

Settling In

**Campus Living
Residence Hall Handbook
2011-2012**

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The Campus Living Mission

Campus Living is committed to a collaborative, safe, interdependent, and educationally purposeful residential community rooted in our pioneer legacy.

To this end, we uphold the following principles:

- celebrate the wisdom of diversity;
- champion holistic student development and the betterment of the collective;
- promote student involvement;
- foster self-advocacy and personal responsibility;
- guide students as they navigate and take advantage of the Lewis & Clark experience.

Campus Living Professional Staff

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Visit us at: go.lclark.edu/campus_living

Resident Advisors

Resident Advisors (RAs) are current Lewis & Clark College students (sophomores, juniors, and seniors) who have gone through a rigorous and extensive training process. These student leaders live in the residence halls with you, and are there to help facilitate community, mediate roommate conflicts, help with housing questions, and issues regarding health and counseling services, etc. There is at least one RA 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

Musa Ahmed
Kayla Aronson
Schuyler Atkins
Daniel Blasher
Ava Busler
Hannah Cooper
Matt DeRosa
Alison Dubchansky
Amanda Hefner
Kara Nelson
Walter Pultinas
Matthew Sims
Liliana Urbain

Platt-Howard & Hartzfeld

Hannah Atkinson
Lexi Bolton
Gaby Canjura
Nate Cohen
Kayla Garrett
Simon Hudes
Alison Lentz
Ashley Morgan
Will Provost
Nate Romine
Eleanor Taylor
Joss Unzicker
Katie Wilson

Forest

Megan Cleland
Ali Crowley
Roxanne Davis
Luke Emery
Tyler Klein
Micah Leinbach
Erika Thorsen
Helen Vernier
Gretchen Vietmeier
Nicola Warmuth
Sarrah Wynn

Stewart/Odell/Akin & Apartments

Stephen Bennett
Cassie Beucherie
Jessica Clarke
Daisy Frearson
Ksenia Girsova
Nancy Guirguis
Tyler Janzen
Catlin McCartney
Kade Peden
Callie Rice
Madeline Sinks

Phone Numbers at a Glance

(when dialing from a campus phone, you only need to dial the last four digits of the phone number)

Alumni & Parent Programs.....	503-768-7950
Associated Students of Lewis & Clark College (ASLC).....	503-768-7152
Bon Appétit Food Service.....	503-768-7890
Bookstore.....	503-768-7885
Campus Activities Board (CAB).....	503-768-7139
Campus Living.....	503-768-7123
Campus Safety (Non-Emergency).....	503-768-7855
Center for Career & Community Engagement (3CE).....	503-768-7114
Chapel.....	503-768-7085
College Outdoors.....	503-768-7124
Counseling Service.....	503-768-7160
Dean of the College of Arts & Sciences.....	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
Intramurals and Club Sports.....	503-768-7546
Library.....	503-768-7274
Mail Services.....	503-768-7867
Multicultural Affairs.....	503-768-7051
Operator.....	503-768-7000
Overseas and Off-Campus Programs.....	503-768-7295
Physical Education and Athletics.....	503-768-7546
Provost.....	503-768-7200
RA on Duty.....	503-768-8999
Copeland.....	option 1
Platt-Howard & Hartzfeld.....	option 2
Stewart/Odell/Akin & Apartments.....	option 3
Forest.....	option 4
Registrar.....	503-768-7325
Sexual Assault Response Advocate (SARA) Pager.....	503-202-3119
Snow Closure Line.....	503-768-SNOW (7669)
Student Activities.....	503-768-7122
Student and Departmental Account Services.....	503-768-7829
Student Financial Services.....	503-768-7090
Student Support Services.....	503-768-7091
Student Transitions & Experiences.....	503-768-7370

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 16-January 16). A limited amount of housing will be made available for exceptional cases during Winter Break in Hartzfeld Halls, for an additional fee. You must have permission from Campus Living to remain on campus during the Winter Break period. You may elect to stay in your assigned room during Thanksgiving Break (November 24-27) and Spring Break (March 24-April 1) for no additional fee. However, no meal service and limited shuttle service is available during these break periods.

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, sharing your living space is one of the greatest learning opportunities at L&C.

If you have roommate difficulties you should first try to resolve the issue directly with your roommate(s). If that is unsuccessful, your RA 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 RA and AD to initiate that request. If a move is 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 AD and new AD (if changing halls). You may obtain this form from your AD 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 AD.

- 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 (or not) bring (see lists on page 6 and 7)

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 best match you with a roommate.

Apartment Roommates: 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.

Room Condition Report (RCRs)

One of the first things you will do upon checking in is to carefully survey your room for any previous damage. You and an RA will use the RCR 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 any existing irregularities in the room.

When you check out of your room, you have two options. The first is to again survey the room with an RA to determine what, if any, damage has been done during your occupancy of the room. **Please be aware that the RA 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 an RA. 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 forego any right to appeal damage charges.**

Double-Singles

Although uncommon (especially in the Fall), there may be a limited number of double-single rooms available during each semester. A double-single room is a room designed for two occupants that is occupied by only one resident. 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 AD, the Office of Campus Living, or online at www.lclark.edu/college/student_life/campus_living/housing_forms. A new application must be submitted each semester. Once accepted, a Double-Single application only applies 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 double-single fee. If you choose to keep the double-single room, the additional charge will be applied 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/college/student_life/campus_living/housing_forms under “Contract Release Guidelines”.

Furnishings

Your room is supplied with a bed, mattress, dresser, desk, chair, window screens, blinds, trash can, and recycling bin. Rooms in Forest, Platt, and Copeland have some form of built-in overhead 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 position (15-18” above the floor) to avoid a fine. All other furnishings must remain in your room.

The College supplies lounge furniture so that students may enjoy group settings and be comfortable in common areas. Furniture may not be removed from common areas for use in private rooms.

What to Bring (residence halls)

- Your own bedding (i.e. sheets, pillow case, pillow, blanket(s), mattress pad & comforter).
Note: **All beds are extra long twin** (39”x 80”).
- Radio or stereo. Don’t forget to bring your headphones!
- TV/DVD player
- Flashlight with batteries
- Study lamp (fluorescent preferred, halogen prohibited)
- Towels & wash cloths
- Umbrella and/or rain gear
- Plants
- Posters (and poster putty, not blue)
- Alarm clock
- Clothing hangers
- Telephone (see “Telephones and Voicemail” on page 15)

Additional information can also be found on the New Student Orientation (NSO) website:
www.lclark.edu/college/student_life/new_student_orientation/what_to_bring

Please Leave at Home:

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

- Air, spud, airsoft and paint ball guns
- Fireworks
- Camping fuel
- Firearms
- Sling shots
- Incense or sage
- Weapons of any kind - See Weapons Policy
- Halogen lamps
- Pets
- Appliances with open/exposed heating coils
- Any other items which may possibly threaten the health or safety of residents.

You MAY bring drums and amplifiers for instruments to campus, however they may NOT be used in the residence halls - as per the Noise Policy (page 20).

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 adhesive residue 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 RA Staff Offices. Please remember that vacuums are not intended to pick up loose change, metal, plastic, scraps of paper, small animals, and any other such items - if you have these items on your floor, please pick them up before vacuuming.

Common Area Responsibility

All members of the community have both the access to use the facilities and the responsibility to preserve the condition of the common areas. The cost of repairing damage and/or replacing missing 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 RA or AD so the appropriate people will be charged. During all breaks, residents are expected to leave common areas neat and tidy. If common areas are left dirty or in disarray, each resident of that community may be billed.

Damage Responsibility

As with any rental agreement, you are held financially responsible for damage to the room, its furniture and fixtures, any missing furniture, and the condition of the areas in and around your residence hall. Your AD and a staff member from Facilities Services will inspect the room following your departure to determine if any damage has occurred and what the expense may be for repair. They will use the RCR, which was completed and signed by you and an RA at check-in, to account for any preexisting damages to the condition of the room.

Common Charges and Fines (not an exhaustive list)

General

Cable/Network splicing.....	\$100
Early Access to room/Late stays with permission.....	\$50/night
Early Access to room/Late stays without permission.....	\$100/night
Failure to complete check-out procedures.....	\$25
Improper disposal of trash/recycling.....	\$50
Pets.....	\$100 per incident
Unauthorized painting.....	\$50 + cost to repaint
Unauthorized use of lounge furniture in private room.....	\$100

Safety

Broken window.....	\$150
Card access system damage/door propping/door yanking.....	\$300
Failure to vacate during fire alarm.....	\$100
Fire equipment misuse/false alarm.....	\$500
Key (replacement/failure to return).....	\$50
Tampering with sprinkler or smoke detector.....	\$100
Unauthorized roof access.....	\$250

Room Condition

Bed not assembled in standard (low) position.....	\$25
Carpet stains/burns.....	\$30
Damage to furniture, fixtures, etc.....	\$100
Failure to return MicroFridge (if applicable).....	\$100
Not vacuumed.....	\$25
Repainting (cost per wall).....	\$75
Replacement of missing/damaged furniture.....	\$100 + cost of furniture
Replacement/reinstallation of blinds.....	\$100
Replacement/reinstallation of screens.....	\$50
Smoke damage.....	\$300
Tape/adhesive residue.....	\$30
Trash/Recycling not emptied.....	\$10
Wall/ceiling/door marks.....	\$20

Common Areas (charged per resident)

Garbage/unwanted items abandoned in common areas.....	\$50
Hall chore not completed.....	\$25
Refrigerator not cleaned.....	\$10
Vending/Laundry machine vandalism.....	\$100

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 we perform health and safety inspections:

- 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, fire risk, and other issues that impact the health, safety, and 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 Resident 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 RA 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 believes the inspection program is a necessary measure that is beneficial to all students living in the residence halls.

The following is a sample checklist of preparations that you would need to take prior to the inspection program. The actual checklist will be made available shortly before inspections.

- Remove trash and recycling and properly dispose of those items in dumpsters and recycling bins located outside 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.
- Identify any maintenance problems in your room and report them to the staff during or before the inspection.
- Do your laundry and properly store your clean clothes when finished.
- Make sure that all power strips have a surge protection function.
- Make sure screens are properly installed on windows (they should not 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 dispose of any leftover food sitting around the room.
- Do a little light dusting around the room.
- In communal kitchens, dispose of spoiled food, wipe down surfaces, clean up appliances, wash the dishes and store them, and properly store food.

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 is available in the Pathfinder, which can be found at: www.lclark.edu/college/student_life/student_handbook.

Bed Bugs

Once thought to have been eliminated from North America, the bed bug has been making a startling and unwelcome comeback in recent years. This true bug is a blood feeder that primarily feeds on humans. Bed bugs do not discriminate and will infest a five-star hotel just as readily as they will a college residence hall. They are one of nature's most adept hitchhikers and are introduced into buildings by people, either on their person or on an infested item.

The Office of Campus Living takes this potential problem very seriously and as a result has established a partnership with a local pest control company with expertise in the control of bed bugs. We have an established protocol that is employed every time we believe there is a potential risk of infestation in any of our residence halls. As a preventive measure, we purchased and installed a bed bug "proof" mattress encasement on each of our beds. While this does not eliminate the possibility of a bed bug infestation, it will help to reduce the likelihood.

You can further reduce the chances of becoming a victim of the bed bug by:

- Reducing clutter in your room (don't save cardboard boxes under your bed)
- Cleaning and vacuuming your room on a regular basis
- Washing your bedding regularly using the hottest wash and dry cycles possible
- Avoid bringing second hand clothing or furniture items into your room
- Inform your RA immediately if you suspect bed bug activity

Keys

When you arrive you will be issued one key to your room 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. Your L&C identification card will enable you to check out books from the library, access dining areas, and enter the residence halls.

If you lock your key inside your room Monday through Friday from 7AM to 7PM, contact Campus Safety, 503-768-7855. If you lock your key inside your room from 7PM to 7AM Monday through Friday, or on the weekend, contact the RA on Duty, 503-768-8999.

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 AD. If your key is stolen, please report it immediately to your AD. Re-keying will occur within 24 hours of the report, 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 RA via e-mail. Please include as much information as you can (room number, side of room (when standing in doorway), closet number, etc.). Your RA will then send the information to Facilities who will respond in a timely manner to the issue. When a repair has been made in your room, a form will be left indicating date and time of entrance by a Facilities Services employee and the service performed.

Mold Prevention

There are many benefits to the temperate climate of Portland. However, in addition to the delicious produce grown in the Willamette Valley, the amount of moisture present in the air is also conducive to the growth of mold. 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 windowsills 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 minimize mold growth is to control condensation that may form on the inside of the windows in your room. When there is moist warm air inside and cold moist air outside, condensation will form. Here are a few tips:

- 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 RA or your AD, 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.

Food Service

Bon Appétit Food Service

Bon Appétit believes in serving only the freshest food. It is prepared almost completely from scratch, using authentic and primarily local ingredients. Food that is created in a socially responsible manner, 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 www.cafebonappetit.com/lewisandclark 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	7:30-9:30AM	Monday-Friday
Continental	9:30-11AM	Monday-Friday
Lunch	11AM-1:30PM	Monday-Friday
Brunch	11AM-1PM	Saturday & Sunday
Dinner	5PM-7PM	Daily

Trail Room

11AM-2:30PM Monday-Friday
7PM-Midnight Sunday-Thursday

Dovecote Café

8:30AM-3:30PM Monday-Thursday
8:30AM-2:30PM Friday

Maggie's Café

9AM-Midnight Monday-Friday
Noon-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: \$2,382 per semester.

14-Meal Plan

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

Cost: \$2,213 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 to treat a friend to a meal.

Cost: \$2,339 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.

Cost: \$2,355 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: \$2,235 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.

Flex Points

You may buy additional Flex 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 Flex Points are forfeited. Flex Points may be carried over from Fall term to Spring term, but at the end of the academic year, all unused Flex Points are forfeited after the final board meal. Flex 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 to your plan, 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 that 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/college/student_life/campus_living/housing_forms.

Class or employment schedules, finances, or vegetarian/vegan diets are not acceptable reasons for exemptions from the meal plan. Bon Appétit will work with you as best they are able to accommodate any dietary or scheduling limitations you may have. Please contact their office directly to further explore this option (they may request additional information and documentation of your needs to ensure you the best service).

Services

Bike Registration & Storage

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. 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. Unfortunately, we do not have bike storage 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.

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) 8:30AM-4PM Monday through Friday. Mail is also delivered on Saturday mornings, and packages may be picked up between 11AM and 1PM on Saturdays. Each student is assigned a box for receiving letters and packages. You will have the same box number as long as you remain at Lewis & Clark. The College maintains that your L&C e-mail and campus box are the primary means of communication for College business and information. Therefore, it is your responsibility to check and monitor them 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 6AM and 10PM, any L&C 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. Our card access system provides only as much safety and security as the people who use it. If you notice anyone trying to get into the building that you do not recognize, ask them who they are and where they are going. This will help to minimize theft, vandalism, and unwanted visitors.

Guest Rooms

A limited number of guest rooms are available for rent at a rate of \$35 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 a one-week stay per guest. Guest rooms are unavailable during Thanksgiving, Winter, Spring, and Summer breaks, as well as Finals Weeks and Commencement. As per the College policy on Visiting Privileges, students are responsible for the behavior of their guests for the duration of their visit to campus.

If a guest room is unavailable you can go to the following website for a list of area hotels offering discounts to L&C guests (www.lclark.edu/visit/places_to_stay/index.php).

Heat

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.

Approximate hours of operation are as follows:

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 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. Residents are responsible for disposing of their own garbage and recycling in the large trash receptacles and recycling bins located outside each residence hall. Please do not leave personal trash and recycling in the kitchens or other common areas.

Kitchens

Each residence hall has at least one kitchen available for student 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 all residents who must evacuate the building as well as to the firefighters who must respond to false alarms as though they are real.

Laundry

Each residence hall has laundry facilities for resident 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 per load; dryers cost 75¢ for 54 minutes (a small load). You may add money to your card in \$5 increments (\$5, \$10, or \$20 bills) at Add-Value Stations located in Fields Dining Room, Tamarack Lounge, and the 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 in the East Hall Recreation Room.

In order to reduce energy usage, we recommend that you always wash laundry on the 'Delicates' or the 'Colors' settings, which use cooler water and are gentler on the fabric.

MicroFridge® Rental Program

A MicroFridge® is a small refrigerator and freezer (big enough for ice cream!) with a microwave attached to the top. These units are EnergyStar rated and are designed specifically for residence hall use. They are available for rental through our friends at Collegiate Concepts, Inc (CCI). If you are interested in renting one, you can contact CCI directly at www.collegefridge.com or 1-888-929-0806 to make your reservation.

Mini-Fridges (personal)

If you wish to bring a personal mini-fridge to campus it is your responsibility to take it with you when you 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. Abandoned fridges can invoke a minimum \$50 fine.

Networking

All of the residence halls on campus have wireless internet access, as well as Ethernet port access (except for Platt which only has wireless). Information about required system software is available from Information Technology at x7225 or www.lclark.edu/about/facilities_and_resources/technology. If you are experiencing difficulties with your computer, contact Information Technology for an appointment.

Storage

Each hall has a locked trunk room in which your belongings may be stored. A maximum of three boxes (that you can carry yourself) may be stored over breaks or over the semester, provided that you have submitted the required paperwork and deposit to reside on campus following the break or your involvement in a Lewis & Clark sponsored overseas program. A bicycle can be stored if it is in a box, as one of your three items. All articles must be clearly marked with an official Trunk Room Label. Labels are available from your Resident Advisor for this purpose.

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 for a charge of \$50 per access.

Telephones and Voicemail

Voicemail is available to each room at no cost. If you wish to setup your voicemail, please contact your RA or AD for a voicemail initialization and instruction sheet. If you experience problems with your voicemail, please contact your AD.

Trash and 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 and a trash bin. It is expected that you recycle in your room and then empty your bin into the larger bins outside. We encourage students to dispose of their trash into the outside dumpsters on at least a weekly basis. Kitchen recycling is the collective responsibility of all members of each community. In an effort to remain ecologically responsible by reducing waste and to control costs, we ask all residents to recycle.

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 Area Director; stolen keys should be reported immediately (see page 10).
- 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 with you.

You may want to make an inventory of your belongings. Write down serial numbers for bikes, computers, 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, college campuses have experienced incidents of fires, resulting in student injury and even death. On our campus we have had the following incidents in recent years:

- Fall 2007: Cigarette caused fire to a single room in Copeland damaging wall, desk, and bed.
- Fall 2006: Grease fire in Odell main kitchen caused damage to walls and cabinets.
- Fall 2006: Hookah in Howard room caused fire in student's 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 RA 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.

It is also important to avoid the accidental triggering of fire safety equipment. For this reason, we ask that students do not play sports in the residence halls or allow anything to touch sprinkler heads, or hang from fire sprinkler piping. Here are a couple of recent examples why this is important:

- Fall 2009: A student playing with a soccer ball in Platt hall hit a sprinkler head, discharging the sprinkler system, flooding the hallway, lounge, and several student rooms, displacing those students during the weekend for system repair and water cleanup. This incident caused over \$5,000 in damages.
- Spring 2009: A student unnecessarily discharged a fire extinguisher in Odell hall, filling the hallway with exhaust and dust, displacing 170 students between midnight and 3AM while cleanup was completed.
- Fall 2008: A student playing with a soccer ball in Akin hall hit a sprinkler head, discharging the sprinkler system, flooding the hallway, and causing \$1,800 in damages.
- Spring 2007: A student playing with an airsoft gun in a Hartzfeld room unintentionally struck a sprinkler head, discharging the fire system, flooding two rooms and the second floor of the building, causing \$5,400 in water damage.

If fire is suspected, remain calm. Please know the location of the exits, fire alarm pull stations, and fire extinguishers in your area. Preplanning and training to prevent fires or explosions are encouraged for all. Consultation is available through Campus Safety (x7855 - non-emergency number) or Facilities Services (x7872).

- In all cases of fire, call 911 and Campus Safety (x7777). Give your name and describe the location of the fire.
- If you have been trained and are able to safely extinguish the fire, do so. Use the proper fire extinguisher for the type of fire. Keep your back to an exit and, depending on the size of your extinguisher, stand 10 to 20 feet away from the fire. Follow the four-step **PASS** procedure. If the fire does not begin to go out immediately, leave the area at once.
 - **Pull** the pin. This unlocks the operating lever and allows you to discharge the extinguisher.
 - **Aim** the extinguisher nozzle or hose at the base of the flames.
 - **Squeeze** the trigger while holding the extinguisher upright.
 - **Sweep** the extinguisher from side to side, covering the area of the fire with the extinguishing agent.
 - Watch the fire area. If the fire reignites, repeat the process. (*WARNING: Portable fire extinguishers discharge faster than most people think – many within 15 to 30 seconds.*)
- If the fire is large, very smoky, or spreading rapidly, leave the building immediately. Pull the fire alarm and clear the area. Evacuate all affected rooms, closing all doors and windows to confine the fire and reduce oxygen—**DO NOT LOCK DOORS**.
- Assist disabled persons. Do not use elevators.
- If there is a closed door in your exit path, touch the door lightly with the back of your hand. If the **door is not warm**, open slowly. Be prepared to close the door quickly if smoke or flames are present. Leave immediately if clear and be prepared to crawl if you encounter smoke. Cooler cleaner air is near the floor. If the **door is warm**, do not open it. Seek an alternate route.
- If you **become trapped** in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay near the floor, where the air will be more breathable. Cover your mouth with a dampened cloth. Shout at regular intervals to alert emergency personnel of your location.

- If your clothes catch fire STOP, DROP & ROLL to extinguish the flame. DO NOT RUN!
- Proceed to the designated Evacuation Assembly Area (EAA). Notify emergency personnel if you suspect someone is trapped inside.
- Do not re-enter the building until you have been told specifically to do so by a College Official. **The silencing of an alarm does not indicate that the building is safe to enter.**
- Never enter a burning building to save your personal possessions.

Emergencies

In the event of a personal or family emergency, there are several campus resources available to you. During business hours, the Office Student Support Services can be contacted for support and assistance at 503-768-7191. Campus Safety, 503-768-7777 (24 hrs/day), the Counseling Service, 503-768-7160 (8:30AM-4:30PM), and the RA on duty, 503-768-8999 (7PM-7AM, Sunday-Thursday and 7PM-7PM, Friday-Sunday) can also be contacted.

In the event of an emergency on campus, information will be posted on the website www.lclark.edu, and recorded information will be available on the emergency phone line, 503-768-7669. Lewis & Clark also has a text message/email/phone emergency notification that provides information to the campus community in the event of an emergency. Information is only sent to those that sign up for the system on WebAdvisor, so please sign up for it if you have not already done so.

Campus Safety Escort Program

Although the campus is well-lit, students 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 x7777 and an officer will meet you anywhere on campus.

A Sampling of Campus Policies

For a full list of campus policies, please visit:

www.lclark.edu/college/student_life/student_handbook and click on the link at the bottom of the page that says College Policies.

Alcohol

In accordance with Oregon law, providing alcohol to any person who is under the age of 21 or who is visibly intoxicated is prohibited. Any person under 21 years of age is likewise prohibited from possessing or consuming alcohol. Public visible intoxication at any age is a violation of this policy; intoxication to the point of incapacitation at any age is a violation of this policy, regardless of location.

Alcohol in Private Spaces

- Private space is defined as a student's room in a residence hall.
- Participants in a gathering that takes place in a private space, and that space's occupants, are responsible for abiding by federal, state, and local laws and College policies. Providing alcohol to a person under 21 years of age, the consumption of alcohol by a person under 21 years of age, the possession of alcohol by a person under 21 years of age, or hosting an event where such activities occur is prohibited in private spaces. Persons under 21 years of age are not permitted to host events involving alcohol in private spaces.
- Common source alcohol containers (e.g. kegs, vats, etc.) and the devices commonly known as beer bongs are prohibited in private spaces.

Alcohol in Public Spaces

- Public space is defined as any location on campus other than student residential rooms. Public places include but are not limited to hallways, kitchens, lounges, bathrooms, and study rooms in residential facilities, campus grounds, athletic fields, student organization offices and facilities, and all other College buildings, grounds, and vehicles.
- Alcohol may only be served or consumed in public spaces at a registered event, with prior approval from the authorized official for the College of Arts and Sciences (Dean of Students), the Graduate School of Education and Counseling (Dean), or Northwestern School of Law (Associate Dean) and in accordance with applicable policies and procedures.
- Lewis & Clark College prohibits any person from carrying open containers of alcohol in public spaces, outside of specifically approved areas at registered events.

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 will 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 sidewalks. Chalk on brick destroys the brick by staining it. Facilities Services will immediately remove any chalk not in accordance with these guidelines. If the responsible party is identified charges may be assessed.

Disorderly Conduct

Loud, aggressive, or other behavior which disrupts or obstructs the orderly functioning of the College or disturbs the peace and/or comfort of person(s) on campus, on College owned or controlled property, or at College sponsored or supervised functions is prohibited.

Drugs and Drug Paraphernalia

Use, possession, cultivation, manufacture, promotion, sale, and/or distribution of narcotics or other controlled substances, including sharing with friends, except as expressly permitted by law, is prohibited. Distribution of controlled substances includes any method of providing another with the controlled substance, regardless of whether or not money changes hands (e.g. selling, sharing, gifting, etc.). Paraphernalia related to illegal drugs or any other items containing illegal residue are prohibited on campus and will be confiscated and destroyed. Use, sale, distribution, and/or possession of prescription drugs prescribed to another is also a violation of this policy.

Emergency Equipment

Tampering with, damaging, or misusing emergency devices or blocking of fire exits or other means of impeding traffic is prohibited. Use of fire escapes, ground level fire doors, fire hoses and extinguishers, and alarm equipment in non-emergency situations is prohibited. Failure to comply with fire drill procedures or emergency building evacuation is prohibited. See: Fire Safety (page 16) for more info.

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

Guests

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 consecutive nights, not to exceed 16 days per semester, except with the permission of your Area Director. Guests are not permitted over Fall, Thanksgiving, Winter, or Spring Breaks. Guests may not sleep in lounges or any other common areas. 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.

Noise

Residence hall living requires mutual respect and consideration for others in the community. Activities inconsistent with posted quiet hours in residence halls and academic buildings, or that violate City of Portland noise ordinances, are prohibited. Amplified and percussion instruments cannot be used in the residence halls. Stereo systems may be used at a courteous volume. Sleeping and studying are prioritized over other activities. When conflicts occur, it is best to address the issue with one another and resolve it at the earliest opportunity. If this is not possible, or is unsuccessful, concerns can be referred to your RA or AD.

Quiet Hours

10PM-10AM Sunday-Thursday
Midnight-10AM Friday and Saturday
Courtesy Hours are in effect 24/7

Beginning on the last day of classes of each term, Quiet Hours are extended to 24-hours/day to support the students' successful completion of final exams, papers, projects, as well as the necessary sleeping that occurs during this time. 24 hour quiet continues from 11:59PM on the last day of classes until the residence halls close for the semester.

Off-Campus Behavior

The Student Code of Conduct and the student conduct process apply to the conduct of individual students and to College-affiliated student organizations. Because the Code is based on shared community values, we are accountable for our actions at all times. When private choices become public, and those choices are a violation of one or more College policies, any member of the campus community, in particular College staff, will respond. As such, the Student Code of Conduct will apply to behaviors that take place on College premises, at College-sponsored events, and may also apply off-campus, when the administration determines that the off-campus conduct has a direct impact on the educational mission or other interests of the College.

For more information, please refer to section IV, Jurisdiction, of the Student Code of Conduct section of the *Pathfinder*: www.lclark.edu/college/student_life/student_handbook.

Paint Policy

Private areas such as your room may NOT be painted by anyone 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 floor mates can be proud of. If you are interested in taking on this project, contact your AD for more details and a copy of the written policy. This policy includes procedures and an application that 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 RA. Fire Code prohibits the posting of notices over the windows of glass entrances. Approval for fliers must be obtained from the AD prior to posting in a given residence hall. Posting in common spaces is only permitted on approved surfaces (e.g. your residence hall bulletin boards, or other spaces approved by your RA/AD). All postings in common spaces of this sort must be display either the date of the event being advertised, or the date two weeks from time of posting, or the posting's expiration date. Individuals responsible for postings must remove them after the latest of those dates has passed. All postings will be removed at the end of each semester.

Room Entry

College staff may enter a residence hall room, after knocking, 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 use whatever means are deemed necessary to gain entry. Such entries include-but are not limited to-those made to perform an occupancy check, verify residency, inspect for damages, clear a room for fire alarm, search when reasonable suspicion of a College Code of Conduct or policy violation exists, respond to a reasonable health or safety concern, or to perform routine maintenance. In the event of routine entry for repairs, etc., the college employee will leave a note indicating the entry purpose.

Sexual Misconduct

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 misconduct 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 (SARA) 24 hours a day 365 days a year at 503-202-3119.

Smoking and Open Flames

Smoking is not allowed in residence halls or any other campus buildings. Smoking on campus is limited to specific Designated Smoking Areas. On the residential side of campus, these areas are located in the southwest corner of the Templeton parking lot, near the Co-Op in Forest, outside the Plateau, south of the Copeland and Platt East, southeast of Forest halls, and across from Fields Dining Hall - near the Odell lounge.

Ignition of fire in an unauthorized location or an unauthorized manner is prohibited. Acts which result in the ignition or potential ignition of a fire which causes property damage, or which could be reasonably expected to cause damage are prohibited. Aiding another in such acts is prohibited. Open flame or embers

of any kind (e.g. candles, lanterns, incense sticks, lit coals, fireworks, etc.) are prohibited in College buildings, unless specifically approved by College officials. **Possession or use of fireworks is prohibited on campus.**

Solicitation

Solicitation of resources (e.g. money, donations in kind, etc.) or distribution of literature for external organizations is not permitted on campus except as authorized by College officials. All door-to-door solicitation is prohibited. If a sales person approaches you in your residence hall, report the incident to the Office of Campus Safety (x7777) immediately.

Visiting Privileges

Students assume responsibility for conduct of their visitors. 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 making the request. The College may exclude all visitors from campus in times of impending or actual crises or emergencies, and may exclude any visitors from any area of the campus for any reason the College deems appropriate.

A person who has been suspended or dismissed from the College for disciplinary reasons, or whose record prohibits admission without special clearance, does not have visiting privileges on the College campus. Violators of this policy may jeopardize their readmission status and/or may be subject to legal or disciplinary action.

College residence halls are not public facilities. Only Lewis & Clark College students, College faculty and staff, authorized personnel, and authorized guests of students are permitted in the residence halls.

Campus Safety Officers may issue visitors a written Trespass Warning if presented with reasonable cause, including but not limited to:

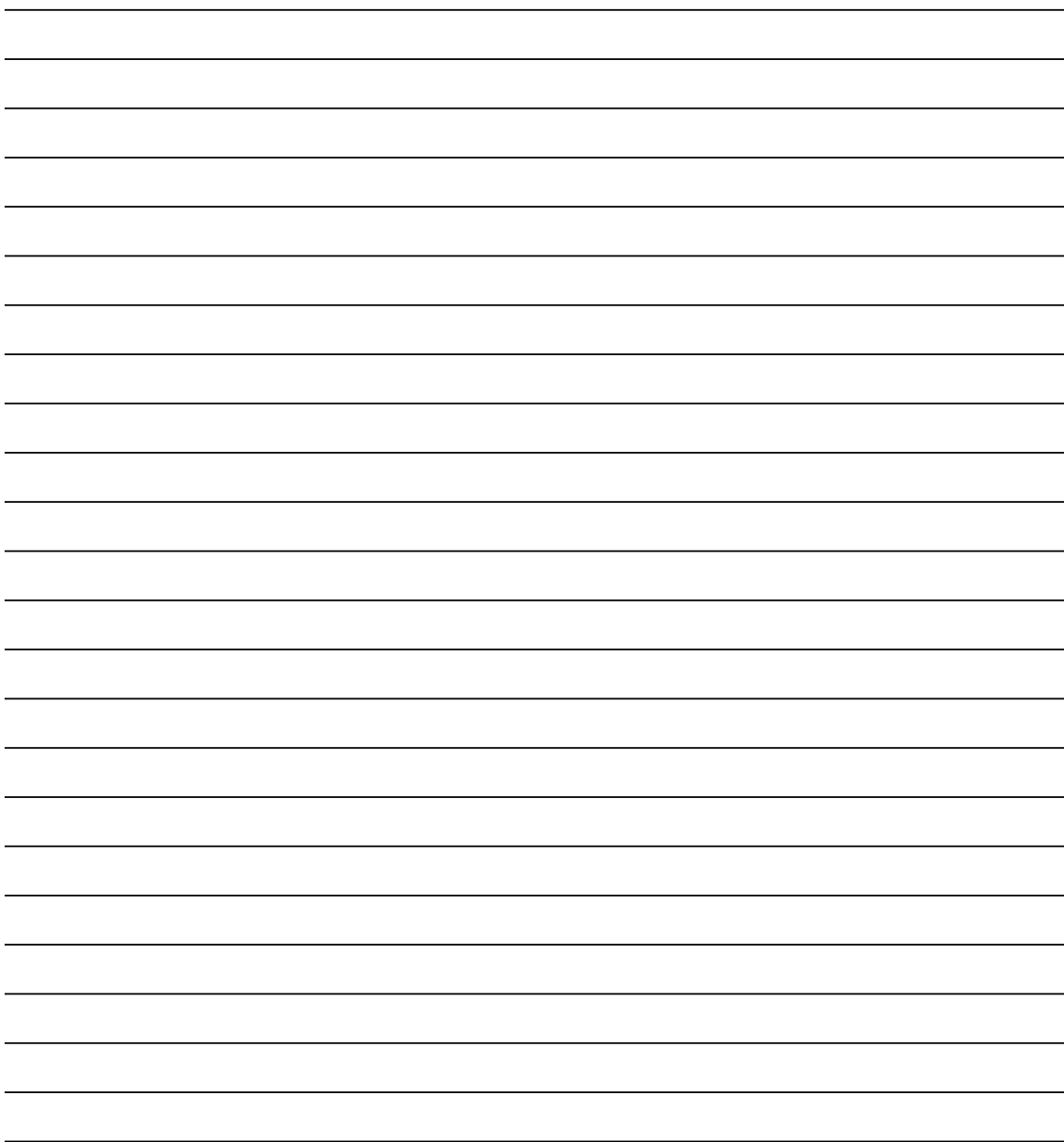
- Illegal activity (including minors in possession of alcohol, illegal drug use, etc.)
- Failure to comply with Staff Directives
- Other violations of College Policy

Visitors who have been issued a Trespass Warning will be escorted off of campus and instructed not to return; with the explanation that returning will result in arrest for Criminal Trespass. Trespass warnings may only be rescinded by the Director of Campus Safety or the Provost; appeals must be submitted in writing from the trespassed individual to the Director of Campus Safety or the Provost.

Weapons

It is the policy of the College to prohibit illegal or unauthorized possession of weapons, explosives, or dangerous chemicals on College premises. For the purposes of this policy, the definition of a weapon is:

- Any item or instrument described as a weapon in Oregon, Multnomah County, and/or the City of Portland statutes and ordinances;
- Any instrument, article, or substance which is specifically designed for and presently capable of causing death, incapacitation, or serious physical injury;
- Any item used to harass, threaten, intimidate, assault, or batter; and
- Any item the College deems dangerous. This includes but is not limited to firearms, ammunition, paintball guns, airsoft guns, explosive devices (both incendiary and chemical), knives having a blade that swings into position by force of a spring or centrifugal force (commonly known as switchblades), any knives with blades longer than three and one half inches (excepting those specifically designed and used for food preparation), metal knuckles, straight razors, blackjacks, saps, sap gloves, koshes, bludgeons, martial arts stars, and weapons of the type commonly known as nunchukas.



Lewis & Clark College Calendar

Fall Semester 2011

Residence Halls open for new students at 8AM.....	August 24
New Student Orientation.....	August 24-28
Parents Preview; Residence Hall Move-In & Evening Social on August 24; Program concludes at 7PM on August 25.....	August 24-25
Residence Halls open for returning students at 9AM.....	August 28
Classes begin.....	August 29
Pio Fair.....	September 2
Last day (by 5PM) to change meal plan for Fall semester.....	September 2
Labor Day Observed; College Closed.....	September 5
Last day to register for, select CR/NC, or to add/drop classes.....	September 9
Fall Break; No Classes.....	October 6-7
Homecoming & Family Weekend.....	October 21-23
Registration advising for Spring 2011 classes.....	October 12-November 4
Housing lottery for Spring 2012.....	November 3
Last day to withdraw from classes without instructor approval.....	November 4
Registration for Spring 2012 courses.....	November 7-17
Fall Ball.....	November 19
Thanksgiving Break; Halls open/no meal service.....	November 24-27
Last day of class.....	December 7
Reading days.....	December 8-9
Final exams.....	December 10, 12-14
Last meal served is Dinner.....	December 14
Winter Break begins; Residence halls close at 3PM.....	December 15

Spring Semester 2012

Residence Halls open at 9AM.....	January 15
MLK, Jr. Day Observed; No Classes.....	January 16
Classes begin.....	January 17
Last day (by 5PM) to change meal plan for Spring semester.....	January 20
Last day to register for, select CR/NC, or to add/drop classes.....	January 27
Spring Activities Fair.....	January 23
2012-2013 Housing Renewal Information sent to all campus residents.....	February 6
Registration advising for Fall 2012 classes.....	March 5-April 3
Application Deadline for Campus Apartments.....	March 9
Last day to withdraw from classes without instructor approval.....	March 23
Spring Break; Halls open/no meal service.....	March 24-April 1
Registration for Fall 2012 courses.....	April 3-12
Housing Lottery for 2012-2013.....	April 5
Room Selection for 2012-2013 Campus Housing.....	April 15
Spring Fling.....	April 21
Last day of class.....	April 26
Reading days.....	April 27-28
Final exams.....	April 30-May 3
Last meal served is Dinner.....	May 3
Residence Halls close at 3PM for non-graduating students.....	May 4
Commencement.....	May 6
Residence Halls close for graduating seniors at 3PM.....	May 7

Lewis & Clark College
Portland, Oregon

