you sleep. They could fall on you during an earthquake

During an earthquake

- Stay calm, but act quickly. It is important to take “quake safe” action at the first indication of ground shaking
- Do not enter or exit a building during the shaking. You will be in danger of being hit by falling debris
- Beware of objects which might fall. Move away from them

<u>If you are inside</u>

- Brace yourself in a doorway, or crouch under heavy furniture such as a desk or table, away from windows or glass dividers
- Do NOT use elevators

<u>If you are outside</u>

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

After an earthquake

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

Other emergencies

Bomb threat

- Bomb threats usually occur by telephone. Try to keep the caller on the line as long as possible
- Remain calm and try to obtain as much information as possible
- Call campus Public Safety at ext. 7161 or 4444, giving your name, location, and telephone number. Do not hang up until the dispatcher releases you from the conversation
- Inform a Residence Life staff member
- If you spot an object you suspect to be a bomb, or is otherwise dangerous, notify Public Safety and a Residence Life staff person immediately. Do not touch, move, or tamper with the item
- 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

- Do not attempt to interfere with the criminal except to protect yourself
- If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, gender, hair color, etc.
- Call Public Safety at ext. 7161 or 4444. Advise the dispatcher of the situation and remain where you are until you are contacted by an officer
- Do not interfere with those persons creating a disturbance or with law enforcement authorities on the scene

Fire/Life Safety inspections

During fall semester a Residence Life staff person will do a fire/life inspection of your room. You will be notified as to when these inspections will take place, and you will be required to allow the staff person entrance to your room for inspection. If you or your roommate are not home, the room will be inspected without you present 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 meet immediate compliance. If the violations have not been corrected after an unannounced re-inspection, you and/or your roommate will be fined and may be subject to disciplinary action.

Some common violations are as follows:

- Extension cords and multi tap electric units without a breaker
- Items stored closer than 18 inches from a sprinkler head
- Blocking of electrical panels
- Blocking of egress (exit) pathways
- Evidence of burning of candles, incense, or tobacco products
- Evidence of cooking; or cooking appliances, even if unused
- Evidence of a heavy load of combustibles in a room, on the walls, or ceiling
- Covering a door with paper or other combustible material
- Use of electrical wiring, devices, appliances which are modified or damaged
- Use of portable heater
- Tampered with smoke detector
- Use of halogen lamp/lighting
- Unsafe lofting or raising of beds — including rooms with no guardrails
- Strings of lights, twinkle lights, holiday lights
- Any other situation deemed unsafe by the staff inspector