

# Residence Halls Student Handbook 2011-2012



## **ACKNOWLEDGMENTS**

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## HANDBOOK INTRODUCTION

Welcome to the Oregon Institute of Technology and the Housing and Residence Life program. The Office of 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. The Housing and Residence Life Staff members are here to assist you as a resident in our community.

As a member of the Residence Halls community, it is necessary for you to learn the policies and procedures, to become involved in the opportunities in the Halls, and be tolerant of, cooperative with, and attentive to other community members, especially your roommate(s). The Residence Halls Handbook, in addition to the Housing Contract Terms and Conditions and the OIT Student Handbook, explains the rules, regulations, policies and procedures that govern the Residence Halls community. It is your responsibility as a member of the Residence Halls 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 Handbook, it is important that you carefully read all memos, letters, flyers, etc. that you receive from the Housing Office and/or your RA. Failure to read these materials may cause you great inconvenience and possibly additional charges to your student account.

We anticipate a very exciting year in the Residence Halls 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 in the Residence Halls and good luck with your academic pursuits.

**SECTION 1:  
THE RESIDENCE HALLS**

**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 will depend on you and the way you interact with other people in the Halls. You will meet people of different backgrounds and lifestyles. The best advice we can give on how to make the most of your Residence Halls experience can be summed up in three words: consideration, respect, and tolerance. Before you act, consider how your actions might infringe on the freedom and rights of others. The style of interpersonal behavior that you develop here will likely be the style you carry into the workplace and other life situations after you leave the university. Your activities in the Residence Halls can provide you with many meaningful experiences and lifelong friendships.

**Facilities**

The OIT Residence Hall consists of four levels with each level split into an “A” side or “B” side. The ground floor includes the Front Desk, Recreation Room, and laundry room on the A side (A side faces the College Union). The TV Lounge and The Night Owl (Snack Bar) are located on the ground floor B side (back section of the building). The Office of Housing and Residence Life is located on the A side of the first floor. The second and third floors house student and staff rooms, shower and bathrooms, lounges and maintenance areas. Each of the

residential floors is divided into four wings. Each wing has an inside hall, with rooms looking into the Hall Quad, and an outside hall, with rooms overlooking the campus. Floor plans can be found on line at [www.oit.edu/housing](http://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 available to students. Each building has a laundry room on the ground floor. The Front Desk in building 2 (blue building) is open for students’ convenience. Floor plans can be at [www.oit.edu/housing](http://www.oit.edu/housing) as well as on the fire escape route map by the front door of each apartment.

**Wing Types in the Residence Hall**

OIT students are unique and have different needs and lifestyles. With this in mind, the Housing and Residence Life Program offers a variety of living options from which to choose. Each wing and floor offers a number of programs designed to meet the needs of the residents.

**Coed Wing:** A coed wing offers accommodations for men and women in the same wing, but with separate halls, restrooms and shower facilities for each gender.

**Traditional Wings:** For students who choose to live in a wing housing just men or just women.

**Upper-class Wings:** The outer and/or inner hallways in parts of the third floor are designated for the students that are 21 or over.

### Types of Rooms

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

**Double Deluxe:** Eight double deluxe rooms are available. These rooms are in the corners of the building, are slightly larger, and include a combined refrigerator/microwave unit.

**Single Rooms:** Single rooms are the same size as double rooms in the Residence Hall. These rooms accommodate only one individual. All bedrooms in the Village are single rooms.

### Furnishings

Each room in the Residence Hall has two built-in closets and dressers. Additional furniture includes a desk, 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, dresser, desk, and desk chair as well as a loftable bed/mattress. Every room is carpeted and has window coverings. While each room is furnished with the basic items, you will need to provide the following:

- Bedding, pillows, and towels
- Desk lamps (standard light bulbs only)
- Wastebasket(s)
- Other personal items

Due to storage constraints, all provided furniture in each room must remain in the room.

## **SECTION 2: RESIDENCE LIFE STUDENT STAFF**

Oregon Institute of Technology provides a variety of opportunities for student involvement. This involvement leads to personal growth and expands the education offered in the classroom. You are encouraged to participate in campus and Residence Halls activities.

Becoming a part of the Residence Life Staff is one of the best opportunities available for leadership development. Student staff members work closely with the professional staff to establish an environment in the Residence Halls that is conducive to learning and personal growth.

Recruitment, selection, and training for the next year's staff begins **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.

### Senior Head Resident

The Senior Head Resident is a student who lives and works in the Halls. This person's primary responsibilities include assisting with the daily program operations, advising students, coordinating programs, supervising the RAs and other student employees.

### Senior Resident Advisor

The Senior Resident Advisor (SRA) is a returning staff member who works in a residential community as an RA, but has additional responsibilities in the halls. This person assists with the daily operations, advising students and coordinating programs.

### **Resident Advisors**

Living in each wing of the Residence Hall and on most floors in the Village, is a Resident Advisor (RA). Your RA is a valuable member of the Residence Life Staff and is the staff person you will probably know best.

The RA is a student who:

- Receives special on-going training in areas such as programming, counseling, crisis intervention, and roommate conflict resolution. Your RA can be of great help as you work through problems.
- Has unique abilities and interests that he/she wants to share, and is committed to making the Residence Halls a fun and rewarding place to live.
- Has lots of enthusiasm and is anxious to hear new ideas and help you become an active contributor to the Residence Halls community.
- Is a person and student just like you. After you have been involved in the Residence Halls for a while, you too might want to be an RA. The RA selection process begins with applications available at the end of fall term.

### **Student Success Mentors**

One Student Success Mentor (SSM) is assigned to each floor in the Residence Hall in addition to an SSM in the Village, with responsibilities to promote academic success at OIT. SSMs are available to connect students with campus resources, provide academic support, and assist students as they face challenges in their lives.

SSMs host programs for students to learn skills that will help them with the rigors of academic life at OIT. These students also work with the Tech Opportunities Program (TOP) to build connections between this exceptional campus support program and our on campus students.

### **Front Desk Staff**

Front Desk workers are at the Front Desk in the Residence Hall and Village 2 (blue building) to assist residents and guests; answer the phone; and monitor the recreation room and laundry rooms. Announcements are posted when a position is available.

### **Computer Techs**

These students maintain the Residence Halls Computer Network. They are available to assist residents with some computer problems. If you have any connection issues, contact a tech at **541-885-1082**. Please leave a message including your name, room number, and phone number. A Tech will stop by or work to contact you to offer their assistance.

### **Climbing Wall**

Student staff members are trained to assist residents who want to climb the wall. Watch for signs advertising available positions.

**RHA Officers**

RHA Officers make up the executive team of the Residence Halls Association. These students work with residents to provide programs and to improve the Residence Halls. Additional officers are selected in the fall so watch for signs advertising available positions.

**Custodial/Maintenance**

Students are hired to assist the full-time staff in maintaining the Residence Halls. Watch for signs advertising available positions.

**SECTION 3:  
HOUSING OFFICE – FULL TIME  
STAFF**

The Housing and Residence Life full-time staff are available (and willing) to assist residents. Take the time to get to know them, especially your floor custodian. Feel free to stop by the Housing Office anytime if you have questions or need anything!

**Director of Housing & Residence Life**

The Director is responsible for the overall operation of the Housing and Residence Life department. This responsibility includes maintaining the department budget, overseeing all policies and procedures, staff development, and overall management of the department. The Director supervises all full time Housing and Residence Life personnel as well as the Residence Life student staff and oversees all programming efforts in the Residence Halls. As the advisor to RHA, the Director works to provide leadership opportunities and to facilitate improvements to the Residence Halls.

**Residence Life Coordinator**

The Residence Life Coordinator is a full time live in person who works closely with the Residence Life student staff as well as RHA to ensure all residents have a quality experience while living on campus.

This person serves as the Co-Advisor to RHA.

### **Administrative Coordinator**

The Administrative Coordinator oversees the office operations, housing assignments, billings, and the Front Desk operations. Please stop by the Housing Office for assistance, or to share your concerns and suggestions.

The Office of Housing and Residence Life is located in the 1A lobby on the first floor. You may reach our office at **541-885-1094** or send us an email to [housing@oit.edu](mailto:housing@oit.edu) anytime!

### **Assistant Director Housing Facilities**

The Assistant Director, Housing Facilities oversees the Custodial staff as well as all of the maintenance and repairs that take place in housing facilities. If you have a question about the buildings, or would like to report an issue, please stop by the Housing Office and we will help you make a connection!

### **Custodial Staff**

The Custodial Staff are responsible for the physical condition of the buildings. They keep the common areas clean and safe. Please get to know the Custodians and Maintenance Staff. They appreciate working with you to keep the Halls well maintained.

If there is ever something that is not addressed to your satisfaction, please bring this to any staff members attention immediately or stop by the Housing Office. Our entire staff is here to ensure you have a safe and comfortable place to call home while at OIT, and we are happy to help.

## **SECTION 4: ON CAMPUS HOUSING SERVICES**

### **Residence Halls Association (RHA)**

Every student living in the Residence Halls is a member of the Residence Halls Association (RHA). This organization works with the Residence Life staff to organize, promote and implement programming activities within the Halls. During the year, RHA sponsors numerous events and activities, including movie nights, Haunted House, Winter Formal, Spring Fling and Hooties Hillish 5K. Throughout Opening Week, RHA plans fun activities such as, Ultimate Frisbee, movie nights, dances and more to welcome everyone to campus.

RHA works with other student organizations to address students' concerns. This is a strong student organization on campus and a good organization to get involved with as a Community Representative or as a Committee member. For further information about RHA and to learn how to get involved, contact any staff member or the RHA President.

### **Front Desks**

The Front Desks are the main reception areas of the buildings. The Front Desks are responsible for visitors to the buildings and recreation rooms. The Front Desk staff greets guests and provides directory information. The Front Desk staff **will not give out room numbers under any circumstances**. The Front Desk also checks out games, athletic equipment, baking equipment, carts and other useful items. Please stop by

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to see a full list of items available for your use from the Front Desks.

You can contact the Residence Hall Front Desk at **541-885-1080** or the Village Front Desk at **541-851-5776**.

The Front Desk hours are:

**Residence Hall  
Noon - 11:30pm**

(Except holidays and break periods)

**Village  
3:00 pm-9:30 pm**

(Except holidays and break periods)

### **Study Groups**

One of the benefits of living in the Residence Halls is the availability of other students going through the trials of academic life. Forming a study group is an excellent way to learn. Students in common classes are encouraged to participate in study groups in the halls and make connections with other each other. If you are interested in joining or developing a study group, contact your RA, or SSM or the Housing and Residence Life Office. We are all happy to help!

### **Televisions**

Cable hookups are provided in residents' rooms. The Residence Hall also has TVs in a couple of lounges. There is a large TV Lounge located in the Residence Hall by The Night Owl (Snack Bar) on the ground floor "B" section. This lounge is used regularly for movies and special events. Each Village main lobby also has a TV available for residents to use.

### **Study Areas/Lounges**

Study areas and lounges are located throughout the Halls. The main lounges in the Residence Hall are located between the north and south wings on each floor. Many of these lounges have enhanced lighting for a conducive study space. The study rooms have a table and chairs and a whiteboard. Ask your RA about these locations and access.

### **Laundry Rooms**

The Residence Hall laundry room is located on the ground floor "A" section of the building near the Front Desk. In the Village, a laundry room is available on the first floor of each building. Card operated washers and dryers are available for resident use only. Please see the Housing Office if you have any questions about the laundry.

### **Residence Hall Oven**

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

Ovens are available in each Village apartment for resident use.

### **Residence Hall Kitchens**

Kitchens with stove tops and microwaves are located in the BN and BS breezeways on each residential floor for all residents to use. Please use the exhaust fan at all times during the use of the stove tops. Clean the stove top and surrounding areas after each use so that they are ready for the

next person. Do not leave any dishes in the sink or on the counter for more than one hour. If dishes are left for longer they will be removed and thrown away.

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

### **Residence Hall Elevator**

**The Residence Hall elevator is not for general use.** Your room key will operate the elevator during move in and out periods. During the term, the elevator is reserved for maintenance & custodial work and for those who have physical conditions that require its use (a letter from a physician or the Student Health Center is required). If you need to use the elevator, please contact the Housing and Residence Life Office.

### **Bicycle Storage**

Bicycles may be stored in the Residence Hall Quad (with the exception of the week before and during Haunted House at the end of October) under the bicycle storage tent. We encourage you to keep your bike locked at all times with a good bike lock.

The Village has outdoor bicycle storage on the end of each building. Bicycles, skateboards, roller shoes and rollerblades can be stored in your room, but riding/using sporting equipment in the buildings is prohibited and will result in disciplinary action (including, but not limited to, confiscation).

### **Personal Storage**

Very limited storage is available for residents in each community. The Resident Advisor of the community is responsible for managing this area. Combustibles, firearms or weapons, or perishable items cannot be stored in this area. Space is limited and the decision to store rests with the RA.

### **Lost and Found**

Items found in the Residence Halls should be given to a Front Desk. Items not claimed after 90 days will be discarded. If you have lost something, contact a Front Desk to see if the item(s) has been turned in.

### **Cable Television and Hookup**

All residential rooms are equipped with a cable TV hookup. If you have a cable ready TV, you have access to expanded basic cable service. If you do not have a cable ready TV, Charter Communications can provide a box at a small charge. Premium channels (HBO, Showtime, etc.) may be ordered directly from the local cable company, however digital cable service is required.

The cable channel lineup is subject to change throughout the year as a result of changes by the local cable provider.

### **Residence Halls Network-ResNet**

Internet access is provided to each student. Every room has an Ethernet (100base-T) port for access. The Village also has wireless capabilities. For network compatibility, all modern operating systems are supported. For

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computer technical support, Windows XP+, OS X, and major Linux distributions are supported.

Residents must use the connection according to the "Acceptable Use Policy." Any infraction or illegal use of the service will result in disciplinary action and/or fines and 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).

### **Cable Modem Service**

Cable modem service for internet service is available through Charter Communications. Please contact their Customer Service Representatives at 1-866-731-5421 for more information and to obtain prices and billing options.

### **Postal Services (OIT & UPS)**

Personal mail boxes are provided for residents at the campus branch of the OIT Mail Center. The Mail Center Service Desk is located in the Paper Owl Bookstore on the lower level of the CU.

You will be provided with a box key or combination and a box number upon checking into your room and completing Federal Form 1583. Please advise your correspondents to use the following address:

Your Name  
3201 Campus Dr. PMB \_ \_ \_ \_  
Klamath Falls, OR 97601

### **UPS and Federal Express Packages**

If you want to receive packages via UPS or Federal Express, they must be addressed as follows:

Your Name  
Oregon Institute of Technology  
ATTN: Residence Halls  
3201 Campus Dr.  
Klamath Falls, OR 97601

If they are not addressed in this way, your package may be delayed or undeliverable. Personal packages cannot be sent through the Residence Halls or the campus Receiving Department. You can ship them via US Mail through the OIT Mail Center. To ship by UPS, Federal Express and other common carriers, contact one of the agents listed below:

The UPS Store  
2611 Campus Dr.  
541-883-7112

Excell Shipping & Storage  
6510 S 6<sup>th</sup> St  
541-884-1388

### **Vending Machines**

Vending machines are located throughout the buildings. These machines are serviced by an outside vendor. If you lose money or have problems with a machine, please see the Housing Office during business hours (posted on Office door) for assistance.

**OIT 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 OIT Weapons Policy. Paintball and air soft guns may be stored in the resident's room; however, they **must be registered with the RA**. Ammunition, paintballs and propellant cartridges (and tanks) **may not** be stored in the Residence Halls.

While prohibited on campus per Policy number OIT-50-010, Possession and Use of Firearms, firearms used for hunting may be stored in a weapons locker in the OIT 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. Campus Safety will maintain a list of students and of firearms and other weapons stored in the locker. The list includes the make of the weapon(s), the caliber and serial numbers. The student's on campus address and phone number will be listed. The list will

be available to all Campus Safety Officers as well as Housing & Residence Life office personnel.

6. A daily check-in/check-out list (log) is maintained in the weapons locker room. A notation is made in this log by officers each time the 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 firearms and other weapons stored will have an identifying number or code assigned to them for the duration of time the student stores them in the locker.
7. Weapons are available to students on a 24/7 basis. Students must provide at least one hour advance notification to the Campus Safety Office by calling 541-885-1111. Campus Safety Officers reserve the right to refuse to release a firearm or other weapon to any student. All refusals will be documented. Examples of reasons for refusal are emotional distress and/or intoxication.
8. No weapons are allowed on campus unless checked into the locker or in transport to or from the Campus Safety Office. Example: If a student has checked a weapon out of the locker, it is to be taken directly off campus; students checking weapons in to the locker must likewise bring them directly to the locker from off campus.
9. Any firearms found on campus will result in loss of privileges to the locker. Additionally, 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 would be in violation of OIT policy and Oregon law.

10. Ammunition for firearms will not be stored in the weapons locker.

### **Custodial and Maintenance Services**

The common areas of the Residence Halls are cleaned daily by the custodial staff. Every attempt is made to ensure a clean and pleasant living environment. It is every resident's responsibility to assist us in keeping the Halls clean and safe by reporting problems and insisting that others take reasonable care of the facilities. Only by working together can costs be contained and the Halls kept at a high standard. Vandalism and carelessness affects everyone. Please report vandalism to a staff member immediately.

The Maintenance staff is responsible for making repairs and maintaining the Halls. If you need something repaired in your room, complete a Work Order Request Form with your RA or at the Housing and Residence Life Office. **The problem can be corrected only when it is reported.** The Custodial and Maintenance staff strive to correct reported problems as quickly as possible. However, from time to time, there are unforeseen circumstances beyond our control which may cause extended periods of delay in correcting a problem. Should such a situation arise, please visit the Housing Office for an update on the repair(s).

### **Programs**

The Residence Halls are the best place on campus to meet people and to have fun. The Residence Life program provides an atmosphere that changes the Halls from a place to sleep and eat to a place to learn, grow and have fun. Your quality of life depends on your willingness to get involved.

Programs are planned to help students realize their full potential in the areas of academic/career exploration and preparation, relationships, emotional development, definition of values and meaning, and good physical health. The Residence Life programs provide numerous non-academic as well as academic experiences to round out your university experience.

### **Residence Hall Climbing Wall**

The Climbing Wall is located in the Quad of the Residence Hall on the west wall near the entrance to the Front Desk. The Climbing Wall is open in the afternoons when the weather permits. Climbers must sign a release prior to climbing. The wall must not be used unless a Climbing Wall Staff Member is on duty. A sign at the Residence Hall Front Desk will indicate when the wall is open for use.

An annual certification fee is assessed at the following rates:

- On-campus resident \* \$5
  - Off-campus resident \* \$20
  - Day pass \$2
- \*The certification fee includes 2 free guest passes.

Day and guest pass users: climber and/or belayer must demonstrate proper techniques.

### **Certification Qualifications**

All climbers, before climbing the wall or belaying must demonstrate knowledge of the following skills:

- How to properly put on a harness.
- How to properly tie a figure-eight follow-through knot.
- How to use a belay device.
- Proper verbal climbing commands.
- Proper rope handling.

Upon demonstration of these skills, the climber will be given a certification card allowing them to use the wall. Climbing wall certification can be revoked if these guidelines are not followed.

### **Recycling Program**

Cans and bottles with deposits are collected and turned in by the Residence Life staff to augment the cost of programming for Residence Halls students. Recycling containers are located in each lobby. Cans and bottles placed in the recycling bins become the property of the Residence Halls. Removal of these cans/bottles will result in disciplinary action and/or fines.

## **SECTION 5: SODEXO CAMPUS DINING**

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

Hours for the Marketplace Café are located just outside the entry and are subject to change to accommodate finals schedules, holidays and term breaks. See the Campus Dining Office located just north of the Marketplace Café for holiday and break hours.

### **Meal Plans**

Residents who are new to the Residence Halls are required to purchase a Meal Plan. Residents that have already lived on campus are not required to contract for a meal plan, but are encouraged to choose one.

Menu items in the dining operations are priced individually and amounts are deducted from your account balance with each purchase. You must present your ID card to the Cashier to access your account; all transactions shall be considered final at the point of sale. ID cards and account balances are not transferable; you must be present for a purchase to be made with your card.

The meal card is valuable and must be protected like cash. A lost card must be reported immediately to Campus Dining at **541 885-1065**. Upon notification (during regular business hours), the account will be cancelled and computer access changes will be made to prevent use of the lost card.

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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).

The Marketplace Café is the Residence Halls' dining room. You may also use your plan in other campus food outlets, including the Union Bistro, Subway and The Night Owl (Snack Bar).

Additional money may be added during office hours at the Sodexo Campus Dining Office. **Money added may be charged to the student's University account.**

The Student ID Card is used to access your meal account. To use your meal plan, make your selection and present your card to the Cashier in the Marketplace Café or other outlet and let the Cashier know that you are a Residence Halls student and have a meal plan. The total will be deducted from your account. **YOU MUST HAVE YOUR CARD TO USE YOUR PLAN.**

### **Conduct in the Marketplace Café and Dining Areas**

The Residence Life Code of Conduct applies to behavior in the dining room. The Sodexo Campus Dining Staff work to keep the areas clean and appealing. Intentional misuse of the area causes everyone to be inconvenienced. Please help us keep the area clean.

### **Comments and Questions**

Sodexo Campus Dining is here to meet your needs. Constructive criticism and suggestions help make your dining experience a pleasant one. To facilitate communications between you and Campus Dining, RHA has a Food Committee to serve as the liaison. Please consider participating on the Committee.

**SECTION 6:  
RESIDENCE HALLS POLICIES**

**Room Assignments**

To be eligible for campus housing, a student must be enrolled full time (12 or more credits) at the university (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 and are based on your date of application. Requests for single rooms in the Residence Hall and space in the Village apartments are processed in order of application date. Individuals requesting singles, Village rooms, and requests for the upper class communities who are not initially granted these requested are 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 room and apartment. Upon moving in, each resident of the room must review the RCR, make any corrections through the RA and then sign it. The RCR will be reviewed when a resident checks out in order to ascertain damages or cleaning charges.

**Student Initiated Room Changes**

1. To request a room change, contact the Housing and Residence Life Office and complete a Room Change Request form.
2. Room changes are made to **open** spaces. Trades (or swapping) are not feasible and **are not encouraged**.
3. Unauthorized room changes will incur a minimum charge of \$100.00 assessed to the individuals discovered to have made such a move. Those individuals may also be liable for rent on both spaces until any changes are approved or the resident has returned to his/her assigned room.
4. Authorization to move will be forwarded to the RA(s) involved and the RA will notify you when your new space is ready for you to move. **All moves must be completed by the move date on the Room Change Authorization Form.** An individual moving must make arrangements to check out of their current room and check into their new room with the appropriate RA(s). Check in/out times are at the mutual convenience of the student and the RA(s) involved. 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. All residents making a room change are required to clean their old room. Those who leave a dirty room 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 will be 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 it out between yourselves.
2. Contact your RA and work with the RA to mediate the problem(s).
3. Contact the Senior Head Resident and he/she will investigate the situation.

If Steps 1-3 fail to resolve the problem, complete a Room Change Request. **The RA's signature indicates you have followed Steps 1-3.** The Housing Office reserves the option of moving the person found to be the most responsible for the situation or both residents.

### **Space Consolidations**

Residents contracting for a double accommodation in the Residence Hall that are left without roommates will be offered the following options:

1. Consolidate with another individual who needs a roommate.
2. Convert the contract (Residence Hall room) 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.

**-- OR --**

- B. The Housing Office may require that you move if and when consolidation of space is necessary. This may be the result of other consolidation needs for the facility.

4. Residents who, in the opinion of the Director of Housing & Residence Life, are unable to live with another resident in a double room in the Residence Hall may be required to convert a double space to a single. This usually occurs after repeated roommate problems and/or complaints. 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.

### **Room Entry**

The University respects the privacy of a student's living accommodations, but it reserves the right to enter a student's 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. The concept of reasonable cause will be applied to this provision.

Residence Life and Maintenance staff will check each room/apartment at least once per term as well as at the beginning of every break as part of the Health and Safety Inspection program. You will receive notification of an upcoming inspection as well as a post-inspection status report.

If there are issues identified that need to be remedied, you and your roommate(s) will have a period of time to resolve the issues with a follow up inspection at the end of the stated period. If there are maintenance issues noted during the inspection, Housing Facilities staff will work to remedy these issues.

### **Guest Policy**

Guests (defined as any non-resident) of an on campus resident are **limited to a three day stay** in any one term. Special exceptions may be granted by the Director of Housing or her designee.

Overnight guests must be registered with the RA of the community where the guest will be staying. If the RA is

not available, register with the duty RA of the floor, or Senior staff member on duty. **Members of the opposite sex may not stay in resident rooms.**

(Many times a friend and fellow resident of the opposite sex may agree to allow your guest to stay with him or her.) The resident (host) is responsible for the behavior of his/her guest at all times.

The Housing Office has space available for overnight guests at a low rate. Please stop by the Housing Office to inquire about this opportunity.

Residents are responsible for all guests they invite into the Residence Halls. Individuals discovered in the Residence Halls that are not the guest of a resident will be asked to leave. Individuals entering the Residence Halls after the Front Desks have closed **must be accompanied at all times by a resident.** Unescorted individuals in the Halls after closing will be asked to leave the building immediately and may be subject to arrest.

Guests should never be left in your room alone. If you must leave your guest your room alone, please make sure to communicate this with your RA.

### **Showers and Restrooms**

Showers are for residents and registered guests only. Under no circumstances should a person use a shower of the opposite sex. 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 weekly, at a minimum.

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

### **Vacation Periods and Summer**

Vacation periods include the Thanksgiving, winter and spring breaks. The Residence Halls are officially closed during these times. Residents are permitted to stay in the Residence Halls during these breaks (no meals are available) but they must notify the Housing Office.

For the winter and spring break periods, residents may make arrangements with the Housing Office to stay during the breaks (no meals are available) **only** if the resident returns to the Residence Halls for the next academic term.

The contract for each academic term begins the day the Residence Halls officially open (fall term – the Wednesday prior to the start of classes; winter and spring terms – the Saturday prior to the start of classes)

and end 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 under a separate Contract Terms and Conditions (this contract is available in April).

### **Check-out Procedures**

If you need to move out of the Residence Halls, please follow the established check-out procedures. 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 and to turn in your keys. **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 must be returned to the same condition it was when you moved in. Failure to do so can result in charges as Housing and Residence Life will restore the room.
3. Complete check-out information on the RCR and Charge Guide including a forwarding address.

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4. Complete the change of address card at the OIT Mail Center Service Desk located in the Paper Owl Bookstore.
5. Complete an exit survey.
6. Turn in your laundry card, room key, mailbox key (if applicable) and any other keys you may have been issued to the RA.
7. You do not have to be present when your room is inspected; however, it is in your best interest to be there. Any charges to be assessed to you are determined at this time. You waive your right to contest cleaning and repair charges if you are not present and do not sign the RCR and the Charge Guide during the inspection.
8. Any assessed charges can be contested in writing to the Director of Housing & Residence Life within 30 days of billing. After 30 days, all charges are final.
9. 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. It is quite possible that your absence and abandonment of your space may not be discovered for some time. Your full room and board charges continue until your absence is discovered and you are checked out. Improper check-out is a \$50.00 charge.
10. **No check-outs** are allowed during any University scheduled vacation periods, e.g., term breaks. Moving out after the last day of the term will result in significant charges (see the Housing Contract, Point 10 or talk to the Housing Office staff).
10. Please note the closing dates and times for each term so travel plans can be made accordingly because **staying past the closing time is not allowed**. The closing dates and times are on each term's closing letter. Please read these letters carefully.

### **Noise Regulations/Quiet Hours**

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

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

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

**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 should need to as 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 speakers or sound system).

### Lofts

Lofts are not encouraged in the Residence Hall because room furniture cannot be stored anywhere but your room. If you decide to build a loft, you must:

- Ensure it is properly constructed. Loft specifications are available from the Housing Office.
- Allow for quick evacuation of the room in case of an emergency.
- Make sure it is agreed to by your roommate.
- Keep it at least 18 inches from the heating unit access panel.
- Keep **all furniture** in the room. Storage for room furniture is not available.
- **Have your loft approved by the maintenance staff immediately following installation.**

If you wish to build and install a loft in your room, contact the Housing Office or your RA for regulations and a permit. If these steps are not followed you will be requested to remove your loft immediately.

Beds in the Village have a variety of heights they adjust to as well as have a loft kit available. If interested, please talk with your RA for more information.

### Bed Raising or Elevating

Beds in the Residence Hall can be elevated to maximize storage space. We encourage students to purchase leg extensions to raise the bed frame. If you have questions on how to most effectively elevate your bed, please talk with your RA.

### Keys

When you check into your room, you will be issued a room key. This key will open your Village apartment and bedroom door or your Residence Hall room door as well as the outside doors.

When you leave your room in the Residence Hall, you must lock your door using the room key. **If you push the lock button in that is located on the inside of the knob, the door will unlock when the door is pulled closed.** Residents must keep their door locked at all times. Report any lock problems to your RA immediately.

Residents must carry their room key with them at all times. If you are locked out of your room, contact an RA on your floor, or the SRA on duty. It is important that you lock your room/apartment at all times and make sure you have your key, since there may be times when a staff person is not available. If a staff member is not available, you have to wait until someone returns.

If you lose your key, contact the Housing Office immediately. Your safety and the security of your room/apartment depends on you to promptly report a lost key. If you feel that the key has been stolen, contact the Senior Head Resident and every attempt will be made to re-key the room on an emergency basis.

### **Common Area Furniture**

It is every resident's responsibility to maintain the condition of the Residence Halls common areas. These areas are provided for the comfort of and use by all residents. Moving and abusing furniture deprives everyone of its use. **Moving common area furniture into a resident room or apartment is not permitted, and 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 Residence Hall or Village building. Such charges are added to the student's University account in the Business Office, including a 15% administrative fee. Acts of vandalism are subject to financial and disciplinary action and to prosecution by State authorities.

### **Ledges**

The ledges of the buildings are not for personal use. Please stay off these platforms and do not use them for storage. **Screen removal is prohibited.**

### **Bulletin Boards and Posting**

Bulletin boards are located throughout each of the buildings. These are the only areas where posting is allowed and all posted materials must be approved by the Housing and Residence Life Office. Items improperly posted or no longer valid will be removed.

### **Refrigerators and Microwave Ovens**

Small refrigerators and microwaves are allowed in Residence Hall rooms.

Refrigerators must conform to the following specifications:

- Rated capacity must be less than 4 cubic feet.
- Both the unit and the power cord must be UL approved.
- It 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 ask that residents do not bring in additional fridges or microwaves to help us continue to be green in our power usage.

### **Safety and Security**

The Residence Halls are only as safe, secure, and private as you keep it. Security is everyone's responsibility. The possibility of intrusions, theft, physical violence, or fire is always present. The following are some of the precautions that will help make the community safe and secure:

- Be observant. Report suspicious people to the Housing Office, a Front 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 locked by a staff member.
- Safeguard your key. Do not loan it out for any reason.
- Do not prop open outside doors under any circumstances.
- Protect your valuables by purchasing an inexpensive lock box or personal safe.
- 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, all Residence Halls doors are secured overnight and on weekends.

### **Project ID**

Upon your check-in into the Residence Halls, you received 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.

Mark or photograph your valuables for ready identification and log them in your Project ID booklet.

### **Emergency Procedures**

If an emergency in the Residence Halls arise, notify your RA, a Front Desk staff member, or any Residence Life Staff person. **In case of a fire, activate the building alarm, leave the area, and find a staff person for assistance. To summon emergency personnel, dial 911 from any campus telephone. Always inform a Residence Life Staff person when there is an emergency.**

In the event of an accident, please notify a Residence Life Staff member or the Housing Office immediately.

### **Fire Alarms and Fire Equipment**

When the fire alarm sounds, you are expected to follow the emergency procedures outlined in this handbook. Turning in 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. It is the policy of the Office of Housing and Residence Life to press charges against any person found committing this act. An individual 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 \$1000.00.

### **Smoke Detectors**

Each room and apartment is equipped with a smoke detector. This detector is the most important safety item provided in the Residence Halls. It is the responsibility of the resident to make sure that these smoke detectors are **always** in operation.

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

The staff makes spot checks on the smoke detectors. A charge of \$25.00 per person will be levied if the detector is not working when checked by the Residence Life Staff. Your safety depends on your adherence to this regulation.

NOTE: The smoke detectors are highly sensitive (including units in common areas of the buildings). Even the slightest foul play can set them off (bumping it, spraying it with water, etc.) causing the fire alarm to sound. Should the fire alarm sound as a result of horse play, you may be subject to disciplinary action and/or fines.

### **Fire Alarm**

**Fire alarms must always be taken as a real alarm.** Fire drills ensure everyone knows how to respond in the event of a real fire. Please take all alarms seriously and evacuate the building as quickly as possible. In the event the fire alarm sounds, take the following action:

1. Open the window coverings, close the window, and turn on the light in your room and in the apartment.
2. Grab a coat, slip on footwear, and leave the room, closing and locking your door. Don't forget to take your key.
3. Leave the building by the nearest exit. **(YOU SHOULD FIND AND KNOW WHERE THIS IS BEFORE AN EMERGENC).**
4. After leaving the building, move across the traffic lane into the parking lot. **DO NOT STAND IN THE ROADWAYS OR QUAD AREA, AS EMERGENCY VEHICLES WILL NEED TO ACCESS THESE AREAS.**
5. DO NOT RETURN TO THE BUILDING UNTIL AN ALL CLEAR HAS BEEN GIVEN. A Residence Life staff member will instruct you when you can return to the building.
6. You are required to follow the instructions of the Residence Life Staff, Campus Safety, police, fire and other emergency personnel.

7. If you have a roommate(s), let each other know if you will be absent for an extended period of time. In an emergency situation, knowing that you are not in the building may save precious time and may resolve the emergency more quickly. If you are physically impaired, temporarily or permanently, make sure that you let your RA know. In an emergency situation, the evacuation staff will try to assist you in leaving the building.

### **Buildings Lockdown or Other Emergency**

If a campus emergency occurs that results in the campus being locked down (no one can leave or enter the campus), the Residence Life Staff will be notified and instructed on what actions to take. If you are instructed to return to your room and stay there until further notice, please comply quickly. As the emergency situation progresses, staff members will be updated with current information. Please take actions as directed by a staff member (failure to do so may result in judicial action against you).

### **Earthquake**

Remember: DON'T PANIC! If you are in the Residence Halls during an earthquake, move into a hallway, away from glass and other falling objects. Once the shaking stops exit the building and proceed to the Residence Halls parking lot.

If you are outside during an earthquake, move away from buildings and utility lines. Once the shaking

stops do not enter any building. Remain calm and wait for instructions from a campus official.

### Earthquake Preparedness:

- Be aware of safe areas. If you are in a building when an earthquake occurs, duck under a solid object like a desk or table, cover your head and hold on till the shaking stops.
- Be familiar with the location of emergency supplies such as a flashlight and first aid kit. Know the locations of exits.
- Be aware of special dangers like heavy light fixtures. Stay away from glass windows, doorways, shelves and heavy equipment that may be dislodged.
- If you are outside, move away from buildings to avoid falling debris. Always avoid downed power or utility lines as they may be energized. Do not go sightseeing, there may be aftershocks.
- Stay calm and help others. Check for injuries. Do not move seriously injured persons unless they are in immediate danger.
- Do not use the elevators.
- If you notice broken electrical wires or water leaks, report it to the Emergency Control Center at 541-885-1150. Be prepared for aftershocks. Once you leave a building, do not return until authorization has been given. Buildings must be inspected and deemed safe. If you discover other damage, report it to Facilities Services at 541-885-1690.

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- Keep a list of emergency telephone numbers. They are:

Fire/Ambulance	911
City Police	911
Campus Safety	541-8855-0911
Facilities Services	541-885-1690
VP of Administration	541-885-1104
VP of Student Affairs	
	541-885-1011
RH Front Desk	541-885-1080
Village Front Desk	541-851-5776
Housing Office	541-885-1094

### **OIT EMERGENCY CONTROL 541-885-1150**

(Shortly after a damaging quake)

The Emergency Control Center will be set up in Snell Hall or the College Union. All reports of damage should be made to Emergency Control by telephone or runner. If Snell Hall and/or the College Union is damaged, the Emergency Control Center location will be announced.

Emergency Control will be staffed by: President's Staff, Director of Facilities Services, Director of Campus Safety, and others as needed.

If you have any questions related to earthquake preparedness, please call:

Director of Campus Safety	541-885-1552
Director of Facilities Services	541-885-1691
Vice President of Administration	541-885-1104

## **SECTION 7: PROHIBITED IN ROOMS**

### **Open Flames**

Any item with an open flame is prohibited in the Residence Halls. This includes candles and incense. In addition to the basic safety issues, you may be held liable for damages resulting from negligence.

### **Electrical Appliances**

As a general rule, items with a hot element, such as a fry pan, hot plate, non-air popcorn maker, toaster, or toaster oven, or crock pot are not permitted for use in rooms in the Residence Hall. These cooking items are permitted **only** in the kitchen (storage in rooms is acceptable). In the Village, it is expected that these items also **only** be used in the kitchen.

All electrically operated items must be UL approved. The following items may be used in rooms: fans, a/c units, radios, stereos, hair dryers, televisions, VCRs, DVD players, air popcorn makers, computers, and related items. In the Residence Hall, small refrigerators (less than 4 cubic feet), small microwaves (less than 1000 watts), are also allowed. Because of fire safety, health, and electrical demands, the University reserves the right to require a resident to remove an item or reduce the electrical use within the room.

### **Halogen Light Fixtures**

Lamps with halogen light bulbs are a source of extreme heat and inefficiency. Halogen light fixtures are not permitted in the Halls.

### **Motor and Internal Combustion Engines**

Because of the extreme fire danger, internal combustion engines, ammunitions, engine parts, related petroleum products, lighter fluid, propane tanks, firecrackers and other items that may cause a fire are prohibited in the Residence Halls.

### **Room Modifications**

Due to state codes, safety, and facility management concerns, we cannot allow you to make modifications to your room. Please do not install devices such as deadbolts, ceiling fans, dimmer switches, etc. **Contact the Housing and Residence Life Office if you have any questions.**

### **Smoking**

Smoking is **prohibited** in the following areas:

- In the buildings (including student rooms and common areas)
- In the Residence Hall Quad
- Within 30 feet of any entrance to the Residence Halls
- At Residence Hall South Ramp unless inside the shelter
- In any outside stairwells

Residents who smoke must move to areas at least 30 feet away from any entrance to a building.

It is against policy to stand in the Residence Hall tunnel to smoke as the intake fans carry the smoke into the building. Please dispose of butts in an appropriate receptacle. Violation of this policy will result in disciplinary action.

### **Windows and Window Displays**

All room windows have screens. Screen removal and/or damage is 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 (via the window). Therefore, **it is prohibited to cover the window with foil, cloth, blinds, etc.** Violation of this policy will result in disciplinary action.

### **Door Decorations**

Residents may 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.

Items considered inappropriate will be removed upon notification from a Residence Life staff member.

### **Water Beds**

University policy prohibits the use of waterbeds in the Residence Halls.

### **Weapons and Firearms**

Weapons and firearms of any kind are not permitted in residents' rooms or public areas of the Halls. 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 such items as: handguns, rifles, shotguns, bow and arrow, knives with a blade of 3 inches or more, etc. Weapons can be stored with the Campus Safety department (see Section 4). Kitchen knives designed for cooking uses are excused from this policy.

Paintball and air soft guns are excluded 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 the Residence Halls.

### **Pets**

Pets and other animals are not permitted in the Residence Halls, with the exception of fish or amphibians in an aquarium (29-gallon capacity or less) with no more than 10 gallons of water. No animals that consume crickets are allowed. This policy does not pertain to animals assisting persons that are visually, hearing, or physically impaired. An exception may be made in very special circumstances by the Director of Housing & Residence Life.

### **Stereos and Subwoofers**

Because it is important to maintain an environment conducive to study, residents are asked to keep noise at a minimum. **A person's right to quiet always supersedes a person's right to make noise.** If your neighbor requests you to quiet down, you are expected to comply. The following rules are designed to minimize noise problems:

- Stereo sub-woofers are not permitted in the Residence Halls.
- Keep bass setting low at all times.
- Keep door to room closed when using noise-generating devices (radio, TV, computer, etc.).
- Keep stereos, computers, televisions, radios, and other noise generating devices on low.
- Residents must keep noise from spilling out of the confines of their rooms/apartments.
- Quiet hours are enforced throughout the Halls. 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.

**Quiet Hours:**

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

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

- Special hours may be established to allow for playing music louder than normal or for special events and programs. These hours will be posted.
- “Power Hour.” Power Hour is from 6:00 pm-7:00 pm daily. This hour allows residents to play their stereos louder than normal. Residents must keep room doors closed. **Bass vibration is not part of Power Hour. Bass should always be kept to a minimum.** (A person’s right to quiet supersedes a person’s right to make noise).

Housing reserves the right to modify bass and volume level rules if, in the opinion of the staff, the levels are unusually loud or disruptive.

**Alcohol and Other Drugs**

See *Alcohol and Other Drugs* under Code of Conduct section of this Handbook (see Section 8 – Alcohol and Other Drugs).

**SECTION 8:  
RESIDENCE LIFE CODE OF  
CONDUCT**

**Purpose Statement**

The relationship between students and the Housing and Residence Life Office is guided by the principle that living in the Residence Halls and participating in its programs is an educational enterprise. Being a part of the Residence Halls community is dynamic and challenging. It is the responsibility of the Office of Housing and Residence Life to create and maintain an environment that is supportive of residents and their academic goals. You as a resident have Rights and Responsibilities. Please see Appendix 2 to review this document.

As in any society, rules act as a guide to behavior that are supportive of the needs of individuals and the community in general. Students residing in the Residence Halls are bound by the Terms and Conditions of the Housing Contract, regulations indicated in this Handbook, the OIT Student Handbook, federal/state laws and city/county ordinances. Residents are subject to action under this conduct process if they violate these rules, laws and ordinances. Action taken by the Residence Halls conduct process does not preclude action by the University disciplinary process, criminal prosecution, or civil action. The Residence Life Code of Conduct covers behavior in the Residence Halls and adjacent areas, Campus Dining rooms, and at any sponsored Residence Halls or Residence Halls Association activity.

### **Physical Abuse and Intimidation**

Fighting is disruptive to the community and is damaging to those involved. Physical abuse and intimidation will not be tolerated.

Verbal intimidation will not be tolerated. Violation of this policy will result in disciplinary action which may include suspension or expulsion.

### **Sexual Assault and Harassment**

Residents are subject to the University policy regarding sexual assault and harassment as published in the OIT Student Handbook. The following is a basic statement on this subject:

**The OIT Campus and the Residence Halls community will not tolerate rape, sexual assault, or sexual harassment in any form. Where there is probable cause to believe that the campus regulations prohibiting sexual misconduct of any kind have been violated, the Residence Halls and the University will pursue strong disciplinary action through its own channels, in addition to possible criminal prosecution. The discipline includes the possibility of eviction from the Residence Halls, and suspension or dismissal from the University. A student charged with sexual misconduct can be prosecuted under Oregon criminal statutes, OIT Student Conduct Code and the Housing and Residence Life Code of Conduct. Even if the criminal justice authorities choose not to prosecute, the Residence Halls and the University can pursue disciplinary action.**

### Definitions

1. "Rape" shall be defined to include all non-consensual acts of sexual intercourse involving penetration.
2. "Sexual Assault" refers to the imposition of non-consensual sexual conduct, excluding rape, including, but not limited to, oral copulation, penetration by a foreign object, or caressing, fondling, or touching a person's genitalia, buttocks, or breasts.
3. "Sexual Harassment" shall include any unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
4. "Acquaintance Rape" is forced, manipulated or coerced sexual interaction by a friend or an acquaintance.

### **Health and Safety**

Actions that create a hazard to the health and safety of residents or cause damage to property are not permitted and are in violation of this Code of Conduct. Such actions include 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

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daily and keep your living quarters clean and odor free. Violation of this policy will result in disciplinary action.

Quarterly Health and Safety inspections will be conducted. If your space is found to be unsatisfactory, you will be given instructions to remedy the concerns and your space will be checked again to ensure compliance with Health and Safety Standards.

### **Alcohol and Other Drugs**

Alcoholic beverages may be stored and consumed by residents 21 years of age and older, only in the privacy of a room in an upper-class community or an over 21 apartment. Individuals under 21 may not be in an upper-class space if alcohol is present. Anyone in a space where a staff member addresses an alcohol violation will be included in the report and may face disciplinary action. Presence in a room with open containers of alcohol is considered an act of consumption by anyone in the room until otherwise determined by the conduct process.

The door to the room/apartment must be closed if alcohol is being consumed. Responsible behavior is expected in these rooms at all times.

The Director of Housing & Residence Life may designate other areas for the consumption of alcoholic beverages for those 21 and over. Alcoholic beverages may not be consumed in the public and semi-public areas of the building.

Empty alcohol containers are not permitted in non-21-and-over rooms. Empty alcohol containers found in rooms of residents under 21 and/or in the non-21-and-over rooms will be considered as an act of consumption and a violation of the Residence Life Code of Conduct.

Kegs, beer balls/party balls, and excessive stores of alcohol are restricted from the Residence Halls, including the upper-class communities in the Residence Hall as well as all 21+ apartments in the Village. Alcoholic beverages which are illegally possessed, consumed, or sold, will be confiscated and destroyed by authorized staff including Residence Life Staff members and Campus Safety.

The possession, use, sale or distribution of an illegal substance is forbidden and will subject the violator to Residence Life and University disciplinary action and/or criminal prosecution.

Any disruptive behavior resulting from the use of alcohol or other drugs is a violation of the Residence Life Code of Conduct.

**General Regulations**

The following actions are prohibited:

- Falsification, alteration or misuse, including forgery, of any Residence Life documents, the student ID, or other University documents.
- Withholding information from or providing incorrect information to a University staff person when asked in the performance of his/her duty or in the course of a conduct investigation. (Residence Life Staff are considered University staff.)
- Malicious destruction, damage or misuse of University property, personal property of a member of the campus or Residence Halls community, or a guest of these communities.
- Theft or the unlawful conversion of the property of another.
- 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.
- Intentional disruption of the operation of the Residence Halls.
- Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons (see section 4).
- Unauthorized entry into or intentional defacement of any Hall facilities, equipment, or the property of another resident.
- 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.”
- Playing ball, throwing Frisbees, playing with Nerf balls and guns, operating RC vehicles, riding a bike, skateboarding and rollerblading, etc. in the Halls. Bicycles may be stored in your room – please be sure it is clean before bringing it into the building.
- Publication, posting or distribution of documents in the Residence Halls or at any Residence Life function, that violate the laws of libel, copyright, obscenity, postal regulations, or any related laws or statutes.
- Throwing snowballs and/or snowball fights in or around the Residence Halls is not permitted. 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).
- Tampering with or forcing open the electric doors at the main entrances of the Residence Hall will result in a \$200 fine plus any costs to repair the door(s).

- Residents who allow conduct violations to occur without reporting said violations, who knowingly withhold information, or who provide false information regarding conduct violations will be in violation of the Residence Life Code of Conduct and will be considered as much responsible for the violation as the individual(s) actually committing the violation.
- Residents are responsible for the conduct of people (guests) visiting their room. Violations occurring within a resident's room will be the responsibility of the resident(s) occupying the room.

### **Compliance**

Failure to comply with a University official in the performance of his/her duty will result in disciplinary action. A University official includes all full time staff and Residence Life Staff, including, but not limited to, the RAs, Senior Head Resident, Front Desk staff, RHA Staff and any other student employed by Housing and Residence Life, acting in an official capacity. Residents are also required to comply with the directions of Campus Safety, police and emergency personnel.

### **Conduct Process**

In any society, rules governing behavior provide the stability for our basic freedoms. The Residence Halls community, being a part of an educational system, 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 Code of Conduct are designed to provide this environment. 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. Members of the Residence Halls community will be held responsible for their actions.

Violations (and suspected violations) of the Housing and Residence Life Code of Conduct subjects the 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 his/her behavior is inappropriate and that he/she should discontinue the behavior. If the infraction is considered minor, the student may be counseled and warned either verbally or in writing, or be required to provide an oral or written apology, or lose privileges in the Residence Halls. Restriction of privileges must be in response to violation of the rules and regulations related to the area restricted. The Senior Head Resident may also develop a behavioral contract with the student.

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If the Residence Life Coordinator, Director of Housing & Residence Life (or the Dean of Students), or her designee, decides that the violation is more serious, or if the individuals involved are repeat offenders, or are on behavioral contracts, then the following actions may occur:

### Hearing Process

The student will meet and discuss the situation in an informal hearing. The case may be processed for further action or dismissed. If the case is dismissed, the matter is closed. If further action is warranted, the student will be given one of two options:

1. Have the case heard administratively by a Conduct Officer. If this option is chosen, the Conduct Officer will hear or review any information that is presented or available. After the hearing, the Conduct Officer will render a decision. A student must agree to accept the decision of the Conduct Officer in order to have the matter adjudicated administratively.
2. Have the case heard by the Residence Halls Conduct Board. If the case is referred to the Conduct Board, a Conduct Officer will advise the student as to the procedure of the Board and the time and place of the meeting. The student will have the opportunity to present his/her case before the Board and submit evidence, bring witnesses and question people giving testimony in the matter. If the student fails to appear before the Board, it will proceed to adjudicate the case and render a decision without the student

present. After the Conduct Board makes its decision, it is reviewed and conveyed to all parties involved.

The Conduct Board does not meet during the last two weeks of a regular academic term or during the summer. In such cases, hearings will be conducted by a conduct officer. Decisions of a conduct officer sitting in place of the Board are appealable to the Dean of Students.

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.

### Appeals

Appeals must be filed with the Director of Housing & Residence Life within three 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 the grounds for the appeal and clearly support these grounds. The following are the only 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.

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- The imposing of an excessively severe sanction.
- The imposing of an insufficient sanction.

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

1. Remand the case back to the Conduct Officer or Board for further consideration.
2. Modify the decision.
3. Sustain the decision.
4. Overturn the decision.

### **Sanctions**

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

### Hall Probation

Hall probation is a period of observation and review during which the resident must demonstrate his/her compliance with Residence Halls policies and regulations.

### Written Reprimand

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

### Restitution

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

### Letter of Apology

A letter of apology may 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. The Senior Head Resident or Head Resident will work with the student in securing the appropriate assistance and will follow up to see if the student has completed his/her particular program.

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### Community Service

Community service is a minimum of 4 hours of work benefiting the campus and/or the Residence Halls. The tasks will be determined by the Conduct Officer or Board. 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 various programs, enter various areas of the Halls, check out equipment or other privileges related to his/her stay in the Residence Halls.

### Room Reassignment

A student may be assigned to another room space in the Residence Halls. This is usually done when it is determined that the student or the community will benefit from this action.

### Behavioral Contract

A behavioral contract is an agreement that the student will take certain actions and carries with it additional sanctions and procedures should its provisions be violated. Behavioral contracts are mutually consented to by the student and the Conduct Officer.

### Fines

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

### Suspended Fines

When it is 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 resident when, in the opinion of the Director, the resident's eviction is necessary to maintain order in the Residence Halls 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 a member of the campus or Residence Halls community. 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:

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

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### Evictions

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

(Note: The provision above does not apply to those elements of the Housing Contract that governs a student's eligibility to reside in the Halls. These include, but are not limited to, non-payment of fees and becoming a non-student).

### Suspension of Sanctions

Any sanction may be suspended. This is usually done as a result of a behavioral contract to which all parties consent. It can also be an imposed agreement. 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.

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## Roommate Relationships

### Roommate Issues

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

Room cleanliness & healthy living condition:

- Look at your habits and try to work out a way in which each person's need for a satisfactory living condition can be met. Realize that these can change as they adjust to college living or at certain times during the year.

1) Personal belongings:

- Sharing and borrowing are personal decisions. You may or may not want to share any or all personal belongings. You may wish to share only certain items. This may be different in regards to visitors. A roommate should learn to respect his/her roommate's decisions just as he/she wants the roommate to respect his/her own decisions.

2) Alcohol or Drug Use:

- You should discuss your expectations for your own and other's use. This includes both in and out of the room. You are encouraged to discuss how you would feel about having such items in the room, and the responsibility that comes with it. Guidelines can be set for being in the room while under the influence, drinking in the room, etc. Once again, habits and use can change as they adjust to college.

3) Visitors:

- You should discuss when it is a good time and when it is not a good time to have visitors in the room. You should also discuss how you feel about visitors using your personal belongings. Discuss how you feel about overnight guests of the same gender (guests of the opposite gender cannot stay overnight).

4) Study Habits:

- You should discuss what times you will want to study in the room, and how long, you should also discuss acceptable noise level, possibly deciding to wear headphones or to visit with friends or watch television in a different room.

5) Sleeping Habits:

- Not only should you discuss when you like to go to bed and get up, but also how much sleep you need, including times during the day. You should also discuss whether or not you can sleep with lights on, music on, conversation, etc.

6) Emotional Style:

- Discuss such topics as how you show emotion or express anger, how you handle pressure, and times you prefer to be alone.

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- 7) Degree of Roommate Interaction:
- Some students come to college with the expectation that they will become best friends with their roommate(s), and that they will spend a lot of time together. Sometimes this is the case, and other times it is not. It can be helpful to discuss these expectations, which might not otherwise be discussed.

You are encouraged to take this as a serious opportunity to start the year out right with your roommate, stressing the importance of open, honest communication. You may want to draw up a contract for living conditions. This should be negotiated and signed by all roommates. It could be kept by the RA, and/or discretely displayed in some area of the room. If necessary, it might be a good idea to revisit these forms somewhere towards the middle of fall term since habits and personal preferences do tend to change as people adjust to college living. Whether or not a contract is drawn up, it is important to stress the need for open and honest communication. Set aside time to talk about all matters which affect each other.

### RA Involvement in Roommate Conflicts

Despite such up front groundwork, some conflicts do arise that require an RA's involvement. When a resident first approaches his/her RA with a concern about his/her roommate, the RA will ascertain if he/she has discussed his/her concerns with his/her roommate. Together they should identify exactly what he/she wishes to discuss with his/her roommate, and then brainstorm possible solutions, settling on a specific course of action.

Before sending a resident off to approach a roommate, his/her RA will plan how they will follow up with the situation. The RA will set a specific time for the resident to report back regarding the agreed upon plan. From that an RA can determine whether the situation has been resolved or another plan needs to be implemented, or a roommate conference is needed.

### Roommate Conferences

Mediation is a voluntary process which is an extension and elaboration of the negotiation process. It 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 both parties involved.

The best place to hold the meeting is not necessarily in the room of the parties involved. Choose an appropriate and neutral place to carry out the mediation. Minimize the chance for interruptions.

#### At the Meeting (with both roommates)

- A) Introduction and Overview:
- The RA will start by defining the mediation process as well as the role of the mediator. The mediator will assist in structuring the ensuing discussion, but will not be taking sides. Issues of confidentiality, the need

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for cooperation and honest, open conversation will be addressed. A time frame for the meeting will be established.

- B) Establishment of Ground Rules:
- Ground rules should be negotiated by the roommates; the mediator should assist in establishing ground rules by making suggestions or by asking residents what they think are important rules to follow, but should never dictate them to the residents. Two basic ground rules to get agreement on are:
    - 1) That only one person talks at a time.
    - 2) That people should only speak about the relevant facts. No innuendo or character defamation should occur.
- C) Statement of the Issues:
- After ground rules have been established, the negotiation process begins. Each person should make a brief opening statement to define the issues as he sees them. If a roommate contract exists (or a Lifestyle Agreement was done), this can be reviewed.
- D) Definition of the Issues:
- Mediator identifies the broad areas of conflict as well as the specific contributors to the conflict. Mediator and participants then define the issues that need further discussion and negotiation. Remember: speak in specifics.
- E) Developing Appropriate Alternative:
- Mediator assists participants in developing options that will alleviate the issues of concern.
- F) Conclusion:
- The mediator and participants 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 in the year. The plan should include the following:
    - 1) How to deal with future changes.
    - 2) It should provide a framework for carrying the plan out.
    - 3) It should define how to ensure that all parties are following through.
    - 4) It should provide alternative ways of handling the dispute if it should continue.
    - 5) The final plan should be acceptable and agreed upon by all parties. If so, it should be signed and distributed 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, 4<sup>th</sup> Edition. Dubuque, IA: Kendall/Hunt.

## Residence Halls Bill of Rights and Responsibilities

As a resident of the Oregon Institute of Technology's Residence Halls, you possess certain 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 College 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 in all facilities, keep your door locked and report any unusual behavior to any 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 College'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 College 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.
5. You should expect the Residence Halls and campus communities 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 Residence Halls community.
  - You have the **RIGHT** to confront others' behavior that infringes on your rights.
  - You have the **RIGHT** to the assistance of any Residence Life staff member, Campus Safety Officer, or any other College 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 College official.
  - You have the **RESPONSIBILITY** to read the information provided for you from the Housing Office and campus, especially your Residence Halls Handbook and the OIT Student Handbook.

Nothing in the **Residence Halls 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.