



2016-2017

Student Housing Handbook

OREGON TECH STUDENT HOUSING HANDBOOK

ACKNOWLEDGMENTS

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HANDBOOK INTRODUCTION

Welcome to Oregon Tech and on campus housing! Housing and Residence Life strives to develop an on-campus community that promotes academic success and fosters personal growth, while providing reasonably priced living environments that are clean, attractive, well-maintained, comfortable and safe. Housing and Residence Life Staff members are here to assist you as a resident in our community.

As a member of the on campus community, it is important for you to understand the policies and procedures, be involved in the opportunities on campus, and be tolerant of, cooperative with, and attentive to other community members, especially your roommate(s). The *Student Housing Handbook*, in addition to the 2016-2017 Housing Contract Terms and Conditions and the *Oregon Tech Student Handbook*, explain the rules, regulations, policies and procedures that govern our campus community. It is your responsibility as a member of our campus community to read and understand the **Housing Contract Terms and Conditions** as well as this *Handbook*. Please read this *Handbook* carefully and if you have questions, please ask any Housing and Residence Life staff member.

In addition to reading and being familiar with the *Student Housing Handbook*, it is important that **you carefully read all memos, letters, flyers, etc. that you receive from Housing. Failure to read these materials may cause you great inconvenience and possibly additional charges to your student account.**

We anticipate an exciting year on campus and look forward to your participation in programs and other activities. Read on and keep this *Handbook* where you can refer to it later. Have a great year on campus and good luck with your academic pursuits.



OREGON TECH STUDENT HOUSING HANDBOOK

SECTION 1: ON CAMPUS COMMUNITIES

Community Living

Communities that are conducive to personal growth and development are founded on a basic respect for the rights of others. The success of your community depends on you and the way you interact with other people. You will meet people of different backgrounds and lifestyles. To make the most of your on campus experience, please be courtesy, respectful, and tolerant. Before you act, consider how your actions might infringe on the freedom and rights of others. The behaviors that you develop will likely be the style you carry into the workplace and other life situations after you leave the university. Your involvement with on campus living can provide you with many meaningful experiences and lifelong friendships.

Facilities

The Residence Hall consists of four levels with each level split into an “A” side or “B” side. The ground floor includes the Service Desk, Rec Room, and Laundry Room on the A side (facing the College Union). The TV Lounge and Snack Bar are located on the ground floor B side (toward the Village). The Office of Housing and Residence Life is located on the A side of the first floor. The first, second and third floors house student and staff rooms, shower and bathrooms, lounges and maintenance/custodial areas. Each of the residential floors is divided into four communities. Each community has an inside hall, with rooms looking into the Quad, and an outside hall, with rooms overlooking the campus. Floor plans can be found on-line at www.oit.edu/housing as well as on the back of your door.

The Village consists of three buildings with three, four and five bedroom apartments. Each building has a Laundry Room on the ground floor. The Service Desk in building 2 (blue building) is open for students’ convenience. Floor plans can be found at www.oit.edu/housing as well as on the fire escape route map by the front door inside each apartment.

Residence Hall Communities

Oregon Tech students are unique and have different needs and lifestyles. With this in mind, Housing offers a variety of living options from which to choose.

Coed Community: A coed community offers accommodations for men and women in the same hallway. There are separate restrooms and shower facilities for each gender.

Single Gender Communities: This is a single gender community designed for students who choose to live with just men or just women. There are separate restrooms and shower facilities for each gender.

Village Community

The Village apartments offer each resident a single bedroom in a single gender apartment.

We strive to accommodate special housing requests within our limited scope of housing. Please stop by the Housing Office to inquire further if you have a specific housing request to see if we can accommodate your request.

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Residence Hall Room Types

Double Rooms: All rooms in the Residence Hall are double rooms, designed and furnished for two students. Doubles are the most popular and cost the least.

Single Rooms: Single rooms are the **same size as double rooms**. These rooms house only one individual but may or may not have all the furniture provided in a double room.

Village Room Types

Bedrooms in the Village are single occupancy rooms. The common areas in the apartment are shared by the apartment and are the responsibility of each assigned resident.

Furnishings

Each room in the Residence Hall has a closet, chest of drawers, a desk and desk chair, and a bed/mattress for each occupant as well as a bookshelf and bulletin board.

Each bedroom in the Village has a closet, chest of drawers, and desk with a hutch over the desk, and desk chair as well as a mattress and loftable bed.

Every bedroom throughout the facilities are carpeted and has window coverings. While each room is furnished with the basic items, you should provide the following:

- Bedding, pillows, and towels
- Wastebasket(s)
- Personal items

All provided furniture in each room must remain in the room.

SECTION 2: RESIDENCE LIFE STUDENT STAFF

Oregon Tech provides many opportunities for student involvement. Involvement leads to personal growth and expands your hands on experiences outside the classroom.

Becoming a part of the Residence Life Staff is a great opportunity for leadership development. Students work closely with professional staff to establish and maintain communities that are conducive to learning and personal growth.

Senior Resident Advisors

The Senior Resident Advisors are students who work in the residential community similar to an RA but with additional responsibilities advising students and coordinating programs. The SRA must have a year of experience in a Housing position with Oregon Tech.

Resident Advisors

Living in each community, is a Resident Advisor (RA). Your RA is the staff person to seek out and get to know. The RA is a student staff member who:

- Receives on-going training in topics such as: event planning, crisis intervention, roommate conflict resolution and other topics. Your RA is a great resource for any questions or issues.
- Has unique abilities and interests that they want to share, and is committed to make on campus living fun and rewarding.
- Is excited to hear your ideas about how to make your community a great one!
- Is a student just like you!

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Student Success Mentors

Student Success Mentors (SSMs) are Housing and Residence Life student staff as well as student staff who work with the Tech Opportunities Program (TOP). They help connect students with campus resources, provide academic support, and assist students with academic challenges.

SSMs host activities for students to hone skills that will help them with the rigors of academic life at Oregon Tech.

Service Desk Staff

Service Desk student staff members are available at the Service Desks in the Residence Hall and Village 2 (blue building) to assist residents and guests.

These student staff members also work in the Mail Center to ensure your letters and packages are delivered to your PMB and/or the Service Desk for you to pick up. Make sure to always bring your student ID to pick up your packages.

Tech Assistants

These students maintain the On Campus Housing Network. They are available to assist residents with some computer problems. If you have any connection issues, contact a Tech at **541-363-7088**. Please leave a message including your name, room number, and contact info. A Tech will contact you and help you maintain a connection to the network.

RHA Officers

Residence Hall Association (RHA) Officers make up the executive team of RHA. RHA is student government for on campus students and is your voice in Housing! Join in the RHA meetings to share your opinions and make your on campus experience a great one!

Student Custodial Staff

Students are hired to assist the full-time staff in maintaining all areas within Housing. Watch for signs advertising position openings throughout the year.

Staff Recruitment and Selection

Student positions open throughout the academic year. All student positions with Housing and Residence Life are posted on at Jobs4Owls on line, so please visit this site to see if we have openings.

Recruitment, selection, and training for the next year's RAs and SSMs will begin late **fall term**. If you are interested in pursuing this avenue of involvement, talk with a Residence Life staff member, or stop by the Housing Office.

Typically Tech Assistants and Service Desk staff members are selected during spring term, and RHA elections will take place during spring term around Spring Fling.

If you are interested in joining the Housing and Residence Life student staff team, make sure to get involve on campus and stop by the Housing Office to ask about openings.

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SECTION 3: HOUSING OFFICE – FULL TIME STAFF

The Housing and Residence Life professional staff members are also available to assist residents. Take a moment to introduce yourself to the Facilities staff and get to know them. And make sure to stop by the Housing Office to meet the full time office staff!

Director, Housing & Residence Life

The Director is responsible for the overall operation of Housing and Residence Life. This responsibility includes ensuring the safety and security of you and our facilities, staff supervision and development, developing policies and procedures, and maintaining the budget. The Director supervises all full time Housing and Residence Life personnel as well as the overall supervision of all student staff.

Residence Life Coordinator

The Residence Life Coordinator (RLC) supervises the RA/SSM student staff team, advises RHA and works with the Director to address student issues. This person works to ensure all residents have a quality experience while living on campus.

Housing Office Manager

The Housing Office Manager oversees the Housing Office operations and supervises the Service Desk and Tech Assistant staff teams. The Housing Office Manager also assists the Director in overseeing housing occupancy and room assignment management.

If you need assistance, the Housing Office is a great place to stop by and see how we can help!

The Office of Housing and Residence Life is located in the 1A lobby on the first floor. You may also contact the Housing Office at **541-885-1094**. The Office is staffed Monday through Friday from 8am-noon and from 1pm- 5pm. If we are not free to answer your call, please leave a message so we can return your call. We can also be reached at housing@oit.edu

Custodial & Maintenance Staff

The Custodial and Maintenance staff teams are responsible for the cleanliness and upkeep of the buildings. They keep the common areas clean and ready for your enjoyment. Please get to know the Custodial and Maintenance staff-they enjoy getting to know you and helping you have a quality collegiate experience.

If there is something that is not addressed to your satisfaction, please bring this to any staff member's attention immediately or stop by the Housing Office. We are all here to ensure you have a safe and comfortable place to call home while at Oregon Tech!

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SECTION 4: ON CAMPUS HOUSING SERVICES

Residence Hall Association (RHA)

Every student living on campus is a member of the Residence Hall Association (RHA). RHA and Housing sponsor numerous events including annual events such as Haunted House, Easter Egg Scramble, Spring Fling, Hootie's Hillish 5K, Tech Con and more-offering all Oregon Tech students a way to get involved, and be a part of their campus community.

A great way to get involved is to volunteer to be a Community Representative or join an RHA Committee. For more information about RHA, contact a staff member, the RHA President or the Housing Office.

Service Desks

The Service Desks are located in the main reception areas of the Res Hall and Village building 2. The Service Desks for assist visitors to on campus housing, grant residential students access to the Rec Room in the Res Hall, and check out equipment to residential students to use. The Service Desk staff can provide directory information as well as general campus and community information.

This is also the spot where you will pick up any packages that you have delivered. Please stop by with photo ID when you see your name on the package board.

Please note: the Service Desk staff **will not give out room numbers under any circumstances.**

The Service Desk has equipment, games, carts and other useful items for check out. Please visit a desk to see the full list of items available!

Contact the Res Hall Service Desk at **541-885-1080** or the Village Service Desk in the blue building at **541-851-5776**.

The Service Desk hours are:

3:00 pm – 9:00 pm
(Except holidays and break periods)

Study Groups

A benefit of living on campus is the availability of other students striving for academic excellence. You are encouraged to participate in study groups and make connections with other students. If you are interested in joining or developing a study group, contact your RA, or SSM and ask for their assistance to set up a group!

Televisions

Cable hookups are provided in residents' rooms. The Residence Hall has TVs in a couple of floor lounges. There is also the TV Lounge located in the Residence Hall by the Snack Bar on the ground floor "B" section. This lounge is used regularly for RHA meeting and other special events.

Each Village main lobby also has a TV available for residents to use.

Our cable service is available to all residential buildings on campus. Please check out the [cable guide](#) to learn more and to ensure the TV you may bring to campus will connect to the cable services provided. You will also find instructions on how to program your TV to pick up our channel lineup.

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Study Areas/Lounges

Study areas and lounges are located throughout Housing. The lounges in the Residence Hall are located between the north and south wings on each floor, as well as in the outside hall corner rooms of some communities.

Study rooms have a table(s) and chairs and some have a whiteboard for your convenience.

Each floor in the Village has a lounge as well, with chairs and tables for you to use!

If you would like something added to a study room, please let your RA know or stop by the Housing Office, we continue to develop these spaces!

Laundry Rooms

The Residence Hall Laundry Room is located on the ground floor “A” section of the building. In the Village, the laundry room is on the first floor of each building.

These facilities are for **resident use only**. Your housing fees pay for laundry services so the doors are locked to maintain the security of the facilities. Please access the laundry room with your room key or prox card, and **don’t allow others to use the laundry room**.

If you have an issue with any machine, please report it to the Service Desk, an RA or the Housing Office with the machine number immediately. We work to ensure every machine is operational at all times but appreciate your help!

The equipment in each Laundry Room is equipped with [LaundryView® Mobile](#) Please check out the posters in each room

to learn more about this exciting program or visit www.laundryview.com/oit to learn how these “smart” machines can help you get laundry done efficiently and moved back to your room!

Residence Hall Oven

An oven is located in the Residence Hall Laundry Room and is available for **resident use**. Please clean the oven after you use it so it is ready for the next person to use the oven.

Residence Hall Kitchens

Kitchens with stove tops and microwaves are located in the BN and BS breezeways in the Res Hall for resident use. **Please use the exhaust fan at all times when using the stove**. Make sure to clean the stove top and surrounding areas after each use so that the space is ready for the next person. **NEVER** leave dishes in the sink or on the counter-they will be removed.

NEVER leave anything cooking on the stove top or in the microwave unattended. Anything found unattended will be turned off and disposed of properly.

Appliances with an open heating element **may only be used** in the kitchens, i.e., waffle maker, rice cooker, toaster, etc.

Residence Hall Elevator

Your Residence Hall room key will operate the Res Hall elevator. Please be thoughtful when using the elevator and opt for the stairs unless you have a true need to use the elevator.

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Bicycle Storage

Bicycles may be stored in the Res Hall Quad (with the exception of Haunted House week in October) in a provided bicycle rack.

Each Village building has bicycle racks on the end of each building for residential use.

Please make sure to lock your bike to the bike rack at all times!

Bicycles, skateboards, roller shoes, rollerblades, and other sporting equipment can be stored in your room. **Using sporting equipment in the buildings is prohibited** and will result in disciplinary action (including, but not limited to, confiscation of equipment).

Lost and Found

If you find something, please turn the item into a Service Desk or the Housing Office. If you have lost something, contact a Service Desk or the Housing Office to see if the item(s) has been turned in. Items not claimed after 90 days will be discarded.

Cable Television and Hookup

Residential rooms are equipped with a cable TV hookup. If you have a cable ready TV, you can access cable service.

The cable channel lineup is subject to change and you will be notified of changes. For a current lineup of channels, please visit www.oit.edu/housing.

Please check out our cable provider website, www.campustelevideo.com/customercenter to learn about their services and to ensure

your TV will connect to the cable services provided. Instructions on how to program your TV to pick up our channel lineup are here too.

ResNet

Internet access is provided to each student through a wired connection in every bedroom. All Housing facilities have some wireless access. If you would like assistance to set up a secure wireless connection in your room please contact a Tech Assistant they are happy to help! Contact them at 541-363-7088.

Residents must use the internet appropriately by complying with the *Acceptable Use Policy*. Any infraction or illegal use of this service will result in disciplinary action and/or fines, including but not limited to restricted use of/or access to the network. Use of this service is subject to the provisions under the Residence Life Code of Conduct (Section 8).

For assistance with ResNet contact a Housing and Residence Life Tech Assistant at **541-363-7088**.

Cable Modem Service

Cable modem service for internet service may be available through Charter Communications. Please contact a Charter at (888) 577-4722 for more information and to obtain prices and billing options.

Housing and Residence Life does not support or assist with additional cable or internet services. You are responsible for all billing as well as being present for installation/service calls.

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Mail Services

A personal mail box (PMB) is provided for each resident at the Oregon Tech Mail Center. You will be provided with a PMB number, and the key or combination to the box upon checking into your room and completing Federal Form 1583. Please advise your correspondents to use the following address:

Your Name
3205 Campus Dr. PMB _ _ _ _
Klamath Falls, OR 97601

If mail is not addressed in this way, your mail may be delayed or deemed undeliverable and returned to sender.

Packages

To receive packages please advise the sender to address the package as follows:

Your Name
Oregon Tech
ATTN: Res Hall or Village (choose the space you are assigned to)
3205 Campus Dr.
Klamath Falls, OR 97601

If packages are not addressed in this way, your package may be delayed or deemed undeliverable and returned to sender.

Vending Machines

Vending machines are located throughout the buildings. If you lose money or have problems with a machine, please see the Housing Office during business hours for assistance. Be prepared to share details about which machine, how much money was lost, etc.

Oregon Tech Weapons Storage Policy for Residents

All items defined as a weapon are subject to this policy (see points 1 & 2 below).

Paintball guns and air soft guns are excluded from the Oregon Tech Weapons Policy. Paintball and air soft guns may be stored in the resident's room as long as the following steps are taken:

1. Register each piece of equipment with your RA.
2. Ammunition, paintballs and propellant cartridges (including tanks) **MAY NOT EVER** be stored on campus-OR inside a vehicle parked on campus.

While prohibited on campus per Policy number *Oregon Tech 50-010, Possession and Use of Firearms*, firearms used for hunting may be stored in the weapons locker in the Oregon Tech Campus Safety Office according to the following procedures:

1. Firearms include but are not limited to rifles and handguns. Weapons used for hunting include but are not limited to firearms, hunting knives, bows and arrows.
2. Only Campus Safety personnel have access to the locker.
3. Use of the locker is limited to students living on campus.
4. Firearms presented for storage must be unloaded and have the firing pin or bolt removed or the trigger locked in place.
5. A list of students, firearms and other weapons stored in the locker is kept. The list includes the make of the weapon, the caliber and serial numbers, along with the on campus address and a current phone number.

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6. A daily check-in/check-out log is maintained in the weapons locker room. A notation is made in this log by officers each time a firearm is checked in or out. The log includes the date and time the firearm was checked in or out. It also includes the owner's printed name and signature. The firearm stored will have an identifying number or code assigned to it for the duration of time the student stores the firearm in the locker.
7. Students must provide **at least one hour** advance notification to Campus Safety to retrieve a firearm. Please call 541-885-1111 to make an appointment to check out your firearm. Campus Safety Officers reserve the right to refuse to release a firearm or other weapon to any student.
8. No weapons are allowed on campus unless checked into the locker or in transport to or from the Campus Safety Office. If a student has checked a weapon out of the locker, it must be taken directly off campus. Students checking weapons in to the locker must bring them directly to the locker from off campus.
9. Any firearms found on campus outside of the weapons locker will result in loss of privileges to use the locker. Possession of a firearm or other weapon on campus will be handled as a disciplinary matter and could result in arrest. Any person possessing a weapon on campus is in violation of Oregon Tech policy.
10. Ammunition will not be stored in the weapons locker. Ammunition is not allowed to be stored anywhere on campus including in a vehicle.

Custodial and Maintenance Services

All common areas are cleaned by the custodial staff. Our goal is to ensure a clean and pleasant living environment at **all** times. It is every resident's responsibility to help keep Housing facilities clean and safe by reporting problems and taking reasonable care of the facilities. By working together the Housing facilities can kept clean and safe.

The Maintenance staff is responsible for making repairs and maintaining the Halls. If you have something in need of repair, complete a Work Order online through MYOIT. Make sure you are using the Housing work order system to document your issue to ensure a prompt response. You can also ask your RA or the Housing for assistance with any facilities needs you may have.

The Facilities staff team strive to correct reported problems as quickly as possible. If there are unforeseen circumstances beyond our control which may cause extended periods of delay, you will be notified by email of the delay and our plans to remedy the issue.

Vandalism and carelessness affects everyone. Please report vandalism to a staff member immediately.

Activities and Programs

On campus housing is a great place to meet people and to have fun, while meeting your academic goals. Programs provide an atmosphere that change the Halls from a place to sleep and eat to a place to learn, grow and have fun. Your college experience is what you make of it and a great way to ensure you have a great experience is to get involved.

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Recycling

Recycling containers are located throughout each residential building. Cans and bottles with deposits are collected and turned in by the Residence Life staff to augment the cost of programming. **Cans and bottles placed in the recycling bins become the property of Housing and Residence Life.** Removal of cans/bottles from the recycling bins will result in disciplinary action and/or fines.

Trash

Trash in the Res Hall can be disposed of in the large lidded cans in the hall breezeways.

Trash from the Village is disposed of at the top of the hill across the street from the yellow building in the Village dumpsters. Students found not disposing of their trash in the appropriate manner will be subject to the conduct process.

At times the Village may have recycling bins in the Quad. Please do not put trash in these recycling bins.

If you have any questions about trash or recycling, please speak with your RA.

SECTION 5: SODEXO CAMPUS DINING

Sodexo Campus Dining offers a variety of dining experiences on campus.

Hours and a lot of other great information can be found online at <https://oit.sodexomyway.com>

Meal Plans

All residents living on campus at Oregon Tech are required to purchase a Meal Plan. First time residents can choose between meal plan 1 or 2. Returning residents that have already lived on campus at Oregon Tech have the additional option of meal plan 3.

The Marketplace Café is your dining room. It is designed for your enjoyment with friends at every meal, just remember to dispose of all your trash and take your dishes to the Dish Return carousel when you are finished. You may also use your plan in other Sodexo campus food outlets, including the Union Bistro, coffee shops, and The Snack Bar.

Your Student ID Card is used to access your meal account. Make your selections and present your card to the Cashier. The total will be deducted from your account, with all transactions final at the time of purchase.

YOU MUST HAVE YOUR CARD TO USE YOUR PLAN.

Additional Owl Bucks may be added during office hours at the Campus Dining Office, located by the Dish Return near the Marketplace.

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Your student ID/meal card is valuable and must be protected like cash. A lost card should be reported immediately to Campus Dining at 541-885-1076. Upon notification, your dining account will be flagged so that it can't be used by anyone who may find your card.

Lost cards or cards damaged beyond normal use can be replaced at the College Union Information Desk (there is a replacement fee for lost cards).

Conduct in the Marketplace Café and Dining Areas

The Residence Life Code of Conduct applies to behavior in the dining room. Sodexo and College Union Staff work to keep the areas clean and appealing. Intentional misuse of the area will be addressed through the Housing and Residence Life Code of Conduct. Please help us keep the area clean.

Comments and Questions

Constructive criticism and suggestions help make your dining experience a pleasant one. You are encouraged to stop by the Dining Office and talk with any of the Sodexo staff, they are here to help address any concerns.

SECTION 6: HOUSING POLICIES

Room Assignments

To be eligible for on campus housing, a student must be enrolled full time (12 or more credits) at Oregon Tech (or OHSU School of Nursing) and make satisfactory progress toward degree completion. Exceptions to this policy may be granted by the Director of Housing & Residence Life.

Room assignments are made on a space available basis. Housing applications are processed in order of application date. If you are not initially assigned to the type of space you requested, your name will be placed on a waiting list. Opportunities to move or have a room assignment change may become available as space opens. (See Section 6-Space Consolidation)

Room Condition Reports

A Room Condition Report (RCR) form is completed for each residential space. Upon move in, you are expected to review the RCR, make any corrections through your RA, then sign the RCR. The RCR will be reviewed at check out in order to ascertain damages or cleaning charges.

Student Initiated Room Changes

To request a room change, contact your RA to discuss the process. Following are important things to note as you consider a room change:

1. Room changes are made to **open** spaces. Trades (or swapping) **are not permitted.**

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2. Unauthorized room changes will incur a minimum charge of \$100.00 assessed to the individual(s) discovered to have made such a move. You may also be liable for rent on both spaces until any changes are approved or you have returned to your assigned room.
3. Authorization to move is ONLY granted through the Housing Office. You will be notified if your request to move has been granted. **All moves must be completed by the move date on the Room Change Authorization Form.** You must make arrangements to check out of the current room and check into the new room with the appropriate RA(s), at a mutually convenient time.
4. Residents who do not move by the date specified on the Room Change Authorization Form may be charged rent on both spaces for each late day. Residents making a room change are required to clean the room they are vacating before they check out of the room. Those who leave a room in an unclean condition will be assessed cleaning charges.

Roommate Disputes

Living with other people requires patience and flexibility. Even the best of roommates will have disagreements from time to time. Before a room change is considered as a solution to roommate disputes, the requesting resident must demonstrate that he/she has made every effort to resolve the dispute. **The following steps must be taken before a room change will be approved:**

1. Discuss the problem with your roommate(s) and try to work out your differences. Refer to the roommate agreement you agreed to with your RA.
2. Contact your RA and ask the RA to assist you with mediation of the issue(s).
3. Contact a Senior Staff member for further assistance to try and resolve the issue(s).

If Steps 1-3 fail to resolve the problem, complete a Room Change Request. **The RA's signature must be obtained, showing that you completed the above steps before a room change will be considered.**

The Housing Office reserves the option of moving the person found to be the most responsible for the situation or both residents.

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Space Consolidations

Residents contracting for a double room in the Residence Hall that are without a roommate will be offered the following options:

1. Consolidate with another individual who needs a roommate. A list of potential roommates is available through the Housing Office.
 2. Convert the contract to a single and pay the single rate (prorated for the remainder of the contract period).
 3. Remain in the present space as a double and understand that:
 - A. The Housing Office may assign another resident contracting for a double to the space at any time, with or without notice.
- OR --**
- B. The Housing Office may require that you move if and when consolidation of space is necessary.

Residents who have demonstrated an inability or unwillingness to live with another resident in a double room may be required to convert a double space to a single, at the discretion of the Housing Office. The room charges will be prorated considering the days as a double and days as a single.

Room and status changes will be for the remaining period (current and subsequent term(s)) of the resident's contract unless otherwise amended. Subsequent changes will be considered on a case-by-case basis.

Village apartment consolidation will occur on an as needed basis.

Room Entry

The University, and Housing and Residence Life respect the privacy of a student's living accommodations, but reserve the right to enter a room for reasons of health, safety, maintenance, ensuring compliance with policies and regulations or emergency situations. The University reserves the right to inspect articles to ensure compliance with policies as well as law. Reasonable cause is used to determine the need to enter without prior notice.

Residence Life and Housing staff will check each room/apartment on a regular basis (at a minimum of once per term) as well as at the beginning of every break as part of the Health and Safety program. You will receive notification of upcoming inspections as well as a post-inspection status report.

If there are issues that need to be remedied, you and your roommate(s) will be given a short period of time to resolve the issues, followed by another inspection. If there are maintenance issues noted during the inspection, Housing Facilities staff will work to remedy these issues.

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Guest Policy

Residents are allowed to host **an overnight guest for no more than three (3) days per term**. Exceptions may be granted by the Director of Housing and Residence Life.

A guest is defined as anyone you wish to stay with you in your assigned space. **You must ask for and be granted permission to host a guest from your roommate(s) before allowing a guest to stay.** If you do not gain permission and try to host a guest, your guest will be asked to leave. Additionally you will be held responsible for violation of the Housing guest policy.

Guests must be registered with your RA. If your RA is not available, register with the duty RA, or Senior staff member on duty. **You as the resident (host) are responsible for the behavior of your guest at all times.**

Individuals discovered in the buildings that are not a registered guest will be asked to leave. Unescorted individuals will be asked to leave immediately and may be subject to arrest.

Individuals entering Housing after the Service Desks have closed **must be accompanied at all times by a current resident.**

Res Hall Showers and Restrooms

Showers are for residents and registered guests only. Residents and guests are expected to use the facilities that are associated with their gender. Violation of this policy will result in disciplinary action.

Showers and restrooms in the Residence Hall are cleaned on a regular basis by the Custodial Staff. Village residents are expected to clean their showers and restroom facilities **at least weekly**.

Restrooms for non-residents are located in the Recreation Room and TV Lounge in the Residence Hall and in the front lobbies of each Village building.

Vacation Periods and Summer Break

Vacation periods include Thanksgiving break, as well as winter and spring breaks. The Housing facilities are officially closed during these break periods. Residents are permitted to stay during these breaks at no additional cost (**no meals are available**) but they must register with the Housing Office prior to the first day of break. Please refer to the Housing and Residence Life Calendar for a list of important dates located in the back of this book.

The contract period for each academic term begins the day Housing officially opens (fall term – the Wednesday prior to the start of classes; winter and spring terms – the Saturday prior to the start of classes) and ends the day after the last official final exam time (for fall and winter terms) or commencement day (spring term).

Housing during the summer term is available under a separate Contract Terms and Conditions (this contract is typically available in April).

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Check-out Procedures

If you need to move out of Housing, please follow the check-out procedures listed below. Checking out properly protects you and the University. When you checked into your room, the RA completed a Room Condition Report (RCR). You reviewed and signed the report attesting to the condition of the room and its contents. When the RA checks you out, he/she will review the condition of your room and compare it to the RCR.

The following steps must be followed to check-out properly:

1. Contact your RA and arrange to have your room inspected. **This inspection must be at a mutually convenient time.**
2. Remove all of your belongings from the room, and clean your space in the room/apartment. Your room/apartment must be returned to the same condition it was when you moved in. Failure to do so can result in charges to bring the space back to that condition.
3. Complete check-out information on the RCR and Charge Guide with your RA, including providing a forwarding address for mail.
4. Turn in your room key, prox card, mailbox key or combo RA.
5. You do not have to be present when your room is inspected. You can choose an *Express Check Out*. Please keep in mind that any damage documented during the checkout will be assessed to your student account without your input. If you choose an

Express Check Out, you waive your right to contest cleaning and repair charges as you were not present for the inspection.

6. Assessed charges (except for those assessed from an Express Checkout) can be contested in writing to the Director of Housing & Residence Life within 30 days of your check out. If you chose an Express Checkout, you waived your right to an appeal and one will not be heard. **After 30 days, all charges are final.**
7. Failure to follow proper check-out procedures will result in an improper check-out charge. Room and/or board charges will continue until the check-out process has been completed.
8. **Check-outs are not allowed** during any University scheduled break period. Moving out **after** the last day of the term will result in significant charges (see the Housing Terms and Conditions of the contract).
9. Please note the closing dates and times for each term so travel plans can be made accordingly. **Staying past closing is not allowed.** The closing dates and times are on the Oregon Tech Housing Calendar at the back of this book.
10. If you determine over a break period that you are not returning to Oregon Tech Housing, contact the Housing Office at 541-885-1094 to discuss your options to check out before the next term starts to help you avoid significant charges.

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Noise Regulations/Quiet Hours

Excessive noise and/or repeated noise violations may subject the offender to disciplinary action under the Code of Conduct. Courtesy hours are in force at all times. Noise is to be kept to a minimum during quiet hours. Quiet hours are:

Sunday-Thursday 11:00 pm-8:00 am
Friday-Saturday 1:00 am-10:00 am

During dead week and finals week there are 23 hour quiet hours, with one hour (6:00pm-7:00pm) allowing more noise.

A person's right to quiet always supersedes a person's right to make noise. Reasonable noise levels shall be maintained at all hours. It is a resident's responsibility to inform others if they are being disturbed and request that they quiet down before requesting staff assistance. A person needs to ask only once to have disturbing sounds stop.

Repeated violations will be documented by the Residence Life Staff. A violation of the noise policy is a violation of the Code of Conduct and subjects the offender to disciplinary action (including but not limited to, probation, fines, and/or confiscation of the offending noise creating devices).

Lofts

Lofts are allowed to be constructed in a Residence Hall room. Room furniture **cannot** be stored anywhere but within the room. If you wish to build a loft, contact the Housing Office for regulations and a permit. If these steps are not followed you will be required to remove your loft immediately.

1. Gain roommate's approval for the loft.
2. Ensure construction meets all loft specifications from the Lot Regulations permit form available in the Housing Office.
3. Allow for quick evacuation of the room in case of an emergency.
4. Keep all construction at least 18 inches from the heating unit access panel(s).
5. Keep **all furniture** in the room. Storage for room furniture is not available, and furniture owned by Housing & Residence Life may not be removed from Housing facilities under any circumstances.
6. **Once your loft is constructed, visit the Housing Office to set up an appointment with Housing Facilities staff for a loft inspection.**

Loftable Beds

Housing and Residence Life has some loftable beds in the Residence Hall. If you have a loftable bed (wooden frame) and want to add a loft kit, please fill out a loft request form available in the Housing Office.

Beds in the Village are all loftable. If you would like a loft kit, please fill out the loft request form available in the Housing Office.

Loft will be installed only after classes start, during the first two weeks of a term. Requests received after this time will be held until the start of the next term.

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Bed Raising or Elevating

Metal frame beds can be elevated to maximize storage space with leg extensions to raise the bed frame. If you have questions on how to most effectively elevate your bed, please talk with your RA. Any material not designed specifically for use as a bed riser is strictly prohibited.

Keys

When you check into your room, you will be issued a room key and if applicable a prox card. This key/card will open your Village apartment and/or bedroom door or your Residence Hall room door. All Village residents will be issued a prox card that grants access to all exterior doors in your assigned building.

When you leave your room or apartment, **lock your door**. Residents are expected to keep their door locked at all times. Report any lock problems to your RA immediately.

Carry your room key/prox card with you at all times. If you are locked out of your room, contact an RA on your floor, or a staff member on duty. If a staff member is not available and you are locked out, stop by the Housing Office during business hours for assistance.

If you lose your key and/or prox card, notify a staff member or the Housing Office immediately. Your safety and the security of your room/apartment depend on you promptly reporting a lost key and/or prox card.

Common Area Furniture

Every resident is responsible to help maintain the condition of the common areas and the provided furniture. These areas are for the comfort of and use by all residents. Moving and abusing furniture deprives every one of its use.

Moving common area furniture into a resident room or apartment is not permitted. A relocation charge will be levied if common area furniture is discovered in a resident's room or apartment.

Residents are financially responsible for all damages to and losses of institutional property attributable to his/her act, omission, neglect, or participation in group activities. In the event that damage charges cannot be attributed to a specific resident or group of residents, the charges will be allocated among all residents of a community, floor, or the entire building. Charges are added to the student's University account, including a 15% administrative fee. Acts of vandalism are subject to financial and disciplinary action and to prosecution by State authorities.

Ledges and Window Screens

Building ledges are not for personal use. Please stay off these spaces.

Removing or cutting a window screen is prohibited.

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Bulletin Boards and Posting

Bulletin boards are located throughout each of the buildings. These are areas for postings approved through the Housing Office and posted by HRL staff. Items improperly posted or no longer valid will be removed. If you have something you would like to post, please stop by the Housing Office for assistance.

Refrigerators and Microwave Ovens

Refrigerators and microwaves are allowed as long as they conform to the following specifications:

- Fridge must have a rated capacity equal to or less than 4 cubic feet.
- Both the fridge unit and the power cord must be UL approved.
- A fridge cannot be a self-defrosting or a self-illuminating unit.
- Microwaves must use 1000 watts or less.

The Village apartments have a refrigerator and microwave provided. We request you refrain from bringing in additional fridges or microwaves.

Safety and Security

Housing facilities are only as safe and secure as your participation in our safety measures. Security is everyone's responsibility. The possibility of intrusions, theft, physical violence, or fire is always present. Following are some precautions that will help make the community safe and secure:

- Be observant. Report suspicious people, objects or situations to the Housing Office, a Service Desk or any staff member.

- **Lock your door every time you leave your room and/or apartment.** A room found unlocked without a resident present will be closed and locked by a staff member.
- Safeguard your key. **NEVER** loan out your key or prox card.
- **NEVER** prop open exterior doors.
- Protect your valuables by purchasing a lock box or personal safe. Make sure to use your *Project ID* booklet to list all your valuables and keep the booklet in a safe space.
- Your room/apartment is equipped with a smoke detector. If it is not working properly, contact your RA. **DO NOT** tamper with or remove your smoke detector for any reason!

To ensure privacy and security, every exterior door is secured overnight and on weekends. Please help us keep the halls safe and NEVER prop open any exterior door!

Health and Safety Inspections

Inspections will take place regularly to ensure your space complies with all policies listed here as well as in the Housing Contract Terms and Conditions. Dates will be posted a week prior to inspection.

Project ID

At your check-in you will receive a booklet titled *Project ID*. This booklet is for your use to log your valuables. Please use this booklet and keep it in a safe place for your reference.

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Emergency Procedures

If an emergency arises, notify a staff member or Campus Safety immediately.

In case of a fire, activate the building alarm, leave the area, and then find a staff person for assistance. To summon emergency personnel, dial 911.

In the event of an accident, please notify a Residence Life Staff member or the Housing Office immediately. Housing staff is trained to respond and obtain help as needed.

Fire Alarms and Fire Equipment

When the fire alarm sounds, leave the building immediately, following the emergency procedures outlined in this Handbook.

Initiating a false fire alarm or bomb threat is unlawful under Klamath Falls City Ordinance S470. This ordinance carries with it a maximum penalty of a \$500.00 fine and 90 days in jail. Housing and Residence Life/Oregon Tech can and will press charges against any person found to have knowingly initiated a false fire alarm or bomb threat. Anyone violating this provision will also face Residence Life and University disciplinary action and will be charged for the cost of evacuating the building. This cost is minimally \$1000.00.

Smoke Detectors

Each space is equipped with a smoke detector. Housing has inspected each unit to make sure it is operational, and will inspect each unit during health and safety inspections. If your unit begins to beep or you think it may not be functioning properly please notify a staff member for assistance immediately.

The detector will beep when the battery is low. If this happens, tell your RA or the Housing Office so that a new battery can be installed **immediately**. If your detector is malfunctioning, contact your RA so the detector can be repaired or replaced.

If your smoke detector is found with a low or dead battery by Housing & Residence Life staff and it has not been reported appropriately, a \$25 minimum charge may be assessed to each resident of the space. Your safety and the safety of others in the building depend on your adherence to this regulation.

The fire safety systems are highly sensitive. Bumping it, spraying it with water, etc. can cause the alarm to sound. Should the fire alarm sound as a result of horse play, you may be subject to disciplinary action and/or fines.

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Fire Alarm

Fire alarms are real. NEVER assume otherwise as your safety may be at risk.

Evacuate the building as quickly as possible using the nearest safe exit to your current location. When the alarm sounds, take the following action:

1. Grab a coat, slip on footwear, turn off the stove/oven if you're cooking, and leave the room. Close and lock the door.
2. Leave the building using the nearest safe exit. Familiarize yourself with the emergency route found on the back of your door (RH) or next to the door (Village apartment) before an alarm.
3. After exiting, move away from the building. **DO NOT STAND IN THE ROADWAYS.** As staff arrive they will direct you to a gathering point, please join them as directed.
4. Do not return to the building until instructed by Housing and Residence Life staff or Campus Safety.
5. Follow all instructions given by Housing and Residence Life staff and/or emergency personnel.
6. If you have a roommate(s), share if you will be absent for an extended period of time. In an emergency situation, knowing that you are not in the building will save precious time.
7. If you are physically impaired, make sure your RA is aware of your injury so they are prepared to help you in an emergency. The evacuation staff will try to assist you in leaving the building.

Buildings Lockdown or Other Emergency

If an emergency occurs that results in the campus being locked down (no one can leave or enter), Housing and Residence Life Staff will be notified and instructed on what actions to take. Please comply quickly with all instructions. As the situation progresses, staff members will be updated with current information. Failure to follow a staff member's instructions may result in disciplinary action.

Earthquake

DON'T PANIC! If you are in a building during an earthquake, move into a hallway away from any objects that may break or fall. Once the shaking stops exit the building and proceed to the nearest parking lot as it is safe to do so. Please assist others as you are able to. Check for injuries but do not move seriously injured persons unless they are in immediate danger.

Do not use the elevator in an earthquake. Be aware of your surroundings as you work to exit the building once the shaking stops. If you notice broken electrical wires or water leaks, report it to a staff member as soon as you can and avoid the area.

Once you leave a building, do not return. Buildings must be inspected and deemed safe. If you discover other damage, report it to a staff member immediately.

If you are outside during an earthquake, move away from buildings and utility lines. Once the shaking stops; do not re-enter a building. Remain calm and wait for instructions from a campus official or emergency personnel.

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Following are a few things to take note of to be prepared in case of an earthquake:

- Familiarize yourself with potential locations of emergency supplies such as a flashlight and first aid kit. Know the locations of exits in your residential building as well as all of your classroom buildings.
- Be aware of dangers like heavy light fixtures. Stay away from glass windows, doorways, shelves and heavy equipment that may be dislodged.

Consider keeping a list of emergency telephone numbers including:

Fire/Ambulance	911
City Police	911
Campus Safety	541-885-0911
Facilities Services	541-885-1690
VP, Student Affairs	541-885-1011
RH Service Desk	541-885-1080
Village Service Desk	541-851-5776
Housing Office	541-885-1094

SECTION 7: PROHIBITED IN ROOMS/APARTMENTS

Open Flames

Open flames are prohibited in Housing. This includes but is not limited to: candles, incense and lighters of any kind. You will be held liable for damages resulting from negligence. Failure to comply with this policy will result in disciplinary action.

Electrical Appliances

Items with a heating element, such as a hot plate, non-air popcorn maker, toaster, toaster oven, or crock pot are not permitted for use in residential rooms in the Residence Hall. These items are permitted for use **only** in a kitchen in on your floor (storage in rooms is acceptable). In the Village, **only** use these appliances in the kitchen.

Never leave any appliance that produces heat unattended. Unattended appliances will be turned off and reported to the Housing Office.

All electrically operated items must have a UL approved cord. The following items may be used in rooms: fans, portable air conditioning units, radios, stereos, hair dryers, televisions, DVD players, air popcorn makers, computers, and related items.

The University reserves the right to require a resident to remove an item or reduce the electrical use within the room.

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Halogen Light Fixtures

Lamps with halogen light bulbs are a source of extreme heat. Halogen light fixtures **are not permitted** in Housing.

Motor and Internal Combustion Engines and other Flammables

Internal combustion engines, ammunition, engine parts, related petroleum products, lighter fluid, propane tanks, firecrackers and other items that may cause a fire are prohibited in Housing. Any damage related to violation of this policy will be assessed to the person(s) responsible.

Room Modifications

Due to state codes, safety, and facility management concerns, room modifications are not allowed. Please do not install devices such as deadbolts, ceiling fans, dimmer switches, etc.

Contact the Housing Office if you have any questions.

Smoking and Tobacco Use

Oregon Tech is a smoke and tobacco free campus. Using tobacco (all forms of tobacco including “smokeless”, chewing tobacco and e-cigarettes) of any kind is not allowed inside or outside of any space on Oregon Tech property including all residential areas. For the complete policy please read the Oregon Tech Smoke and Tobacco Free Campus Policy OIT-30-035.

Disciplinary action will take place if you are found smoking and/or using tobacco products within or around housing facilities.

Windows and Window Displays

All room windows have screens. Screen removal and/or damage to the screen is strictly prohibited. You will be charged for damaged and/or removed screens.

In the event of a fire, emergency personnel must be able to see into a room (through the window). **Do not install anything that prohibits emergency personnel from seeing in the room (foil, paper, etc.).** Violation of this policy will result in disciplinary action.

Door Decorations

Residents are encouraged to decorate their room/apartment door, but this is limited to only **20%** of the exterior side, per the State Fire Marshall. Violation of this policy will result in disciplinary action. Any damage to the door (inside or outside) will be charged to the resident(s) of the room. Talk with your RA about the best ways to decorate and not damage the walls/door.

Posting inappropriate or discriminatory items will not be tolerated and you will be asked to remove any offending item.

Water Beds

University policy prohibits the use of waterbeds in Housing.

Weapons and Firearms

Weapons and firearms are not permitted in Housing. A weapon is defined as any item that, by virtue of its design and function, could be used to harm another person or that discharges a projectile. This includes but is not limited to such items as: handguns, rifles, shotguns, bows and

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arrows, knives with a blade of 3 inches or more, etc. Some weapons may be stored with Campus Safety (see Section 4). Kitchen knives designed for cooking uses are excused from this policy.

Paintball and air soft guns are excluded from this policy and may be stored in a resident's room once it is registered with the RA. **Paintballs, propellants and other ammunition may not be stored in any residential building.**

Pets

Pets/animals are not permitted on campus, with the exception of fish in 10 gallon maximum aquarium.

This policy does not pertain to animals assisting persons that are visually, hearing, or physically impaired. Documentation from Oregon Tech Disabilities Services is required in order to make accommodations for assistance and/or emotional support animals. Please contact the Disabilities Service Office at 541-851-1227 if you have further questions.

Stereos and Subwoofers

Housing and Residence Life strives to maintain an environment that promotes academic success. Residents are asked to keep noise to a minimum. **A person's right to quiet always supersedes a person's right to make noise.** If someone requests you to lower the volume, you are expected to comply. The following rules are designed to minimize noise problems:

- Sub-woofers are not permitted.
- Keep bass setting low at all times.
- Keep the door(s) closed when using radio, TV, computer, etc.

- Keep stereos, computers, televisions, radios, and other devices with volume set to low.
- Sound produced within your room should not be heard outside your room at any time.

Quiet Hours:

Sunday-Thursday 11:00 pm-8:00 am
Friday-Saturday 1:00 am-10:00 am

Dead week & Finals week: 23 quiet hours (6:00 pm-7:00 pm power hour).

Exceptions may be granted by the Director of Housing and Residence Life for an event. Notice will be posted prior to any event.

- Power Hour allows you to be a little louder. This is allowed only from 6:00 pm-7:00 pm. You must keep your room/apartment doors closed when participating in Power Hour. Bass vibration is not part of Power Hour. Bass should always be kept to a minimum. **A person's right to quiet supersedes another person's right to make noise.**

Quiet hours are firmly enforced. Residents are expected to comply with the letter and spirit of maintaining quiet and exercise common courtesy 24 hours a day, 7 days a week. Housing reserves the right to ask you to remove equipment if noise levels are deemed unusually loud or disruptive.

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Alcohol and Other Drugs

Illicit or illegal drugs are not tolerated in Housing or on campus. You must have a current and valid doctor's prescription for any prescription in your possession. You are expected to keep your prescription medication(s) in your control at all times

Marijuana is prohibited on campus as it is a violation of federal law to possess or consume.

For more information please see *Alcohol and Other Drugs* under Code of Conduct section of this Handbook (see Section 8 – Alcohol and Other Drugs).

SECTION 8: RESIDENCE LIFE CONDUCT CODE

The relationship between students and Housing and Residence Life is guided by the principle that living on campus and participating in residential programs is an educational enterprise. Being a part of the on campus community is dynamic and challenging. The Office of Housing and Residence Life is charged to create and maintain an environment that is supportive of residents and their academic goals.

Each resident has Rights and Responsibilities. Please review your Rights and Responsibilities at the end of this *Handbook*.

Rules act as a guide to behaviors that are supportive of the needs of individuals and the community. Students residing on campus are bound by the Terms and Conditions of the Housing Contract, regulations indicated in this *Handbook*, the *Oregon Tech Student Handbook*, federal/state laws and city/county ordinances.

Residents are subject to action under the conduct process if they violate these rules, laws and ordinances. Action taken by the Housing conduct process does not preclude action by the University, criminal prosecution, or civil action. The Residence Life Code of Conduct covers behavior in Housing and adjacent areas, Campus Dining, and at any sponsored Housing and Residence Life or Residence Hall Association (RHA) activity. The following is a list of behaviors that violators will be held responsible for:

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Physical Abuse and Intimidation

Physical abuse and intimidation will not be tolerated. Fighting is disruptive to the community and is damaging to those involved. Violation of this policy will result in disciplinary action which may include suspension or expulsion from Housing as well as a conduct response from the University.

Intimidation in any form will not be tolerated. Violation of this policy will result in disciplinary action which may include suspension or expulsion from Housing as well as a conduct response from the University.

Harassment

Harassment, defined as:

- a. Intentionally subjecting a person to offensive physical contact;
- b. Unreasonable insults, gestures, or abusive words, in the immediate presence, and directed to, another person that may reasonably cause emotional distress or provoke a violent response (including but not limited to electronic mail, social media, conventional mail and telephone) except to the extent such insults, gestures or abusive words are protected expression; or
- c. Other types of prohibited discrimination, discriminatory harassment, and sexual harassment, as defined by law.

Health and Safety

Actions that create a hazard to the health and safety of residents or cause damages to Housing or resident owned properties are not permitted. Such actions include but are not limited to: throwing objects

from windows; tampering with fire equipment, alarms, and smoke detection devices; tampering with electrical circuit breakers and fixtures; and any action that creates a health or safety hazard including personal hygiene issues and room cleanliness/odor.

Personal hygiene issues and room cleanliness/odor issues will not be tolerated. You are expected to bathe daily and keep your living quarters clean and odor free. Violation of this policy will result in disciplinary action.

You are expected to take care of your physical and mental health. If at any time it is deemed you are not upholding this expectation, you may be in violation of the Housing and Residence Life Code of Conduct and may be subject to the Conduct Process.

Regular Health and Safety inspections will be conducted by Housing and Residence Life staff. The staff will check all life safety equipment as well as take note of excessive trash or other issues that may cause concern. If your space does not meet expectations, you will be given instructions to remedy the concerns and your space will be checked again to ensure compliance with Health and Safety Standards.

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Alcohol

Oregon Tech Prohibits:

1. The illegal or unauthorized possession, consumption, or sale of alcoholic beverages. Furnishing or possession of alcoholic beverages to persons under the age of 21 years of age on property owned or controlled by the college or as part of any Oregon Tech event. Possession and consumption of alcoholic beverages in unauthorized areas by those over 21.
2. The consumption of alcoholic beverages by all College students and employees so as to 1) adversely affect academic or job performance, 2) endanger the physical well-being of others/oneself, and/or 3) lead to damage of property.
3. The possession, sale, distribution, promotion or consumption of an alcoholic beverage in a manner that constitutes a violation of federal, state or local laws, including the sale, directly or indirectly, of any alcoholic beverages at a premise or by an entity not licensed for such sales on OIT property or as part of any OIT event. No State funds (including College and student fees) may be used to purchase alcohol.
4. Alcoholic beverages are not allowed on campus for athletic contests or events unless authorized by the President.

Oregon Tech policy allows for alcohol within on campus housing within the following parameters:

1. Alcoholic beverages may be stored and consumed by residents 21 years of age and older, in the privacy of their room

when all assigned occupants of the room/apartment are of age.

Individuals under 21 may not be in a 21+ space when alcohol is present or being consumed. Anyone in a space where an alcohol violation is addressed will be included in the report.

2. Presence in a room with open containers of alcohol is considered an act of consumption by anyone in the room unless otherwise determined through the conduct process.
3. The door to the 21+ room or apartment must be closed when alcohol is being consumed in a 21+ space. Responsible behavior in all rooms/apartments is expected.
4. Being under the influence of alcohol or other substance is considered an act of consumption and/or possession and can result in disciplinary action.
5. Empty alcohol containers are not permitted in rooms where the registered occupants are under 21. Empty alcohol containers are considered an act of consumption and/or possession and a violation of the Residence Life Code of Conduct.
6. Kegs, party balls, and/or any excessive stores of alcohol are not allowed on campus. Alcoholic beverages illegally possessed, consumed, or sold, will be confiscated and destroyed by authorized staff including Housing and Residence Life Staff as well as Campus Safety, City, County or State Police.
7. Disruptive behavior resulting from the use of alcohol is a violation of the Residence Life Code of Conduct and will incur disciplinary action.

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Controlled Substances

The possession, use, sale or distribution of any illegal or controlled substance is forbidden and will subject the violator to Residence Life and University disciplinary action and/or criminal prosecution. Discipline may include eviction from Housing, as well as discipline from the University.

Controlled substances include (but are not limited to) prescription medications (without a current/valid doctor's prescription for the possessor) and illegal drugs such as cocaine, marijuana, PCP, psilocybin, LSD, peyote, heroin, amphetamine, methamphetamine, mescaline, opium and its derivatives, and "designer" drugs.

Marijuana possession (in any form) and consumption, including but not limited to smoking, eating, or oils, is prohibited by federal law. Although Oregon has legalized marijuana for medicinal use and recreational use (for individuals 21 years of age or older), it is prohibited on the Oregon Tech campus because as a recipient of federal funds, the University is required to comply with federal law.

Oregon Tech and Housing and Residence Life maintain a workplace and educational environment free from the unlawful manufacture, distribution, dispensation, sale, exchange, possession, or use of controlled substances and illicit drugs.

Controlled substances and illicit drugs are prohibited on any OIT property and at any site where individuals on behalf of OIT perform work. Prescription medications (appropriately prescribed for and used by the patient according to the prescription) are exempted from this prohibition.

Oregon Tech students, faculty, staff and students are expected to comply with applicable local, state and federal laws regarding the possession, use, or sale of controlled substances, whether on or off-campus.

Any student, faculty or staff member who violates this policy or applicable law may be subject to disciplinary or conduct action consistent with provisions of state and federal laws; and campus administrative rules; and the OIT Student Code of Conduct.

Disciplinary actions for students may range from warning to expulsion as provided by the *Oregon Tech Student Handbook*, *Student Housing Handbook* and may include referral to Integrated Student Health or another agency for evaluation and/or treatment. Students receiving federal financial aid may lose aid. Students may also be referred for prosecution by the legal system. The severity of the sanction will depend, in part, on whether this is a first incident or a repeat violation, the seriousness of the misconduct, and the student's attitude.

Any disruptive behavior resulting from the use of drugs or any other illegal substance is a violation of the Residence Life Code of Conduct and will bring forth disciplinary action.

Oregon Tech seeks to promote the health and well-being of the entire campus community. In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, Oregon Tech prohibits:

1. The unlawful manufacture, distribution, dispensing, possession or use of controlled substances by

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college employees, students, or other members of the Oregon Tech community on college premises or as part of any college activity.

2. The illegal or unauthorized possession, consumption or sale of alcoholic beverages, or the furnishing of alcoholic beverages to persons under twenty-one (21) years of age on college property or at college-sponsored activities, or possession and consumption of alcoholic beverages in unauthorized areas by those over twenty-one.

Non-compliance with this policy may result in penalties up to and including expulsion from the college and termination of employment.

Marijuana

With the change in law in Oregon regarding legal use of marijuana in the state for those 21 years and older beginning on July 1, 2015, we wanted to provide clear information to you regarding use and intoxication from marijuana on Oregon Tech campuses so you can make informed, smart choices.

Why is marijuana use prohibited at Oregon Tech?

Because Oregon Tech receives federal aid and grants, we must continue to follow federal law when it comes to marijuana use and possession. This means marijuana in any form, including but not limited to smoking, edibles, oils and any other form, and continues to be prohibited by students of any age on campus.

Follow these guidelines to remember the rules.

An easy way to think about marijuana use is to compare it to alcohol and cigarette use. Ask yourself: could I walk across campus drinking a beer? No. I also can't do that with marijuana. Could I come to class high/drunken on alcohol? NO. I also can't do that with marijuana. Could I return to my on campus room drunk and under the influence? No. I also can't do that with marijuana. Can I safely use lab equipment and keep myself and others safe if I've been drinking alcohol? No, and I also couldn't safely use equipment high on marijuana. Could I drive drunk? No, I also can't do that with marijuana. Could I smoke a cigarette anywhere on campus? NO, I also can't do that with pot.

What if I have a medical marijuana card- will that allow me to possess and use marijuana on campus?

Under federal law, marijuana use will still be considered illegal and students cannot possess or use medical marijuana in any form, even if in possession of a medical marijuana card. If you have any questions, please stop by the Housing Office or visit the Vice President for Student Affairs Office on the first floor of the College Union.

Who do I contact if I have questions about the marijuana use policy?

Please contact Erin Foley, Vice President for Student Affairs, at erin.foley@oit.edu; or visit the Student Affairs office on the second floor of the College Union.

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Sexual Misconduct

Residents are subject to the University policy regarding sexual misconduct published in the *Oregon Tech Student Handbook*.

Oregon Tech and Housing and Residence Life do not tolerate rape, sexual misconduct in any form. You are encouraged to report all instances of gender discrimination and sexual misconduct in all forms.

Where there is sufficient information/evidence that University policies prohibiting gender discrimination, sexual harassment or sexual misconduct have been violated, Housing and Residence Life and the University will pursue disciplinary action. Even if law enforcement and criminal justice authorities choose not to prosecute a particular incident, the University may still pursue the incident as a student misconduct matter.

Housing Interim Suspension

If the conduct or behavior of a student residing in an Oregon Tech on campus housing is determined by the Vice President for Student Affairs/Dean of Student or the Director of Housing and Residence Life, to be a threat to self or others, the ability to live in on campus may be immediately suspended pending the outcome of a hearing. During an interim housing suspension, the student is immediately removed from their campus residence and is not to re-enter any campus housing space until a hearing is held and a decision regarding the pending complaint has been made.

Sexual Assault Victims' Bill of Rights

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

Victim Amnesty

While the University and Housing and Residence Life do not condone underage drinking or violation of the other college policies, we consider reporting assaults to be of paramount importance, and will therefore extend limited immunity to victims in order to foster reporting and adjudication of sexual assaults on campus.

Definitions

Gender Discrimination

Gender discrimination is unequal or disadvantageous treatment of an individual or group of individuals based on gender.

Sexual Harassment

Sexual harassment is a form of gender discrimination. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of leadership, membership in an organization, student social events, academic standing or participation in any University activity.

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- b. Submission to or rejection of such conduct by an individual is used as a basis for evaluation, particularly in making employment or academic decisions affecting the individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with the other individual's performance or creating an intimidating, hostile, or offensive educational and University environment. Sexual harassment can create a hostile environment. Sexual harassment should be reported even if it doesn't reach the point of a hostile environment. A hostile environment is defined as subjectively and objectively offensive and sufficiently severe or pervasive to alter the conditions of the victim's educational, employment or University environment.

Examples of violations;

- Unwelcomed sexual flirtation, advances, or propositions of sexual activities.
- Asking about someone else's personal, social or sexual life or about their sexual fantasies, preferences or history.
- Discussing your own personal sexual fantasies, preferences or history.
- Repeatedly asking for a date from a person who is not interested.
- Whistles, cat calls or insulting sounds.
- Sexually suggestive jokes, innuendoes or turning discussions into sexual topics.

- Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe a person's body or clothing. Calling a person a "hunk", "doll", "babe", "sugar", "honey", or similar descriptive terms.
- Displaying sexually demeaning or offensive objects and pictures.
- Staring repeatedly at someone.
- Invading a person's personal body space.
- Making sexual gestures with hands or body movements.
- Rating a person's sexuality.
- Treating a person differently based upon his/her gender.
- Massaging a person's neck or shoulders.
- Touching a person's body or hair.

Sexual Misconduct: Sexual misconduct is a broad term encompassing any nonconsensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior including but not limited to the following examples of prohibited conduct:

a. **Unwelcome sexual touching/exposure**

The touch of an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering same); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts. This also includes indecent exposure and voyeurism.

b. **Non-consensual sexual assault**

Unwilling or non-consensual penetration of any bodily opening with any object or body part. This

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includes, but is not limited to, penetration of a bodily opening without effective consent (including when an individual is intoxicated and unable to provide sober/sound consent) through the use of coercion.

c. **Forced sexual assault**

Unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation or through exploitation of another's mental or physical condition (such as lack of consciousness, incapacitation due to drugs or alcohol, age or disability) of which the assailant was aware or should have been aware.

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agree upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

Effective Consent is:

- Informed;
- Freely and actively given;
- Mutually understandable words or actions; and
- Indicated a willingness to participate in mutually agreed upon sexual activity.

Further:

- Initiators of sexual activity are responsible for obtaining effective consent.
- Silence or passivity is not effective consent.

- The use of intimidation, coercion, threats, force or violence negates any consent obtained.

Consent is not considered effective if obtained from an individual who is incapable of giving consent due to the following:

- s/he has a mental, developmental, or physical disability; or
- s/he is under the legal age to give consent (under 18 years old in Oregon); or
- s/he is intoxicated by alcohol, beer, or under the influence of drugs.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual responding party of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other individual.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of his/her sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from taking of incapacitating drugs. A lack of verbal or physical resistance does not, by itself, constitute consent but may be considered by the trier of fact along with all other relevant evidence. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be

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consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

Stalking

Stalking includes, but is not limited to, the persistent, severe or pervasive harassment of another person in a manner that would cause a reasonable person to feel frightened (for his/her safety or the safety of others), intimidated, threatened, harassed or molested, or suffer substantial emotional distress. This may include repeatedly contacting another person (through any means, such as in person, by phone, electronic means, text messaging, etc.), following another person, or having others contact another person on your behalf.

Dating Violence

Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such relationship shall be determined based on a consideration of the following factors:

- Length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

Domestic Violence

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person.

Violations

Individuals who commit acts of sexual misconduct assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions.

Examples of violations:

- Ignoring an individual's protest and engaging in sexual activity.
- Convincing somebody to have sex is likely to constitute intimidation or coercion. If someone is coerced, the yes is not effective consent.
- Drinking and/or drug use may render an individual incapable of giving consent for sexual activity. For example, someone who is intoxicated may agree to have sex at the time, but have no memory of the consent. This person may have been functioning in a "blackout" and did not give effective consent.
- Holding a person down or preventing a person from leaving the room and forcing him or her to engage in sexual activity against his/her will.

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Retaliation

The University will not tolerate retaliation against a person who brings a complaint forward in good faith. Retaliation against an individual who has brought a complaint forward or against an individual who has participated in an investigation is prohibited.

Reporting

All forms of gender discrimination, sexual harassment or sexual misconduct should be reported, no matter the severity. Options for reporting are 1) to law enforcement; 2) to campus for action(s); 3) to law enforcement and campus; or 4) to campus anonymously. Reporting an incident may prevent further incidents and/or may assist in supporting other reports.

Reporting to the Police

The University strongly encourages you to report sexual violence and any other criminal offenses to the police. This does not commit you to prosecute but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, university disciplinary actions and/or civil actions against the perpetrator. If the incident happened on the Klamath Falls campus, it can be reported to Campus Safety in 231 Cornett Hall or at 541-885-0911. If the incident occurred elsewhere, it can be reported to the local law enforcement with jurisdiction in the location where it occurred. Please know that the information you report can be helpful in supporting other reports and/or preventing further incidents.

Reporting for Student Instances

Students, including graduate students, shall report any instances of gender discrimination, sexual harassment and sexual misconduct to the Title IX Coordinator in the College Union 225A or at 541-885-1847. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident. An Anonymous Report Form is available to report incidents of sexual misconduct: hardcopy form is available at several campus offices or it is available online at www.oit.edu/campus-life/student-affairs/campus-resources/sexual-assault-prevention.

If either the victim or the accused are students, the incident will be addressed through the Student Conduct process.

Additionally, as stated above, the University strongly encourages that you report any instance of gender discrimination, sexual harassment, and sexual misconduct to the police and/or the Title IX Coordinator at 541-885-1847 or to Campus Safety at 541-885-0911.

Employee Obligation to Report-Student Instances

University employees who become aware of a student instance of sexual misconduct, instances of gender discrimination including sexual harassment, shall contact to the Title IX Coordinator in the College Union 225A or at 541-885-1847.

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Reporting for Faculty and Staff-Non-Student Instances

Faculty and staff shall report any instances of gender discrimination, sexual harassment and sexual misconduct by another faculty or staff member to the Title IX Coordinator in the College Union or at 541-885-1847. As stated above, the University also strongly encourages that you report any instances to the police.

Victim Information

If you are victim of sexual violence, you are not alone and you are in no way responsible for your assault.

What to Do If You Are a Victim of Sexual Violence

- a. If you are not safe and need immediate help, call the police. If the incident happened on the Klamath Falls campus, call Campus Safety at 541-885-0911. If the incident occurred elsewhere, call the law enforcement agency that has jurisdiction in the location where it occurred or by dialing 911.
- b. Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the Campus Sexual Assault Hotline (541-891-0648), the Klamath Crisis Center-Rape Crisis Line (541-884-0390 or 1-800-452-3669), or a national hotline at 800-656- HOPE (4673) to get advice and discuss options for how to proceed.
- c. Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice will not be available without credible evidence. The evidence collected can also be useful in the campus disciplinary process.
- d. Go to the Sky Lakes Medical Center (or closest medical clinic) to receive care for any physical injuries that may have occurred. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy.
- e. If you call the Klamath Crisis Center-Rape Crisis Line (541-884-0390), a sexual assault nurse examiner (SANE), a police officer and a rape volunteer advocate will be sent to the exam site.
- f. Upon arrival at Sky Lakes Medical Center, you will be taken to a private exam area. The nurse, advocate and police officer will be directed to this same location. You will be examined to treat any injuries and to gather evidence.
- g. The rape advocate will support you throughout the entire exam, which will be performed by the nurse. The advocate will provide a packet of written materials that contains information about common reactions to rape, follow-up medical needs and support services.

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On- and Off-Campus Resources

Sexual harassment and sexual violence can be very emotionally disruptive, and it takes time to come to terms with such a major stress. In addition to support that may be found in family and friends, the following agencies and departments can serve as resources for you.

It is important to be aware that different individuals who you may contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure the victim of confidentiality, including counselors and certified victims' advocates. In general, however, any other university employee cannot guarantee complete confidentiality, unless specifically provided by law. As is the case with all colleges and universities, the University must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

Oregon Tech Sexual Assault Hotline

541-891-0648

The hotline number is a cellphone carried by Student Affairs staff 24/7 when classes are in session. The person who answers will assist the caller in getting medical assistance, determining reporting options to both campus and law enforcement, and other reasonable accommodations on campus (academic classes, work, housing, and transportation).

Oregon Tech Integrated Student Health Center (counseling and medical services)

541-885-1800

Located in Klamath Falls on the south end of the Village apartments

Counseling services are offered at the Integrated Student Health Center Building in front of the Sustainable Village. Counselors offer personal, educational, and crisis counseling to students. Sessions are private and confidential. All students are eligible for a free assessment session. Depending on a student's presenting concerns and the resources available, ongoing counseling is available free of charge to students enrolled in six or more on-campus credits and to other students who have paid the Student Health Fee. Sometimes students are referred to services off-campus to better address their needs. Students in crisis during our office hours should call for an appointment, or come directly to our office. Our staff will do our best to accommodate the needs of these students as soon as possible. When our office is closed, requests for emergency counseling for Klamath Falls students may be directed to the Klamath Crisis Center at 541-884-0390 or 1-800-452-3669, or a national hotline at 800-656-HOPE (4673). Individuals may also go directly to an Emergency Room or call 911.

Oregon Tech Campus Safety department – Klamath Falls

541-885-0911 (emergency) or
541-885-1111

Located in Cornett Hall 231

Title IX Coordinator

541-885-1847

Located in the College Union Room 225A

Office of Student Affairs – Klamath Falls

541-885-1011

Located in College Union 217

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How to Support a Friend

If your friend is a victim of gender discrimination, which includes sexual misconduct and sexual harassment, the following information can offer guidance on how to help and support:

- a. Listen and accept what you hear. Do not press for details. Allow your friend to reflect on what has happened and to share some of her/his feelings.
- b. Keep what is said confidential.
- c. Let your friend know that she/he is not to blame. Many victims tend to blame themselves for the offender's actions, especially if the perpetrator was an acquaintance.
- d. Encourage your friend to obtain a medical examination.
- e. Allow your friend to make their own decision about their next steps.
- f. Seek emotional support for yourself.
- g. Accept their choice of solution to the assault even if you disagree with what they have chosen to do. It is more important that they feel empowered to make choices and take back control than it is for you to impose what you feel you think is the correct decision.
- h. Encourage your friend to file a police report. Filing a report does not commit you to prosecute but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, university disciplinary actions and/or civil actions against the perpetrator.

Information can be helpful in supporting other reports and/or preventing further incidents (even anonymous reports are somewhat useful).

- i. Remind your friend of campus resources including Office of Student Affairs and the Integrated Student Health Center.

Preventative Measures

The University encourages students to help in preventing harmful and negative incidences by being responsible for their own personal safety, intervening if they are a bystander of such incidences, and by educating themselves through University sponsored trainings.

Awareness Education

Education on sexual violence can be presented to any group of students, faculty or staff by making a request through the Office of Student Affairs. Topics include but are not limited to sexual assaults, sexual harassment, the conduct process for sexual misconduct, how to support a victim, bystander intervention, prevention strategies and resources available for victims.

Bystander Intervention

An individual can stop an incident before it occurs by being an intervener.

The Bystander Intervention Model predicts that people are more likely to help others under these conditions:

1. Notice the incident: Bystanders first must notice the incident. If they don't take note of the situation, they won't see a need to help

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2. Interpret incident as emergency: Bystanders also need to evaluate the situation and determine whether it is an emergency or if someone needs assistance. Again, if people do not interpret a situation as one in which someone needs assistance, there is no need to provide help.
3. Assume responsibility: Another decision bystanders make is whether they should assume responsibility for giving help. One repeated finding in research studies on helping is that a bystander is less likely to help if other bystanders are present. When other bystanders are present, responsibility for helping is diffused. If a lone bystander is present, he or she is more likely to assume responsibility.
4. Attempt to help: This can be to help the person leave the situation, confront a behavior, diffuse a situation or call for other support/security. (See Tips for Intervening and Bystander Playbook below)

The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate. Individuals can do that by:

1. Educating themselves about interpersonal violence AND sharing this information with their friends.
2. Confronting friends who make excuses for other people's abusive behavior
3. Speaking up against racist, sexist and homophobic jokes or remarks.

Tips for Intervening

Specifically, in a situation that potentially involves sexual assault, relationship

violence or stalking, consider the following tips when intervening:

1. Approach everyone as a friend.
2. Do not be antagonistic.
3. Avoid using violence.
4. Be honest and direct whenever possible.
5. Recruit help if necessary.
6. Keep yourself safe.
7. If things get out of hand or become too serious, contact the police immediately.

Remember that any situation that threatens physical harm to yourself or another student should be assessed carefully. The police are always an important resource to assist in defusing a situation.

Resource to Learn More about Intervening

STEP UP! www.stepupprogram.org is a social behavior and bystander intervention program that educates students to be proactive in helping others. Teaching people about the determinants of prosocial behavior makes them more aware of why they sometimes don't help. As a result, they are more likely to help in the future.

The goals of STEP UP! are to:

1. Raise awareness of helping behaviors.
2. Increase motivation to help.
3. Develop skills and confidence when responding to problems or concerns.
4. Ensure the safety and well-being of yourself and others.

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General Regulations

The following actions are prohibited:

1. Falsification, alteration or misuse, including forgery, of any Housing and Residence Life documents, student ID, or other University documents.
2. Withholding information from or providing incorrect information to a University staff person (including student staff) when asked in the performance of his/her duty or in the course of a conduct investigation.
3. Malicious destruction, damage or misuse of University property, personal property of a member of the campus or Housing community, or a guest of these communities.
4. Theft or the unlawful conversion of the property of another.
5. Hazing or any practice by a group or individual that degrades another person, endangers his/her health and safety, prevents class attendance, or detains a person against his or her will.
6. Intentional disruption of the operation of Housing and Residence Life.
7. Solicitation by outside entities and/or student groups is prohibited. Exceptions may be granted by written petition through the Director of Housing and Residence Life.
8. Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons (see section 4).
9. Unauthorized entry into or intentional defacement of any Housing facilities, equipment, or the property of another resident.
10. Nudity and any acts of indecent exposure. Nudity is defined as “an unclothed human figure or a representation of it.” Indecent exposure is defined as “any act that is perceived as improper, offensive and not in good taste.”
11. Playing ball, throwing objects, playing with Nerf balls and guns, operating RC vehicles, riding a bike, skateboarding and rollerblading, etc. within Housing Facilities.
12. Publication, posting or distribution of documents that violate the laws of libel, copyright, obscenity, postal regulations, or any related laws or statutes.
13. Throwing snowballs and/or having snowball fights in or around residential buildings. Violators will be fined \$75.00 per infraction. Damage caused by throwing snowballs will be charged to the responsible party or parties in addition to the fine(s).
14. Tampering with or forcing open any doors within Housing. These actions will result in a \$200 fine plus any costs to repair the door(s).
15. Residents who allow conduct violations to occur without reporting the violation(s), who knowingly withhold information, or who provide false information regarding conduct violations are in violation of the Residence Life Code of Conduct and will be considered as much responsible

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for the violation as the individual(s) actually committing the violation.

16. Residents are responsible for the conduct of people (guests) visiting their room. Violations occurring within a room will be the responsibility of the resident(s) assigned to the room.

Compliance

Failure to comply with a University official in the performance of his/her duties will result in disciplinary action. A University official includes all full time Housing and Residence Life full time and student staff acting in an official capacity.

Residents are expected to comply with the directions of Campus Safety, police and emergency personnel at all times.

Conduct Process

In any society, rules governing behavior provide the stability for our basic freedoms. Housing and Residence Life, as a community, owes to its members the right to conduct their affairs and to pursue their academic goals and social objectives in an environment conducive to those ends. The conduct process and the Residence Life Code of Conduct are designed to support such an environment. The Residence Life Code of Conduct and the Conduct Process are based on the Oregon Tech Student Code of Conduct.

Violations (and suspected violations) of the Residence Life Code of Conduct subjects the alleged offender to the Conduct Process. If a staff member observes or has reason to believe a resident has violated the Code, the student will be warned that their behavior/actions

are inappropriate and that they should discontinue or change their behavior/actions.

If the infraction is considered minor, the student may be counseled and warned either verbally or in writing, be required to provide an oral or written apology, or lose Housing related privileges. Restriction of privileges must be in response to violation of the rules and regulations related to the area restricted.

If the Conduct Officer or designee decides that the violation is more serious, or if the individuals involved are repeat offenders, or are on behavioral contracts, then the student will go through the Conduct Process.

Notification Procedures and Student Options for Disciplinary Action

When an alleged violation of the Residence Life Code of Conduct occurs, the Conduct Officer shall inform the accused student of the following:

1. The charges, including:
 - A description of the alleged conduct
 - The date of the alleged violation
 - The location of the alleged violation
2. Citation of the Residence Life Code of Conduct provision(s) alleged to be violated.
3. Whether the case will be adjudicated by the Director, her designee, or referred to some other authority with the date and time the student is expected to meet with the Conduct Officer.

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Hearing Procedures

1. Student will be given notice of the hearing at least three (3) academic days prior to the hearing date.
2. The Conduct Officer shall investigate alleged misconduct and present the evidence at the hearing.
3. The student, upon satisfactory explanation to the Conduct Officer in writing (email is fine), may request a change of hearing date. The student will be advised of any change in the hearing date at least three (3) academic days prior to the new hearing.
4. If the student is not present at the hearing or if the student should leave the hearing prior to its conclusion or adjournment, the hearing shall proceed without the student present. The Conduct Officer shall render a decision based on the evidence presented.
5. The hearing shall be closed to the public unless the accused student wishes it to be open. If a disruption occurs, the Conduct Officer reserves the right to close the hearing.
6. The student is considered innocent of the charges against him/her until the University determines, by a preponderance of the evidence, responsibility.
7. At the meeting, the student will hear the charges, answer questions of the Conduct Officer, offer information on his/her behalf and question any witnesses.
8. All participants and witnesses who testify shall be cautioned concerning the serious nature of the hearing and the obligation and responsibility to give truthful testimony. Disciplinary action may be imposed for knowingly giving false testimony.
9. The Conduct Officer has the option to take up to 3 business days to make a determination of guilt or innocence based on the evidence presented.
10. Within five (5) academic days from the day the hearing is closed, the Conduct Officer shall notify the student, in writing, of the following:
 - Whether or not a violation of the Housing and Residence Life Code of Conduct was found
 - The penalty if a violation was found

A student's prior conduct will be considered in determining a penalty in the event the student is found responsible for the charges.

It is a serious violation of the Housing and Residence Life Code of Conduct to provide false information or to withhold information during the course of the Conduct Process.

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Appeals

Appeals must be filed with the Director of Housing & Residence Life (or the Dean of Students if the Director held the hearing) within three (3) business days of receiving the disciplinary record. Appeals must be in writing and legible. Failure to follow these procedures will nullify your right to appeal. The written appeal must include support for the following grounds for appeal:

- Noncumulative material and relevant evidence, new or newly discovered, which with reasonable diligence, could not have been produced prior to imposition of sanction.
- Unlawful discrimination or prejudicial error.
- Unreasonable, arbitrary or capricious action.
- The imposing of an excessively severe sanction.
- The imposing of an insufficient sanction.

The Director will review the appeal and may, at her discretion, conduct a hearing to review the information provided in the appeal or hear oral arguments from the appellant, the Conduct Officer, and other parties to the matter. The Director may:

- Remand the case back to the Conduct Officer for further consideration.
- Modify the decision.
- Sustain the decision.
- Overturn the decision.

Sanctions

The imposing of sanctions has as its objective an educational mission and examines not only the needs of the individual, but also the needs of other members of the residential community. The process is designed to allow maximum freedom, but with freedom comes responsibility.

Sanctions may be imposed separately or in addition to other sanctions.

Housing Probation

Housing probation is a period of observation and review during which the resident must demonstrate his/her compliance with Housing and Residence Life policies and regulations. If further violations occur during this period, additional sanctions will be put in place.

Written Reprimand

A written reprimand notifies the offender of inappropriate behavior and becomes part of the student's Housing record. It may specify that more severe consequences will be imposed should subsequent violations occur.

Restitution

Restitution is compensation for damages to University, Housing and Residence Life, or personal property. This is not a fine, but a repayment for costs associated with a behavior. Restitution can include, but is not limited to, cost associated with damages or theft, and administrative costs. Restitution may include monetary payment for service.

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Letter of Apology

A letter of apology may be directed to be written by the student to the appropriate person(s) or the community as a whole.

Education or Counseling

A student may be required to attend or develop educational programs, seek counseling or secure other professional assistance. Housing and Residence Life staff will work with the student in securing the appropriate assistance and will follow up to document the student has completed his/her particular requirement.

Community Service

Community service is a minimum of 5 hours of work benefiting the campus and/or Housing and Residence Life. The tasks will be determined by the Conduct Officer. Tasks must be completed in the time allotted for the student to complete this sanction.

Failure to complete community service will be converted to a monetary restitution charge equal to \$5.00 per hour plus a 10% administrative charge. Additional hours may be added if the student fails to appear for work assignments or does not complete the work assignment in the time allotted.

Loss of Privileges

A student may lose privileges to attend programs, enter various areas of Housing, check out equipment or other privileges related to his/her stay in campus housing.

Room Reassignment

A student may be assigned to another space in Housing. This usually occurs

when it is determined that the student or the community will benefit.

Behavioral Contract

A behavioral contract is an agreement between the student and the Conduct Officer. It can carry with it additional sanctions and procedures should its provisions be violated.

Fines

When determined to be appropriate, a fine may be assessed. The minimum fine is \$25.00.

Suspended Fines

When determined to be appropriate that a fine be assessed, it may also be suspended pending probation and review. If any future violations occur during the probation period, the suspended fine plus any other fine(s) may be assessed.

Immediate Eviction

The Director has the right to evict a student when, in the opinion of the Director, the resident's eviction is necessary to maintain order in Housing and areas under jurisdiction of the Residence Life Code of Conduct. This authority will only be invoked when a student interferes with another person's rights, welfare (mental or physical) or safety, uses illegal substances, or damages University property or the property of another. A student so evicted shall be entitled to a preliminary hearing and arraignment within three business days of the eviction. Based upon the evidence presented, the Director may:

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1. Lift the eviction, pending resolution of the case.
2. Continue the eviction until resolution of the case is made.

Evictions

A student may be evicted from Housing for violations of the Residence Life Conduct Code. Eviction is imposed for serious infractions involving the physical or mental well-being of the student and/or community. Evictions are also a sanctioning option for repeat offenders and for those that, in the opinion of the Conduct Officer, or the Director are unable and/or unwilling to make the commitments necessary to live in the Housing community.

(Note: This provision does not apply to those elements of the Housing Contract that govern a student's eligibility to reside on campus. These include, but are not limited to, non-payment of fees and becoming a non-student).

Suspension of Sanctions

Any sanction may be suspended. Suspension allows the student to correct his/her behavior and to demonstrate that he/she is willing to adjust to the situation. A subsequent violation may result in the suspended sanction being re-imposed along with additional sanctions.

SECTION 9: ROOMMATE RELATIONSHIPS

Roommate Issues

In order to minimize conflicts, roommates are encouraged to discuss common sources of conflict. Some suggested areas to discuss at the beginning of the year include:

- Cleaning and personal hygiene /habits. Know what is OK and what is not OK for you and respectfully communicate your needs to your roommate(s). Work to ensure everyone's need for satisfactory living conditions are met.
- Talk about what you are willing to share, and what you are not willing to share, and respect your roommate's decisions just as he/she wants you to respect his/her decisions.
- Discuss when guests are welcome and when they are not. Discuss how you feel about guests using your personal belongings. Talk about overnight guests (overnight guests are limited to 3 nights per term) and where a guest can sleep.
- Talk about study time you need in your space, as well as appropriate noise levels in the space.
- Discuss your sleeping requirements, including how long you need to sleep and when you expect to sleep undisturbed.

You are encouraged to spend quality time with your roommate(s) before the start of classes to talk about what you expect from each other for the year. Be open, honest and clear in your communication. Your

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RA is a good resource as you have these conversations. Please talk with your RA about a Roommate Agreement to fill out together to address the common issues that may occur between roommates.

RA Involvement in Roommate Issues

Sometimes conflicts arise where an RA's involvement may be helpful. When you approach your RA with a concern about your roommate, the RA will ask questions about your concerns and what you would like to see changed. Together you will identify the next steps to work for resolution.

Roommate Conferences

Mediation is a voluntary process that involves the intervention of an acceptable, impartial, and neutral third party (RA). The ability to reach an acceptable solution rests with the parties involved (not the third party). The goal is to reach an acceptable solution to the disagreement.

Before setting up a time and place for the conference, the RA will collect all relevant information about the disagreement by talking to all parties involved.

Roommate(s) Mediation

The RA will start by defining mediation as well as their role as mediator. The mediator will assist in structuring the discussion, but will not take sides. Issues of confidentiality, the need for cooperation and honest, open conversation will be addressed. A time frame for the meeting will be established.

Ground rules should be negotiated by the roommates; the mediator will assist by making suggestions or by asking what you

each think are important rules to follow. Two basic ground rules to get agreement on are:

1. That only one person talks at a time.
2. That you each only speak about the relevant facts. No innuendo or character defamation will be allowed.

After ground rules have been established, the negotiation process begins. Each person should make a brief opening statement to define the issues from their point of view. If a Roommate Agreement was completed, this should be reviewed.

The RA as mediator will identify broad areas of conflict as well as the specific contributors to the conflict. The RA and roommates will work together to define the issues that need further discussion and negotiation. Remember: speak in specifics.

The RA as mediator will assist the roommates in developing options that will alleviate the issues of concern.

The RA as mediator and roommates finalize the process by developing an implementation plan. This plan should detail the specific responsibilities of both parties in writing. It can take the form of a roommate contract, or a revision of one done previously. The plan should include the following:

1. How to deal with future changes.
2. A framework for the plan.
3. Define how to ensure that all parties are following through.
4. Alternative ways of handling the dispute if it should continue.

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The final plan should be acceptable and agreed upon by all parties. Once agreed upon, all parties should sign and distribute the plan to all involved.

Adapted from: Serr, R.L., & Taber, R.S. (1987). Mediation: A judicial affairs alternative. In R. Coruso & W.W. Travelstead (eds), Enhancing campus judicial systems. New Directions for Student Services, No. 39. San Francisco; Jossey-Bass.

Also adapted from: Blimling, G. (1995). The resident assistant, 4th Edition. Dubuque, IA: Kendall/Hunt.

2016-2017 Calendar



The following dates are important. Please make sure travel plans are made so that you are out of on campus housing by each closing date and time. Please use the provided information to make returning travel plans as well.

	BEGINS	ENDS
FALL TERM	Wednesday, Sept. 21, 2016 10:00 am	Friday, Dec. 9, 2016 11:00am
WINTER BREAK	Friday, Dec. 9, 2015 11:00am	Saturday, Jan. 7, 2017 12:00pm
WINTER TERM	Saturday, Jan. 7, 2017 12:00pm	Friday, Mar. 24, 2017 11:00am
SPRING BREAK	Friday, Mar. 24, 2017 11:00am	Saturday, April 1, 2017 12:00pm
SPRING TERM	Saturday, April 1, 2017 12:00pm	Saturday, June 17, 2017 4:00pm*
All Students Must Vacate By 4:00 p.m. on Saturday June 17, 2017 unless signed up to be a Summer Resident!		

During breaks (winter and spring): Residents who continue to live on campus the following term are welcome to stay in their room during a break. Any student planning to stay on campus at any time over break must register with the Housing Office prior to closing. It is a room only basis during the break, the Service Desks, Dining Center, Snack Bar and other services may not be available during break periods.

End of the year closing: Housing closes at 4:00 pm on Commencement Saturday. All residents not living on campus for summer term **MUST BE CHECKED OUT OF THEIR ROOM/APARTMENT BEFORE THIS TIME**. Please make sure appropriate travel arrangements are made well in advance to accommodate this closure.

PHONE: (541) 885-1094

FAX: (541) 885-1096

EMAIL: housing@oit.edu

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Student Bill of Rights and Responsibilities

As a resident of Oregon Tech Housing, you possess individual rights and responsibilities, which must be held in high regard. This document is intended to define rights, in which you are entitled to as a resident, and responsibilities, which are expected of you as a resident. Both are a necessary part of your physical, educational, and social pursuits in the college experience.

Your **RIGHTS** and **RESPONSIBILITIES** as a Resident:

1. One of the basic purposes of the University is the dissemination and application of knowledge:
 - You have the **RIGHT** to a reasonably peaceful and quiet space in which you can sleep and study.
 - You have the **RESPONSIBILITY** to observe the levels of your noise, your stereo, and the noise of your guests and to keep them at a reasonable volume, and remind others that you expect the same.
2. Optimum physical environmental conditions are essential as they support, reinforce and provide for positive conditions in which to learn and live:
 - You have the **RIGHT** to a safe, secure, clean, attractive, well maintained, and comfortable environment.
 - You have the **RESPONSIBILITY** to clean up after yourself, keep your door locked and report any unusual behavior to any Housing and Residence Life staff member.
3. You should expect freedom from interference regarding your personal activities, and should be able to maintain privacy for other than academic purposes:
 - You have the **RIGHT** to choose your means of recreation and relaxation.
 - You have the **RESPONSIBILITY** to know and abide by the University's policies, including those that pertain to alcoholic beverages and controlled substances.
 - You have the **RESPONSIBILITY** to follow the rules and regulations established to support the educational purposes of the University and to sustain a safe and comfortable living and learning environment.
4. You should have the opportunity to maintain personal contacts and friendships with other persons in order to fulfill your needs for socialization:
 - You have the **RIGHT** to privacy, to host visitors, and to your share of your room in terms of space and time.
 - You have the **RESPONSIBILITY** to let your roommate know of your wishes and preferences for hours of sleep, study, and visitation, and to work through any differences you may have in a peaceful manner.

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5. You should expect Housing and Residence Life to function in the most educationally profitable manner, where the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount:
- You have the **RIGHT** to know what is acceptable and what is not acceptable in the Housing community.
 - You have the **RIGHT** to confront others' behavior that infringes on your rights.
 - You have the **RIGHT** to the assistance of any Housing and Residence Life staff member, Campus Safety Officer, or any other University official when you need help.
 - You have the **RESPONSIBILITY** to examine your own behavior when confronted by another and work towards resolving conflicts.
 - You have the **RESPONSIBILITY** to notify a staff person of your needs promptly, and to cooperate with them as they work with you to meet your needs.
 - You have the **RESPONSIBILITY** to report any self, community, roommate, or peer concerns to an appropriate University official.
 - You have the **RESPONSIBILITY** to read the information provided from the Housing Office, campus, the Student Housing Handbook & the Oregon Tech Student Handbook.

Nothing in the **Bill of Rights and Responsibilities** and/or its implementation shall deny any individual his or her basic rights guaranteed under the United States Constitution, nor deny other alternatives for redress of grievances that are available under the individual's status as a student and as a citizen of the State of Oregon. These are some of your "**rights**" and "**responsibilities**" – think about them, talk about them, and make them a part of what you do during your stay here.