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Phone Numbers at a Glance

Activities Congress	503-768-7139
Associated Students of Lewis & Clark College (ASLC)	503-768-7152
Bon Appétit Food Service	503-768-7890
Bookstore	503-768-7885
Campus Living.....	503-768-7123
Campus Safety	503-768-7855
Cashier and Credit.....	503-768-7829
Center for Career and Community Engagement.....	503-768-7114
CLA on Duty.....	503-768-8999
Copeland.....	option 1
Platt-Howard.....	option 2
Stewart/Odell/Akin.....	option 3
Forest.....	option 4
East/Roberts/West/Hartzfeld.....	option 5
College Outdoors.....	503-768-7124
Counseling Service.....	503-768-7160
Dean of the College	503-768-7100
Dean of Students.....	503-768-7110
Emergency	503-768-7777
Health Promotion and Wellness	503-768-7112
Health Service	503-768-7165
Information Technology Help Desk	503-768-7225
International Students and Scholars.....	503-768-7305
Library.....	503-768-7274
Mail Room.....	503-768-7867
Multicultural Affairs.....	503-768-7051
Office of Overseas and Off-Campus Programs.....	503-768-7295
Operator	0
Palatine Hill Intramurals	503-768-7064
Provost.....	503-768-7200
Registrar.....	503-768-7325
Sexual Assault Response Advocate (SARA) Pager.....	503-202-3119
Snow Closure Line.....	503-768-7965
Student Activities	503-768-7122
Student Financial Services	503-768-7090
Student Support Services.....	503-768-7091

Lewis & Clark College Calendar

Fall Semester 2008

Residence Halls open for new students at 8am	August 27
New Student Orientation	August 27-September 1
Parents Preview	August 27-28
Residence Halls open for returning students at 9am	August 31
Labor Day Observed; College Closed	September 1
Classes begin	September 2
Last day to change fall meal plan by 5pm	September 5
Last day to register for or drop class	September 12
Fall Break; No Classes	October 9-12
Housing lottery for Spring 2009	November 6
Last day to withdraw from classes	November 7
Thanksgiving Break (halls open/no meals)	November 27-30
Last day of classes	December 10
Reading days	December 11-12
Final examinations	December 13, 15-17
Last meal served (dinner)	December 17
Winter Break; Residence halls close at 3pm;	December 18
Apartments remain open for full year residents	

Spring Semester 2009

Residence Halls open at 9am.....	January 18
MLK, Jr. Day Observed; No Classes.....	January 19
Classes begin.....	January 20
Last day to change spring meal plan by 5pm.....	January 23
Last day to register for or drop classes.....	January 30
Applications for 2009-2010 Apartment Lease available	February 9
Last day to make up incomplete grades from Fall 2008.....	February 13
Degree filing date for August 2009 degree	March 1
Housing Renewal Information sent to campus residents.....	March 2
Family Weekend	March 6-8
Advising for Fall 2009 classes	March 12-April 3
Application Deadline for Campus Apartments.....	March 13
Spring Break; Halls open/no meals	March 21-29
Last day to withdraw.....	April 3
Registration for Fall 2009.....	April 6-15
Housing Lottery for 2009-2010	April 9
Room Selection for 2009-2010	April 19
Last Day of Class.....	April 30
Reading Days	May 1-2
Final Examinations	May 4-7
Last meal served (dinner).....	May 7
Residence Halls close at 3pm for non-graduating students.....	May 8
Commencement	May 10

Dear Students:

Living at Lewis & Clark is your opportunity to learn from a diverse group of peers from over 40 states and 40 countries, expand your interpersonal and leadership skills, develop an understanding of community responsibility, and gain a context in which to put into practice information learned in the classroom.

The Division of Student Life and The Department of Campus Living is committed to fostering residential environments which are safe, well-maintained, educationally purposeful, and supportive of the mission of the College. To these ends, each residence hall cluster is overseen by a full-time, live-in professional Campus Living Coordinator (CLC) and a team of student Campus Living Advisors (CLAs). These staff work with other College staff and faculty to ensure that you have a positive experience while living on campus.

As a part of the liberal arts tradition, students are asked to live on campus for their first four semesters. We believe that this time living on campus enhances the quality of the education that students receive and enables the college community to benefit from the interaction between faculty, staff and students.

As you can imagine, when several hundred people live together in such close quarters, a lot of learning can take place—and we'll be the first to admit that it won't always be easy. Just like some of your tougher academic courses, you may not always enjoy them, but you sure are glad you learned as much as you did when you move on to your next (even tougher) course.

Our entire program is based on a community standards model. You will be asked to be an active participant in your living environment and take responsibility for your actions and to hold others accountable for theirs. "With rights come responsibility" and now is a time in your life when that mantra will not only be a part of what you do at Lewis & Clark College, but it will also be an expectation of how you live.

So, be prepared for a lot of learning—about yourself as well as other people. You will learn about others' tastes in music, study and sleep habits, views on various issues, backgrounds, values, and cultures. You will learn how to get your viewpoint across to your hall mates and how to understand theirs. All of this can be a great experience, in which you make friends that will last the rest of your life.

We hope that the information in the following pages will assist you in having a great campus living experience.

Sincerely,

Winston G. Jones
Assistant Dean of Students
Director of Campus Living

A Statement of Community Values

Lewis & Clark College
Explorare, Discere, Sociare

At Lewis & Clark College we celebrate the pioneering spirit of individuality and a strong sense of shared community values, based on principles of honesty, integrity, and civility. By becoming a part of Lewis & Clark, we join a community of global thinkers and leaders who are alive to inquiry, committed to diversity, and eager to shape life in an interdependent world. We believe that each of us can best develop our own moral compass by engaging in discovery, both in and out of the classroom, which calls us to explore, to learn, and to work together.

The following community values inform and shape the policies and procedures outlined in the Pathfinder (www.lclark.edu/dept/pathfind). The Pathfinder is your student handbook. It provides expectations for our community members, opportunities for involvement, and everything in between. You are responsible for knowing its contents and adhering to the expectations set.

Lewis & Clark College is...

an adventurous community:

Lewis & Clark students are encouraged to test their boundaries throughout ongoing exploration of new territories, ideas, and communities. Freedom of discussion, inquiry, and expression are protected throughout the entire College experience. By challenging their own values, assumptions, and ideas, as well as those of others, students are able to become responsible members of the College community by exploring controversy with civility.

a supportive community:

Recognizing the high expectations that have been established for membership in the Lewis & Clark community, students are provided a supportive environment where they can live, work, and learn together. Lewis & Clark College cannot guarantee the environment will always be comfortable for all members, as the educational process is sometimes unsettling. Therefore, fostering a community that is humane, supportive, nurturing, and collaborative is important to help students navigate the tensions that often occur within the College environment.

a diverse community:

Community members are asked to respect the dignity of others without regard to race, color, creed, religion, sex, national origin, age, handicap or disability, sexual orientation, gender identity, or marital status. Respect for and appreciation of differences enhances the educational experience. Each member of this academic community is expected to make a commitment to the creation of a harmonious climate where differences are acknowledged, accepted, celebrated, and not meant or understood as personal animosity.

an engaged community:

An engaged academic community is characterized by independent and collaborative learning, collegiality, participation in a variety of activities that foster personal discovery and growth, implementation and enforcement of the highest standards of academic and personal integrity, civic and artistic participation, service to others, as well as a passion to seek knowledge for its own sake. At Lewis & Clark College, students can celebrate the gift of community by becoming engaged in it.

a just community:

A just community is guided by wisdom, justice, and fairness. Lewis & Clark College is a community where members are held accountable for their behavior. A learning community requires honesty, integrity, appreciation for diversity, and personal responsibility of its members. This disciplined and principled philosophy is intended to strengthen our intellectual and moral virtues so that we might lead full and rich lives that inspire others to create a more socially just world.

As members of the Lewis & Clark community who are expected to be responsible adults and representatives of the College, we are accountable for our actions at all times. Those who violate these values are obligated to seek and achieve reconciliation with the community. Because we exist in the larger society, the College does not provide immunity from city, state, or federal law.

Campus Living Professional Staff

Winston G. Jones, Assistant Dean of Students, 503-768-7123, winston@lclark.edu

Sandi Bottemiller, Director of Housing and Orientation, 503-768-7183, sjb@lclark.edu

Jenn Crowder, Administrative Coordinator, 503-768-7123, living@lclark.edu

Katie Haffner, '09, Campus Living Intern, khaffner@lclark.edu

Campus Living Coordinators

Charlie Ahlquist, '07 & '08 , Stewart/Odell/Akin (SOA), 503-768-8930, charlie@lclark.edu

Liv Edens, Platt-Howard, 503-768-8780, sherlive@lclark.edu

Leigh Featherstone, Copeland, 503-768-8360, leigh@lclark.edu

Faith Nussbaum, East/Roberts/West, Hartzfeld , 503-768-8150, @lclark.edu

David Rosengard, Forest Complex, 503-768-8160, dbr@lclark.edu

www.lclark.edu/dept/living

Campus Living Advisors

Campus Living Advisors (CLAs) are current Lewis & Clark College students (sophomore, junior and seniors) who have gone through a rigorous and extensive training process. These student leaders are the first to help you with roommate conflicts, housing questions, issues regarding health and counseling services, etc. There is at least one CLA always on duty each weeknight (7pm-7am Sunday through Thursday) and 24 hours a day Saturday and Sunday. If they can't help you out they can certainly refer you to the appropriate campus resource.

Copeland

Lindsay Alt '09
Ashley Davis, '10
Kelsey Domann, '11
Andrew Janeba, '11
Emily Jones, '11
Shayna Lignell, '11
Christina Misso, '11
Gabe Montes de Oca, '11
Shane Rivera, '09
Stefina Voeller, '10

Forest

Haeli Higgins, '11
Katrina Maloney, '11
Zoë Peters, '11
Amy Pombo, '09
Jen Shildmeyer, '11
Elliot Smith, '10
Nick Tiller, '09
Angela Webber, '10
Shelley Zhao, '09

Stewart/Odell/Akin

Lenida Bilanovic, '11
Marielle Breneman, '11
Lindsay Hilken, '10
Prachi Jha, '09
Heather Mathewson, '10
Dante Perez, '11
Jesse Wolfson-Pou, '11
Carolyn Worthge, '11

East/Roberts/West, Hartzfeld

Ananda Ellis, '09
Tace James, '10
Alex Johnson, '09
Zeb Larson, '10
Louis Prahl, '10
Lillie Mae Stone, '10
Karena Norton, '10

Platt-Howard

Yan Chen, '10
Maren Corbly, '11
Jess Himelfarb, '10
Ro Mehta, '11
Dith Pamp, '11
Zander Schrempf, '11
Rachel Tramel, '10
Cary Young, '10

As of July 2008

Housing Contract

Residence Halls

The Housing Contract is a binding legal document when completed, signed, and submitted to the College with a deposit of \$100. The housing contract is non-transferable. A full academic year contract, which includes room and board, is required of all first and second year students.

Exceptions include: students who are living at home with parents, married, are over the age of 21 at the beginning of Fall semester, or have 28 credit hours (new transfer students only). Continuing students who have completed four semesters of campus residency may choose to sign a one-semester contract. As soon as you move into your room, you will not be released from the contract unless it becomes necessary for you to withdraw from the College.

Your housing contract does not include housing during Winter Break (December 18-January 18). A limited amount of housing will be made available during Winter Break for an additional fee. You may elect to stay in your assigned room during Thanksgiving Break (November 27-30) and Spring Break (March 21-29) for no additional fee. However, no meal service and limited shuttle service is available during these break periods.

Apartment Lease (East, Roberts, West Halls)

The Lease is a binding legal document when completed, signed and submitted to the College with a deposit of \$200. The lease is non-transferable and is effective for the entire academic year, or if entered into after the start of the semester, for the balance of the lease period. Exceptions will be made for students participating in Lewis & Clark sponsored domestic or overseas programs, entering mid-year, or anticipating December graduation.

The occupancy period for a lease commences two days before fall classes begin and ends on the published spring closing dates for all residential facilities. The apartments remain open during Thanksgiving Break (November 27-30), Winter Break (December 18-January 18), and Spring Break (March 21-29) at no additional cost to you. There is no meal service and limited shuttle service is available during these break periods. **As soon as you move into your apartment you will not be released from the lease unless it becomes necessary for you to withdraw from the College.**

Cancellations received after the published deadline or absent notice (no shows), you forfeit the prepaid \$200 deposit and incur a non-negotiable \$500 lease cancellation penalty, **in addition to any rent charges which may accrue until the College leases that portion of the unit to an approved LC student.** This information is also specified in your lease.

Roommates—New Students

Campus Living staff members spend considerable time over the summer reading new students' **Room Placement Questionnaires.** Every effort is made to select a roommate/roommates that matches you in critical areas such as smoking preference, sleeping habits, music compatibility, etc. Even so, adjusting to a roommate is one of the many challenges of college life.

If you have roommate difficulties you should first try to resolve the issue directly with your roommate(s). If that is unsuccessful, your CLA will help you and your roommate(s) work through the conflict. However, in the event that a solution cannot be found, it may be possible to change rooms, usually within your current hall. You will need to work with your CLA and CLC to initiate

that request. If approved, you must complete a **Room Condition Report (RCR)** each time you change rooms as well as a **Room Change Form**, which includes permission and the signature of your current CLC and new CLC (if changing halls). You may obtain this form from your CLC or the Office of Campus Living.

It may be useful, even during your initial contact with your new roommate(s), to talk about the following topics. It will give you a solid basis on which to begin building a positive roommate relationship. Furthermore, roommate contracts are available from your CLC.

- Music: preferred type and volume
- Sleep/Study hours
- Borrowing/loaning personal belongings
- Privacy and visitors
- Room cleaning schedule
- Alcohol/Drug use
- Conflict resolution
- What to bring (see list)

Roommates—Returning Students

The preferred method of assignment to specific rooms/units is by mutual request. During spring semester you and your roommates will have the opportunity to draw a lottery number, which will be used to select your room/apartment for the following academic year. If you do not find a roommate you will be asked to provide a **Roommate Preference Sheet** so that the Campus Living Staff can assign a roommate to you.

Apartments: If at any point during the occupancy period, a resident cancels for any reason, the remaining resident(s) is/are responsible for either finding a new roommate (not currently under lease or contract with the College) within 20 calendar days, moving, or paying the remainder of the rent for the unit. The exception is for the roommate who cancels and moves off-campus during the term of the lease. The student who vacates is responsible for their portion of the rent until the College leases the space to another approved LC student.

Double-Singles

Although uncommon, especially in the Fall semester, there may be a limited number of single rooms available during each semester. Singles and double-singles are awarded to returning students by use of a priority point system. Points are determined through the use of a **Double-Single Application Form**, which you may obtain from your CLC, the Office of Campus Living, or online at www.lclark.edu/dept/reslife/housing_forms.html. A new application must be submitted each semester. Double-Singles are only guaranteed for the current semester.

Room Consolidation

In the event that your assigned roommate never moves into the hall or moves out during the year, one of three things may happen: (1) you may have another roommate assigned to you, (2) you may be moved to another room where a vacancy exists, or (3) if space and seniority permit, you may remain alone in the room, provided you agree to pay the additional double-single fee. If you choose to keep the double-single room, the additional charge will be levied within two weeks after the vacancy occurs. If you are asked to change rooms, the move must be completed within three days after notification.

Contract Release

Continuing student deposits may be returned only if written notice of contract termination is received by the Office of Campus Living on or before July 1st for a full-year contract. Mid-year contract releases are granted only to residents withdrawing from the College or by petition. If you wish to petition to be released from your housing contract, you must submit a TYPEWRITTEN request to the Office of Campus Living. A committee will determine whether to grant a release. Complete information is available from the Office of Campus Living, and online at www.lclark.edu/dept/reslife/housing_forms.html under “Contract Release Guidelines”.

Room/Apartment Condition Report (RCR and ACRs)

One of the first things you will do upon checking in is carefully survey your room/apartment for any previous damage. You and a CLA will use the RCR or ACR to note carpet stains, wall/paint marks, damaged furniture, etc. Be very specific as to the location and size of any irregularities. The form must be completed during the check-in process. This way, you will avoid being held responsible for existing conditions to the room/apartment.

When you check out of your room/apartment you have two options. The first is to again survey the room with a CLA to determine what, if any, damage has been done during your tenure in the room. **Please be aware that the CLA is responsible for recording preliminary damages, not determining whether or how much you may be charged for repair.** The second option is “Express Checkout”. You will not go over your space with a CLA. Instead you will be responsible for returning your space to the original condition and return your key to the Campus Living Staff Office in your hall/complex. By opting to express checkout **you forgo any right to appeal damage charges.**

Furnishings

Your room is supplied with a bed, mattress, dresser, desk, chair, window screens, blinds, trash can, and recycling bin. All rooms except for those in Stewart, Odell, Akin, Howard, and Hartzfeld have some sort of desk lighting. We strongly encourage you to use the furnishings provided for you by the College. If, however, you decide to disassemble and store your bed, it must be labeled and stored in locked storage within your residence hall at your own risk. At check out, your bed must be correctly assembled in your room at the standard (lowest) position to avoid a fine. All other furnishings must remain in your room.

Lounge furniture is supplied by the College so that students may enjoy group settings and be comfortable in common areas. Furniture may not be removed from common areas.

What to Bring (residence halls)

- Your own bedding (i.e. sheets, pillow case, pillow, blanket(s), mattress pad & comforter). Note: beds, with the exception of those in Platt, are extra long twin (39”x 80”). (Extra-long twin mattresses are also available by request through the CLC for those students living in Platt who are 6’2” or taller).
- Radio or stereo. Don’t forget to bring your headphones!
- TV/VCR/DVD player
- Flashlight with batteries

- Study lamp
- Towels & wash cloths
- Umbrella and/or rain gear
- Plants
- Posters (and poster putty, not blue)
- Clock (with a loud alarm!)
- Clothes hangers
- Telephone without answering machine (see “Voice mail” page 18)

Apartments (in addition to the above):

- Kitchen utensils & dinnerware
- Pots, pans, & hot pads
- Lock for your storage cage

What Not to Bring

To reduce risk to health and safety, the following items are prohibited:

- Air, spud, airsoft and paint ball guns
- Fireworks
- Sling shots
- Camping stoves and fuel
- Firearms
- Weapons of any kind (pg. 29)
- Incense and sage
- Candles
- Halogen lamps
- Pets
- Appliances with open coils (i.e. toasters, hot plates, toaster ovens)
- Any other item which may possibly threaten the health or safety of residents.

Room Care (General)

In order to keep your room in good condition and avoid charges after you check out, please consider the following as you begin to settle into your new space.

Duct tape leaves marks and often peels paint off the walls when removed. Even light adhesives like cellophane tape may leave a residue and remove paint. Nails do not work well either. Please use poster putty (not blue), as it is the least damaging to the walls and paint.

If you decide to make any non-permanent changes to your room, please keep in mind that your room must be returned to its original condition when you move out. If furniture is missing from your room at the time of check out, you will be billed for replacement.

To avoid the last minute rush at closing it is encouraged that you vacuum your space regularly as well as dust your hard surfaces. Vacuums are available for check out from your Campus Living Staff Offices. Please remember that vacuums do not pick up loose change, metal, plastic, and any other large items—if you have large items on your floor, please pick them up before vacuuming.

Common Area Responsibility

You, along with the other members of your community, are responsible for the condition of the common areas. The cost of repairing damage and/or replacing missing/stolen items (furniture, fire safety equipment, etc.) in common areas will be shared equally among the residents unless it is known who is specifically responsible. If you know who is responsible, please inform your CLA or CLC so the appropriate people will be charged. During all breaks, residents are expected to leave common areas neat and tidy. If garbage or unwanted items are left in the common areas, each resident of that community may be billed.

Common Charges and Fines (amount published at hall closing)

General

- Failure to complete check-out procedures
- Early Arrivals/Late stays without permission
- Unauthorized painting
- Improper disposal of trash/recycling
- Pets
- Unauthorized use of lounge furniture in private room

Safety

- Key (replacement/failure to return)
- Cable/Network splicing
- Failure to vacate during fire alarm
- Unauthorized roof access
- Card access system damage/door propping/door yanking
- Fire equipment misuse/false alarm
- Tampering with sprinkler or smoke detector
- Broken window

Room Condition

- Damage to furniture, blinds, fixtures, etc.
- Not vacuumed
- Wall/ceiling/door marks
- Carpet stains/burns
- Tape/adhesive residue
- Replacement/reinstallation of screens
- Trash/Recycling not emptied
- Bed not returned to standard (lowest) position
- Replacement of missing/damaged furniture
- Repainting (cost per wall)
- Smoke damage
- Failure to return microfridge (if applicable)

Common Areas (charged per resident)

- Hall chore not completed
- Refrigerator not cleaned
- Garbage/unwanted items abandoned in common areas
- Items left in hallway

Vending/Laundry machine vandalism

Damage Responsibility

As with any rental agreement, you are held financially responsible for damage to the room/apartment, its furniture and fixtures, any missing furniture, and the condition of the areas in and around your residence hall. Your CLC and a staff member from Facilities Services will inspect the room following your departure to determine what, if any, damage has occurred and the amount of the charge for repair. They will use the RCR/ACR, which was completed and signed by you and an CLA at check-in, to compare the check-out condition with the check-in condition as noted on the report.

Health and Safety Inspections

Around midterms each semester, the Campus Living Staff in each building will be inspecting each room to identify and address any health, safety, sanitation, and maintenance issues that may be present. There are several reasons for the health and safety room inspection program:

- To encourage students to become engaged in maintaining the condition of their living environments, to assist students in learning how to maintain a clean and safe environment in their room, and promote a better understanding of the expectations the college has for students living on campus;
- To assist in the prevention of rodent and pest infestations, damage problems and other issues that impact the health and safety, as well as the quality of life for all students living in the residence halls; and
- To assist us in properly maintaining the condition of our residence halls.

Each Campus Living Advisor will be providing additional information about the inspection process and provide residents with a check list of things they should do to prepare for the room inspection. In addition, each CLA will be holding floor/community meetings in advance of the inspection to answer questions and communicate information about the health and safety inspection program.

Campus Living understands your concerns about privacy, but believe the inspection program is a necessary measure that will prove to be beneficial to all students living in the residence halls now and in the future.

The following is a sample checklist of preparations that you would need to take prior to the inspection program. **IMPORTANT:** This is only a sample checklist; the actual one will be made available shortly before the inspection program.

- Remove all trash and properly dispose of it in the trash room or other trash receptacles located in your building.
- Vacuum or sweep and mop all floors in your room.
- Check your smoke detector to see if it is properly attached and in operational condition.
- Check electrical outlets, cords, and connections to make sure they are not overloaded and that cords are not run under carpets or around bedding.
- Check to ensure that beds, other furnishings, and other items are not blocking emergency egress and heating and ventilation units.
- Cote any maintenance problems in your room and report them to the staff during the inspection.
- Do your laundry and properly store your clean clothes when finished

- Pick up and organize your personal stuff.
- Make sure your screen is installed on windows (they are not supposed to be removed).
- Walls, windows, ceilings, doors and college furnishings should be free of stickers, graffiti, stains, and unauthorized paint.
- Clean up any spills and messes and get rid of any leftover food sitting around the room.
- Do a little light dusting around the room.
- In the kitchen, dispose of spoiled food, wipe down surfaces, clean up appliances, do the dishes and store them away, and properly store food .
- Apartments: In the bathroom, clean the toilet, including in and around the bowl, clean the shower/tub, clean the floor, wipe down countertops and clean the sink, and put away and/or organize personal items.

It is okay for your room to look a little bit “lived in,” but it is expected that some effort will have been made to clean the room and to ensure that no health or safety concerns exist. Staff will be doing a quick visual check of your room that should only last a minute or two.

Information about the inspection policy and standards, as well as other important Campus Living policies, is available in the Pathfinder.

Keys

When you arrive you will be issued one key to your room/apartment in your assigned residence hall and be required to sign for it at the time of check-in. All new students will receive an official Lewis & Clark picture identification card which you should carry, along with your room key, **at all times**. With your LC identification card you can check out books from the library, enter the food service area, and gain access to the residence halls.

If you lock your key inside your room Monday through Friday between the hours of 7am and 7pm contact Campus Safety at 503-768-7855. Contact the CLA on Duty (503-768-8999) 7pm to 7am Monday through Friday and 24 hours on the weekends for your lockout.

If you lose your key or it is stolen the College requires a re-core of your door and cutting of new keys for each occupant as a safety precaution. \$50 is charged to the occupant to whom the lost or stolen key belonged. Please report lost keys within 24 hours to your CLC. If your key is stolen, please report it immediately to your CLC. Re-keying will occur within 24 hours after reported, or on the same business day whenever possible.

Maintenance & Repair

If your room or another area in your residence hall is in need of maintenance or repair, you can contact your CLC via email. Please include as much information as you can (room number, side of room (when standing in doorway), closet number, etc.). Your CLC will then send the information to Facilities who will respond in a timely manner to the issue. When the repair has been made a form will be left in your room indicating entrance by a Facilities Services employee.

Mold Prevention

There are many benefits to the temperate climate of Portland. However, because of the amount of moisture present in the air, it is also a climate where mold grows very well. In Oregon, mold is present everywhere – outdoors as well as inside. The most common health effects are allergic reactions, and cold type symptoms that include watery, itchy eyes, stuffy nose and labored breathing.

Over the last couple of years, between December and March when it is very wet and rainy here, we have seen some instances of mold growing in some residence hall rooms. In all reported cases, the mold was growing around windows where moisture had collected or had pooled on window sills and had been left sitting for a long period of time. When air sample tests of these rooms were conducted, the level of airborne mold spores was lower inside the room than in the outside air. In other words, you would breathe in more mold spores walking from your room to the library than you would if you were studying in your room.

The easiest way to keep your room free of visible mold is to control condensation that may form on the inside of the windows in your room. When there's moist warm air inside and cold moist air outside, condensation will form.

- Keep furnishings several inches from the exterior walls of your room,
- Keep window coverings (including blinds) open or raised to allow for the flow of air in the room,
- Maintain adequate circulation of the air in your room by opening windows slightly or by running a fan.

If you see evidence of mold around your windows, you can clean it sufficiently with a solution of one part bleach to three parts water. If you use a spray bottle to clean the affected area, be sure you remove your personal items from the area to avoid discoloration. If you prefer, contact your CLC who will submit a Service Request to have Housekeeping Services provide the cleaning. It will be necessary for you to remove your personal belongings from your desk and from around the window area if you request Housekeeping Services.

Room Care (Apartments)

Bathroom Care

The water in the apartments is tested yearly and has safe levels of minerals in it. However, even with safe levels, hard water stains may appear in your tub, toilet, and sink. **Regular cleaning is necessary in order to prevent staining that you will be charged for at check-out.** Cleaning products that will remove hard water stains such as CLR or Lime-Away are recommended.

It is your responsibility to keep your apartment clean, using your own cleaning supplies. Please be sure to use non-abrasive cleaners to avoid damaging any surfaces.

Kitchen Care

Some of the manufacturer recommendations for the kitchen appliances are outlined below. For additional details specific to each appliance, please consult the *Owner's Manual*. **Do not** attempt to repair or alter any of the appliances yourself. If you experience problems with your appliances, please email your CLC who will submit a Service Request to Facilities Services.

Caring for the Garbage Disposal

Remove the stopper from sink opening and run a strong flow of cold water. Turn on wall switch to start disposal. Slowly insert food waste into disposal and position stopper to minimize possible ejection of material while grinding. After grinding is complete, turn disposal off and run water for at least 15 seconds to flush drain line.

DO'S:

- Grind food waste with strong flow of cold water.
- Grind hard material such as ice cubes, small bones, and fruit pits weekly to clean and sharpen grind chamber.
- Grind citrus and other melon rinds.
- Dispose of small amounts of fats and greases in your disposal.
- Run water for at least 15 seconds after grinding to flush drain line.

DON'TS:

- Don't use hot water when grinding food waste (although hot water can be drained into disposal between grinding periods).
- Don't turn off water or disposal until grinding is completed and only the sound of motor and water running is heard.
- Don't grind (extremely) fibrous materials such as corn husks, artichokes, celery, or potato skins (they will plug the drain).

Caring for Kitchen Cabinets/Countertops

Because your cabinets have water resistant vinyl laminated interiors, you do not need to line them with contact paper. Instead, wipe them clean with a soft damp cloth.

DO'S:

- Use a soft cloth or sponge to wipe up spills and clean surfaces.
- Use soapy water or a mild, non-gritty all purpose cleaner without ammonia

DON'TS:

- Do not allow water, chemicals and hot or acidic food spills to set on your cabinets or counter tops. Wipe up spills immediately .
- Do not use coarse or abrasive cloths as they will dull the finish or leave scratches that cannot be removed.

Avoid soap pads, scouring pads and brushes.

Caring for the Refrigerator

When adjusting temperature, please do so gradually: move the knob in small increments, allowing the temperature to stabilize. Turning the refrigerator control will change temperatures in both compartments. Turning the freezer control will change only the freezer temperature. To maintain temperatures, a fan circulates air in the refrigerator and freezer compartments. For good circulation, **do not block cold air vents** with food items.

DO'S & DON'TS:

- Do use a soft cloth or sponge to wipe surfaces. Keep your refrigerator and freezer clean to prevent odor build-up. Wipe up any spills immediately and clean both sections at least once a semester.
- In most cases, use only mild warm soapy water to clean surfaces. You may mix 2 tablespoons of baking soda in 1 quart of warm water, if you prefer.
- Never use metallic scouring pads, brushes, abrasive cleaners or strong alkaline solutions on any surface.

Caring for the Stove/Oven (Oven in 4-bedroom units only)

Always keep combustibles a safe distance from the heating elements. Never heat unopened food containers. Pressure buildup can cause the container to burst.

Do not clean hot surfaces. Some cleaners produce noxious fumes, and wet cloths or sponges could cause steam burns.

Be sure the cookware you use is designed for stovetop cooking and will not break due to sudden temperature changes. Cookware should be flat on the bottom and large enough to cover the heating area being used.

Do not use aluminum liners or foil in drip bowls. Improper use may result in risk of electric shock or fire.

SETTING THE CLOCK:

- 1) Touch the CLOCK pad until display flashes,
- 2) Touch the HOUR/MIN UP or DOWN arrow pads to set the time of day,
- 3) Touch the CLOCK pad.

SETTING THE TIMER:

- 1) Touch the TIMER ON/OFF pad. “0:00” and the TIMER indicator light will flash,
- 2) Touch the HOUR/MIN UP or DOWN arrow pads to set the amount of time. After releasing the arrow pad, the TIMER indicator light will blink three to five times. The countdown will automatically begin. The TIMER indicator light will remain on until the countdown reaches “0”.

SETTING BAKING TEMPERATURE:

- 1) Set the OVEN CONTROL KNOB to the temperature you want to use when baking. The OVEN ON light will glow. When the temperature inside the oven reaches your selected temperature, the preheat tone will sound and the PREHEATED light will glow.
- 2) When baking is finished, turn the OVEN CONTROL KNOB to the OFF position.

SETTING COOKING TIME:

The oven will turn on immediately and cook for a selected length of time. At the end of the cooking time, the oven will turn off automatically.

- 1) Make sure the correct time of day is showing in the display.
- 2) Touch the COOK TIME ON/OFF pad.
- 3) Touch the HOUR/MIN UP and/or DOWN arrow pads, to set how long you want foods to cook.
- 4) Turn the OVEN CONTROL KNOB to the baking temperature you want to use. The OVEN ON and AUTOMATIC OVEN indicator lights will glow. When the oven temperature reaches the temperature you have selected, the PREHEATED indicator light will glow.
- 5) When the set amount of cook time has reached zero, a tone will sound and the AUTOMATIC OVEN light will blink until the OVEN CONTROL KNOB is turned to the OFF position.

Caring for the Microwave (In 2-bedroom units only)

Make sure all cookware used in your microwave oven is suitable for microwave use. *Only use* cooking dishes, measuring cups, pottery or china dinnerware that do not have metallic trim or glaze.

If you are not sure if a dish is microwave safe, use this test:

- 1) Place in the microwave both the dish you are testing and a glass measuring cup filled with 1 cup of water—set the measuring cup either in or next to the dish.
- 2) Microwave 1 minute at high.

3) If the dish heats, it should not be used in the microwave.

Do not use paper towels, napkins or waxed paper during use/cooking.

“Boilable” cooking pouches and tightly closed plastic bags should be slit, pierced or vented as directed by the package. Also, plastic storage containers should be at least partially uncovered with plastic wrap; remove covering carefully and direct steam away from face and hands.

Food Service

Bon Appétit Food Service

Bon Appétit believes in serving only the freshest food. It is prepared mostly from scratch, using authentic ingredients. Food that is created in a socially-responsible manner and that is alive with flavor and nutrition is available every day. The staff is willing to assist you in a variety of ways. Refer to their web page at www.bamconw.com/lc for menu lists and other information. If you haven't already done so, you will need to select from among five different food service plans.

Bon Appétit Hours of Operation (subject to change)

Fields Dining Room

Hot Breakfast 7:30 – 9 a.m. Monday ~ Friday

Continental 9 – 11 a.m. Monday ~ Friday

Brunch 11 a.m. – 1 p.m. Saturday & Sunday

Lunch 11 a.m. – 1:30 p.m. Monday ~ Friday

Dinner 5 p.m. – 7 p.m. Daily

Trail Room

11 a.m. – 2:30 p.m. Monday ~ Friday

Dovecote Café

8:30 a.m. – 3:30 p.m. Monday ~ Thursday

8:30 a.m. – 2:30 p.m. Friday

Maggie's Café

8 a.m. – midnight Monday ~ Friday

10 a.m. – midnight Saturday & Sunday

Meal Plan Options

19-Meal Plan

This is a full meal plan with all meals eaten in the main dining room (Fields).

Cost: \$2,142 per semester.

14-Meal Plan

You may choose any 14 meals served per week in the dining room.

Cost: \$1,991 per semester.

14 Flex-Meal Plan

You may choose any 14 meals served per week in the dining room, plus have \$150 per semester to spend in the Trail Room, the Dovecote, Maggie's, Fields, or treat a friend to a meal. Cash points may be carried over from term to term, but at the end of the academic year, unused points are non-refundable.

Cost: \$2,105 per semester.

10 Flex-Meal Plan

You may choose any 10 meals served in the dining room, plus have \$175 per semester to spend in the Trail Room, Fields, Maggie's, the Dovecote, or treat a friend to a meal. Cash points may be carried over from term to term, but at the end of the academic year, unused points are non-refundable.

Cost: \$2,118 per semester.

7 Flex-Meal Plan

You may eat any seven meals per week in the dining room, and have \$200 per semester to spend in the Trail Room, Fields, Maggie's, the Dovecote, or treat a friend to a meal.

Cost: \$2,009 per semester.

575 Flex-Meal Plan (Apartment Residents Only):

Students on this plan receive \$550 Flex points per semester to spend in the Trail Room, Fields, Maggie's, the Dovecote, or treat a friend to a meal. Cash points may be carried over from term to term, but at the end of the academic year, unused points are non-refundable.

Cost: \$575 per semester

Meals when you are sick

If you are sick, a friend can pick up a "meal to go" at Fields Dining Room if you don't feel well enough to go yourself. Send your meal card (ID) with the designated person.

Points

You may buy additional points to use in the Trail Room, Fields, Maggie's, or the Dovecote. Bon Appétit gives a 10% bonus on \$50 or more to residential students. NOTE: If you move off-campus after fall semester, any unused points are forfeited. At the end of the year all unused points are forfeited after the final board meal. Points may not be purchased in lieu of a meal plan.

Selecting/changing a meal plan

To select a meal plan or make a change, be sure to visit the Office of Campus Living. Selection changes to an existing plan must be made within the first week of each semester. Exemptions from the Meal Plan are only made for medically prescribed diets, which Bon Appétit is unable to accommodate. Application forms for exemption to the meal plan are available from the Office of Campus Living and at www.lclark.edu/dept/reslife/housing_forms.html. Class or employment schedules, finances, or vegetarian/vegan diets are not acceptable reasons for exemptions from the meal plan.

Services

Bike Registration

During check-in you will be able to register your bike with the College. This registration is helpful in the event of theft, leave of absence, study abroad, etc. where a bike must be identified. You will need your serial number, make, model, color, and size for registration.

Bike Storage

Bikes must be stored in your private room or locked on a bike rack. You may not leave bikes in hallways, stairwells, or other common areas of the residence halls. Never leave your bike unattended

without a reliable lock. A U-shaped lock (such as a Kryptonite) is highly recommended over cable locks. Bikes may not be left on campus during the summer. Abandoned bikes will be donated to charity or otherwise disposed of. Bikes should not be locked to stair rails, steps, trees, sign posts, etc.

Cable Television Access

Cable television is provided by the College in the main lounges of each residence hall community as well as each individual apartment. Currently Copeland, Stewart, Odell and Akin have the capability of providing cable television to individual rooms. If you live in one of these four buildings and would like to pay for cable in your room, contact your CLC.

Campus Mail

The campus mailroom is located in the Templeton Campus Center. It is open for full service (purchase of stamps, mailing/pickup of packages) 8:30 a.m. – 4 p.m. Monday through Friday. Mail is also delivered on Saturday mornings, and packages may be picked up between 11 a.m. & 1 p.m. on Saturdays. Each student is assigned a campus box for receiving letters and packages. You will have the same box number as long as you remain at Lewis & Clark. College offices will use your campus box to send you information so please check it regularly.

Card Access System

The College uses a card access system on all residence hall exterior doors for the safety of the residents. Your Lewis & Clark ID card, in addition to being your meal card and library card, is the key to the exterior doors of your residence hall. Between the hours of 6 A.M. and 10 P.M., any LC student's ID card will open the buildings. During all other hours only residential students have access. If an outside door is left open, an alarm will sound. Should you misplace your student ID card, please report its loss immediately to Campus Safety and get a replacement. Replacement cost is \$5. The easiest access to non-LC students and guests into the residence halls is by students allowing them to enter. Be aware of who you are letting in and if you do not know who they are, ask.

Guest Rooms

A limited number of guest rooms are available for rent at a rate of \$35-\$50 per night. All guest rooms are non-smoking. Please contact the Office of Campus Living at 503-768-7123 to make arrangements. There is a limit of one week stay per guest. Guest rooms are unavailable during Thanksgiving, Winter, Spring, and Summer breaks, as well as the weekend of Commencement. You are responsible for the behavior of your guests, whether in your assigned room or in a guest room.

If a guest room is unavailable you can go to the following website for a list of area hotels offering discounts to LC guests. www.lclark.edu/general/maps/lodging.html

Heat (Apartments)

Each living room and bedroom in the apartment has a wall mounted radiant heating unit. When the centralized building heat is turned on you can control the amount of heat that will be dispersed from this unit by adjusting the knob on the bottom of the metal panel. The thermostat dial on the wall controls the flow and temperature of fresh air expelled from the vent in the common area.

Heat (Residence Halls)

Each residence hall room is equipped with a heating unit. Heat comes on when the outside air temperature falls below 56 degrees (it will remain on if the temperature drops below 36 degrees).

The heat is dispersed periodically throughout the day on the following schedule. It is important to keep belongings and other items off of the top and from underneath of the heating unit to provide adequate circulation.

Stewart/Odell/Akin: 5am-9am, Noon-3pm, 6pm-10pm

Platt-Howard/Forest/Copeland: 4am-10pm

Hartzfeld/East/Roberts/West Halls: Thermostat controlled 24-hours a day

Housekeeping

The public areas of each residence hall/apartment complex are cleaned on a regular basis by Housekeeping staff. Floor members are responsible for cleaning up after themselves in their private space as well as in the kitchen and lounge. Trashcans & recycling bins are provided in all resident rooms. Residents must take their own garbage and recycling to the large trash receptacles and recycling bins located outside each residence hall. In an effort to control costs and remain socially-responsible by reducing waste, we ask all residents to recycle.

Kitchens (Residence Halls)

Each residence hall has at least one kitchen available for students' use. Some halls are designed with a kitchen on each floor. If you like to cook, you may want to bring pots, pans and utensils for your personal use, since they are not supplied. Residents are responsible for cleaning the kitchen after each use. There are also microwaves conveniently located in each residence hall. Please do not leave the kitchen at any time while using the stove, oven, or microwave to cook. Unattended cooking triggers fire alarms far too often, resulting in hundreds of dollars of avoidable costs each year and an inconvenience to residents.

Please do not leave your personal trash and recycling in the kitchens or other common areas. It is your responsibility, not the housekeeping staff's.

Laundry

Each residence hall has laundry facilities for residents' use. As a new student, you will receive a laundry card at check-in that will allow you to do laundry in any residence hall laundry facility. Washing machines cost \$1.00 per load; dryers cost \$.75 for 54 minutes (a small load). You may add money to your card in \$5.00 increments (\$5, \$10, or \$20 bills) at Add-Value Stations located in Fields Dining Room, Tamarack Lounge, and East Hall Recreation Room. Your card is like cash, so do not misplace it! Coins will not work. If your card is lost, a new one can be purchased at the Add-Value Stations in Fields Dining Room or East Hall Recreation Room.

L&C Co-Op

Located in Lower Tamarack (Forest Hall Complex), the Co-op offers fair-trade coffee, healthy foodstuffs, wireless internet, and a lively spot to enjoy all three -- filled with student-created art and music. Check it out! www.lccoop.org

MicroFridge® Rental Program

A MicroFridge® is a small refrigerator and freezer (big enough for ice cream!) with a microwave attached to the top. You can rent one for the academic year for only \$120 (\$60/semester)—and split the cost with your roommate. Contact the Office of Campus Living to arrange a rental.

Mini-Fridges (personal)

If students wish to bring a personal mini-fridge to campus it is their responsibility to take it with them when they leave the College each year. Abandoned fridges are costly to the College as the Freon must be drained and there are charges associated with recycling and scrap metal. If a student leaves a fridge and it is identified there is a minimum \$50 charge.

Networking

Copeland, Stewart, Odell, Forest, Akin, Hartzfeld, and Howard have been wired for full network access via Ethernet. Platt offers wireless and direct network access via DSL. Information about required system software is available from Information Technology at x7225 or www.lclark.edu/~infotech. If you are experiencing difficulties with your computer, contact Information Technology for an appointment.

Platteau Student Art Center

The Platteau is a student run art center located in Platt Hall. It contains a dance space, photo lab, ceramics studio, and common area for painting, writing, exhibits, etc. All residents, whether they live in Platt-Howard or elsewhere, have the opportunity to be a part of the Platteau community. Platteau members are expected to sign a general agreement to use and respect the space for artistic endeavors and clean up after themselves.

The Platteau is managed by three Lewis & Clark students—the Ceramics Manager, the Photo Manager and the General Manager. In the fall, the managers post the hours when they are available in the Platteau to authorize your card access to the student art center. However, if you don't see a flyer announcing the managers' office hours, and you want permission to use the Platteau, send an e-mail to the student art center at sac@lclark.edu. A manager will reply with the times he or she is available to help you sign up for access to the Platteau.

To use the Ceramics Studio and Photo Lab, there is a fee of \$15 per student to help pay for the glazes and chemicals—which make these labs more useful to Platteau studio and lab users. If you have financial difficulties, or simply prefer to volunteer extra time in the Platteau rather than paying this user fee, please discuss having this fee waived with a manager. NOTE: The Ceramics and Photo Managers must approve and orient all users wanting to use the Ceramics Studio and Photo Lab before access to those spaces will be granted.

Recycling

Lewis & Clark College is committed to recycling. Each residence hall is equipped with recycling receptacles, which are located outside, near the dumpsters. Additionally, each room is equipped with a small recycling bin. It is expected that you recycle in your room and then empty your bin into the larger bins outside. Kitchen recycling is the collective responsibility of all members of each community.

Storage

Each hall has a locked trunk room in which your belongings (a maximum of three boxes that you can carry yourself) may be stored over breaks or over the semester if you are on a Lewis & Clark sponsored overseas program and have submitted the required paperwork and deposits to reside in the residence hall following the program. All articles must be clearly marked with an official Trunk Room Label. Labels are available from your Campus Living Advisor for this purpose.

Each apartment building has a storage room in which every resident will have as their personal storage a 3 x 3 x 4 deep cage. Bring a combination or padlock with you to secure your cage. Please know that **before finals begin each Spring term, residents who will not be returning to their hall the following Fall must vacate their storage cages.** This allows students who will be moving into the apartments in the Fall to claim a storage cage before move-out. Failure to empty your storage cage when requested may result in a fine (see page 14) to cover the removal and recycling/disposal of the items.

Access to storage rooms is controlled by card readers and is limited to the residents of that particular building. Fire codes prohibit storage of items in the aisles and corners of the storage room outside of the cages. Items left outside cages will be disposed of on a periodic basis.

The College does not assume liability for personal property. This also applies to College-owned furniture placed in storage. Any personal item(s) left 30 days past your expected date of return will be donated to charity. Insurance coverage for your personal property is your responsibility. Access to storage during Winter and Summer breaks is permitted at a charge of \$50.

Telephones and Voicemail

Voicemail is provided to each room at no cost. A voicemail initialization and instruction sheet will be in your room at check-in. If this sheet is misplaced, please contact your CLC for a new one. Voicemail and Lewis & Clark e-mail are the official modes of communication through which the College will contact you. Your voicemail must be set up as soon as possible after you move into your room. If you experience problems with your voicemail, please contact your Campus Living Coordinator. The College maintains that our LC email and room extension are the primary means of communication for College business and information. Therefore, it is your responsibility to check and monitor them regularly.

Opportunities for Involvement

- **Activities Congress** (www.lclark.edu/org/congress) is the programming board of **Associated Students of Lewis & Clark (ASLC)** and consists of representatives from each residence hall, as well as proportional representation for off-campus students. This board is the central organizing force for student activities and all students are welcome to attend meetings and share their ideas for events on campus.
- **The Center for Career and Community Engagement** (www.lclark.edu/dept/service) provides the campus with a wide variety of experiences to assist students in their exploration and refinement of leadership abilities and prepares them to become active participants in the community. Through community outreach they seek to encourage collaboration, trust, foresight and the ethical use of power and empowerment.
- **College Outdoors** (www.lclark.edu/dept/outdoors) provides the LC community with access to spectacular outdoor environments of the Pacific Northwest and beyond in a variety of activities including cross-country skiing, backpacking, whitewater sports, sea kayaking, and hiking. All levels of experience are welcome.
- **The Office of Student Activities** (www.lclark.edu/dept/activity) helps to coordinate

many of the events and student groups on campus. They can assist you in matching your interests to an existing group or help you get a new organization started.

- **Palatine Hill Intramurals (www.lclark.edu/dept/sports/intramurals.html):** Participation in intramurals doesn't require superior skill levels or previous sport experience; there is a place for everyone from the novice to the advanced competitor. Activities are offered in men's, women's, and co-ed divisions.

Safety

Although Lewis & Clark College is fortunate to be located in a neighborhood with a relatively low crime rate, optimal safety can only be assured through a community effort. Everyone must assume responsibility for a safe community.

- LOCK YOUR DOOR when you are sleeping and when leaving the room, even if you are only going to be gone a few minutes.
- Carry your room key and ID card at all times.
- Don't lend your key or ID card to others.
- Report missing personal items promptly to Campus Safety at x7855. Missing keys must be reported within 24 hours to your Campus Living Coordinator; stolen keys should be reported immediately (see page 20).
- Report unusual activities or suspicious individuals immediately to Campus Safety (x7855). Emergency phones are located outside of each residence hall for this purpose.
- Avoid carrying unnecessarily large amounts of money.
- Keep valuables in a safe place.
- Do not prop or block outside doors open.
- Respect and abide by all college policies, regulations and procedures.
- Do not allow individuals you do not know into the residence halls.

Theft

Theft is most likely to occur during the first few weeks and last two of classes since students are preoccupied with moving in/out, getting settled and becoming acclimated to campus. Remember to lock bikes and room doors and to keep backpacks and book bags with you.

You may want to make an inventory of your belongings. Write down serial numbers for bikes, stereo equipment, etc. We strongly recommend purchase of insurance if you are not covered by a homeowners' insurance policy. Information about purchasing an insurance policy is available through the Office of Campus Living. Opportunities may be provided for engraving of belongings. You may also contact Campus Safety to use this service.

Fire Safety

Over the years, many students on college campuses across the nation have died or been injured in fires. On our campus we have had the following incidents:

- Fall 2007: Cigarette caused fire to a single room in Copeland damaging wall, desk, and bed.
- Fall 2006: Grease fire in Odell caused damage to walls and cabinets.
- Fall 2006: Hookah in a student's room caused fire in room.
- Spring 2005: Unmonitored food in Copeland kitchen caused damage closing a kitchen for 2 weeks.

- Fall 2003: unknown source in Copeland Hall caused damage to laundry room and hallway.
- Spring 2003: candle burning in Forest Hall caused damage to wall hanging and screen.

With these examples as a backdrop, the importance of fire safety is obvious. If the residence halls are to be safe, livable environments, then everyone must pay attention to the dangers of fire. **Periodically check your battery-operated smoke detector.** You will be held responsible if it is not working. Contact your CLA if your smoke detector needs new batteries or is not functioning properly. You should know the location of the nearest fire extinguisher and pull station in your residence hall. **Please use extra caution and do not leave the kitchen when using a microwave, stove, or oven. Unattended cooking triggers fire alarms far too often, resulting in hundreds of dollars of avoidable costs each year.**

If fire is suspected, pull a fire alarm and leave the building by the nearest exit. When alerted by an alarm, a shouted warning, or the sensation of smoke or fire, remember the following:

- Remain calm.
- Keep low to the floor if there is smoke in the room. If smoke is not present, close any open windows.
- Feel any door before opening it. If it is hot, do not open it. If it is not hot, open the door carefully.
- If smoke or heat are present, close the door and stay in the room.
- Seal up the cracks around the door with whatever is available.
- If the phone works, call Campus Safety (x7777) and report that you are trapped. Be sure to give the room number and location. If the phone does not work, hang an item out the window to attract attention.
- If the hall is free of smoke or heat, close your door and exit immediately by the closest stairwell. If the nearest exit is blocked, go to another exit.
- Move quickly in a crouched position when escaping through a smoke-filled corridor.
- Place a wet cloth over your face and head.
- If all exits are blocked, go back to your room. Close the door, hang something out the window, and signal for help.
- Once outside the building, move away from the building and watch for fire vehicle traffic.
- Go to your hall's designated meeting area. This will help Campus Living Staff make sure residents were able to evacuate and are accounted for.
- Do not re-enter the building until you have been told specifically to do so by a CLC or Campus Safety. **The silencing of an alarm alone does not indicate that the building is safe to enter.**
- Never enter a burning building to save your personal possessions.

Campus Safety Escort Program

Although the campus is well-lit, students - male or female - may feel more comfortable using the Campus Safety escort program when returning to their residence hall anytime day or night. Officers will answer requests for escorts to ensure the safety of anyone walking alone on campus. Dial x 7777 and an officer will meet you anywhere on campus.

Campus Policies

For a full list of campus policies, please visit <http://www.lclark.edu/dept/pathfind/policyandprohib.html>.

Alcohol

It is unlawful for any person under the age of 21 years to have in his/her possession any alcoholic beverage, in either public or private spaces. Public intoxication at any age is a violation of College Policy.

Students of legal age are permitted to possess and consume alcoholic beverages under certain circumstances in designated areas, consistent with the Oregon Liquor Control Commission and College guidelines and approval processes.

Students of legal age are permitted to possess and consume alcohol within the confines of their rooms (with the door closed), which are defined as “private” spaces, as specified in the College’s Alcohol and Other Drug Policy. However, consumption in the presence of guests who are under the age of 21 is a violation of the College’s alcohol policy.

The use or possession of alcohol is permitted only in those campus facilities so specified and in accordance with Oregon state law. The sale, distribution, dispensing, or service of alcohol to anyone who is under the age of 21 is prohibited. Residence hall public spaces (lounges, bathrooms, stairwells, elevators, kitchens and hallways) are considered alcohol free areas.

Violations of the alcohol policy will result in disposal of all alcohol present. Students who are present, but not hosting, providing, or consuming alcohol will be included in an Information Report and proceed through the Student Conduct process.

Chalking

Lewis & Clark supports students who wish to express their creativity in a variety of ways. One way that is often popular is chalk drawings and/or murals near residence halls. However, chalk is only permitted on non-brick, horizontal surfaces, like sidewalk. Chalk on brick destroys the brick by staining it. Any chalk not in accordance with these guidelines will immediately be removed by Facilities Services. If the responsible party is identified charges may be assessed.

Disorderly Conduct

Loud, aggressive, or other behavior which disrupts the orderly functioning of the residence hall or disturbs the peace and/or comfort of person(s) on campus, as well as lewd, indecent, or obscene conduct or expression, either verbal or visual, is prohibited.

Drugs and Drug Paraphernalia

The possession, manufacture, cultivation, promotion, distribution, use or sale of illegal drugs, including marijuana, or any paraphernalia pertaining to the use of such substances, or abuse of prescribed drugs, will result in College disciplinary action and may result in prosecution by law enforcement authorities.

Emergency Equipment

Fire escapes, ground level fire doors, fire hoses and extinguishers, and alarm equipment are to be

used only in emergencies. Tampering with or misuse of these emergency devices, or blocking of fire exits or other means of impeding traffic is prohibited and may result in criminal prosecution and/or College disciplinary action.

Fire Alarms

All residents are required to participate in building evacuation, whether a drill or otherwise. During building evacuation, residents are not to return to buildings until authorization is given by Campus Safety Officers or a Campus Living Coordinator.

Students who fail to comply with fire alarm procedures or emergency building evacuation are subject to a fine, College disciplinary action and/or criminal prosecution by public authorities.

Noise

Students are expected to observe posted Quiet Hours in residence halls and academic buildings. Residence hall living requires mutual respect and consideration.

It is expected that sleeping and studying take priority over other activities. Give and take is required. When problems occur, it is best to talk with one another and resolve the issue at the most immediate level. If this is not possible, or is unsuccessful, complaints can be referred to your CLA or CLC.

During finals week, Quiet Hours will be extended to 24-hours/day to accommodate study schedules. All activities on campus are subject to the City of Portland noise ordinance.

Quiet Hours

10 p.m. – 10 a.m.

Sunday through Thursday

12 midnight – 10 a.m.

Friday and Saturday

Paint Policy

Private areas such as your room may not be painted other than by the College painting staff. If you still feel the need to paint, creating a mural in your lounge may be an option. Painting is a great way to turn your hall into a place you and your floormates can be proud of. If you are interested in taking on this project, contact your CLC for more details and a copy of the written policy. This policy includes procedures and an application which must be completed before the painting can commence. The earlier in the semester you apply, the better your chances are for approval.

Posting

Bulletin boards for posting items of interest to residential students are available in each residence hall via your CLA. Fire Code prohibits the posting of notices on walls and glass entrances. Approval for fliers must be obtained from the CLC prior to posting in a given residence hall. If approved, please refrain from using tape on wood surfaces and duct tape on any surface. Items not approved may be removed without notice. Once your event has occurred you are responsible for the removal of all notices.

Smoking and Open Flames

Smoking is not allowed in any residence hall or within 25 feet of any campus building. Burning candles, sage, incense, and other like items is also prohibited.

Fireworks are considered arson on our campus. Please use your better judgment and leave fireworks at home.

Room Entry

The Campus Living Coordinator and other campus officials (e.g. Campus Safety Officers) may enter a residence hall room in the performance of their administrative duties. If there is no response to the knock, if admission is denied or if entry is not granted within a reasonable time, the staff member may key in to gain entry. Such duties include, but are not limited to, those made to perform an occupancy check, verify residency, inspect for damages, clear a room for fire alarm, perform routine or requested maintenance, or for a policy violation room search.

Sexual Conduct

Lewis & Clark College is committed to providing a learning environment free of all forms of abuse, assault, harassment, and coercive conduct, including sexual misconduct. Please refer to the Pathfinder for detailed information about the sexual conduct policy, including definitions of terms, prevention information, procedures, and resources available in the event of sexual harassment, sexual assault, or rape. Survivors of sexual misconduct may contact the Sexual Assault Response Advocate 24 hours a day 365 days a year at 503-202-3119.

Solicitation

Door-to-door solicitation in the halls is prohibited. If you are approached in your residence hall by a salesperson, report the incident to the Office of Campus Safety (x7777) immediately.

Visiting Privileges

Students are welcome to bring guests to the campus but assume responsibility for the conduct of their visitors. Guests are welcome to stay overnight in your room, if your roommate(s) approve(s) of the visit, for a maximum of two nights except with the permission of your Campus Living Coordinator. Guests may not sleep in lounges. If a visitor is asked to leave a specific area of campus, it is the responsibility of the student host to cooperate with the College official.

Weapons

To reduce the risk to health and safety, the following items are prohibited: firearms, ammunition, explosive devices, switchblades, any knives with blades longer than 3.5", metal knuckles, straight razors, blackjacks, saps, sap gloves, koshes, bludgeons, martial arts stars, nunchukas, air guns, paintball guns, airsoft guns, spud guns, fireworks, wrist rockets, sling shots, camping stoves, or any other item which may possibly threaten the health or safety of residents.