



Housing Handbook 2010–2011



Dear Resident,

On behalf of the Residence Life and Housing staff, it is my pleasure to welcome you to Portland State University. We are glad that you have chosen to live on campus and are looking forward to a successful and exciting year. Our goal is to provide you with a pleasant and comfortable living environment as a means to encourage and support the academic mission of the University. We are confident that the many individuals and experiences that you will encounter this year will make living in our campus community an exciting and enjoyable part of your college years.

Living in University Housing provides you with many benefits and freedoms. As with other liberties, these freedoms come with responsibilities. You will be asked to respect the privacy of your fellow residents, to encourage practices that create and support a learning environment, and to do your part to promote a safe and secure community. It is a resident's responsibility to treat others with dignity and respect and to foster a living environment free from racism, sexism, heterosexism, homophobia, ableism, and xenophobia (fear of others).

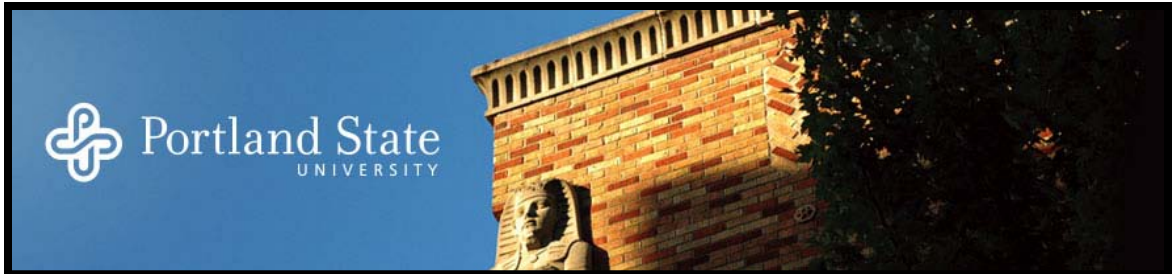
We encourage you to become involved in your community. The students on campus represent a wide array of backgrounds, cultures, lifestyles, and attitudes. Our on-campus residences provide a rich and unique opportunity for you to learn more about yourself and others. We invite you to seek out experienced students, especially members of your Residence Life staff and Residents' Hall Association leaders to assist you in making your stay at PSU a successful one.

This reference booklet, the Housing Handbook, has been prepared by Residence Life and Housing staff in the hope that it will enable you to get the most from your stay with us. The booklet contains general information, housing policies, procedures, and other important information. Please take time to familiarize yourself with it and if you have any questions, do not hesitate to seek out our staff to find the answer.

Again, best wishes for a successful year and welcome home. We are glad you are here!

Sincerely,

Corey Ray
Director of Housing and Residence Life
Portland State University



The Mission of Portland State University

The mission of Portland State University is to enhance the intellectual, social, cultural, and economic qualities of urban life by providing access throughout the life span to a quality liberal education for undergraduates and an appropriate array of professional and graduate programs especially relevant to metropolitan areas. The university conducts research and community service that support a high quality educational environment and reflect issues important to the region. It actively promotes the development of a network of educational institutions to serve the community.



The Mission of Housing and Residence Life

The mission of the Department of Residence Life is to collaborate with students, staff, and faculty to create and support global communities in an environment that inspires academic achievement, personal growth, civic leadership, and social responsibility in superior facilities, while continuously supporting the mission of the University.

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PSU Residential Communities

The Living Learning Communities

First Year Experience

Located on floors three through eight of the Ondine Building and floors three through seven of the Broadway Building, this program offers social and educational experiences for first-year students. Residents receive intentional academic and social support through programming provided by Resident Assistants and Learning Community Assistants. These Residence Life staff members are trained to help students get oriented to PSU life, navigate University Studies, and achieve academic success. The FYE contract includes a full meal-plan.

Global Village

Located on the fifth and sixth floors of Stephen Epler Hall, Global Village brings together international and domestic students interested in issues related to international studies and intercultural communication. The program integrates academic learning and intercultural relations into the living environment, while building an intentional multi-cultural community.

Russian Immersion

The Russian Immersion Program is an intensive Living Learning Community open to all Russian-speaking residents with an intermediate to advanced level of Russian (approximately third-year level or above). The goals of the Russian Immersion community are to create a living environment completely immersed in the Russian language and to share in related activities facilitated by the live-in Teaching Assistant and Resident Assistant. The community is located on the fifth floor of Stephen Epler Hall. Native speaking students and students from Russian families are also welcome to consider living in the Russian Immersion community.

The Buildings

Blackstone

Easily recognizable for its architecture, Blackstone occupies a prominent place on campus on the Park Blocks. 12 small single rooms, 14 studios, 20 one-bedrooms and 6 two-bedrooms make up this building that was built in 1931. Recently renovated community bathrooms and a kitchen are located on the ground floor for the use of residents in the small single rooms.

Blumel Hall

Made up entirely of one-bedroom units (189 of them), Blumel Hall was completed in 1988. This nine-story building contains a parking garage, a large lounge, and a campus safety office.

Broadway

Our newest addition to campus, Broadway opened in Fall 2004. Three hundred and eighty-three studio units make up this 10-story hall. Broadway is Silver LEED Certified, which recognizes that it was built and is maintained with environmentally friendly practices. The first floor consists of retail space. The second floor has classrooms, a 24-hour computer lab, and the Housing and Residence Life offices.

King Albert Hall

Containing 64 studio units, King Albert was built in 1918. On the ground floor of King Albert is The Meetro, a coffee shop that also includes a convenience store.

Montgomery Court

Montgomery Court was built in 1910, making it the oldest building on campus. It contains 143 small single rooms with shared bathrooms on each floor. There is a large lounge housing a community kitchen for residents' use on the first floor, along with the West and Central Area Service Desk and the Residents' Hall Association office. The Women's Resource Center is located in the basement of Montgomery.

Ondine

Ondine was known as Viking Hall when it opened in 1967. It became a residence hall for women in the 1970s and the name was changed to Ondine. Ondine houses the First Year Experience program on floors 3–8. Floors 9–15 contain 120 units available to any PSU student. Each unit has a private bathroom on floors 3–6. On floors 7–15, every two units share a bathroom and a kitchen. Victor's Dining Hall is located on the first floor and the East Area Service Desk. University Success (after hours academic resource center), Auxiliary Services, and academic classrooms can be found on the second floor of Ondine.

Parkway Manor

Parkway was built at the same time as Blackstone in 1931, with roughly the same floor plan. There are 13 single-resident rooms, 10 studios, 24 one-bedrooms, and seven two-bedroom units in the building.

St. Helens Court

This five-story building on Montgomery Street was built in 1928. St. Helens contains one single resident room, 35 studio units, and 15 one-bedroom units.

Stephen Epler Hall

Named for the founder of Portland State University, Epler is home to 130 studio units, including the Global Village and Russian Immersion Programs. There are three classrooms and academic offices on the first floor. Epler is LEED Certified, which recognizes that it was built and is maintained with environmentally friendly practices. Epler Hall was opened in 2003.

Stratford

Stratford was built in 1927 on the corner of Market and Tenth Avenue. Twenty-one studios and 10 one-bedrooms make up this charming building.

Administrative Services

Housing and Residence Life have three functioning areas within housing. The Office of Residence Life, University Housing, and Housing Maintenance.

Director of Housing and Residence Life

The Director is responsible for the vision and direction of the department and oversees all of the department's functions. The Director is part of the Student Affairs senior staff and Auxiliary senior staff that participates in weekly meetings in both areas. The Director hears appeals of student conduct decisions made by other professional staff members, as well as any other appeals having to do with the department. The Director is responsible for all concerns relating to the Housing Contract, Terms and Conditions, and any other housing-related policies. The Director responds to resident concerns, develops and implements policies and procedures, and manages the overall aspects of all housing operations.

The Office of Residence Life

The Office of Residence Life is located on the second floor of the Broadway Building at 625 SW Jackson, Suite 230. The Office of Residence Life is committed to enhancing the life of residents at Portland State University. Undergraduate and graduate student staff work together with full-time student affairs professionals to create and support communities that ensure students' health and safety while inspiring academic achievement, personal growth, civic leadership, and social responsibility.

Learning Community Assistants & A Senior Learning Community Assistant

Learning Community Assistants (LCAs) live on floors of the First Year Experience (FYE) program to provide additional academic and social support and to offer more programs for first-year Students. The LCA is responsible for the development and implementation of First Year Experience programs with specific goals around diversity, critical thinking, and service learning. The LCA is responsible for providing programs, resources, and assistance that will support and enhance a global perspective, civic responsibility, and academic success. The LCA is well trained in Residence Life procedures, counseling services, and available campus resources. Residents should feel free to discuss any issues concerning their housing or academic experience with the LCA.

Resident Assistants

Resident Assistants (RAs) are full-time students who live in the residence halls and act as representatives of the residence hall community and department of Residence Life to other administrative departments within the University. The RA is responsible for the general administration, development, and implementation of student life programs in the residence halls. Under the direction and supervision of an Area Coordinator and Senior Residence Assistant, the RA is responsible for providing resources and assistance that will make each residence hall community a place that supports and enhances many aspects of student life. RAs receive intensive training on campus resources, academic procedures, counseling, roommate troubles, facilities issues, and many other topics. Residents may contact their RA at any time with issues.

Senior Resident Assistants

In addition to performing all the work that RAs do, Senior Resident Assistants (SRAs) oversee the programming of the RAs in their areas of campus and act as a liaison between the RAs and the three Area Coordinators.

Graduate Assistants

Graduate Assistants (GAs) fill many roles within the department. They may be called upon to supervise the student staff, help with the development of learning communities, provide assessment within the department, coordinate student conduct issues, or complete other tasks that need attention. GAs are full-time graduate students at PSU working toward masters or doctoral degrees.

Area Coordinators

Area Coordinators (ACs) are full-time professional staff members who supervise the student staff. Area Coordinators are skilled in community building, advising, and counseling. They also conduct student conduct hearings based upon incident reports submitted by RAs and others.

Residence Life Student Conduct Coordinator

The Residence Life Student Conduct Coordinator (RLSCC) is responsible for the daily administration and coordination of the student conduct process within University Housing and Residence Life. RLSCC supports all housing response to student issues, concerns, and emergencies; develops appropriate policies and procedures in handling housing student concerns. Works cooperatively with other University departments to create educational programs to prevent violations and learning outcomes for students who are found responsible for University or Housing policy violations.

Assistant Director of Residential Education

The Assistant Director for Residential Education within Housing and Residence Life provides leadership, and daily administration for dynamic and growing living-learning communities within the residence life system. Is responsible for creating and sustaining living-learning communities and shaping environments that support students' personal growth and academic success. The Assistant Director models an active commitment to diversity and inclusion and has the talent to incorporate best practices into the organizational culture. The Assistant Director is a key Residence Life administrative leader with the academic units on campus. Working in collaboration with Student Affairs and Auxiliary Services, the Assistant Director is responsible for educational programming, leadership development, administrative operations, marketing and communications for the living-learning communities, and learning outcomes.

The University Housing Office

The University Housing Office is located on the second floor of the Broadway Building at 625 SW Jackson, Suite 210. The Housing Office provides the following:

- Complete information about housing options, rates, and contract terms and conditions.
- Processes Check-in, Check-out, Contract Cancellations, Room Change Requests, roommate assignments, family member accommodation requests, ADA accommodations, billing appeals, and other housing concerns.
- Daily tours starting in Neuberger Hall room 131 at 1:30pm, Monday through Friday.

Assistant Director for Administrative Operations and Outreach

The Assistant Director oversees the day-to-day operations of the University Housing Office and coordinates contract and assignments processes. They are responsible for the marketing to prospective new students and coordinating these efforts with the various PSU departments on campus. The Assistant Director also reviews billing and contract release petitions.

Accounts Coordinator

The Accounts and Operations Coordinator manages all aspects of billing and eligibility for current, incoming, and vacating residents. If you have questions or concerns about housing charges, please visit the Housing Office. Any payment concerns should be addressed with the Accounts Receivable Office.

Assignments Coordinator

The Assignments Coordinator manages all aspects of assigning spaces to incoming and current residents. S/he assigns roommates, accepts roommate requests, and processes Room Transfer Requests.

Office Coordinator

The Office Coordinator manages all aspects of daily University Housing Office and Area Desk operations. S/he hires, trains and manages students and temporary University Housing Office and Area Desk staff. S/he addresses customer service concerns and ensures clear, consistent communication at the University Housing Office front desk and both Area Desks.

University Housing Maintenance

Maintenance Manager

The Maintenance Manager is responsible for the housing facilities and daily operations that take place in caring for and maintaining these facilities.

Customer Service Manager

The Customer Service Manager coordinates all aspects of maintenance for University Housing. S/he is the emergency contact for maintenance emergencies and coordinates work orders and turn over of University Housing rooms. Any maintenance concerns or questions can be addressed through the Housing Office.

Getting Involved

Leadership and Employment Opportunities within Residence Life

Student leadership and employment opportunities include Resident Assistant, Learning Community Assistant (LCA), and Senior Resident Assistant/LCA positions, as well as the following:

Office/Front Desk Staff

A variety of student office/front desk staff positions exist within Residence Life. Their primary role is to provide excellent customer service and support the functions of the office.

Residents' Hall Association

The voice of on-campus residents, the Residents' Hall Association is the student government of University Housing. Opportunities for involvement include being an officer, a representative, or simply attending the meetings and sharing in the decision-making process. As this organization is in its formative stages, students have a unique opportunity to help shape the future of the Association through their involvement. Interested students should contact their RA or a member of the Senior Staff for more information or e-mail RHA@pdx.edu. Three dollars of your housing charges each term will be deposited into a RHA programming fund to sponsor activities within the residence halls.

Community Garden

Located across from Epler Hall on 12th Avenue, the Community Garden has individual plots that may be cultivated by members of the PSU community. The garden is administered by RHA. Plots are

generally allocated in the spring for a year-long term. Watch community bulletin boards for announcements of the year's process. Periodic upkeep is expected, and neglect may result in the termination of your access.

Peer Educational Conduct Board

The PECB provides residence hall students a means to have disciplinary cases adjudicated by their peers. The Conduct Board conducts itself as a formal hearing process for the Office of Residence Life and for the University. The unique advantage of the PECB lies in the ability of its members to influence the attitudes and subsequent behavior of other students through a formally constituted judicial mechanism. Conduct Board members live in the residence halls and undertake the role of student hearing officers.

Services

Area Desks – Montgomery and Ondine

The Area Desks provide the following services:

- Room Check-In/Out
- Temporarily check-out of keys, access badges, hand trucks, and other available equipment
- Package receipt and notification
- Maintenance concerns
- University Housing information and referral
- Customer service, answering all questions and directing students as needed

Area Desks are staffed by University Housing student staff trained to meet your needs. Feel free to contact the desks with any questions you may have. Desks are open: Monday through Friday 9:00am–5:00pm and Saturday 10:00am–3:00pm. The Area Desks are closed on Sundays and University holidays. Residents will be notified if these hours change.

Ondine Area Desk 503-725-4338
Serves Ondine and Broadway buildings

Montgomery Area Desk 503-725-4385
Serves all other University Housing buildings

Mail

Upon check-in, you will receive a key for your mailbox, located in or near the front lobby of your building. Mail is delivered through the US Postal Service to your mailbox. The University Housing Area Desks do not have access to your mailbox. If your name is not written in your mailbox, the University Post Office will not deliver mail to your box. Please take a moment when you move in to write your name on a slip of paper and tape it to the inside of your mail box. Please visit your area desk to verify your mailbox number.

Packages

Package deliveries are accepted on the resident's behalf at the Ondine and Montgomery Area Desks.

Packages addressed to people not listed on the housing contract will be returned to sender.

Packages addressed to a nickname or alias will be returned if the name preference has not been submitted to the University Housing Office. You will be notified of the arrival of these items via the e-mail address you provided to the University Housing Office when you submitted your contract. You may pick up a package during any hour the desk is open. Packages not claimed within seven days may be returned to their place of origin.

Laundry

Laundry machines and service are provided in each building for the exclusive use of residents in your building. In order to help us properly maintain the washers and dryers, please follow these simple guidelines:

- Immediately notify your RA and the 24-hour service line listed on the laundry equipment in case of any malfunction. Please be specific: provide the vendor with the unit number of the machine that is not functioning properly and the nature of the problem.
- Carefully follow the directions listed on the front of the machine.
- Check that the lint screens on the dryers are clean and in place.
- Every machine has a load limit. Exceeding this limit reduces the quality of your wash and adds to your drying time.
- Do not leave your laundry unattended.

Common Area Use

Use of common areas is contingent on adherence to applicable noise policy and building/area regulations (prohibition of alcohol, etc.). Lounges in Blumel, Montgomery, and Ondine Halls may be reserved by contacting the Residence Life Office Manager at (503) 725-2450. Any individual or group requesting the use of a common area must take responsibility for assuring the cleanliness of the area upon completion of the activity. Common area space may not be used for any commercial purpose (i.e., Amway, Tupperware, Mary Kay, etc.). Misuse of a common area or removal of furniture from a common area will warrant warnings, fines, and/or loss of future rights to common area space.

Parking

Eligibility for parking permits is limited to PSU students carrying 8 or more credits. Parking permits for the Blumel and Ondine Hall lots are available to residents of other campus buildings. They may be purchased from the PSU Parking Office in Neuberger Hall. Call the Parking Office at 725-3442 for more information. Residents should call Campus Public Safety at 503-725-4407 (general) or 503-725-4404 (emergency) for assistance with disruptive or suspicious behavior.

Garbage

After you have recycled what you can, please throw your garbage away in the proper receptacle. No organic items of any sort should be washed down drains. The subsequent clogged drain may cause damage for which you may be held financially responsible. You should empty your garbage regularly to keep everyone's living environment clean and pest-free. Garbage chutes are located on each floor in Blumel and Broadway Halls. Garbage dumpsters are located outside near all other buildings. All large items that you no longer want (including furniture) should be placed in the dumpster as well.

Pest Control

You may request pest control service by completing a work request if you notice pests in your unit. In most cases, this service is provided free of charge. You will be asked to prepare your unit/room for the pest control contractor. If you request treatment of your unit and do not prepare it properly, you may be charged up to \$200. **When necessary, entire buildings or floors are treated for pests. These "clean outs" require that all units be treated at the same time to ensure effectiveness.** All units will be serviced at least once a year for pests. If a problem or potential problem is noted, you may be required to have your unit treated by our pest control contractor and/or clean up any cockroach-attracting problems. Failure to comply with cleaning or treatment requirements may result in a charge up to \$200 or termination of your housing contract.

Cable Television

Cable television is provided in Blumel, Broadway, Ondine, and Stephen Epler. Cable is available in Parkway through Comcast at 1-888-824-8264.

Internet and Web Communities

Use of internet and computers on-campus are contingent upon adherence to applicable user policies for Housing, Student Conduct Code and the PSU Computer and Network Acceptable Use Policy www.oit.pdx.edu/aup/. High speed internet is provided in all housing facilities. A computer lab is available

to all residents in Broadway. Wireless internet service is accessible from many rooms. You can find the map of on-campus wireless network access at www.uss.pdx.edu/bin/article.php?article=212.

Web communities like Facebook, MySpace, Xanga, Live Journal, and blogs provide opportunities to interact with friends and an expansive cyber community of new people. Please remember that your information is accessible to everyone, including university personnel. While Residence Life does not monitor information on any website, it is required to act upon information that may violate housing policy and/or Student Conduct Code. PSU expects students to be positive members of the college community, and that community extends to your online presence.

Personal Information

It is important for you to know that a significant amount of your personal directory information is considered public, including phone numbers, e-mail addresses, and permanent addresses. However, University Housing will not release personal information unless you give University Housing staff permission to do so.

Portland State University's Office of Registration and Records in Neuberger Hall can assist you with managing the confidentiality of your personal information.

Music Practice Rooms

We do not allow musical instruments to be played in the common areas of the residence halls due to the noise impact on the community. Music practice rooms are provided in Lincoln Hall. Arrangements can be made through the Music department to use these rooms. Non-music majors currently must pay a fee to use the practice rooms.

Utilities

Electricity, water, heat, sewer, trash, phone, and internet service are included in the rates billed for University Housing charges.

Storage

University Housing does not provide any additional storage space.

Vending

Most buildings have at least one soda machine. Depending on space availability, a building may also contain a snack vending machine. For refund information or problems with the machine, please contact the vending company at the number listed on the machine.

Lost and Found

The University does not assume responsibility for personal items that are lost, misplaced, or stolen from within the housing communities. For your safety and to prevent the loss of property, do not prop building doors open and keep your room doors and windows locked when you are not home. Please contact the Campus Public Safety Office if you lose or find an item. CPSO provides a lost and found service and should be contacted immediately to report any lost or stolen items.

Health and Safety

Emergency Situations

In an emergency the Campus Public Safety Office (CPSO) can be reached at (503) 725-4404. The CPSO non-emergency phone number is (503) 725-4407.

Contacting the RA On-Call

Between the hours of 5:00pm and 8:00am, there is always an RA On-Call for your area. RAs make periodic rounds of the buildings to ensure safety and policy compliance. They should be your first contact in the event of an emergency or if you are in need of assistance. The RA On-Call carries a cell phone and is immediately accessible at the following number:

| | |
|--|---------------------|
| Broadway First Year Experience (Floors 3–7) | 971-246-1599 |
| Ondine First Year Experience (Floors 3–8) | 971-246-1386 |
| Upper Floors of Broadway (Floors 8–10) | 971-246-1598 |
| Upper Floors of Ondine (Floors 9–15) | 971-246-1598 |
| Blumel Hall | 971-246-1387 |
| King Albert, St. Helens, Stephen Epler | 971-246-1388 |
| Blackstone, Montgomery, Parkway, Stratford | 971-246-1585 |

These numbers are subject to change after ample notice given to all residents.

Between 9:00am and 5:00pm, emergency assistance is available through the Area Desks.

Security Cameras

To enhance safety and security efforts within the halls, family housing, and dining centers, a security camera may be placed in a hall, lobby, or other public areas. Generally these cameras are in set locations. However, if there is a concern for property damage or personal security concerns, cameras may also be temporarily placed to monitor an area. To ensure personal privacy, the cameras are located and record data only in areas that are considered public within University Housing and dining centers. While many of these areas are off limits to non-residents and their guests, they are areas that people would not expect to be private (e.g., cameras are NOT placed in restrooms, student rooms, etc.)

These cameras are not continuously monitored but are intended to be used in investigations of alleged policy violations. If issues arise and images are needed to address property damage or personal security concerns, the PSU Campus Police Safety Office is the coordinating agency assigned to control access to that information.

Personal Safety

Taking responsibility for your personal safety is imperative in a community living environment. Although the RAs do rounds at night and campus public safety officers are available, you need to take action to safeguard yourself. Please be aware of the necessity of abiding by the following list of safety measures:

- Carry your keys at all times.
- Lock your door even if you are merely going down the hall.
- Do not lend your keys to anyone.
- Do not prop/hold open elevator doors for an extended period of time.
- Avoid walking alone at night. Walk with a friend or call Campus Public Safety at (503) 725-4407 to be escorted.

- Avoid parking or walking in unlit areas.
- Do not prop open interior or exterior doors.
- Do not use the handicap accessible button to open front doors unless necessary.
- Report any non-locking doors and windows to your Area Desk or RA On-Call immediately.
- Report any unsafe or suspicious items or persons to your Area Desk, RA On-Call, or Campus Public Safety.
- Do not attach bikes or other items to stairwell railings.
- Do not store items in hallways or obstruct doorways.

Emergency Blue Phones

Emergency Blue Phones are available throughout campus for a direct emergency line to the Campus Public Safety Office. These phones, once activated, automatically let the police dispatcher know the location from which you are calling.

Fire Alarm Evacuation

When you hear the fire alarm, you must leave the building immediately. Do not use the elevators. If you see a fire, pull the handle on the nearest red fire alarm station in the hallway (smoke from a fire activates the overhead detection system in Blumel Hall). Do not attempt to fight the fire yourself. Use the nearest safe, smoke-free stairwell marked "EXIT." If you cannot find a safe exit, stay in your unit and make yourself obvious at the window for firefighters below. If you feel you must open a window, first place damp sheets or towels in the door crevices that open to the fire or smoky area to avoid fueling the fire. Fire drills may be held at least once per term, during which each resident **MUST** exit the building.

Notification of Medical Issues

It is understandable that students may be uncomfortable revealing medical information. The Housing Office requests that all students with special medical conditions report them to a trusted roommate, Resident Assistant, or the Area Coordinator of your community so that we are better able to assist you in a time of medical need. Residents should inform a staff member of any suspected or actual cases of contagious disease such as hepatitis, meningitis, or chicken pox. For safety reasons, students who must use hypodermic needles or other skin piercing tools must dispose of them in a properly labeled, puncture-resistant, leak-proof container.

All residents should be aware of the potential dangers of communicable diseases being spread in any area of high population density such as a residence hall. Residents are encouraged, though not required, to be vaccinated against meningitis, hepatitis, and other diseases. Your medical professional or the Student Health and Counseling center on campus can advise you on these decisions.

Disability Accommodation Requests

Students with disability accommodation requests must first contact and register with the Disability Resource Center (DRC), (503) 725-4150 (Voice); (503) 725-4178 (TTY or Relay). The DRC is the University-designated office that obtains and files disability-related documents and certifies eligibility for services.

Upon confirmation of registration with DRC, Housing staff will contact the requesting student and have the student complete the University Housing Accommodation Request form. University Housing will then work with the student and the DRC to determine reasonable accommodations and develop plans for the provisions of such accommodations.

Earthquake Preparedness

The city of Portland lies in an area with a potential for earthquakes. The best protection from an earthquake is good preparation. In the event of a major earthquake, you should be aware that professional emergency services may be limited. You should be prepared to survive at least 72 hours on your own. The following tips for earthquake preparedness should be helpful in the event that an earthquake does occur:

Preparation for an Earthquake

- Identify hazards in places where you spend most of your time: heavy objects on high shelves, tall bookcases that could fall over, etc. Know danger areas such as windows, skylights, brick walls, and furniture.
- Select areas in each room that are safer during an earthquake: under tables or desks, or against inside walls and supported doorways.
- Move objects from above your bed.
- Know the location of stairways. Do not use elevators in an earthquake.
- Gather adequate emergency supplies for at least 72 hours. A battery-powered radio, flashlights, extra batteries, canned food, bottled water (one gallon a day per person), first aid kit, and extra supplies of any medications you take.
- Learn where fire extinguishers are and how to use them.
- Learn first aid and CPR.
- Develop a personal communication plan and choose a location to unite with family members or friends should you be separated.

During an Earthquake

- STAY CALM.
- If you are inside, stay inside. Take refuge in a hallway or door frame, or get under strongly secured furniture to reduce the chance of being hit by breaking glass or falling objects. DUCK, COVER, AND HOLD ON.
- If you are outdoors, get in an open area away from buildings, power lines, and trees.
- Be prepared for the lighting system to fail within seconds of an earthquake.

After an Earthquake

- Check everyone for injuries. Apply first aid as necessary.
- Be prepared for aftershocks. Although they are usually milder than the initial shock they can still cause additional damage.
- Wear shoes at all times. There could be broken glass, etc.
- Do not smoke or light a match unless you are certain there is no natural gas leakage.
- Do not use elevators until qualified personnel have inspected them for safety.
- Do not use your phones unless there is a life-threatening emergency.
- Turn on your radio for basic instructions and other information.

Building Emergencies

Your first contact in a building emergency is an RA. If your RA is unreachable, you should call the RA On-Call cell phone at the number posted in your building and near your RA's door. Your RA will contact the appropriate personnel to fix the problem.

Occasionally, there may be a problem with a building system after regular business hours that will cause a significant amount of damage if left unattended. If one of the following problems is happening in your building or unit, please call a staff person immediately so that appropriate Maintenance personnel may be reached. Examples of building emergencies include:

- Security problems (doors will not lock, ground level windows broken)
- Broken common area glass or collapsed wall
- Roof leaks (major leaks posing potential damage to the building or residents' property).
- Fire system or equipment does not work
- Exposed wiring
- Major circuit breaker has blown
- No heat in room (after checking to see if radiator/baseboard/fan is turned on.); no heat in building; no hot water.

- Water flow causing damage to the building or to resident's property; resident cannot use their toilet for an extended time (greater than 12 hours when alternative facilities are not available)
- Water or waste line is broken; no water.

*Contacts, earrings, and wedding bands down the drain do **NOT** constitute an emergency (though residents should not use the drain until Maintenance personnel can respond).*

Sprinklers, Smoke, and Heat Detectors

Each student should be aware of the sensitivity of the sprinklers, smoke detectors, and heat detectors that are present in their room or hallways. These can be activated by heat, smoke, water, force, pressure, or sudden shock. When hallway smoke or heat detectors are triggered, they activate the building alarm system alerting residents, Campus Public Safety, and the Fire Department.

Personal Property

The University is not responsible for loss or damage to personal property in University housing facilities due to fire, theft, water, interruption of water or heat, other utility problems, damages caused by other residents, or other causes. **Residents are strongly encouraged to carry personal property or renter's insurance.** Residents are also encouraged to remove all valuable items from the unit during any extended absence. Any personal effects, valuables, or other property left in the unit after the expiration of the contract is deemed to be abandoned property and may be retained by the University as its property or may be disposed of by the University through sale, donation, or in such other manner as the University in its sole discretion may determine. Any proceeds derived from the sale of such property will be the property of the University.

Recycling and Conservation

Utilities and the Environment

PSU is committed to reducing our impact on the environment as much as possible and requests that residents be mindful of their energy use. Many people are experiencing a new awareness of the environment and the effect we have on it. Efficient use of energy and resources conserves the environment and saves money. University Housing spends several thousand dollars per month on utilities, and the price of energy is continually rising. You can help reduce the cost of utilities by avoiding wasteful practices. This may also reduce our overhead costs, which in turn could affect housing rates.

Your Part

The following are simple ways you can help make a difference while living on campus:

- Turn off lights, stereos, computers, TVs, and appliances when you are not using them.
- Use natural light during the day. Study with a desk lamp instead of overhead lights.
- Recycle products that are recyclable. University Housing provides several convenient recycling locations in or near our buildings. Please remember to rinse containers thoroughly!
- Don't leave the water running while brushing your teeth, washing dishes, or shaving.
- Purchase items that are environmentally friendly.
- During the winter months, open your window coverings (blinds or drapes) to let in the sun and close them at night to keep the heat in.
- Use rechargeable batteries.

Our Part

PSU is doing its part to conserve water. We have installed low-flow showerheads wherever possible. Our newly built buildings have superior ratings for water use, efficiency, and building design. If you have suggestions about ways to better conserve water or protect the environment please share it with a member of our staff.

The University Housing Process

This section is intended to assist you in understanding your University Housing contract.

PSU Housing

Information about housing can be found at the University Housing Office, located at 625 SW Jackson Street in Suite 210 of the Broadway Building. Housing information is also located on our website at: www.housing.pdx.edu.

Submit a University Housing contract

Once you have been admitted to PSU, you may complete an online University Housing contract using your PSU ID number. The University Housing contract is a legally binding agreement. Please read the *Contract Terms and Conditions*, along with the building descriptions and rate information, before you sign your contract.

| | |
|---|-----------|
| Non-refundable contract processing fee | \$ 50.00 |
| Refundable Advance Payment (see <i>Contract Terms & Conditions</i>) | \$ 150.00 |

Re-Contracting

Re-Contracting is when Spring Term residents get to claim their room for the next academic year. Every April, University Housing offers current residents the chance to sign a contract and receive assignment priority for the upcoming year before new, incoming students. Spring Term residents who do not sign a Re-Contract during the month of April may still sign a contract for the upcoming year, but they will not receive any assignment priority. Details about Re-Contracting will be sent out at the beginning of Spring Term.

Room/Unit Viewing

Please visit the Housing website www.housing.pdx.edu for building information. You may access View Books with pictures and floor plans of all University Housing buildings in the University Housing Office.

We offer daily housing tours Monday through Friday at 1:30pm, starting in Neuberger Hall room 131. Tour availability varies during summer months; please contact the University Housing Office or check the Housing website for more information. Viewing outside of these times is limited and based on staff availability. We are currently only able to offer tours of show rooms in the Ondine and Broadway buildings.

Housing Eligibility

PSU Housing and Accounts Receivable staff perform regular checks each term to verify students' eligibility for University Housing. If a resident does not meet the eligibility requirements to live in University Housing, s/he will be required to move out. The only residents exempt from the below requirements are spouses, domestic partners, and dependents of registered students.

Financial Eligibility

In order to be eligible to live in University Housing, residents must have a *prior* term PSU account balance of less than \$100. All current term charges (including tuition, housing, and other fees) must be paid in full by the Friday of finals week. If your PSU account is currently in collections, you are automatically ineligible for University Housing. Prospective residents with a prior term balance of \$100 or more will not receive a housing assignment.

Enrollment Eligibility

All residents, except non-student spouses, domestic partners, or dependents, are required to be registered for the minimum credit requirements in each of the three, consecutive terms of the academic year (Fall, Winter, Spring) beginning with the Fall Term. Undergraduate students are required to complete at least eight (8) credit hours per term, while graduate students are required to complete at least four (4) credit hours per term. For those students enrolled in advanced degree programs or working on a thesis, a written letter from the project advisor may be submitted as proof of registration. *Documentation must be in writing.*

Summer Eligibility

Residents who live in University Housing continuously from Spring Term through the following Fall Term are not required to be enrolled during the Summer Term to remain eligible for University Housing. Residents who initially move into University Housing during Summer Term are required to meet the minimum credit requirements listed above. All summer residents must maintain financial eligibility as in the academic year.

Non-Student Residents

Non-students in the following four categories may live in University Housing *after* they have registered with the University Housing Office. Documentation is required for all non-student residents. Please submit documentation to the University Housing Office as soon as possible.

- 1) The spouse of a student: proof of marriage or impending marriage will be required (such as a marriage license or engagement announcement).
- 2) The domestic partner of a student: The purpose of the Domestic Partnership policy is to allow unmarried partners in significant, long-term relationships to live together in University Housing. Residents wishing to have their domestic partner live in University Housing with them will be required to complete a Domestic Partnership Declaration form (available at www.housing.pdx.edu) and provide two (2) of the forms of proof listed on the Declaration form.
- 3) A legal dependent of a student: proof of dependency will be required (such as a birth certificate, passport, or proof of legal guardianship).
- 4) An approved affiliate of PSU, such as an OHSU student or visiting scholar. Contact the University Housing Office for more information.

For more information about the documentation required, please visit the University Housing Office website and download the forms available in the 'New Residents' section of the site. Keys and access badges for family members will only be checked out once documentation has been submitted and approved.

Spouses, domestic partners, and legal dependents of students are only allowed to live in University Housing when living with an eligible PSU student. If the eligible PSU student moves out, the non-student may not continue living in University Housing. There may only be a one-to-one ratio of student to non-student in a unit, with the exception of dependent children.

Check-In

Whether you are transferring rooms or moving into University Housing for the first time, Check-In starts at your Area Desk. Bring a photo ID! Early check-ins are not allowed, so you may move in on your scheduled check-in date. If you need an earlier or later check-in date, contact University Housing immediately. At Check-In you will receive:

- University Housing keys: Including room key, mailbox key, and in some buildings, front door, bathroom, or bike room keys.
- Room Condition Report: This records the condition of your room upon Check-In. See below for more information about Room Condition Reports.

- Welcome Sheet: This is full of useful information, such as your phone and mailbox number, where to take your trash, how to contact your Resident Assistant, and more.

Access Badges

The following buildings require access badges to open the front door and/or operate the elevators: Blackstone, Blumel Hall, Broadway, Montgomery, Ondine, and Stephen Epler. If your assigned building requires an access badge (not your HigherOne card), please visit ID Services in Neuberger Hall to obtain an access badge for \$12. Once you have your access badge, you can call University Housing at 503-725-4375 to have it activated for your building. In some cases, such as Fall Move In, your access badge may be pre-printed and waiting for you at your Area Desk.

Keys, Room Condition Reports, and Checking In

After you are issued the keys for your new room at the Area Desks, you will be asked to sign a Room Condition Report for your new room. If you would like to make any additions or changes to it, you must do so within 48 hours (two days) of checking in. Please bring your copy of the Room Condition Report with any additions to your area desk. Your signature on the Room Condition Report indicates that you have received your keys and take responsibility for the condition of the room. You may be charged for any damages found after your Check-Out that are not recorded on this form, so pay attention!

Once you have accepted your keys and signed the Room Condition Report, you are officially checked into University Housing. Please speak with the University Housing Office if you have questions about your contract or billing.

Late Arrivals and No-Shows

If you do not check into your assigned room on your scheduled check-in day, University Housing may cancel your reservation and offer your assignment to another student. If you are transferring rooms, it is very important that you check into your new room on time so you can complete your transfer by your scheduled date. Transfer schedules are very important, so be sure to complete your move by the check-out date listed on your assignment notification. **If you need a late/early check-in, contact University Housing as soon as possible.**

Insurance

Residents are strongly encouraged to purchase renters insurance in order to protect themselves in the event of loss of property. University Housing is not responsible for theft, loss, damage to personal property, or damage to the building caused by residents, their guests, a natural disaster, or facility malfunctions.

Check-Out

Contract Cancellation: Your University Housing contract is a legally binding agreement between you and University Housing. If you decide to move out of University Housing prior to the end of your contract, *you must cancel your contract at the University Housing Office before moving out.* Moving out of University Housing without canceling your Housing contract will result in an Improper Check-Out fee of up to \$100.

Checking Out

It is your responsibility to make sure that you complete the Check-Out process and return your keys on your scheduled Check-Out day to your Area Desk during the hours of operation. Failure to do so may result in an improper Check-Out fee of up to \$100 and housing charges until Check-Out is complete. The proper Check-Out process is as follows:

1. Before Check-Out day, go to your Area Desk to schedule a walk-through, a time for a Resident Assistant to come to your room on your Check-Out day to approve your room for Check-Out. Be sure to have your room cleaned and emptied for your scheduled walk-through.

2. At your scheduled Check-Out time, a Resident Assistant will come to your room with your Room Condition Report to review the condition of your room. Once the Resident Assistant has determined that the room is ready for Check-Out, they will provide a Room Condition Report for you to take to the Area Desk.
 - This is your chance to claim any damages that may have occurred during your stay. Final assessment of damage/cleaning charges will be made by University Housing Maintenance staff after the Check-Out is complete.
 - Any charges for unclaimed damages in rooms with more than one resident will be split equally between all residents' PSU accounts.
3. Take your Room Condition Report and your keys to your area front desk to complete the Check-Out. Be sure to provide your signature that you have returned all University Housing issued keys, thereby relinquishing the room.

After Hours/Emergency Check-Out

If circumstances beyond your control require you to complete a Check-Out outside of your Area's desk hours, it is your responsibility to schedule a time to Check-Out with either your Resident Assistant or the on-call Resident Assistant for your area. If you cannot arrange a time with either, you may return your keys in a sealed envelope with your full name and room number through the drop slot at the University Housing Office in Broadway 210.

Students who check-out after normal working hours/emergency check outs will still be responsible for the contract cancellation terms, the return of all University Housing issued keys, and the condition of the room.

Keys

Failure to return all University Housing issued keys to your Area Desk on your Check-Out date may result in a daily charge for each day you are in possession of your keys past your Check-Out date and/or an \$80 fee for a lock change and a \$100 improper check out fine.

Moving Carts

A limited number of hand-trucks or dollies are available for Check-Out at your Area Desk. For safety reasons, propping doors open is not allowed. It is also your responsibility to ensure that building doors close properly after entering and exiting the building.

Preparing your room for Check-Out

Room Condition on Check-Out

You are expected to remove all of your belongings from your room and return it to its original cleanliness prior to Check-Out. Please remember to remove all wall-hangings, nails and tacks, and turn off all electrical items before you leave. Every unit/room undergoes standard cleaning upon Move Out (appliances, carpets, etc.) to make the room/unit ready for the next resident. Residents will be charged for excessive cleaning in rooms/units which require additional work.

Before you move out, University Housing staff will complete a Room Condition Report and will compare the room's condition to the condition reported on the Room Condition Report. The cost of repairing any damage not recorded on this form at Check-In and for cleaning or repair costs for damage exceeding normal wear and tear will be charged to your Portland State University student account.

Abandoned Goods

It is your responsibility to remove all of your personal belongings when you check out. You will be charged for the removal of any personal belongings, valuables, or unwanted property left in the room. Any personal belongings, valuables, or unwanted property left in the unit or in the Building after the expiration of your contract is deemed to be abandoned property and may be retained by the University as its property or may be disposed of by sale, donation, or in such other manner as the University in its sole discretion may determine. Any proceeds derived from the sale of such property will be the property of the University.

Changing Rooms

Room Freeze

During the first and last two weeks of Fall and Winter Terms, and all of Spring Term, a Room Freeze will be in effect while University Housing prepares for term Move In and Move Out. During a Room Freeze, no room transfer requests will be accepted or accommodated except in the case of emergency. After the Room Freeze period is lifted, University Housing will begin accepting and accommodating Room Transfer Requests. Room Transfer Requests are not accepted during Spring Term or Summer Term.

Projected 2010–2011 Room Freeze Schedule:

(dates may change according to University Housing assignment and maintenance needs)

Fall Freeze: Thursday, November 11, 2010–End of Term

Winter Freeze: January 1, 2011–January 10, 2011

Spring Freeze: March 1–End of Term

Summer Freeze: Transfer Requests will not be accepted until Fall 2011 while University Housing prepares for Fall Move-In. Only emergency and Re-Contracting transfers will be allowed over Summer Term.

Room Transfers

Room Transfer Requests will be accepted at the University Housing Office after each Room Freeze period ends. No room change requests will be accommodated until after the waitlist and/or temporary housing has been cleared, nor during the last term of the academic year, except in the case of emergencies.

All room transfers must be approved by the University Housing Office via the process described below. Transferring without University Housing approval may result in a lock change, an improper check-out fee of up to \$100, and extra housing charges.

1. **Pick up a Room Transfer Request** at your Area Desk or the University Housing Office any time a Room Freeze is not in effect. If you are requesting a transfer into a specific room with a roommate, your new roommate will need to sign your Room Transfer Request.
2. **Get the approval signature of your Senior Resident Assistant or Area Coordinator** and return your Transfer Request to the University Housing Office after the Room Freeze has been lifted.
3. **Wait:** Your Transfer Request will remain on file for the entire academic year. Requests will be accommodated in the order in which they are received and as space is available.
4. **Accept or Decline Room Transfer Offer:** If your request can be accommodated, the University Housing Office will e-mail you with a new room assignment and transfer dates. You are required to accept or decline your room transfer offer via e-mail or in writing within 48 hours of receiving the offer. If you decline two offers in a row, that Room Transfer Request will be canceled, and you will need to submit a new Room Transfer Request if you still want to be considered for a room change.
5. **Check-In:** If you accept, take a picture ID to the Area Desk of your new room assignment to complete a check-in and pick up the keys to your new room on the date indicated in your offer e-mail.
6. **Move:** It is of the utmost importance that all transfers are completed on schedule. You will have between two to five days to complete your room transfer, depending on University Housing maintenance needs. Failure to return the keys to your old room and complete a check-out by the date indicated in your offer e-mail may result in double housing charges, an \$80 lock change fee, and an improper check out fee of up to \$100.
7. **Check-Out:** Before you move, schedule and complete a room Walk-Through with your Resident Assistant and return the keys to your old room to the Area Desk during normal desk hours to complete a Check-Out.

Roommates and Room Capacity

Changing Roommates

University Housing will never require your roommate to move at your request. As such, if you wish to change roommates, you will have to transfer rooms. *(See the Room Transfers section above.)* All room transfers must be approved by the University Housing Office and Residence Life prior to the move.

Adding Roommates

If you would like to add a roommate who is not currently living on campus, come to the University Housing Office with your new roommate to request a Roommate Addition. Your roommate must complete a Housing contract and be eligible to live in University Housing *(see Eligibility)*. University Housing reserves the right to deny a roommate addition if it does not meet room-capacity requirements or appears to be a Room Takeover *(see below)*.

Non-Student Residents

All non-student residents must be registered with the University Housing Office *before* move in. Non-students may live in our housing **only** if they fall into one of four categories: 1) the spouse of a PSU student; 2) the domestic partner of a PSU student. 3) the legal dependent of a PSU student; 4) an approved, PSU affiliated resident. *(See Eligibility section for more details.)*

Room Capacity and Unregistered Residents

For building structural and safety reasons, each room type has a designated number of residents it can legally accommodate. Requests to exceed this number are not permitted. Residents in units that are exceeding capacity may face contract cancellation and a fee of up to \$250 per unregistered resident, and any unregistered residents may be required to vacate immediately or make other arrangements with University Housing if available.

| | Building | Room Type | Capacity |
|--|--|----------------------------|-----------------------------------|
| <u>By-the-Space Buildings</u> | Blumel Hall | One-bedroom | 2 adults, plus 1 dependent |
| | | Large One-bedroom | 3 people |
| | Broadway Stephen Epler Hall | Studio | 2 adults* |
| | Ondine | Studio | 2 adults* |
| | Montgomery Court | Sleeper | 1 adult |
| | King Albert | Studio | 1 adult |
| | St. Helens Court | Studio | 1 adult |
| One-bedroom | | 2 adults, plus 1 dependent | |
| <u>By-the-Unit Buildings</u> | Blackstone Parkway Manor Stratford | Sleeper | 1 adult |
| | | Studio | 1 adult, plus 1 dependent |
| | | One-bedroom | 2 adults, plus 1 dependent |
| | | Two-bedroom | 2 adults, plus up to 2 dependents |

* *subject to designated occupancy set by University Housing Office*

Roommates in By-the-Unit Buildings

(Blackstone, Parkway Manor, Stratford)

You may add a roommate at any time, provided the person you are requesting is eligible to live in University Housing and the room is not above capacity. The rates in these buildings have been set to assume that the room is at its maximum capacity, so you and your roommate split the total room rate between you.

Vacancies in Double Rooms

University Housing does not assign roommates to By-the-Unit Buildings, so if your roommate moves out, the room will automatically become a single, and you will begin paying the single rate effective the date your roommate moves out.

Roommates in By the Space Buildings

*(Blumel, Broadway, King Albert [single occupancy only],
Montgomery Court [single occupancy only], Ondine, St. Helens Court, and Stephen Epler Hall)*

You may add a roommate as long as the person you are requesting is eligible for student housing, the room is not past capacity, and that space is not required for a current resident, a waitlisted student, or temporarily housed student, as determined by the University Housing Office. Each resident will pay the double rate for the unit. This does not apply to King Albert Hall or Montgomery Court, which do not accommodate roommates.

Vacancies in Double Rooms

If you are in a room paying the double rate and your roommate moves out, creating a vacancy, you have the following options.

- 1) **Request a Specific Roommate:** You may **request a specific student/resident** to move in with you by submitting an Occupancy Change Form at the University Housing Office. Roommate requests must be mutual to be considered.
- 2) **Consolidate:** You may **choose to move into another room** where there is an empty space by submitting a Room Transfer Request form. In some cases, consolidation moves may be required by the University Housing Office (*see Consolidation below*).
- 3) **Accept an Assigned Roommate:** You may elect to **accept a roommate** assigned by the University Housing Office, and continue to pay the double room rate. You must make half of all furnishings and space available for a new resident to move in at any time. If you leave for extended periods of time, you must leave the room prepared to accept an assigned roommate in your absence. During breaks, University Housing and Residence Life staff will check readiness in rooms set to accept assigned roommates before move in. In the case of roommate vacancies, the double status is the default.
- 4) **Request a Single:** *As soon as a vacancy is created*, you may request to keep **the room as a single at the University Housing Office**. University Housing will try to accommodate your request based on space availability. **If your single request is accommodated, you will be charged** the single rate for the room, effective the date the vacancy was created. (Ondine even-numbered units on floors ten through fifteen are not eligible for single occupancy.)

Consolidation

As necessary throughout each term, University Housing and the Office of Residence Life will enact a Consolidation Process in order to consolidate vacancies and maximize space availability. During the Consolidation Process, residents in double rooms with vacancies will receive a list of other residents with vacancies in their double rooms. The residents are then given approximately two weeks to choose their own roommate and desired room from the provided list and complete the consolidation move by a specified date. If residents choose not to do so, they will be reassigned by the University Housing Office and will be required to move by the end of the Consolidation period. Failure to comply with a Consolidation move may result in double housing charges and/or a Policy Violation fee of up to \$100, and/or possible contract cancellation.

Consolidation periods:

- Fall Term: October 19–November 20, 2010
- Winter Term: February 16–March 15, 2011
- Spring Term: April 16–May 14, 2011

Refusing an Assigned Roommate

Failure to accept and/or creating an unwelcoming or hostile environment for an assigned roommate will result in paying the single rate for the room since the day the vacancy was created and/or a Policy Violation fee of up to \$100.

Preference Change Deadline

Any changes you'd like to make to your room (such as adding a roommate, requesting a roommate be assigned to you, or requesting your room as a single) should be requested as soon as possible, and before the following dates in order to be considered in that term's assignments:

- Fall Term: October 29, 2010
- Winter Term: February 11, 2011
- Spring Term: April 29, 2011

Room Takeovers

Due to maintenance and consistency reasons, it is against University Housing policy to allow Room Takeovers. A Room Takeover is any situation in which a student moves into a University Housing room with the intention of remaining in that room after the original resident has left. This includes, but is not limited to, the original resident adding a roommate and then moving out soon thereafter. For this reason, University Housing reserves the right to deny any roommate addition that is suspected to be for the purpose of a Room Takeover. A \$100 housing policy violation fee will be assessed per resident as well as potential reassignment of the remaining resident under the Terms & Conditions of the University Housing Contract.

Contract Cancellation

Your University Housing Contract is a legally binding agreement between you and Portland State University that you will live in University Housing for the *entire* duration of your contract. All University Housing contracts are Academic Year contracts (Fall–Spring terms) with the option to extend for Summer Term. If you decide to move out of University Housing before the end of your Housing contract, you will be subject to the cancellation policies in the Contract Terms & Conditions. Please contact University Housing immediately with any contract questions.

Canceling your contract

All contract cancellations must be done in writing at the University Housing Office before you move out of University Housing. Checking out of University Housing before canceling your contract will result in a \$100 improper check-out fine.

Types of Cancellations

Here is a list of different kinds of cancellations and their penalties. The Terms & Conditions are the final determinant and the document with the highest priority. Any cancellation questions should be addressed to the University Housing Office as soon as possible.

Approved Cancellations: Approved reasons for cancellations include: graduation, study abroad or other academic program, and compulsory military duty. Documentation must be provided at the time of Contract Cancellation. In these cases, residents are refunded the \$150 advance payment and a prorated nightly refund of current term Housing charges.

Unforeseen Medical, Financial, or Family Emergency: A petition including a personal statement and all supporting documentation must be submitted to the University Housing Office at the time of Contract Cancellation. Petitions are considered and residents receive a response within two weeks (14 business days). Penalties and/or refunds will be determined based on the outcome of the petition.

Withdrawal from PSU: Students who completely withdraw from PSU will be required to cancel their Housing contract and move out of University Housing. In this case, residents forfeit the \$150 advance payment and receive a refund of current term Housing charges based on the following schedule:

| Cancel and Check-Out During | Refund of Term Housing Charges |
|-----------------------------|--------------------------------|
| Week 1 of Term | 90% |
| Week 2 of Term | 70% |
| Week 3 of Term | 60% |
| Week 4 of Term | 50% |
| Week 5 of Term | 40% |
| Week 6 of Term | 30% |
| After Week 6 of Term | No refund |

*Cancel at Term (Non-LLC contracts **only**):* Residents with non-LLC contracts (i.e., not living in FYE, Global Village, or Russian Immersion) have the option to cancel the Housing contract for the upcoming academic term by the following deadlines below. They are required to check-out of University Housing no later than the end of the current term. Residents forfeit the \$150 advance payment and do not *receive any refund* of current term Housing charges, regardless of check-out date. Cancellations for the upcoming term received after these deadlines will forfeit the \$150 advance payment and be held to the full current *and* upcoming term Housing charges, regardless of date of check-out.

| To Cancel For: | Submit Contract Cancellation Request: | Check Out of University Housing: |
|--------------------|---------------------------------------|----------------------------------|
| Winter Term | Friday, October 29, 2010 | By Saturday, December 11, 2010 |
| Spring Term | Friday, February 04, 2011 | By Saturday, June 11, 2011 |
| Summer Term | Friday, April 29, 2011 | By Saturday, Sept. 1, 2011 |

Living Learning Community (LLC) Contract Cancellations: To protect programmatic stability and success, residents living in an LLC (FYE, Global Village, or Russian Immersion) are *not* eligible to cancel their contract at term. LLC Residents who cancel the Housing contract early and remain PSU students will forfeit the \$150 advance payment and will be charged for the entire term of their Academic Year contract (Fall, Winter, and Spring Terms).

Housing Policy Violation Fees

| Contractual Violation: | Fee: |
|--|--|
| Improper Check-In, Check-Out, Room Change and/or Contract Cancellation | Up to \$100.00 per incident |
| Life safety violation (i.e., tampering with fire/safety equipment, throwing objects from window) | Up to \$500.00 per incident + cost of any repair. |
| Unsanctioned Roommate(s) and/or Exceeding Unit Capacity | \$250.00 per unsanctioned roommate and occurrence. |
| Late return of desk equipment | \$5 for every 30 minutes late + replacement cost of item |
| Violation of housing policy | Up to \$100.00 per policy, per violation |

Day-to-Day Living

Guests

Guests may stay with you for up to five consecutive days or 10 days in any term **with the permission of your roommate(s)**. If a longer stay is desired, a written request to your Area Coordinator is required and must be approved prior to the guest's visit.

Subletting

University Housing does not allow residents to sublet their room/unit to any person for any length of time.

Courtesy Hours

Courtesy towards others is expected 24 hours a day. Students are expected to anticipate and respect the needs of other students; specifically, the need to live in an environment with minimum hindrances to academic pursuits. Without being asked, residents should curtail, at all times, social or recreational activities that infringe on others' rights. It is each resident's responsibility to be willing to confront neighbors and discuss noise issues. The RA staff is always willing to assist but may also determine that some noise during courtesy hours is acceptable.

Residents should realize that many University Housing facilities are very old buildings. In some of these buildings, especially those with hardwood floors, sound travels very easily. It may be unreasonable for residents to expect their living environment to be completely free of noise. Residence Life encourages students within the community to engage in dialogue regarding noise on a regular basis. The RA staff is available to be able to help confront noise issues, but it is our hope that a relationship is built among neighbors to enable minor complaints to be aired without RA involvement.

Quiet Hours

Minimum university "quiet hours" are established from 10:00 pm to 8:00 am every day. Portland State University houses a diverse student population and these quiet hours are intentionally set to cater to the needs of sleeping and studying. All other hours are courtesy hours during which time students are expected to demonstrate consideration for their neighbors at all times.

During quiet hours, radios, televisions, and stereos should be turned down so they are not heard outside of your room. Communities are encouraged to discuss and determine if an extension of quiet hours is desired.

Residents within communities have the ability to make quiet hours longer than so desire, e.g., having quiet hours start at 8:00 pm. Communities are not permitted to have quiet hours start any later than 10:00pm. In the case that different quiet hours are agreed upon, all members of a floor or building have been notified of the change and the Area Coordinator of the building has approved the change, the quiet hour policy will be adjusted to cover the new hours.

Standards of Residence

This is the name given to the formal set of University Housing Policies. A copy of this is provided later in the Housing Handbook. You are encouraged to read these policies and discuss any questions with a staff member.

Living Together Successfully

Living with a roommate requires flexibility and the willingness to communicate in an honest, yet tactful, manner. It may be challenging to share living space at times; schedules, personalities, habits, stresses, and lifestyles vary from person to person. Communication is the key.

One way to help avoid potential conflicts and misunderstandings is to sit down during the first week of living together and discuss your expectations of each other as roommates. By establishing these ground rules early, and by keeping the lines of communication open throughout the year, roommates increase their chances of having a positive experience.

Take some time to discuss issues and get everything out in the open; do not let them build up and subsequently get out of control. Sharing your feelings and expectations will help you and your roommate understand and empathize with each other during your University experience.

When conflicts arise, reflecting on these topics and communicating openly can help resolve disputes before they become unsolvable. If you find yourselves faced with a particularly difficult situation, talk with your Resident Assistant. RAs possess knowledge and experience that enable them to work effectively through possible roommate conflicts. Even if your RA is not able to assist you, they will know who to refer you to so that your concerns are addressed. Listed below are suggested topics to discuss with your roommate(s):

Suggested Roommate Topics for Discussion

- Study habits (times/areas)
- Sleeping habits
- Noise levels (music/TV)
- Security (locking doors/windows)
- Gatherings
- Telephone use/payment/taking messages
- Overnight guests
- Alcohol (consumption/values/practices)
(consumption/values/practices)
- Hygiene/Cleaning (how often, by whom)
- Borrowing Items
- Mail pick-up
- Pet peeves
- Food (sharing/cooking)
- Room temperature

Additional Discussion Items

- The way I react to most people when I first meet them is . . .
- What I would like to tell you about my family and community I grew up in is . . .
- What I miss most being away from home is . . .
- My hobbies and interests are . . .
- The way I would like to decorate our room/unit is . . .
- Some things I like to spend money on are . . .
- My greatest pet peeve is . . .
- When I'd rather be left alone, I will . . .
- I usually let people know I'm angry by . . .
- When I'm feeling sad or upset, I usually . . .
- Something that always cheers me up is . . .

Housing Billing and Payments

For the most current information about Housing Rates, visit the University Housing Website.

Paying your PSU Account

Housing charges for the full academic term are billed to your PSU account prior to the start of each academic term, at the same time as tuition and fees. The University will apply any financial aid, scholarships, grants, fee remissions, and other loans to your PSU account to assist in paying those charges.

Billing statements are mailed monthly, with payment due on the 10th day of the following month. Your account balance is available on the PSU website: www.banweb.pdx.edu under Student Services. Interest is assessed on previously billed account balances at the rate of 12% per annum (~1% monthly, 0.03288% daily rate). A maintenance charge is also assessed on previously billed account balances.

You may pay your bill any of the following ways:

1. In Person: Visit the PSU Cashier's window in the Neuberger Hall lobby to pay by cash or check.
2. Online: Pay by Visa/MasterCard at www.banweb.pdx.edu
3. U.S. Mail: Pay by check or money order (provide student name and PSU ID number) or Visa/MasterCard (provide credit card number, expiration date, card-holder signature, student name, and PSU ID number, and daytime phone) to: PSU Cashiers Office, PO Box 908. Portland, OR 97207.

Transcript, Registration, and Diploma Holds

Unpaid PSU charges may result in holds on your PSU account. A registration or transcript hold will be placed on accounts with:

1. a balance of \$100 or more, older than 45 days
2. a current term balance greater than \$1,000 (for Oregon residents) and \$2,500 (for non-residents)
3. an account that is currently in collections.
4. an account that has an unsettled returned check or stop payment check.

Diplomas and transcripts will not be released while any of these holds are in place.

By-the-space Charges: Blumel, Broadway, King Albert (single occupancy only), Montgomery Court (single occupancy only), Ondine, St. Helens Court, Stephen Epler, and St. Helens Court

Blumel, Broadway, King Albert, Montgomery Court, Ondine, St. Helens Court, and Stephen Epler Hall are charged on a "by the space" rate. This means that your contract is separate from your roommate(s). Therefore you are not held responsible for the total cost of the space should your roommate choose to move out. However, you are expected to maintain a clean living space should a new roommate move in.

The Single rate is billed if one person lives in the unit and the Double rate is billed to each person when two people live in the unit. The Triple rate is billed to each person when three people live in the unit. In cases where a person lives with a spouse or domestic partner, the double rate applies to both the student and the spouse/domestic partner, and the total amount for both double charges is billed to the student's PSU account. No additional charges apply for dependent children age 17 or younger.

By-the-Unit Charges: Blackstone, Parkway, and Stratford

Blackstone, Parkway, and Stratford are charged on a "by the unit" rate. A roommate fee is built into the cost of the unit, and the number of roommates split the cost evenly. The advantage to 'by the unit' housing is that each roommate only pays a portion of the total housing charge, with no added fees beyond the \$50 roommate fee. NOTE: You and your roommate are jointly responsible for the cost of the space. If your roommate(s) moves out, you will be responsible for the full unit rate.

Utilities

Electricity, heat, water, sewer, trash, phone, and internet service are all included in the rates billed for University Housing charges.

Maintenance and Facilities

Room Condition Report

At Check-In, you will receive a Room Condition Report, which is a record of the condition of your room at the time of Move In.

- You have the opportunity to inspect your room/unit and to ensure that the form is accurate. You will be asked to sign this form at the time you check in but can amend it within the next two business days (48 hours).
- When you move out, a staff member will perform a walk-through of your room. Any identified damages beyond normal wear and tear not previously noted on the Room Condition Report will be assumed to have occurred during your residency and you will be charged for the repairs. If no one claims responsibility, all roommates/residents will be billed equally.

Lock-outs

If you lock yourself out of your room/unit, you can contact a member of the University Housing staff, either at one of the Area Desks or via the on-call phones to get back into your room/unit. During hours the Area Desk is open, you may check out a set of keys there and let yourself in. As long as you return the key within 30 minutes, you will not be charged. If you lock yourself out when the Area Desk is closed, you will be charged a fee of \$10 due to the response of staff at hours of sleep and study. After three lock-outs within a 30-day time period, the resident will be documented and subject to disciplinary action.

Maintenance Problems

All maintenance problems should be reported as soon as they are discovered. If you have a maintenance problem in your room/unit, please complete a Maintenance Request online through your Housing Portal Login. If you have a maintenance emergency, please visit the Ondine or Montgomery Area Desk during working hours, call the Resident Assistant On-Call number, or contact a Housing or Residence Life staff member immediately.

Maintenance staff typically works from 8:00 am to 4:30 pm daily and are on-call for emergency requests after hours for more serious problems, such as heat problems, overflowing toilets, or electrical outages. The Maintenance department strives to respond to resident work requests within 24 hours. The earlier in the day that a problem is reported, the more likely our staff will be able to provide same-day service. If you need assistance entering a work order request, contact the University Housing Office, or a Residence Life staff member, or visit your Area Desk.

On occasion, Maintenance staff may need to enter your room/unit to perform maintenance that is not the result of a maintenance request. If no resident is present while the work is being done, a notice will be left by facilities personnel explaining why they entered your room/unit and the services they performed. From time to time, the Maintenance staff may request a resident to prepare their room/unit for a facilities upgrade. If a resident fails to prepare the room/unit adequately, Maintenance staff may prepare the room/unit in order for the work to be completed. Maintenance staff will not be responsible for loss and or damage to resident's personal property during the preparation.

Please Note: Maintenance and other staff always knock and announce themselves before entering a room/unit. Maintenance staff members are easy to recognize by either a University Housing shirt or name badge. As an employee of the Housing Department, Maintenance staff may report policy violations for adjudication through our student conduct process.

Garbage and Recyclables

All garbage and recyclable from your room/unit must be disposed of in appropriate recycling bins, the dumpsters near your building, or in garbage chutes in Blumel Hall and Broadway. If the garbage chutes are clogged or otherwise inoperable, the garbage must be taken directly to the dumpster or back to your room/unit. If there is a problem with the garbage chute, notify Maintenance staff with a work order.

In the event that garbage is found in hallways, common areas, laundry rooms, or recycling rooms, University Housing staff will attempt to identify to whom it once belonged. If responsible parties are

identified, they will be charged for the time and energy of the staff to properly dispose of the garbage. If no one person is found responsible, the community may be charged.

Maintenance Charges and Fees

Rates are subject to change, but the maximum amount for the 2010–2011 academic year is indicated.

| | |
|---|--|
| Improper Check-in, Check-out, Room Change and/or Contract Cancellation | \$100.00 per incident |
| Failure to prepare unit for pest control | \$25 fine plus labor, materials, and contractor charges. |
| Failure to prepare unit for maintenance repair | \$25 fine plus possible associated charges |
| Furnishing provided by University Housing | \$ 100.00 included in housing rate, or as an additional charge |
| Life-safety violations (tampering with fire/safety equipment, throwing things out windows, improper deposit of bodily fluids) | up to \$ 500.00 |
| Housekeeping Charge | \$ 25.00 per hour and all associated materials |
| Maintenance Charge (not requiring a licensed journeyman) | \$ 40.00 per hour and all associated materials |
| Trades Maintenance Charge (electrical, plumbing, etc) | \$ 65.00 per hour and all associated materials |
| Pet fee, non refundable | \$ 50.00 |
| Front Desk charges | |
| Lockouts | up to \$ 50.00 |
| Lost Key/Card and/or Lock Change | up to \$80.00/ \$135.00 after hours |
| Late desk equipment return/failure to return | up to \$300.00 |

Damage Billing and Charges

Residents will be billed for parts and labor associated with negligent or intentional damages. You will be charged for any evident damages in your unit at the time of your Move Out that were not indicated on the Room Condition Report at Check-In.

Major alterations to your unit may also result in damage charges. Examples include: adding shower attachments, installing locks, painting any surface, and replacing light fixtures.

All repairs to the facilities must be performed by Housing personnel. If your room/unit is damaged, DO NOT attempt to make repairs yourself! Your work may not meet Housing standards, and you will be charged for the cost of correcting repairs done by unauthorized persons. If you lose, damage, or steal residential property (i.e., furniture, window coverings, carpets, etc.), even accidentally, you will be billed for it.

Community Damage Billing

Vandalism, destruction, and/or theft of property may result in prosecution. Additionally, any charges from hall/building vandalism that cannot be traced back to a specific individual will be equally distributed to the residents of that floor/building/area. Each resident is financially responsible for the restitution of community damage caused by unidentified persons. Please encourage your neighbors to refrain from vandalism, which affects everyone in the community.

Lost Key Charges

If you lose your keys or if they are stolen, Housing Maintenance will change your locks in order to ensure your personal safety, as well as that of your roommate(s). If you require a lock change, you will be charged for replacement, regardless of the reason for the lock change.

When you move out, you must return all keys that have been checked out to you during your residency. If you are missing keys upon moving out, you will be charged for a lock change (*see Maintenance Charges and Fees*).

You will be charged for any lock or key purposefully damaged by you or your guest. In the event of a resident's request for lock service during non-business hours, the resident may be charged for overtime labor and travel time.

Lost Student ID Cards/Visitor Cards

Blackstone, Blumel Hall, Broadway, Montgomery, Ondine, and Stephen Epler Hall require access badges for building entry. Access badges are first obtained through the ID Services Office in Neuberger Hall.

If a card is lost, a student must have a new card made in Neuberger Hall and have it activated in the University Housing Office. The HigherOne card cannot be used as an access badge. New access badges are \$12 and replacement cards are \$12, payable by the student.

Students checking in on weekends or when the ID Services Office is closed may temporarily check out a visitor badge from the area desk. Visitor badges checked out from the Area Desks must be returned within 48 hours. There is a \$20 fee for returning a visitor badge late and a \$30 charge for losing or never returning a visitor badge.

Charge and Fee Petitions

Any petitions requesting the removal of Housing charges must be submitted to the University Housing Office within 90 days of the charge. Petitions regarding charges totaling \$100 or less will be reviewed by the Account Coordinator, while petitions regarding charges totaling more than \$100 will be reviewed by the Petition Board in consult with the Assistant Manager. Petitioners can expect a response within 10 business days. You will receive petition decisions via e-mail. Community damage charges cannot be petitioned.

Avoiding Damage Charges

The following information is provided to assist you in avoiding charges.

Decorating/Altering Your Space

Extras such as plants, lamps, rugs, bedspreads, and/or posters help personalize your space. When planning to decorate, it is important to keep in mind that no permanent changes (showers, fixtures, door locks, painting, etc.) may be made to the spaces; any damage done in decorating the room or removing decorations at move-out will result in a charge to your student account. Nothing is allowed on the exterior of the buildings. This includes on fire escapes and exterior window ledges.

Pictures and Wall Hangings

Please take care when hanging pictures and other items on your walls. If you hang items on walls, please use standard picture hangers. Any damage may result in charges to the resident's student account.

Painting Your Room/Unit

Residents may not paint their rooms. Repair of unauthorized painting will result in charges to your PSU Student Account. Rooms/Units are painted by Housing painting staff. If the walls in your room or room/unit are in need of repair, submit an online Maintenance Request. Contact your Resident Assistant or your Area Desk for details.

Showers

The installation or use of **any** shower or shower attachment in Blackstone, King Albert, Parkway, St. Helens, or Stratford is not allowed. The walls in these buildings are constructed with plaster, making water and steam damage particularly ruinous. Showers also place additional stress on the old water pipes in the buildings. If water damage is found in your room/unit or another room/unit and is found to have been caused by a shower in your bathroom, you will be held financially responsible and will also be subject to student conduct action.

Cleanliness

Residents are expected to maintain a clean living environment. Housing staff cleans all common areas, but **not** individual rooms/units. This does include regular cleaning of the community areas and bathrooms, except on weekends, holidays, and other specifically designated times. In choosing to live on campus, you agree to maintain your room/unit in a clean and sanitary condition at all times.

Other Useful Information

Air Conditioners

Due to safety hazards, damage caused to the room/unit and high energy usage, **window mounted air conditioners or coolers are not permitted in the Residence Halls**. An alternative exists in the form of free-standing evaporative cooler units. These units utilize evaporation and air flow to cool living space while using about as much energy as a light bulb. Care should be exercised to ensure that these units do not leak or cause any water damage to the room/unit floor. Units are available at most home improvement outlets.

Materials Disposal

Disposal of cat litter or plaster or art ceramic by flushing it down the toilet or any other plumbing fixture is prohibited. Even litter marketed as "flushable" has caused significant problems in our buildings. Please dispose of these items in designated trash dumpsters around your building.

Circuit Breakers and Fuses

The electricity of apartments in Parkway, Montgomery Court, St. Helens Court, Stratford, and Blackstone runs on fuses. If a fuse blows in your apartment during standard Maintenance hours (Monday through Friday, 8:00am to 4:00pm), you may submit a maintenance work order to have your fuse replaced. The first fuse replacement is free. Each subsequent replacement will result in a \$25.00 charge to the resident's PSU account. If a fuse blows on the weekend or after business hours, please contact the on-call RA for a replacement fuse. All other buildings use circuit breakers. To avoid power losses, be careful not to operate too many appliances at any one time.

Door Locks and Dead Bolts

University Housing will not install or give authorization for you to install additional locks on your room/unit door.

Furniture

Residents are encouraged to arrange their furniture in the way that makes them most comfortable in their living space, so long as no damage is done to the unit or to the furniture. Often, residents build lofts for their beds in an attempt to maximize the space in a room/unit. To ensure the safety of residents of the room/unit itself, the following guidelines must be followed when utilizing a loft:

- Furniture may not block the entrance or exit of any room
- No furniture may be within three feet of the ceiling or any fire sprinkler, smoke detector or other fire detection or suppressing equipment
- Lofts may not cover more than 60% of the floor space of the room/unit
- Student-built lofts must be free-standing and may not be affixed to any wall or other permanent structure in the unit
- No cinderblocks, PVC or metal pipes may be used in the construction of any loft
- Any loft must include a safe means of getting into or out of the loft, i.e., ladders or steps
- Lofts must be sturdy enough to hold the occupant without any give or stress on the legs of the loft
- In units where furnishings are provided by PSU Housing, it may not be altered, dismantled or otherwise changed

Heaters/Radiators

The heating elements in each room/unit reach very high temperatures and are a potential source of fire danger. Please do not place objects near (within 2 feet) of these elements.

Buildings with radiators operate from a central thermostat. When that thermostat detects the need for heat, the boiler (located on the ground floor of each building) sends very hot water through the pipes and into the radiators. Individual radiators are adjustable only by the valve being open or closed. A closed

valve does not allow hot water into the radiator, providing almost no heat to the room. **Please be very careful when adjusting the valve as it may be very hot to the touch.** Use a towel to protect your hand.

If you feel that the heat in your room/unit is not operating properly, enter a work order or contact the on-call RA in case of emergency.

In Broadway, each unit has its own adjustable thermostat. However, if the thermostat is turned too high or an object is placed too close to the heating element, the heat will shut off. This is a safety feature of the heater and also saves energy. If this occurs, please enter a work order to get the heat reset. In order to avoid this occurrence, maintain the thermostat at a moderate temperature and do not push furniture or other items against the heater.

Light Bulbs

Members of the Housing staff make daily rounds of the buildings and are responsible for the replacement of all common area bulbs. Maintenance staff will gladly replace all fluorescent lights throughout campus. Residents are responsible for replacing their own incandescent bulbs, which are available at area stores.

Smoke Detectors

Tampering with or disabling smoke detectors is prohibited and is in violation of the State of Oregon fire codes. It also puts the community at risk and is punishable by mandatory fines and/or a student conduct hearing. Tampering with smoke detectors may set off building alarm systems. If a resident is found to have tampered with a smoke detector, s/he will be monetarily responsible for the costs of emergency response and will be subject to student conduct action.

Should you experience problems with your smoke detector, submit a Maintenance Request and/or contact a Residence Life staff member.

The PSU Housing Student Conduct System

Introduction

Portland State University seeks excellence in instruction, research, and public service. The University supports the right of all people to live and learn in a safe and respectful environment that also promotes the free and vigorous expression of ideas. Policies and procedures are designed to protect these freedoms and fundamental rights of members of this community.

Fundamental to the protection of freedom and rights is the University's nondiscrimination policy, which prohibits discrimination on the basis of race, color, sex or gender, sexual orientation, gender identity, national or ethnic origin, age, disability, veteran status, or other protected classes under law. Students are expected to conduct themselves in a manner consistent with these principles. University recognizes, understands and encourages celebration of the human differences that surround us. We ask you to participate in fostering this spirit. Any expressions of bigotry, hatred, prejudice or disrespect are inconsistent with the ideals of preserving human dignity and contradict the values of healthful living and community development promoted by Portland State University.

The Standards for Residence outline the policies that apply to the conduct of all people who reside within the housing offered by Portland State University. It is important that students living in University Housing understand that their behavior in housing can be reviewed under both the Standards of Residence (with potential impact on a student's housing status) AND the PSU Student Code of Conduct (with potential impact on student status).

Guiding Philosophy

Portland State University believes that the people who live in university housing form democratic communities of responsible citizens. Just as the *Constitution of the United States* provides for the protection of individuals rights, it also delineates the rights of the state in providing for the welfare of the

community as a whole. PSU's goal is to teach the rationale for society's boundaries on individual behavior as well as the values of understanding and the need for open communication.

In this spirit, we choose to focus on the individual rights and responsibilities of residents in University Housing, as well as the four compelling community interests that protect the rights of the community and this state-funded institution.

Portland State University's residence halls are living and learning environments. The residence halls are intended to be communities where the individuality of all residents and their rights to make personal choices are respected, so long as those choices do not interfere with the rights of others. To live in a residence hall at PSU means you are responsible to one another and to the community as a whole. We ask you to exhibit an awareness and respect for human dignity and individual differences.

Students and residents have the right to know the rationale for the rules and decisions affecting them, as well as the right to an equal educational opportunity, and to participate in the procedures that ensure or could potentially limit these rights.

Individual Rights and Responsibilities

The following is a listing of what we feel you are entitled to as a resident living in one of Portland State University's buildings. Each right is followed by a corresponding expectation for members of our residence hall communities. These rights and responsibilities are not legally binding but are meant to complement the formal residence hall policies.

You have the right to a safe and secure residence hall space.

You have the responsibility to keep your room door and hall doors locked, not prop doors open, or allow strangers into the building.

You have the right to a reasonably peaceful and quiet space in which you can sleep and study.

You have the responsibility to observe quiet hours, keep your stereo and your voice at a reasonable volume in the residence halls, and to remind others that you expect the same of them.

You have the right to privacy and the proportionate use of your room both in terms of space and time as well as the right to be free of unwanted guests in your room.

You have the responsibility to let your roommate know of your wishes and preferences for hours of sleep, study, and visitation as well as to work through any differences you may have in a peaceful manner.

You have the right to participate directly or through representation in the creation and enforcement of policies that shape the community in which you live.

You have the responsibility to share concerns about your living situation or about the residence hall with people in your community and the Residence Life staff.

You have the right to a safe, clean, well-maintained living and community space that supports the goals of a healthy living and learning environment.

You have the responsibility to be a good steward of the building by keeping common areas clean and free of damage while reporting maintenance concerns in a timely fashion.

You have the right to choose your means of recreation and relaxation.

You have the responsibility to know and abide by the laws of the state of Oregon including those that pertain to alcoholic beverages and illegal drugs. You have the responsibility to follow the rules and regulations established to support the educational purposes of the University and to sustain a safe and comfortable living environment in the residence halls.

You have the right to confront another's behavior if it infringes on your rights.

You have the responsibility to examine your own behavior when confronted by another and work toward resolving conflicts.

You have the right to the assistance of your RA or other Residence Life or University staff when you need help with a problem.

You have the responsibility to notify a staff person of a problem you're experiencing in a timely manner and to cooperate with them as they work with you to solve the problem.

Rights of the Community and University

As a public institution, we believe there are four compelling interests that should be met through the clear and consistent enforcement of the Standards of Residence at Portland State University. The staff of the University has a professional responsibility to prohibit student behavior when the exercising of individual rights seriously affects the welfare of the community and/or the University.

Our rights as citizens do not allow us to do whatever we please. In our residence halls, individual rights are quickly denied when individual actions infringe on the property and well-being of others, or become a serious disruption of the educational living environment. Residence Life staff have the responsibility to carefully weigh students' individual rights with the rights of the community and the University.

The following discussion of the four compelling interests is not intended to cover every aspect but to provide examples and an understanding of the philosophy that guides both our daily interactions with students and the formal University Housing policies.

Compelling Community Interests

The rationale for the housing policies at Portland State University is based on four Compelling Community Interest principles as taken from *Judicious Leadership for Residence Hall Living* by Forrest Gathercoal (Caddo Gap Press, 1991). These principles will be applied to all individuals with regard to their rights and responsibilities in the Residence Life Student Conduct System.

These four Compelling Community Interests are:

1. Ensure the health and safety of staff and students.

Policies and procedures have been developed to protect students against incidents or behavior that may jeopardize the physical, mental, emotional health and/or safety of either the group or the individual. As such, there is an established need to limit certain rights of the individual for the common good of the community.

Examples:

- Skateboarding and sports should happen only outside of the building.
- Halogen lamps are not permitted in the halls.

2. Prevent property loss or damage.

While the campus has a relatively low incidence of crime, it is important to remember that no community can be totally risk-free from incidents that cause property loss and damage. Care and protection of both community and personal property are a shared responsibility of all its members.

Examples:

- Lounge furniture should remain in the lounge.
- Respect the property of others.
- Return borrowed equipment when you are finished.

3. Prevent serious disruption of the living environment.

In order for a large number of people to live together successfully, it is the responsibility of each member of the community to respect the needs and rights of the other members. The establishment and enforcement of rules that foster and encourage a proper educational living environment are necessary to the efficient and successful operation of every residence hall. Please remember that residents are responsible for their own behavior and the behavior of their guests. Residents and guests must abide by the community standards to protect their rights, as well as the rights of others, in order to make residential living a positive aspect of their college experience.

Examples:

- Keep the noise level down in your room.
- Gatherings should remain small and quiet.

4. Maintain the legitimate educational purpose of student housing.

Generally, students attend Portland State to achieve academic goals. With this as a basic and fundamental premise, it can then be understood that anything that does not contribute to the accomplishment of this goal goes against the legitimate educational purpose of the University. Therefore, University Housing has established policies, procedures and programs that support the legitimate educational purpose of the student housing.

Examples:

- Courtesy should be extended to all residents 24 hours a day to ensure that others are not disrupted while sleeping or studying.
- Quiet hours will begin each evening at 10:00pm.

Harassment Policy

Portland State University is committed to fostering a campus community where healthy relationships are encouraged and the dignity of all persons is respected and valued. If you are aware of any unsafe relationships or situations in your residence halls, please access our campus support services. PSU has resources in place to support students dealing with unsafe relationships, and policies aimed at supporting community safety. For complete information, visit the Women's Resource Center's site at www.pdx.edu/wrc. In order to build a supportive community, Housing policies specify that all residents must uphold standards of community living that include refraining from creating community disturbances. This means that if your neighbors have concerns about safety in your unit, they may alert Residence Life Staff, and if you have concerns about safety in a neighbor's room, you may alert Residence Life Staff and they will appropriately follow up on the situation.

Student Code of Conduct Harassment Policy:

The PSU Student Code of Conduct prohibits all interpersonal violence, including sexual violence. The PSU Student Code of Conduct applies to all students enrolled in Portland State University, and outlines behavior that is considered unacceptable in our campus community. This includes but is not limited to:

- Stalking
- Sexual Harassment
- Sexual Misconduct
- Sexual Assault

The Student Code of Conduct specifies that sexual contact requires "Effective Consent." According to the Student Code of Conduct, "Effective Consent" is a voluntary, non-coerced and mutually understandable communication indicating a willingness to participate in a particular act. For a full definition of each of these behaviors, as well as more information on the Student Code of Conduct, visit the Dean of Students site at <http://www.pdx.edu/dos>. If you believe that a PSU Student has violated the Student Code of Conduct, the complaint form can also be found at <http://www.pdx.edu/dos>. If you have questions about interpersonal violence and would like support in finding information, options, resources and services, contact the Women's Resource Center at 503-725-5672 or www.pdx.edu/wrc.

Faculty & Staff Conduct:

As stated in the PSU Professional Standards of Conduct Policy, "It is the goal of Portland State University to maintain a safe, respectful, and productive environment for faculty, students, administrators, and staff. In light of this, harassment and threatening or violent behavior is prohibited." For complete details on the ethical standards for professional behavior expected of PSU Faculty and Staff, please see the following policies:

- PSU Sexual Harassment Policy (www.afm.pdx.edu/SHINFO.htm)
- PSU Consensual Relationships Policy (www.afm.pdx.edu/SHINFO.htm)
- PSU Professional Standards of Conduct Policy (www.afm.pdx.edu/SHINFO.htm)
- PSU Faculty Code of Conduct (<http://www.pdx.edu/dos/psu-faculty-code-conduct>)

For more information, or if you believe that a PSU Faculty or Staff member has violated one of these policies, please contact the Office of Affirmative Action and Equal Opportunity: <http://www.afm.pdx.edu>.

Standards of Residence: Formal Housing Policies Governing Conduct within University Housing

Definitions

1. A “Complainant” is any person submitting a written complaint to the Office of the Dean of Student Life or the Office of Residence Life alleging that a student(s) has engaged in conduct proscribed by the Portland State Code of Conduct or Residence Life Standards of Residence.
2. A “Hearing Officer” is a University Official designated to adjudicate cases by the Senior Conduct Officer.
3. The term “member of the University community” includes any person who is a student, faculty member, University official, or any other person employed by the University.
4. The term “policy” means the written regulations of the University as found in, but not limited to, the Student Code of Conduct, the Housing Handbook, the University Computer and Acceptable Use Policy, and Graduate/Undergraduate catalogs.
5. The term “resident” includes all individuals living in University housing, regardless of student status.
6. A “Respondent” is a Student who is alleged to have engaged in conduct proscribed by the Code.
7. A “student” is a person who: (a) is enrolled as a student and/or registered for one or more credit hours; (b) is enrolled in a special non-credit program approved by the University; or (c) was enrolled as a student within the last six months. A person who satisfies (a), (b), or (c) above is considered a “student” for purposes of the Standards of Residence as of the date that the person first submitted an application for admission, financial aid or any other service provided by the University that requires student status.
8. The “University Premises” are all lands, buildings, facilities, and other property owned, in the possession of, used, or controlled by the University.
9. The term “University” is Portland State University, or any part, program, department, or division within Portland State University.
10. The term “University Housing” includes all areas public, private, and near the Parkway, Blackstone, Stratford, Montgomery Court, Blumel Hall, King Albert Hall, St. Helens Court, Epler, Ondine, and Broadway buildings. The determination of the location of an incident occurring in “University Housing” will be made by the Director of Housing and Residence Life or a designee of the Director.
11. The term “University official” is any person performing assigned administrative or professional responsibilities on behalf of the University, including student staff.

Preamble

Policies, rules, and regulations have been established for residence halls to help in maintaining an optimal living environment for students. It is necessary that you be familiar with the information in this document and the Student Code of Conduct, as well as other published materials of the University, to thoroughly understand your rights and responsibilities within the residence hall community as a whole.

A full discussion of the student conduct review process that occurs when a resident of University Housing allegedly violates a policy can be found below. Students found to be in violation of policies may be accountable to both civil and criminal authorities and to the University for acts of misconduct that constitute violations of the Standards of Residence. Disciplinary action at the University may proceed during the pendency of other proceedings at the discretion of University officials. Sanctions may be imposed for acts of misconduct. Sanctions range from an admonition of conduct to recommended Contract Termination from University Housing as well as possible dismissal from the University for violation of the Student Code of Conduct.

Individual halls and areas may establish regulations or policies specific to their situation, within the constraints of the University Housing Contract. Students are encouraged to critically examine the policies

that govern behavior in the residence halls. Constructive challenges to these policies are welcome through recognized and appropriate channels. Examples of this include talking with your Resident Assistant or Area Coordinator, holding community meetings, participating in the Residents' Hall Association, or completing a form with the Student Conduct Coordinator for Residence Life. Student behavior that violates these policies and is defended as being a statement of opposition against them will not be excused on these grounds.

Policies

All violations of the Standards of Residence are considered violations of the Portland State University Student Code of Conduct and Responsibility.

Controlled Substances

1.01 Alcohol

Portland State University acknowledges the use of alcohol by students of legal age as a personal choice. The university is committed to maintaining an environment conducive to intellectual and personal development of students and to the safety and welfare of all members of the university community. This includes expecting and encouraging responsible drinking behaviors by those individuals who are of legal age and who consume alcoholic beverages and respecting the rights of those individuals who otherwise choose not to use alcohol. The university will continue to sponsor and support educational programs related to alcohol awareness and prevention, as well as support alternative activities for students that do not involve the use of alcohol. Please refer to PSU's Student Code of Conduct, Alcohol and Other Drugs Policy and Procedures for additional information.

1. Students under the legal age of 21 are not permitted to possess, consume, or be under the influence of alcohol within the residence halls.
2. Detectable intoxication and or smell of alcohol of any kind within the residence halls is prohibited.
3. Possession of alcoholic beverages by those of legal age, 21, will be allowed only in residence hall rooms of those who are of legal age with their room door closed.
 - a. The use or possession of excessive quantities and/or unmarked containers of alcohol is prohibited, (Excessive quantities include kegs, party bowls, or other large receptacles.)
 - b. Possession, consumption, or being under the influence of alcoholic beverages by those of legal age, 21, in areas other than a residential room with the door closed is prohibited.
4. Personal consumption of alcoholic beverages by residents of legal drinking age or their invited guests (also of legal drinking age), in private living quarters with the door closed must not unduly interfere with the rights of others, nor cause the normal operation of the residence halls or campus living unit to be disrupted.
5. The sale of alcoholic beverages within University Housing is prohibited.
6. It is illegal for those of legal drinking age to provide alcohol to any person under 21 years of age.
7. The use or possession of alcoholic beverages or alcoholic beverage containers in in living learning communities and/or resident's room under the age of 21 and in substance-free/alcohol free floors or buildings is prohibited.
8. It is prohibited for students to knowingly be in the presence of underage drinking.

1.02 Drugs

Drug violations at Portland State University will be enforced by direct notification of University Police in addition to any residence hall sanction given.

1. The possession, use, sale, manufacture/cultivation, or provision of any type of illegal drug (barbiturates, opiates, marijuana, amphetamines, hallucinogens, etc.), possession of paraphernalia, or aiding in the use of such are not permitted in residence halls and are violations of the statutes of the State of Oregon. PSU Housing is unable to accommodate Medical Marijuana usage in our facilities, regardless of the possession of appropriate medical marijuana authorization.
2. Detectable intoxication and or smell of marijuana or any other illegal drug within the residence halls is prohibited.
3. It is prohibited for students to be present during the use of any illegal substances in an area of a University building or property.
4. The misuse of any over-the-counter or prescription drugs (Oxycontin, Vicodin, acetaminophen, etc.) is strictly prohibited.

1.03 Smoking

1. The use of all tobacco products (cigarettes, cigars, hookah, chewing tobacco, etc.) is prohibited in all common areas (hallways, lobby, stairwells, etc.) or in areas within 25 feet of the entrance of the building. Prohibited areas include but are not limited to fire escapes and exterior stairwells.
2. The use of any tobacco products (cigarettes, cigars, hookah, etc.) is prohibited in all residential rooms of University Housing.

Safety and Security

Residents are responsible for their actions. Regulations are not designed to control behavior, as each individual has the sole capacity for controlling his/her own behavior. However, regulations do provide the parameters of acceptable behavior in and around the residence halls. The following policies are put in place to protect the members of the residence hall community.

2.01 Appliances

1. Appliances with open heat sources (i.e., halogen lamps, toaster ovens) and/or no thermostat control (i.e., hot plates, grills, etc.) are prohibited.
2. The only cooking appliances permitted, with the exception of use in apartment-style units and community kitchens, are blenders, microwaves (maximum of 700 watts), electric popcorn poppers, coffee makers, and water warmers. These are to be used only for their intended purposes.
3. Abuse of the use of authorized appliances with respect to sanitation, odor, or safety, may result in loss of the privilege.
4. Space heaters are prohibited, unless provided by University Housing.
5. The use of extension cords or multi-receptacle outlets, with the exception of UL-listed power strips with surge protectors, is prohibited. This also includes daisy chains, i.e., plugging one extension cord/power strip into another extension cord/power strip.

6. A resident is permitted to have a refrigerator, if it meets the following conditions:

Size: Maximum of four (4) cubic feet capacity

Electrical: Pulls no more than 1.5 amps

All refrigerators may be subject to a safety inspection by maintenance staff. Refrigerators are to be empty and unplugged if left unattended for more than ten consecutive days.

7. The use of private charcoal grills is prohibited in or around the University residence halls. Certain outdoor areas are designated for this use and at no time can a grill be left unattended.
8. Washers, dryers, dishwashers, or other major appliances are not permitted in individual rooms/units.
9. Lamps of any type cannot be covered, i.e., with hats, towels, or any other fabric. This also includes lava and disco lamps. Halogen lamps are prohibited.
10. Laser pointers used in any way other than the manufacturer's recommended use is prohibited.
11. Window mounted air conditioners or coolers are not permitted in the Residence Halls. An alternative exists in the form of free-standing evaporative cooler units.

2.02 Fire Alarms, Drills, and Emergency Equipment

Fire safety is very important in the residence halls. Smoking, open flame cooking equipment, candles, incense or overtaxed electrical systems are the causes of most residence hall fires. Toxic gases in smoke, usually caused by burning plastic, can render a person unconscious in a few seconds. For these reasons, Residence Life has the following policies. In the event of fire, sound the nearest fire alarm and contact a hall staff member.

1. Tampering with fire equipment or damaging fire equipment, intentionally or accidentally (including but not limited to: sprinkler heads, smoke detectors, alarms/strobe lights, exit signs, pull stations, sprinkler systems, and extinguishers) is prohibited. Residents may be subject to a monetary fine and/or Contract cancellation.
2. Hanging items from sprinkler heads or pipes associated with sprinkler heads is prohibited.
3. Intentionally delaying, obstructing, or resisting any University Officer, including residence hall staff, or fire person in the performance or attempted performance of his/her duty, is prohibited.
4. A student must promptly vacate the building when a fire alarm is sounded. Notices of testing or repair will be posted in general common spaces of the building at least 24 hours prior to the sounding of an alarm during testing or repairs.
5. Purposely setting fire to University or private property is prohibited. In the event of a kitchen fire within your unit, please contact the University Housing Office to have the damage inspected.
6. Opening the exterior room door to allow smoke to enter the hallway and cause a general alarm that evacuates the residence hall is prohibited. Residents are encouraged to open the window within the room to allow smoke to escape.
7. It is prohibited to open the fire escape window inside the hallway and or access the fire escape except in the case of an emergency.

2.03 Firearms and Weapons

1. a. Possession, use, or sale of any incendiary, explosive, firearm, or destructive device is prohibited. At no time will live ammunition of any type be permitted in or on university premises.
b. Any weapons, including but not limited to, firearms, BB guns, bows and arrows, martial arts weapons, paint guns, fireworks and any items that are a reasonable facsimile of such a weapon are prohibited within University housing.

- c. Possession of a weapon used for instructional programs is prohibited. This regulation does not apply to law enforcement officials acting in performance of their duties or to regular equipment used in the university's maintenance or instruction programs.
2. Exploding or possessing fireworks is prohibited.
 3. Any dirk, dagger, ice pick, slingshot, metal knuckles or similar instrument or a knife with a blade longer than 4 inches, including decorative swords, the use of which could inflict injury upon a person or property is prohibited. Kitchen knives will be treated as exceptions to this policy when used as food preparation tools.
 4. The presence of an unlawful weapon, explosive, or incendiary device must be reported to Campus Security and/or Residence Life personnel immediately.
 5. Reporting the false presence of an unlawful weapon, explosive, or incendiary device with the intent to mislead or deceive is prohibited.

2.04 Furniture

1. Waterbeds and other water furnishings are prohibited.
2. Furniture provided by the University may not be transferred from one room to another or exchanged between rooms. University furniture may not be removed or stored elsewhere in the building or off-campus.
3. Removal of University furniture from public or semi-public areas is prohibited.
4. Disposing of furniture or other items by abandoning them in common areas is prohibited.
5. Placing furniture in any public areas for any period of time (hallways, stairwells, blocking emergency exits, fire escapes) is prohibited.
6. Residents may arrange room furniture that is not permanently affixed, in any reasonable manner, as long as damage does not occur.
7. If a resident chooses to build a loft, the following guidelines must be followed:
 - a. No furniture may be within three feet of the ceiling or any fire sprinkler, smoke detector or other fire detection or suppressing equipment.
 - b. Lofts may not cover more than 60% of the floor space of the room/unit.
 - c. Student-built lofts must be free-standing and may not be affixed to any wall or other permanent structure in the unit.
 - d. No cinderblocks, PVC, or metal pipes may be used in the construction of any loft.
 - e. Any loft must include a safe means of getting into or out of the loft, i.e., ladders or steps.
 - f. Lofts must be sturdy enough to hold the occupant without any give or stress on the legs of the loft.
 - g. In any unit where lofted furnishings are provided by PSU Housing, lofts may not be altered, dismantled or otherwise changed.

2.05 Guest Policy

Only residents and their guests are permitted in the residence halls. You are expected to accompany guests at all times while they are in the building. A guest is defined as any person invited or allowed in to the Residence Hall by a resident.

To verify that you are a resident, you may be required to show your student ID at any time. Your cooperation helps protect the security of your building. **You will be held responsible for the behavior of your guests.**

Every member of a community has obligations to others in the community. Consequently, residents who bring a non-resident into their living environment must be willing to assume responsibility for that person's behavior. This encourages residents to encourage responsible behavior by their guests. While you cannot control another person's behavior, you can control whom you choose to have as a guest.

The fact that you are responsible for those people you allow to visit should foster more judicious decision-making on your part. It is your responsibility to inform guests of residence hall policies and to encourage their compliance.

1. Guests are welcome to visit residents. However, in order to maintain an academic environment, rules and policies pertaining to guests must be followed. Guests are permitted for a maximum stay of up to five consecutive days or ten days in any term **with the permission of the roommate(s)**. If a longer stay is desired, you must request permission from your Area Coordinator prior to the guest's visit. Keys and/or access cards may not be checked out to guests, nor can staff members let a guest into your room.
 - a. The guest should not be in the host's room without the host resident present.
 - b. The guest should not be in possession of or use the resident's key and or key card for entry into the residence hall, elevator and or room without the host.
 - c. Guest must be escorted by their host at all times.
2. The host is responsible for seeing that their guest(s) follow all University and residence hall regulations and procedures. Each resident is personally responsible for the conduct of his/her/his guest. A guest may be defined as any person in the presence of the host resident.
 - a. It is prohibited for a resident to host anyone who is known to be persona non grata—someone unwelcome or unapproved to be in University Housing.
3. A non-resident student guest who have allegedly violated any University Housing policy will be heard under the Student Code of Conduct.
4. Building code for university housing limits guest occupancy to 50 square feet per person. For example, a Broadway studio with a square footage of 330 would allow a maximum of six people to be physically present in the rooms/units, including the resident.
5. It is prohibited to give possession of your keys/access card to anyone for entry to the residence hall, room or building common area(s). Any misuse or loss of university keys/access card by guests is the responsibility of the host.

2.06 Pets

1. The only pets permitted in University Housing are fish and cats where permitted (see 2.06.2 below). The fish tank cannot be over ten gallons and only one tank per room/unit. No other animals are permitted on a temporary or permanent basis. Dogs are not permitted at anytime for any reason (except for Certified ADA animals as outlined by State and Federal Statute—see 2.06.3).
 - a. Grandfather Clause of 2009: Expired September 17, 2010. Residents with grandfather clause pets will either have to remove the animal or leave University Housing.
2. A single cat is permitted only in uncarpeted units 300 square feet and larger in the following buildings: Blackstone, King Albert Hall, Parkway Manor, St. Helens Court, and Stratford. Two cats are permitted only in uncarpeted units of 500 square feet and larger in these same buildings. No more than two cats will ever be allowed.

Cats are not permitted in the following areas/buildings: Blackstone 1st floor, Blumel Hall, Broadway, Montgomery Court, Ondine, Parkway 1st floor, and Stephen Epler.

- a. Disposal of cat litter by flushing it down the toilet or any other plumbing fixture is prohibited. Even litter marketed as "flushable" has caused significant problems in University Housing buildings. Please dispose of cat litter in appropriate trash receptacles.

3. The only exception to this policy is for trained and accredited service animals as outlined by the Americans with Disabilities Act. Students are required to contact the Disability Resource Center for assistance obtaining documentation and to receive written approval from the University Housing Office prior to the animal and resident moving to campus. Residents with service animals will typically be assigned to uncarpeted units and must adhere to the same policies as all other pets in University Housing.
4. Residents are expected to keep pets inside the unit and must be properly cared for. This includes cleaning up after the animal, keeping up with their shots, and arranging for alternate arrangements when the resident is away. Residents are responsible to insure that their pets are flea and other insect free.
5. Students are required to register their animals with the University Housing Office prior to moving into Housing. As part of the registration process, a student is required to pay a \$50 non-refundable fee. If a student fails to register their animal, he/she will be subject to the \$50 registration fee and a \$150 policy violation fee for failing to register the animal.
6. Any violation of the pet policy, including neglect of the pet, can result in additional fines or fees, student conduct action, and possible Contract cancellation.

2.07 Sales and Solicitation

1. No soliciting is permitted within the University Housing by an off-campus salesperson. A student may invite a salesperson to visit him/her/hir individually in their assigned housing unit.
2. Unless special written permission has been requested and obtained from the Office of Residence Life for both on and off campus groups, canvassing or solicitation of funds, sales, membership, and subscription, or distribution of literature in residence halls is prohibited. Residential communities will determine time, place, and manner of approved solicitations with their respective communities.
3. Approval for fund-raising events by approved residence hall organizations may be obtained through the Office of Residence Life.
4. Announcements and publicity items for hall desks, lobby, and/or floor bulletin boards must be submitted to the Residence Life Office for approval prior to posting. Non-PSU publicity items must have an educational purpose in order to be approved.
5. No group or individual may act as a vendor, sales agent, or in any way establish a business enterprise in University Housing that interferes with the normal use of the facility or is not congruent with the educational purpose of the university.

2.08 Technology and Telecommunications

1. As a resident of Portland State University Housing, you are responsible to abide by all conditions of the University's Acceptable Use Policy (AUP). (You may view this policy at the website of the PSU Office of Information Technologies at www.oit.pdx.edu.)
2. You are responsible and liable for any and all ResNet traffic originating from the ResNet connection assigned to you.
3. University Housing is completely wireless. Personal wireless routers are prohibited within University Housing.

2.09 Housing Services

Services including but not limited to the front desks, dining facility, 24-hour on-call phone, and the University Housing Office are privileged resources that residents are offered. Behaviors that subject the staff who provide these services to unnecessary interactions and/or make them uncomfortable may result in a loss of the privilege to access these services.

1. Obstruction or disruption of housing services is prohibited.
2. Residents may not take food, dishes, or utensils from dining centers.
3. Shirt and shoes must be worn in the food court and the dining center at all times.
4. Disorderly conduct in the food court or in dining areas is prohibited.
5. It is prohibited to allow any other individual to utilize a resident's meal card to gain access to University Dining facilities to possess, consume or remove food.
6. Disruption or misuse of Residence Life on-call phones, including prank calls, is prohibited.
7. Residents are required to adhere to any request from the University Housing office and/or other University departments on campus to prepare their room/unit for work to be completed. Preparation can be, but is not limited to: moving furniture, removing items from the walls/floors, laundering clothes and linens, and cleaning.

Personal Responsibility

3.01 Gambling

1. Gambling as defined by Oregon Law is prohibited in University Housing. Violations of the Oregon Law pertaining to gambling is prohibited.

3.02 Quiet and Courtesy Hours

During quiet hours, particular courtesy should be shown to enable others to concentrate on their studies and get sufficient sleep. Courtesy hours are always in effect. This means that residents should always honor the requests of their community concerning noise levels, even when it is not scheduled quiet hours. If you experience a problem with noise, you are encouraged to first speak directly with responsible individual(s); then, if you are not satisfied, seek the assistance of your RA.

1. Excessive noise that disturbs others or behavior that endangers the personal safety of others is prohibited.
2. Using, playing, or operating any sound amplifying equipment that violates a standard of quiet conducive to study or sleep is prohibited.
3. It is prohibited for noises such as but not limited to voices, radios, televisions, and stereos to be heard outside of a resident's room during quiet hours, which are from 10:00pm to 8:00am.
4. It is prohibited for residents to play their stereos through an open window; they may disrupt other resident students and faculty in academic buildings.
5. Beginning the Sunday before "Dead Week" at 10:00pm and extending through the Saturday after finals week at 8:00am, quiet hours are in effect 22 hours a day. Non-quiet hours are from 5:00 pm to 7:00 pm.

3.03 Property Use and Damage

1. Maliciously damaging or tampering with any coin operated machine is prohibited.

2. Throwing items, including but not limited to water balloons and snowballs, into or at any residence hall building is prohibited.
3. Students may decorate the walls of their rooms/units with posters and other similar decorations as long as they do not cause damage. Decorations are prohibited to be hung on the ceiling in order to prevent flashover in case of fire.
4. It is prohibited to cover more than 80% of a door or wall with combustible materials such as paper, plastic or cardboard.
5. Altering the physical structure of your room through the use of large nails, hooks, screws, or bolts into the walls, ceiling, floor, or University furniture is prohibited.
6. Students are financially responsible for all damages within University housing. This pertains to both individual rooms and common areas.
7. Students are financially responsible for all damage and or loss of personal property of another individual and or the University due to negligence or vandalism.
8. All repairs to the facilities must be performed by university personnel or their designated contractor. The acoustical textured "popcorn" ceiling material in Ondine building has been tested and is known to contain 2% chrysotile asbestos. Undisturbed, this material presents no significant risk to building occupants. Residents should avoid drilling into or abrading any part of the textured acoustic material including the use of tape to affix items directly to the ceiling. Questions about asbestos may be directed to the University Occupational Health and Safety Officer at 5-3738.
9. It is the responsibility of all residents to keep their room clean. A resident's room must be left in a clean and orderly condition at all times. Residents should dispose of all trash and garbage in the dumpsters. Keep stairwells and landings clean and free of clutter.
10. Painting rooms is prohibited.
11. Altering or removing window screens is prohibited.
12. Installing additional locks on doors is prohibited.
13. Adding a shower or shower attachments in any building that does not already have a shower is prohibited because of the water damage caused to walls and ceilings. (Please contact the University Housing Office for more details.)
14. Hallways are thoroughfares. Gatherings or the compilation of physical objects such as furniture or personal belongings in hallways are prohibited as they impede effective evacuation in case of an emergency. Residents are encouraged to meet in student rooms and public/common areas.

3.04 Responsibility to the University

1. Students are not allowed in restricted areas, which include but are not limited to any place that is officially closed, restricted only to designated people, an opposite-gendered bathroom, or any place where the safety and welfare of the resident is endangered. Restricted areas also include the roofs of any University Housing buildings and fire access doors, windows and fire escapes in non-emergency situations.
2. Furnishing false or misleading information to university officials, including residence hall personnel, is prohibited. Tampering or altering university records is prohibited.
3. Attempted theft, actual theft, misappropriation, or vandalism of personal or University property is prohibited.
4. All trash, debris, and recycling must be placed in appropriate hall containers or University

dumpsters adjacent to the residence hall. It is prohibited to place bag(s) of trash on the fire escape at any time. A charge may be assessed outside of the conduct process when identifiable information can be found in trash that was not disposed of properly.

5. Knowingly or purposefully violating residence hall or University policies, or violating the terms of any disciplinary sanction imposed for an earlier violation may result in removal from University housing, while remaining liable for the remaining academic year housing charges.
6. Use of common areas is contingent on adherence to the applicable noise policy and building/area regulations (prohibition of alcohol, etc.). Space may be reserved by contacting the Residence Life office manager at (503) 725-2450. Any individual or group requesting the use of a common area shall take responsibility for assuring the cleanliness of the area upon completion of the activity. Common area space may not be used for any commercial purpose (i.e., Amway, Mary Kay).

3.05 Responsibility to Community

1. The residence halls are intended to be communities where the individuality of all residents and their rights to make personal choices are respected, so long as those choices do not interfere with the rights of others. To live in a residence hall at PSU means you are responsible to one another and to the community as a whole.
2. To protect individual and community rights and responsibilities, residents may not engage in the destruction of property, personal abuse, threats, or harassment, written or orally directed at residents, guests, or members of the staff.
3. Residents are required to vacate the residence hall 24 hours after their last exam if their housing contract ends at the end of the current term.

3.06 Failure to Comply

1. Residents and their guests are required to comply with official requests or directives of University Staff while in performance of their duties. Failing to provide information to staff, interfering with staff while they are performing their duties, failing to provide identification or open one's room/unit door at a staff member's request, or being verbally abusive to staff is a violation of community standards.

Personal Safety

4.01 Endangering Self or Others

1. Behavior that endangers or disturbs others' or one's own personal safety is prohibited. This includes intentionally, recklessly, or negligently causing physical harm. Creating undue mental or emotional harm to any person such that it limits their ability to access the essential services of University Housing is prohibited.
 - a. Any action taken by residents that has the potential to cause harm, injury, or damage to another person, their room or their possessions is prohibited. This includes acts perceived as "pranks" against members of the residential community.
2. The placing of annoying or harassing telephone calls or e-mails, rewiring, or the placing of attachments, or attaching unauthorized devices on a telephone or computer is prohibited.
3. Dropping, throwing, or in any manner permitting objects, either liquid or solid, to be ejected or affixed into or out of a window is prohibited. Objects placed on a window sill may not be in danger of falling or impede the fire escape. Residents are responsible for objects ejected from their window(s). Ejecting items from a window may result in contract termination.
4. Storing flammable liquids of Class I or II and non-combustible liquids of Class III is prohibited. These classifications of liquids include ether, alcohol, gasoline, kerosene and most cleaning

solvents containing petroleum distillates. These limitations are not intended to preclude the possession of hair spray, rubbing alcohol, cigarette lighter fluid, cosmetics and medicines when they are maintained in original containers.

5. Possession and/or the burning of candles in all University Housing units is prohibited.
6. Possession and/or the burning of incense in all University Housing units is prohibited.
7. Possession and/or the burning of hookahs in all University Housing units is prohibited.
8. Maliciously damaging or tampering with elevators is prohibited.
9. It is each resident's responsibility to seek appropriate assistance for health-related concerns, including mental health, which could cause the student to be disoriented and/or may be a risk to themselves or the community.
10. The playing of sports inside any area of the residence hall is prohibited to avoid the property damage and potential personal injury that can ensue from these activities. Such activities include but are not limited to: water fights, Frisbee, darts, wrestling, throwing balls, bouncing balls, the use of skateboards, bicycles, roller blades, roller skates, or scooters.
11. Unauthorized possession, duplication, or use of University Housing keys is prohibited. This includes the loan of keys and using key cards in an elevator to allow unescorted guests onto a floor of a building.
12. Residents are prohibited from exceeding three lock-outs within a 30-day time period. After three lock-outs within a 30-day time period, the resident will be documented and subject to disciplinary action.
13. Entry, occupation, seizure, or detention in any manner, of a residence hall facility or portion thereof for a use that is inconsistent with the customary and normal use of such premises, is prohibited. This includes placing any object in, near or around the exterior door/window of a building in an effort to prevent the door/window from closing or being able to close or lock upon closing.
14. Hazing, any action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule to another person or group of people by any group or individual, is prohibited.
15. Inflicted or threatened physical injury to a person or verbal harassment of a person is prohibited.

Violations of a Special Nature

Violations of any additional University policies or violation of any local, state, or federal laws can result in disciplinary action within the Residence Halls. It is the wish of the University to create policies for the protection and well being of the individual and community. However, at certain times, situations arise of a special nature not otherwise addressed that may require investigation and administrative action. It is not the intent of this summary to address or include all such possible situations. Depending on the nature of the incident, the investigation and hearing may be handled using normal disciplinary procedure or other appropriate review procedures as determined by the University.

Notice of Changes in Standards of Residence

Students will be notified of all changes in, additions to, and deletions from existing Standards of Residence through e-mail, campus mail, postings in University Housing buildings, and information provided to the residents by their Resident Assistant (RA). All changes are applicable to all students thirty days after they are announced.

Damages and Liability

Damages

- Residents are individually responsible for damages they cause to residence hall property. Charges for damages will be based on repair or replacement costs to restore the room or building to approximate original condition.
- In public or semi-public areas of the halls, damages are charged to groups or individuals when the responsibility is established.
- Residents are responsible for any damages caused by their guests.

Liability

- The University and hall staff assumes no responsibility for loss, theft, or damage to personal belongings in or on residence hall properties. This policy extends to student rooms, storage areas, auto and bicycle lots, and all other residence hall areas. Students are advised to carry homeowner's or renter's insurance.

The Student Conduct Review Process

Rules provide boundaries and are effective only until they are broken. Once a possible violation has occurred, students have the right to the essential elements of due process. Due process, as defined within University Housing, means that students have the right to:

1. Notification of their possible violation of applicable policies;
2. A student conduct meeting that is conducted in an impartial and competent manner;
3. An opportunity to hear the evidence against them;
4. The opportunity to present information on their behalf in an orderly way.

The University attempts to resolve situations where a possible violation of the Standards of Residence and/or the Student Code of Conduct occurs within a Portland State University residence hall as quickly as possible with a desire to assist students in immediately resolving situations.

Any person may submit a written complaint to the Office of Residence Life alleging that a student(s) has engaged in conduct that may violate the Standards of Residence and/or the Student Code of Conduct.

Any alleged violation should be submitted as soon as possible after the event takes place, preferably within fourteen days of the event. The writing of an Information Report notifying University staff of policy violations will be used when dealing with disorderly students, where authorities require record of the incident, and/or when a situation is considered serious.

Once University staff is notified of an alleged violation, the following process will occur:

1. The respondent will receive clear written notification of their possible violation of applicable university policies. This notification will include a request for a meeting to investigate the matter to determine whether there are reasonable grounds to believe that the complaint is well-founded.
 - a. If a resident does not show up within 15 minutes of the scheduled meeting time, the hearing officer will conduct the meeting in the resident's absence.
 - b. Scheduling conflicts must be rescheduled at least 24 hours in advance.
 - c. Missed meetings cannot be rescheduled.
2. This notification will either be delivered to the respondent's on-campus address or mailed to the respondent's address provided by the student to the University.

3. Respondents will be given an opportunity to explain the behavior and will be informed of the evidence supporting the charge.
4. The respondent may bring any third party of their choice to the hearing as long as the availability of the advisor does not interfere with the timeliness of the hearing. The respondent will be expected to speak for himself/herself at all times and may only use the advisor for consultation or support.
5. The hearing officer may involve relevant additional persons in the hearing process.
6. The hearing officer may make a voice recording of the meeting which will be kept in the student conduct file of the respondent.
7. The hearing officer will determine, based upon a preponderance of the evidence, whether a violation of the Standards of Residence and/or Student Code of Conduct has occurred.
8. Once that determination is made, the student will receive a clear follow-up letter from the meeting explaining whether or not they were found in violation of any university policies, whether there were sanctions applied, and providing information regarding the respondent's right to appeal.
9. This follow-up letter will either be delivered to the student's on-campus address or mailed to the student's address provided by the student to the University.
10. If the respondent fails to meet with the hearing officer, the hearing will proceed in the respondent's absence.
11. If reasonable grounds are not found, the hearing officer, in his/her sole discretion, will refer the issue to mediation, dismiss the case, or dismiss the case with administrative counsel when warranted.
12. Pending resolution of a complaint, the student is entitled to all rights and privileges of a resident in good standing. However, the Director of Housing and Residence Life, or a designee of the Director, may terminate the Housing contract of a student upon finding by clear and convincing evidence that the individual's presence within University Housing constitutes a substantial threat to health, personal safety, or property.
13. The hearing officer will make an effort to consider the rights and needs of the complainant, if there is one, in decisions related to restitution or other sanctions.

Sanctions

A sanction is an administrative and/or educational consequence that is imposed by the University on a student as a result of the violation of one or more university policies.

Any given violation may result in more than one sanction. Repetition of misconduct can result in more severe disciplinary action. Sanctions include but are not limited to:

1. Letter of Warning
2. Referral to University Office
3. Restitution
4. Educational Assignment
5. Community Service
6. Loss of Privileges
7. Denial of Access
8. Reassignment within Residence Hall
9. Contract Probation
10. Contract Termination (Eviction)
11. Refusal of Entry

Description of Sanctions

1. **Letter of Warning:** A letter of warning to a resident explains that a specific conduct is in violation of published rules. It summarizes the infraction and corrective measure and warns the resident about possible future consequences should that behavior continue. The fact that the resident is warned should be clearly stated in the body of the letter that the resident receives. A copy of the letter is placed in a confidential disciplinary file.

2. **Referral to University Office:** Referral is used when the sanction requires the resident to gain assistance from another office who may offer services that would assist the resident with preventing a reoccurrence of the behavioral violation (e.g., drug and alcohol assessment through the Center for Student Health and Counseling).
3. **Restitution:** Restitution is reimbursement for damages to, destruction of, or misappropriation of university property or property of any person while on university premises or university-related premises. If restitution is the determined sanction, the individual or individuals who impose the corrective measure must specify, in writing, the amount due, the time and /or manner by which restitution is to be made, and the individual or office to be reimbursed.
4. **Educational Assignment:** Educational assignments are tasks which are creatively applied with the education of the violator in mind. It is essential that the assignments imposed have some meaningful relationship to the violation. Assignment of research to be done in a certain area is one of many possibilities. A duty, work assignment, or referrals for alcohol or drug education classes are other examples. The aim of such a task is the education by the individual of the infraction and the potential consequences of such. Failure to complete or perform an educational sanction is subject to further administrative sanctions, including but not limited to a registration hold on your university account.
5. **Community Service:** Similar in nature to educational assignments, this is the specific sanction to do community service work within the community, the University, or the City of Portland. Community Service that requires transportation will not be assigned by the University unless it is the direct choice of the resident to do so.
6. **Loss of Privileges:** Loss of privileges restricts the resident from designated privileges within his/her particular residence hall. The loss of privileges must exist for a specified period of time, as defined by the individual(s) who impose the sanction. The resident will be notified in writing of those privileges which will be forfeited and for what period of time.
7. **Denial of Access:** Denial of access to and/or use of all or part of a facility or facilities must be implemented for a specified period of time, as defined by the individual(s) who impose the sanction. The resident must be notified in writing of those areas to which s/he will be denied access and for what period of time. This includes the possibility that, after Contract Termination has been imposed an individual must not reenter the residence hall after their personal belongings have been removed.
8. **Reassignment:** A resident may be reassigned within their place of residence or to another building within University Housing if it is determined that his/her conduct is in violation of rules and regulations and such a measure would be productive for both the individual and others in the residence hall environment. The resident is to receive written notification of the sanction and is required to move within a prescribed period of time, as defined by the Area Coordinator or the individual who imposes this sanction.
9. **Contract Probation:** Contract probation is a written notice to the resident that his/her conduct was found to be in violation of the published rules and regulations and that more serious disciplinary action may result from further infractions. Contract Probation is imposed for a specified length of time. No further conditions exist with this sanction, although additional sanction(s) may be imposed in conjunction with Contract Probation.
10. **Contract Termination:** The Hearing Officer may determine that an individual's behavior warrants the termination of the Housing contract. If such a sanction is imposed, the resident must move out of the residence hall within the prescribed period of time.
11. **Refusal of Entry:** A resident may be refused entry into residential housing facilities if it is determined that his/her conduct is in violation of the rules and regulations and such a measure would be productive for both the individual and others in the residence hall environment.

Fees

A resident that has been determined to have violated the Standards of Residence will be assessed a fee. The amount of the fee will be determined by the nature of the offense. The following definitions apply to this rule

1. A “Low-Level Offense” is any violation of the *Housing Handbook* that is not a High-Level Offense or a Drug or Alcohol Offense, unless the offense endangered the health or safety of the Resident or others,
2. A “High-Level Offense” is any offense that involves firearms or weapons or a danger to self or others.
3. A “Drug or Alcohol Offense” is any offense that is not a High-Level Offense that includes the use or possession of drugs or alcohol in violation of the Code.

The following fees may be imposed:

1. For a Low-Level Offense, the first violation will result in a \$10 fee, a second violation of the same or similar nature will result in a \$20 fee, and the fee will increase by an additional \$10 for each subsequent violation of the same or similar nature.
2. For a High-Level Offense, the first violation will result in a \$75 fee, a second violation of the same or similar nature will result in a \$100 fee, and the fee will increase by an additional \$25 for each subsequent violation of the same or similar nature.
3. For a Drug or Alcohol Offense, the first violation will result in a \$50 fee, a second violation of the same or similar nature will result in a \$75 fee, and the fee will increase by an additional \$25 for each subsequent violation of the same or similar nature.

The Senior Conduct Officer may waive the imposition of a fee in unique and compelling circumstances. All fees will be assessed to the University account of the responsible resident.

Appeals

A student has the right to appeal any decision resulting in a sanction. Residents cannot appeal the fee associated with the sanction.

The student must file a written notice of appeal to the Director of Housing and Residence Life. A written notice must be filed within 72 hours of the notice of sanction and must specify in detail the grounds upon which the appeal is based. The request for an appeal must include specific justification, including errors, failure to consider all the information presented, or any other action, including any new information not known at the time of the hearing, which allegedly denied the respondent a fair hearing.

There is only one opportunity for appeal. Failure to file the above mentioned notice within the prescribed 72 hours will constitute a waiver of the right to appeal. The appeal process is an administrative meeting and designed to be informal in nature; no formal rules of evidence or procedure will apply.

At the time an appeal is provided, the sanctions incurred will not be in effect until the outcome of the appeal is determined. Where a serious threat to self or others or significant immediate impact to the University can be determined, sanctions will be in effect while awaiting the outcome of the appeal.

General Guidelines for PSU's Response to Violations of Alcohol and Marijuana Policies

This information is provided as a means of sharing with residents the types of consequences that may be imposed if violations of University Housing policy have occurred. No one situation is alike and no formula is used in determining sanctions for residents. At the same time, residents deserve to understand the process and the possible consequences of choices they make. This guide is intended to inform students so they can make educated choices.

First-time Alcohol violation:

(Possession or consumption)

- Letter of Warning from Residence Life
- Reprimand under the PSU Student Code of Conduct
- Possible Educational Sanction and/or Decision Making class at SHAC

First-time major Alcohol violation:

(host of party; passed-out individual from alcohol; any alcohol transports from major alcohol consumption; major amounts of alcohol in room including cases or kegs; alcohol involved with fight, destructive or aggressive behavior, etc.)

- Contract Probation
- University Disciplinary Probation
- Community Service
- Possible Educational Sanction and/or Decision Making class at SHAC

First-time Marijuana violation or Second-time Alcohol violation:

(Possession or consumption)

- Contract Probation
- University Disciplinary Probation
- Possible CSHAC Decision Making class (second-time alcohol violation only)
- Attendance at Marijuana Anonymous meetings (first-time marijuana violation only)
- Educational Sanction

Second-time major Alcohol violation:

(See list above for examples)

For someone already on Contract Probation, consequences may include:

- Contract Probation Extension
- Reassignment
- Additional Educational Sanctions
- Contract Termination and Denial of Access under a very severe situation

Second-time Marijuana violation or Third-time Alcohol violation:

(Possession or consumption)

- Contract Termination
- Denial of Access

**Oregon State System of Higher Education,
Portland State University
Division 031
Code of Student Conduct and Responsibility**

The Portland State University Code of Student Conduct and Responsibility can be found online at www.pdx.edu/dos/conductcode.

**PSU Alcohol and Other Drugs Policy & Procedures
(Approved June 1997)**

1.301 General Policy Statement

As part of its educational mission, the University is committed to providing an environment, which promotes academic, social, and personal development and recognizes that faculty and staff all contribute to learning. The University holds the belief that the illegal use and abuse of alcohol, and the use of illegal drugs, poses a direct threat to its learning environment.

For students and employees over the age of 21, alcohol is a legal drug. While any moral implication of drinking are matters of personal choice, not policy, the University is committed to the promotion of an environment in which alcohol abuse is discouraged, the responsible use of alcohol is permitted, and the choice to drink is socially acceptable. This commitment will be the guiding factor in determining whether, and under what conditions, alcoholic beverages will be served at University-sponsored events. The University recognizes that the irresponsible use of alcohol places the individual and the community at a greater risk for injury, health problems, and other damage. Alcohol use is not an excuse for infringing on the rights of others or damaging University property. The University will pursue sanctions for alcohol-related misconduct, which may include requirements for seeking appropriate assistance for alcohol-related abuse.

The University is dedicated to the provision of a wide range of substance abuse education, prevention, and intervention activities. Our first intent is to support the members of the University community in achieving their goals, unimpaired by drugs or alcohol. The University is committed to prevention for those at risk as well as treatment for those who are experiencing substance abuse problems. Yet the University is also committed to providing a safe and enriching environment for all staff, faculty, administrators and students, and will take necessary measures to maintain that environment. Any student or employee found to be using, manufacturing or distributing illegal drugs may be subject to administrative discipline and criminal proceedings. All members of the Portland State University community share the responsibility for maintaining the health and welfare of the community and are personally responsible for adhering to the guidelines and provisions of this policy.

1.302 Guidelines and Provisions

A. Use and Sale of Alcohol

Alcohol use by individuals under 21 is illegal, and this law will be enforced. Alcohol use on University-owned property and grounds is prohibited without the approval from either the Vice Provost and Dean for Enrollment and Student Services (or designee), or the Vice President for Finance and Administration (or designee).

Guidelines for obtaining this approval and other provisions for serving alcoholic beverages are outlined on the *Request for Approval to Serve Alcoholic Beverages*. All requests should be completed 15 days prior to the event for full consideration. A copy of the request approval must be posted at the event. It is strongly encouraged that promotional materials of events where alcohol will be available include notification that alcohol and non-alcohol alternatives will be served. This permits participants to take appropriate precautions, for example, not bringing children to the event, or not attending the event if they are in recovery and feel this may threaten their ability to maintain sobriety.

It is the express policy of Portland State University to prohibit alcoholic consumption by employees, officers, or volunteers during normal working hours (or when performing normal job duties). Any exceptions to this provision will/must be approved in advance by the Vice President for Finance and Administration (or designee). Any behavioral problems resulting from the use of drugs/alcohol during normal working hours will be addressed as part of the disciplinary process.

All dispensing of alcoholic beverages at University-sponsored events held on or off-campus or community-sponsored events held on University property must conform to provisions of applicable State, County, City, and University rules, directives and policies. This includes conforming to ALL licensing requirements directed by OLCC and coordinating with the OLCC license holder. Anyone providing his or her own alcoholic beverages is also subject to all policies and directives.

Events promoted in terms that suggest the primary focus of the event is to consume alcoholic beverages (e.g., "kegger") or encourage over-consumption ("all you can drink," "happy hours," "free drinks") are not consistent with the University's philosophy and are prohibited.

Whenever alcoholic beverages are served at University events, a variety of non-alcoholic beverages are to be offered and featured as prominently as the alcoholic beverages. For example, the non-alcoholic beverages will be sufficient and accessible, and presented as attractively as the alcoholic beverages, easily visible, and when possible, at a separate location. At such events, food must be available in quantities reflecting the number of persons to be served. If food or non-alcoholic beverages are no longer available, serving of alcohol will cease. Container sizes/servings will not exceed: one-ounce hard liquor, twelve-ounce beers, and six-ounce wine servings. Alcoholic beverage service will cease 30 minutes prior to the scheduled event's completion time.

Events at which food is sold may not offer alcoholic beverages at no charge.

B. Advertisement of Alcohol and Tobacco

Alcohol and tobacco companies may not promote their products through the sponsorship of University events (social, intramural, athletic or other). This includes logos, endorsements visual displays or other recognizable advertisement. Alcohol and tobacco advertising at athletics events conducted on University property is prohibited, as is the sale of alcohol at athletic events on University property. Authorized events cannot be promoted by emphasizing the availability of alcohol, but promotional materials should include notification that alcohol will be served in accordance with the law (e.g. alcohol will be available in a contained area to individuals at least 21 years of age). The use of illicit drugs by students and employees is strictly prohibited.

C. Sanctions

All alcohol related violations by students on campus and at University sponsored events off campus may be handled by the procedures outlined in the Student Conduct Code. If an employee's use of alcohol results in impairment of his or her ability to perform his or her duties as assigned, he or she may be sanctioned according to the appropriate disciplinary procedures. Violations of state and federal laws may be referred to the appropriate authorities.

The use and sale of illicit drugs by students and employees is strictly prohibited in accordance with federal and state regulations and laws. Any student or employee found to be using, possessing, manufacturing, or distributing controlled substances in violation of the law on University property or at University events may be subject to both administrative disciplinary actions and criminal proceedings. All drug related violations by students on campus and at University sponsored events off campus may be

handled under procedures outlined in the Student Conduct Code. The University will take appropriate personnel actions for infractions by employees, up to and including termination. Violations of state and federal laws may be referred to the appropriate authorities.

D. Education and Prevention

The University is committed to the provision of substance abuse education and prevention activities. In compliance with the Drug Free Schools Act Amendment of 1989, the University annually publishes and distributes to faculty and staff "An Information Guide to Alcohol and Other Drug Problems." Students are notified by the publishing of the same document in the Fall Quarter Schedule of Classes.

Counseling and Psychological Services and the Student Health Service provide students with a variety of information and services from pamphlets and presentations to assessment, consultation and referral for treatment. These services are available on a strictly confidential basis. Additional resources are listed in "Informed Choices," a brochure available in Counseling and Psychological Services. Eligible employees (.5 or greater FTE) and their dependents are eligible for the Employee Assistance Program (EAP). Information about the EAP is available from the Office of Human Resources. Services are provided away from work. The EAP counselor can provide confidential information, assessment, consultation and referral.

E. Waiver

The President retains the sole prerogative for waiving any or all provisions of this directive.

Campus Resources

Campus Recreation PSU Academic and Student Recreation Center, (503) 725-5127

Campus Rec consists of the Student Recreation Center, Fitness Classes, Intramural Sports, Club Sports, Outdoor Recreation and Wellness Education. The Academic and Student Recreation Center (ASRC) offers a wide variety of recreational opportunities to the university community. Students, Faculty/Staff, Alumni and their Guests are welcome to use the facility as a recreational resource through the following programs. The many recreation facilities include a weight room, circuit training room, aquatics center, six racquetball courts, a squash court, tennis courts, basketball courts, table tennis.

Career Center 402 USB, (503) 725-4613

The PSU Career Center is your resource for employment on and off campus. Their services include career decision making resources, job search resources, and individual career counseling. PSU CareerConnect is an online database listing jobs and on-campus recruiting activities for students and alumni.

Center for Student Health and Counseling (SHAC) 200 UCB, (503) 725-2800

The SHAC consists of Student Health Services and Counseling and Psychological Services. Their view of health is holistic and involves the promotion of physical, psychological and intellectual well-being. Student assistance may range from a single discussion with a health or mental-health professional to a carefully planned program of individual care. Students taking nine or more credit hours are eligible for services at the SHAC. Please call the Center directly for billing details.

Child Development and Family Services 124 SMSU, (503) 725-5655

This department consists of the Helen Gordon Child Development Center, a full-service toddler and preschool program and laboratory serving children aged eighteen months to five years, the Children's Center, which provides a nurturing and enriching partial-day program for children ages 12 months through nine years, and Student Parent Services, which helps student parents navigate their multiple and often conflicting roles and responsibilities as a student, parent, and employee.

CPSO 148 SH, Emergency, 5-4404; Non-emergency, (503) 725-4407

The Campus Public Safety Office at Portland State University serves all students, staff, and faculty, as well as guests to our campus community. The office has a director, supervisors, and a full-time, 24-hour-per-day staff of Public Safety Officers and dispatchers. Public Safety Officers are fully deputized and have the same powers of arrest as a police officer. Student staff members assist with escorts, dispatch activity and related responsibilities.

Diversity & Multicultural Student Services (DMSS) SMSU 425, (503) 725-4457

DMSS provides services to students who come from diverse backgrounds, especially those who have been traditionally underrepresented in post-secondary education. Their programs and services include diversity scholarship programs, ethnic student advising, Student Support Services/Educational Opportunity Program, Native American/Alaskan Native Student Support Services, and Upward Bound. EEPS also houses the Skills Enhancement and Tutoring Center, which is open to all students.

Food Service 116 SMSU, (503) 725-4523

Aramark is the food service provider on campus. A meal plan is included in the FYE program. The rest of the campus community has the opportunity to purchase an optional meal plan through Aramark.

Information and Support Center (IASC) SMSU 425, (503) 725-4005

IASC promotes academic success by providing a supportive academic environment for students, and serves as a central information and referral source for students to campus services, resources and academic advisors. Included under the IASC umbrella are the Academic Support Program, Community College Relations, the Disability Resource Center, Study Skills Program, Tutorial Program and Veterans' Services.

Information Technology (IT)/Help Desk 18 SMSU, (503) 725-HELP

IT and HELP Desk staff members are able to answer questions about computer hardware and software, networking, accessing the network, obtaining computer accounts, and much more. No appointment is necessary. Assistance is provided by telephone, e-mail or on a walk-in basis.

Office of International Affairs (OIA) 101 East Hall, (503) 725-4094

The OIA Office provides a centralized information source on services for admitted international students, visiting scholars and international faculty. In conjunction with the Intensive English Language Program and student groups, they offer a variety of services including a new student orientation program, an English conversation partner program and a

Multicultural Center (MCC) 228 SMSU, (503) 725-5342

The MCC welcomes all students, faculty, staff, and community members to share in dialogue and activities that further promote understanding among peoples of different cultures. It presents programs and events that promote appreciation for cultural diversity and serves as an informal gathering place for multicultural student groups. There is also open access to a small resource library featuring non-traditional books, tapes and computer terminals.

OMBUDS 313 SMSU, (503) 725-5901

The Ombuds Office can help you deal with problems you might have with the University. They provide an informal means of problem resolution if you have a University-related dispute. An Ombuds is not empowered to change a decision, but through intervention or a clarification of matters, information may emerge to assist in the resolution of the dispute.

Student Activities and Leadership Program (SALP) 119 SMSU, (503) 725-4452

SALP is a clearinghouse for student organizations on campus. Groups and clubs include academic, advocacy, arts, fraternities/sororities, honorary, multi-cultural, political, recreational, service and spiritual organizations. SALP provides leadership opportunities and training and can help you find a club that meets your interests. They can also help you start your own organization!

Student Legal and Mediation Services M340 SMSU, (503) 725-4556

Assistance from Student Legal Services (SLS) is free. To be eligible for their services, you must be a current PSU student who is registered and attending classes for the current term. SLS will not provide legal assistance in student vs. student, student vs. Portland State administration, or student vs. Portland

State faculty or staff disputes, but may provide mediation support, which may include advising the student through an established grievance procedure.

OIT Networking and Telecom Services 84 FAB (Fourth Avenue Building), (503) 725-4434
Networking and Telecom Services (NTS) is the provider of telephone and ResNet services to all buildings on campus. They will handle all of your local, long-distance and voice mail needs. Each Housing unit is wired for phone and Voice mail access.

Women's Resource Center (WRC) Montgomery Basement, (503) 725-5672
The Women's Resource Center seeks to empower women and to encourage their active and equal participation in all levels of the university community and the larger society. They encourage the participation of ALL people in the community as they strive to provide a safe and supportive environment for self-identified women. Their values include social justice, community, safety, leadership and mentoring, diversity and research.

Directory

| | |
|-----------------------------------|-------------------------------------|
| Emergency | 911 (9-911 for campus lines) |
| CPSO Emergency | 503-725-4404 |
| CPSO Non-Emergency | 503-725-4407 |
| FYE RA Duty Cell Phone | 971-246-1599 |
| Upper Ondine RA Duty Cell Phone | 971-246-1386 |
| Blumel Hall RA Duty Cell Phone | 971-246-1387 |
| East Campus RA Duty Cell Phone | 971-246-1388 |
| Central Campus RA Duty Cell Phone | 971-246-1585 |
| Broadway RA Duty Cell Phone | 971-246-1598 |
| Residence Life Office | 503-725-2450 |
| University Housing Office | 503-725-4333 |

Student Support Services

| Service | Phone | Location |
|--|--------------|---|
| <i>ASPSU Student Government</i> | 5-3454 | SMSU 117 |
| <i>Campus Information/Directory</i> | 5- 3000 | |
| <i>Child Care</i> ASPSU Childcare Center | 5- CARE | SMSU 126 |
| <i>Student Parent Services</i> | 5-5655 | SMSU 124 |
| <i>Registration and Records</i> | 5-3511 | Lobby NH |
| <i>Student Activities and Leadership Programs</i> | 54452 | 119 SMSU |
| <i>PSU Bookstore</i> | 5-3780 | Bookstore |
| <i>OIT Help Desk</i> | 5-4357 | SMSU 18 |
| <i>Community Service</i> Student Development | 5-4452 | 119 SMSU |
| <i>Confidentiality, Records & Personal</i> Registrar | 5-3412 | Lobby NH |
| <i>Copy Machines, Student</i> | | Millar Library or SMSU |
| <i>Undergraduate Advising & Support Center</i> | 5-4005 | 425 SMSU |
| <i>Student Health and Counseling</i> SHAC | 5-2800 | 200 UCB |
| <i>PSU Writing Center</i> | 5-3570 | 188 CH |
| <i>Course Challenge</i> | | See Academic Department |
| <i>Credit Evaluation</i> | | |
| <i>Admission Counselors</i> | 5-3511 | 105 NH |
| <i>Graduation Registration</i> | 5-3412 | Lobby NH |
| <i>Cultural Centers</i> | | |
| <i>Multicultural Center</i> Multicultural Center | 5-5342 | 228 SMSU |
| <i>Organization of International Students</i> OIS | 5-8569 | 221 EH |
| <i>Degree Application</i> Degree Requirements | 5-3438 | Lobby NH |
| <i>Diploma Pickup</i> Degree Requirements | 5-3438 | Lobby NH |
| <i>Disability Resource Center</i> | 5-4150 | 116 SMSU |
| <i>TTY Line</i> | 5-6504 | |
| <i>Dyslexia Aid</i> Disability Services | 5-4150 | 116 SMSU |
| <i>E-Mail account</i> Computer Center | 5-4357 | 18 SMSU |
| <i>Employment</i> | | |
| <i>Career Center</i> | 5-4613 | 402 USB |
| <i>PSU Staff Human Resources</i> | 5-4926 | 1600 SW 4 th Ave Suite 518 Market Center |
| <i>Escort Service, After Hours</i> CPSO | 5-4407 | CPSO |

| | | |
|---|--------------|--|
| <i>Financial Aid</i> Financial Aid Office | 5-3461 | 189 NH |
| <i>Food Service</i> | | |
| <i>Food Plans</i> | 5-8990 | 260 SMSU |
| Catering Classic Fare Catering | 5-4526 | 260 SMSU |
| Viking Food Court | 5-4554 | 1 st Floor SMSU |
| Meetro Coffee | 5-4374 | 1st Floor KA |
| <i>Graduate Studies</i> and Research | 5-8410 | Extended Studies 1 st Floor |
| <i>Graduation App</i> Degree Requirements | 5-3438 | NH Lobby |
| Status Registrar | 5-3412 | NH Lobby |
| GRE, G-MAT Testing Services | 5-5301 | 310 UCB |
| Greek Counselor | 5-9011 | M 107B4 SMSU |
| <i>Harassment, Sexual or Other</i> Affirmative Action | 5-4417 | Market Center 8 th Floor |
| <i>Health Insurance</i> SHAC | 5-2800 | 200 UCB |
| <i>Health Service</i> SHAC | 5-2800 | 200 UCB |
| <i>Housing</i> | | |
| <i>Application & Transfer Process</i> UHO | 5-4333 | BHB 210 |
| <i>Account Information</i> UHO | 5-4333 | BHB 210 |
| <i>Work Requests</i> UHO | 5-4333 | |
| ID Card ID Card Center | 5-8333 | Lobby NH |
| <i>International Student Services</i> | | |
| <i>Admissions</i> | 5-3511 | Lobby NH |
| <i>Office of International Affairs</i> | 5-4094 | 101 EH |
| Peer Group OIS | 5-8569 | 221 EH |
| <i>Internships</i> Career Center | 5-5647 | 402 USB |
| <i>Intramurals</i> Athletics | 5-5647 | 210 ASRC |
| <i>Learning Disabilities</i> Disability Services | 5-4150 | 116 SMSU |
| <i>Legal Advice</i> Student Legal Services | 5-4555 | M343 SMSU |
| <i>Library</i> Millar Library | 5-4616 | Library Circulation Desk |
| <i>Student Accounts</i> | 5-4934 | Lobby NH |
| Locker Rental | 5-2931 | 2 nd Floor ASRC |
| Lost & Found | 5-4435 | CPSO |
| <i>Minority Affairs</i> Educational Equity | 5-5347 | 425 SMSU |
| <i>Native American Student Concerns</i> UISHE | 5-5671 | NASCC |
| <i>New Student Orientation</i> Admissions | 5-5796 | 131 NH |
| <i>Ombudsperson</i> Campus Ombuds Office | 5-5901 | 169 CH |
| <i>Student Activities and Leadership Programs</i> | 5-4452 | 119 SMSU |
| <i>Outdoor Programs</i> Student Development | 5-5668 | 101 ASRC |
| <i>Transportation and Parking Services</i> | 5-3442 | 1 st Floor ASRC |
| Police Portland Police | 911 | |
| Post Office | 800-ASK-USPS | |
| <i>Queer Resource Center</i> | 5-9742 | 401B SMSU |
| <i>Radio, Campus KPSU</i> Student Development | 5-5669 | 119 SMSU |
| <i>Spiritual Life Center</i> | 503-226-7807 | 001 K – HOUSE |
| <i>Reservations, Rooms</i> Smith Center Office | 5-4442 | 435 SMSU |
| <i>Resume Writing</i> Career Center | 5-4613 | 402 USB |
| <i>Scholarships</i> Financial Aid | 5-3461 | 174 NH |
| <i>Study Abroad</i> International Exchange | 5-4094 | 101 EH |
| <i>Summer Session, Extended Studies</i> | 5-8500 | 102 Market Building |
| <i>Telephone Service, Campus</i> Telecommunications | 5-4434 | 84 FAB |
| <i>Testing</i> | | |
| <i>Academic Admission</i> Testing Services | 5-5301 | 310 UCB |
| <i>HIV/STD</i> Health Service | 5-2800 | 200 UCB |
| <i>Learning Disabilities</i> UASC | 5-4150 | 116 SMSU |
| <i>Ticket Sales</i> Box Office | 5-3307 | SMSU |
| <i>Transcripts</i> Registration | 5-3412 | Lobby NH |
| <i>Tutoring</i> IASC | 5-4005 | 425 SMSU |
| <i>Transcripts, Records & Grades</i> Registrar | 5-3412 | Lobby NH |
| <i>Tuition & Fees</i> Cashier's Office | 5-3670 | Lobby NH |
| <i>Vanguard</i> | 5-5691 | S-26 SMSU |
| <i>Veteran Affairs</i> UASC | 5-3876 | 425 SMSU |
| <i>Wellness</i> SHAC | 5-2800 | 200 UCB |
| <i>Transcripts</i> | 5-3401 | Lobby NH |
| <i>Women's Resource Center</i> | 5-5672 | Basement MB |
| <i>Writing Assistance</i> Writing Center | 5-3570 | 188 CH |