



Settling In

2019-2020
Resident
Handbook

My Information

MSC (mail stop code): _____

E-Mail: _____@lclark.edu

Residence Hall: _____

Room Number: _____

Roommate(s): _____

Resident Advisor (RA): _____

Area Director (AD): _____

My Mailing Address

Lewis & Clark College Student's
Name-MSC (student's mail stop code)
0615 S.W. Palatine Hill Road
Portland, OR 97219

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Our Guiding Philosophy

Campus Living co-creates a supportive, interdependent, and educationally purposeful residential community for Lewis & Clark College.

To this end, we sustain the following principles:

- Celebrate the wisdom of diversity and inclusion;
- Promote engagement and citizenship;
- Foster self-advocacy and personal responsibility;
- Champion holistic student development and the betterment of the collective.

Campus Living Professional Staff

Joe-Barry Gardner, Interim Director of Campus Living, 503-768-7757, jgardner@lclark.edu
Kristin Brown, Administrative Coordinator, 503-768-7123, living@lclark.edu
Arielle Valdez, Graduate Assistant / Apartments, avaldez@lclark.edu

Area Directors (ADs)

Area Directors [ADs] are full time professional staff members who both work and live inside the Residence Halls. Campus Living requires each AD to have completed their Master's Degree, or obtained an equivalent degree. ADs supervise the student staff members, or Resident Advisors, full time. ADs main responsibilities include, but are not limited to, emergency management, crisis response, program development, housing assignments, and community building to name a few.

Jessica Carron, Stewart, Odell, and Akin Halls, 503-768-8930, jcarron@lclark.edu
JD Chancellor, Forest Hall, 503-768-8600, jchancellor@lclark.edu
Katherine Leibel, Copeland Hall, 503-768-8361, katherineleibel@lclark.edu
Joseph Fastuca, Platt-Howard Hall, 503-768-8780, fastuca@lclark.edu
Amanda Sarantis, Holmes, Hartzfeld Halls, and Apartments 503-768-8091, sarantis@lclark.edu

Find us on social media:

Web: www.lclark.edu/college/student_life/campus_living/

Facebook: www.facebook.com/LCCampusLiving

Twitter: twitter.com/LCcampusliving

Resident Advisors

Resident Advisors (RAs) are current Lewis & Clark College students (sophomores, juniors, and seniors) who have gone through a rigorous selection and training process. These student leaders live in the residence halls with you; they are there to help facilitate community, mediate roommate conflicts, help with housing questions, and get you connected with the appropriate resources around campus, etc. There is at least one RA on duty during the following times; duty hours are **7pm-7am Sunday through Thursday and from 7pm Friday through 7pm on Sunday.**

Copeland Hall

Kyle Beck
Helen Hitz
Rae Leifeld*
Gwen O'Connor
Maura Phillips
Marvin Pusung-Zita
Ezri Reyes
Tiffani Wong
Kirsten Kyllingmark
Harper McCallie

Forest Halls

Matt Brown
McKenna Daily
Talia Lichtenberg
Ivy Marple
David Nhek
Mila Pruiett
Ferdinand Sawyer
Emily Schmelling*
Morgan Taylor

Platt and Howard Halls

Mia Babasyan
Noam Dickman-Jacobs
Sam Hernandez
Marc-Anthony Valle
Macarena Vives
Haley Wildhirt
Kara Wood*

Stewart, Odell, and Akin Halls

Will Hoard
Gabriel Huerta
Rose Jay*
Kaylee-Ann Jayaweera
Liz LeJeune
Lillian Malcom Munroe
Caroline Spence

Holmes and Hartzfeld Halls, and Apartments

Ari Blemur
Minho Choi +
Hannah Creasey +
Isabel Forbes
Sally Goldman +
Joelle Hakoum
Kendal Jacobson *
Malina Kobayashi
Ciara Orness
Dylan Ramsden
Summer Steinwand

* *Lead RA*

+ *Resident Career Advisor (RCA)*

Campus Phone Numbers

When calling from a campus phone, you only need dial the last 4 digits of the phone numbers.

Campus Living: (503)768-7123*

Resident Advisor (RA) on Duty

Holmes/Hartzfeld/Apartments:(971) 563-8119

Forest: (971)563-8117

Copeland: (971)563-8111

Stewart/Odell/Akin: (971)563-8115

Platt-Howard: (971)563-8113

Admissions: (503) 768-7040

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) 768-7122

Campus Safety (EMERGENCY): (503) 768-7777

Campus Safety (non-emergency): (503) 768-7855

Career Center: (503) 768-7114

Case Management: (503) 768-7173*

College Advising Center: (503) 768-7600

College Outdoors: (503) 768-7116*

Counseling Service: (503) 768-7160*

Dean of the College of Arts and Sciences: (503) 768-7100

Dean of Students: (503)768-7110*

Financial Aid: (503)768-7090

Health Promotion and Wellness: (503) 768-8225*

Health Service: (503) 768-7165*

Inclusion & Multicultural Engagement (IME): (503) 768-7051*

Information Technology Help Desk: (503)768-7225

International Students and Scholars (ISS): (503) 768-7305*

Intramurals and Club Sports: (503) 768-7546

Library: (503) 768-7274

Mail Services:(503) 768-7867

New Student Orientation: (503) 768-7182*

Office of Diversity & Inclusion: (503) 768-7186

Operator: (503) 768-7000

Overseas and Off-Campus Programs: (503) 768-7295

Physical Education and Athletics: (503) 768-7545*

Provost, Title IX Coordinator: (503) 768-7000

Registrar: (503) 768-7335

Sexual Assault Response Advocate (SARA) Pager: (503) 202-3119

Snow Closure Line: (503) 768-7669

Spiritual Life: (503) 768-7085

Student Activities: (503) 768-7122*

Student and Departmental Account Services: (503) 768-7829 **Student**

Student Leadership & Service (SLS): (503) 768-7076

Student Rights & Responsibilities (SRR): (503) 768-8181*

Student Support Services: (503) 768-7192*

Veterans Services: (503) 768-7335

Writing Center: (503) 768-7505

**Division of Student Life*

Housing Contract

Residence Halls

The Residence Hall Contract is a binding legal document when completed, signed, and submitted to the College with a deposit. The Residence Hall Contract is non-transferable.

A full academic year contract, which includes room and board, is required of all first and second year students. Students studying abroad or on leave during their first two years will be required to fulfill the remaining residency requirement upon returning to Lewis & Clark. Exceptions to the four-semester residency requirement include: students who are living at home with parents, are married, are over the age of 21 at the beginning of Fall semester, or have 61 credit hours (new transfer students only). Continuing students who have completed four semesters of campus residency may choose to sign a one-semester or full year 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. A limited amount of housing will be made available during Winter Break in Hartzfeld Hall 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 regularly assigned room during Thanksgiving Break and Spring Break for no additional fee. However, no meal service and only limited shuttle service is available during these breaks.

Roommates for 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.

We strongly encourage roommates to complete a **Roommate Agreement** during the first few weeks of school. We have found that this form reduces the possibility of irreconcilable differences throughout the year. It is also a tool the RAs will use to help you resolve any conflicts that may arise throughout the year. Roommates may update them periodically throughout the year. 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 you can begin your relationship.

- What to bring (page 28)
- Conflict resolution
- Alcohol/Drug use (pages 21-22)
- Borrowing/loaning personal belongings
- Room cleaning schedule
- Privacy and visitors (page 26)
- Sleep/study hours
- Room temperature

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, sometimes within your current hall, depending on the amount of space available. You will need to work with your RA and AD to initiate that request. If a move is approved by your AD, you must complete a **Room Condition Report (RCR)** with the RA of the hall when you move into your new room.

Roommates for 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 should cancel 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 10 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 L&C student.

Room Condition Report (RCRs) and Apartment Condition Reports (ACRs)

One of the first things you will do upon checking in is 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 existing conditions to 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 must have your Area Director’s permission to use this option. Express Checkouts are granted on limited basis under specific guidelines. 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, your hall/complex RA office, to your RA, or to your Area Director. **By opting to express checkout, you forego any right to appeal damage charges.**

Double-Singles

Although uncommon, especially in the Fall semester, 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**, which you may obtain from your AD, the Office of Campus Living, or online at college.lclark.edu/student_life/campus_living/housing_forms/

A new application must be submitted each semester. Once accepted, a Double-Single application and subsequent fees apply only 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: college.lclark.edu/student_life/campus_living/housing_forms under “Contract Release Guidelines.”

Furnishings

Your room is supplied with a bed, mattress with mattress cover, dresser, desk, chair, window screens, blinds, trash can and recycling bin. Rooms in Forest and Copeland have some form of built-in overhead desk lighting. We expect you to use the furnishings provided for you by the College. Disassembling or removing College issued furniture is not permitted.

Bed Adjustment:

Adjusting the height of your bed is possible with some limitations. Requests for raised or lofted beds can be submitted for a limited amount of time each semester through your Area Director (AD). Should you wish to pursue this opportunity so that your bed is adjusted prior to your arrival on campus, please be in touch with your AD (email address listed on page 2) by August 1st. * Not all halls are eligible for lofting and bunking. Check with your AD to see if this option is available. At standard bed height the top of the mattress is 22” off the floor, at raised height the top of the mattress is 37” off the floor and a lofted bed means that the surface of the mattress is 68” off the floor. Lofted beds are not permitted in Hartzfeld, Juniper or the campus apartments. For additional information please go to: https://college.lclark.edu/student_life/campus_living/bed-modifications/. Should you choose to request a bed adjustment after you occupy your room, the request must be filed through your AD within the first thirty days of the semester.

For safety and liability reasons and without access to proper tools and bed parts, it is prohibited to attempt to raise or lower your bed without the assistance of Facilities Services. It is also prohibited to disassemble the bed frame in order to place a mattress on the ground or to bring an unapproved bed/bed frame.

Lounge Furniture:

Lewis & Clark 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 sleeping rooms. Fines may be assessed to the occupancy of rooms where lounge furniture is located.

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 will peel paint off the walls when removed. Even light adhesives like cellophane tape may leave a residue and remove paint. Using nails is prohibited. Please use painters tape, as it is the least damaging to the walls and paint. Some students choose to use Command Strips. However, painters tape and Command Strips can still peel paint when removed, so use caution when applying/removing because you can still be charged for the damage. 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.

You are encouraged to clean your room regularly. This includes wiping down hard surfaces, cleaning your floor space, and taking out your trash and recycling. Please remember that vacuums are not intended to pick up loose change, metal, plastic, scraps of paper, socks, and any other such items—if you have these items on your floor, please pick them up before vacuuming. Campus Living encourages you to bring your own vacuum and/or share with a friend because available supplies of vacuums inside the Residence Halls are extremely limited and not guaranteed. Also, storing personal belongings in the hallways or common areas (i.e. shoes, backpacks, furniture, etc) is prohibited.

Damage Responsibility

As with any rental agreement, you are held financially responsible for damage to the room, its furniture, its fixtures, any missing or disassembled furniture, and the condition of the areas in and around your residence hall. Your AD and RA will inspect the room following your departure to determine if any damage has occurred and what the expense may be for the repair. They will use the RCR/ACR, completed and signed by you and an RA at check-in, to account for any preexisting damage to the room. Facilities Services can and will also be consulted when making the determination of damages and the associated cost. If there is no RCR/ACR turned in, it is impossible for the RA and AD to know if the damage pre-existed and you may be charged.

Common Area Responsibility

All members of the community have access to use and the responsibility to preserve the condition of the common areas (floor lounges, kitchens, main lounges, etc.). The cost of repairing damage and/or replacing missing items (furniture, fire safety equipment, etc.) in common areas among the residents unless it is known which person(s) are 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 area neat and tidy. If common areas are left dirty or in disarray, each resident of that community may be charged.

Common Charges and Fines (not an exhaustive list)

* Note: The charges below are the MINIMUM amount a resident can expect to receive. Based on the assessment of the AD and Facilities Services staff the amount of the charge may change.

General

Cable/Network splicing	\$100
Early Access to room/Late stays with permission.....	\$100/night
Early Access to room/Late stays without permission.....	\$150/night
Failure to complete check-out procedures.....	\$25
Improper disposal of trash/recycling	\$50
Unauthorized pets	\$100 per incident
Unauthorized painting	\$50 + cost to repaint
Unauthorized use of lounge furniture in private room	\$100
Unauthorized removal of bedroom furniture	\$25/day after warning

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)	\$150
Tampering with sprinkler or smoke detector	\$150
Unauthorized roof access	\$250
Unauthorized lofting or bunking of beds	\$100

Room Condition

Unauthorized bed modification	\$150
Bed bug resistant mattress cover missing/damage	\$35
Carpet shampooing	\$60
Carpet stains/burns	\$30
Failure to return MicroFridge (if applicable)	\$100
Furniture removal.....	\$50
Not vacuumed (large debris on the floor).....	\$25
Repainting wall (per wall).....	\$80
Replacement of missing/damage furniture	\$100 + cost of furniture
Replacement/reinstallation of blinds	\$100
Replacement/reinstallation of screens	\$50
Smoke damage	\$300
Tampering with smoke detector	\$100
Tape/stickers	\$35
Trash/Recycling not emptied	\$10
Wall and ceiling stains	\$80
Wall/Door/Ceiling holes.....	\$40-\$80

Common Areas (charged per resident)

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

Health and Safety Inspections

Around mid semester, the Campus Living Staff in each building will inspect each room to identify and address any health, safety, sanitation, and maintenance issues that may be present. Campus Living understands your concerns about privacy, but believes the inspection program is a necessary measure that benefits all students living in the residence halls.

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
- To assist us in properly maintaining the condition of our residence halls.

Each AD and RA will provide additional information about the inspection process and also provide residents with a check list of things they should do to prepare for the room inspection.

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

- Properly dispose trash and recycling in the dumpsters and recycling bins located outside your building.
- 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, surge protectors to make sure they are not overloaded.
- Ensure that items in the room are not blocking emergency egress and/or heating and ventilation units.
- Identify any maintenance problems in your room and report them to the staff during inspection.
- Do your laundry and properly store your clean clothes when finished.
- 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, etc.
- Clean up any spills and messes and dispose of any leftover food sitting around the room.
- Do a little light dusting around the room.
- Kitchens, dispose of spoiled food, wipe down surfaces and appliances, wash the dishes and store them.
- Make sure that the door is properly locked if no residents will be in the room during inspections.
- Hanging items from the sprinkler pipes or other pipes is prohibited. Carefully remove any items which might be on these pipes.

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. Any policy violations (pgs. 21-27) found during an inspection will be documented at that time. Students can expect to receive communication from Student Rights and Responsibilities for a follow-up conversation.

Maintenance & Repair

If your room or another area in your residence hall is in need of maintenance or repair, you can visit our online work order page and submit a request. The online form is located at https://college.lclark.edu/student_life/campus_living/work_orders.php. Please include as much information as you can. You can also inform your RA of the issue and they can submit a work order on your behalf. 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.

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. Although an annoyance, bed bugs are not known to spread/carry diseases.

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 preventative measure, we provide 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:

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

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-like 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.

Mold Prevention (cont'd)

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 hydrogen peroxide, vinegar, and 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 Work Order 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

All on-campus students are required to select a meal plan. Bon Appétit believes in serving only the freshest food. It is prepared almost completely from scratch, using authentic and primarily local ingredients. Food created in a socially-responsible manner, alive with flavor and nutrition, is available every day. The staff is willing to assist you in a variety of ways. Refer to their website (www.cafebonappetit.com/lewisandclark) for menu lists and other information.

Meal Plan Options:

19 Meal Plan

This is a meal plan that allows students to enjoy all meal periods on campus. The 19 Meal plan allows you to enter Fields Dining Room during any meal period. You also may opt to take your lunch or dinner meal equivalency in the Trail Room or Maggies. **Cost: \$2,848 per semester.**

14 Meal Plan

Any 14 meals served per week in the dining room or used as meal equivalency in the Trail Room or Maggie's. **Cost: \$2,646 per semester.**

14 Flex Meal Plan

Any 14 meals served per week in the dining room or used as meal equivalency in the Trail Room or Maggie's, plus \$150 worth of flex points per semester. **Cost: \$2,795 per semester.**

10 Flex Meal Plan

Any 10 meals per week in the dining room/meal equivalency in the Trailroom or Maggie's, plus \$175 worth of flex points per semester. **Cost: \$2,814 per semester**

Meal Plans for Upper Division Students

Students who have completed the four-semester residency requirement and wish to remain on-campus are eligible for one of our special meal plans designed for Juniors and Seniors. Please check out the Campus Living webpage for details on our 100-Block, 50-Block, and Flex Only (apartment residents only) meal plans.

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 (student ID) with the designated person.

Flex Points

You may buy additional flex points at the Bon Appetit office to use in the Trail Room, Fields, Maggie's Cafe, or the Dovecote. Bon Appetit gives a 10% bonus on \$50 or more to residential students. NOTE: If you move off-campus after fall semester, any unused Flex Points from your meal plan are forfeited. Meal Plan flex points carry over from the fall to spring semester for students remaining on-campus, but any unused flex points are forfeited at the end of the academic year. You may not purchase flex points in lieu of a meal plan.

Selecting/Changing a Meal Plan

To select a meal plan or make a change to your plan, visit the Office of Campus Living. Changes to an existing plan must be made within the first week of each semester. Reductions or special allowances are only made for medically prescribed diets that Bon Appétit is unable to accommodate. Petition forms for exception to the meal plan are available at: https://college.lclark.edu/student_life/campus_living/housing_forms/. Class or employment schedules, finances, or vegetarian/vegan diets are not acceptable reasons for changes to or exception from the meal plan.

Bon Appetit Hours of Operation (subject to change)

Fields Dining Room

Hot Breakfast: 7:30am-9am Monday- Friday

Continental: 9 am- 11 am Monday- Friday

Lunch: 11am-1:30pm Monday- Friday

Dinner: 5pm-8pm Sunday through Thursday
5pm-7pm Friday & Saturday

Brunch: 11am-1pm Saturday & Sunday

Trail Room

Lunch: 11:00am-2:30pm Monday- Friday

Maggie's Café and Store Hours:

8:30am- midnight Monday- Friday

Noon- midnight Saturday & Sunday

Hot food service: 11am-9pm

*Meal equivalency will be available for hot food service

Dovecote Espresso

Hours:

7:30am-2:30pm Monday-Friday

Other Services

Bike Share

The Sustainability Office offers a bike share program through Zagster. Annual membership is \$10 plus an additional \$1/hour. If interested, go to: lclark.edu/offices/transportation_and_parking/transportation_options/biking/bike-share/.

Bike Registration & Storage

If you chose to bring your bike to campus, bike registration is critically important for ensuring your bike is safely and appropriately stored and used here at L&C. Bike registration is easy and should be completed as soon as you arrive on campus. Go to the Transportation and Parking website: <https://lclark.nupark.com/portal> and follow these simple steps:

1. Click on the “Lewis & Clark Single Sign On” button
2. Use your LC credentials to access your account.
3. Navigate to the “My Vehicles” drop-down tab.
4. Click “Add a vehicle”.
5. Under “Type” select bike.
6. For “State” input your home state.
7. For “License Plate” input the serial number on your bike.
8. For “Make” select the brand of your bike from the drop-down menu.
9. For “Style” select bike from the drop-down menu.
10. For “Color” select the color from the drop-down menu.

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. Bikes should not be locked to stair rails, steps, trees, sign posts, etc. Never leave your bike unattended without a reliable lock. A U-shaped lock is highly recommended over cable locks.

Unfortunately, we do not have bike storage during the summer. All bikes must be taken home during the summer months. **Bikes left in bike rooms or on outside bike racks during the summer months will be considered abandoned and donated to charity or otherwise disposed of.**

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. – 5 p.m. Monday through Friday. Mail is also delivered on Saturday mornings, and packages may be picked up between 10 a.m. & 2 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. The College maintains that your L&C email 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.

Heat

Each residence hall room is equipped with a heating unit. Heat comes on when the outside air temperature falls below 60 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:

The steam heating system in Stewart/Odell operates from 8am to 8pm

Akin/Platt-Howard/Forest/Copeland: Operates 24/7 when it's less than 60 degrees outside

Holmes/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, also known as Skyline. Residents 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 or recycling in the kitchens or other common areas. *A community fine can be applied to the residents of the floor/hall if common areas are continuously uncleaned.*

Laundry

Each residence hall has free laundry facilities for resident use. Please be mindful of others when doing laundry and promptly remove your clothes from the machines when the cycle is complete. Please DO NOT place clothes on top of the washing machines or dryers. It will cause them to become unbalanced and to overheat. Adding too much laundry to a machine will prevent your clothes from being properly cleaned. Always follow the posted instructions with regard to capacity and the amount of soap used in machines. The washing machines only require about a tablespoon of laundry detergent.

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.

Trash & 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 control costs and remain ecologically-responsible by reducing waste, we ask all residents to recycle.

MicroFridge® Rental Program

A MicroFridge® is a small refrigerator and freezer 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 Collegiate Concepts, Inc. (CCI). If you are interested in renting one, you can contact CCI directly at www.collegefridge.com. It is your responsibility to prepare and move your rented fridge for collection at the end of the academic year to avoid fees.

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. Most personal fridges are not allowed in on-campus storage facilities. Abandoned fridges are costly to dispose of, the freon must be drained and the different parts of the fridge must be recycled. There will be a \$50 fine for any personal fridges that are abandoned at the end of the year.

Wireless Network

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

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 whenever you leave the room.
- Do not allow individuals you do not know into the residence halls.
- 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 503-768-7855. Missing Keys must be reported within 24 hours to your Area Director; stolen keys should be reported immediately.
- Report unusual activities or suspicious individuals immediately to Campus Safety (503-768-7855), 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.
- In case of emergency, call Campus Safety at (503) 768-7777

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, computers, stereo equipment, etc. We strongly recommend purchase of renter's insurance if you are not covered by a homeowners' insurance policy as Lewis & Clark is not liable for lost or stolen items. 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.

Keys

When you arrive, you will be issued one key to your room in your assigned residence hall and are 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 ID card enables you to check out books from the library, access your meal plan, and enter the residence halls. If you lock your key inside your room Monday through Friday from 7am to 7pm, contact Campus Safety at 503-768-7855. If you lock your key inside your room between 7pm to 7am Monday through Friday, or on the weekend, contact the RA on Duty (Numbers listed on page 4).

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. \$150 is charged to the occupant to whom the lost or stolen key belonged to.

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 (except on weekends).

Card Access System

Lewis & Clark 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.

For safety, residents are only given access to their residence hall/area. 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 who you do not recognize, ask them who they are and where they are going. This will help to minimize theft, vandalism, and unwanted visitors.

Emergencies

In the event of a personal or family emergency, there are several campus resources available to you:

- **Student Support Services** can be contacted at 503-768-7192 Monday - Friday: regular business hours;
- **Campus Safety** can be contacted at 503-768-7855 or 503-768-7777 (emergency) 24 hrs/day;
- **Counseling Service** can be contacted at 503-768-7160 from 8:30a.m.-4:30p.m, Monday - Friday;
- **RA on duty** can be contacted (numbers on page 4), 7p.m.-7a.m. Sun-Thurs and 24 hours Fri.-Sat.

In the event of an emergency on campus, information will be posted on the website at 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 system 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 to maximize your awareness of emergency situations.

Fire Safety

Over the years, many students on college campuses have experienced incidents of fire, resulting in student injury and even death. On campus we have had the following incidents in recent years:

- Fall 2014: Candle in room catches couch on fire
- Fall 2007: Cigarette caused fire to a single room in Copeland damaging all, desk, and bed.
- Fall 2006: Grease fire in Odell main kitchen caused damage to walls and cabinets.
- Fall 2006: Hookah in Howard caused fire in a 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.

Covering or tampering with a smoke detector will result in a minimum \$100 fine, and those parties involved will go through the Conduct process. 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 hang from the sprinkler heads or hang from them.

- Fall 2014: A student placing items on top of an armoire hit a sprinkler head, discharging the sprinkler system, flooding several student rooms. This incident caused over \$8,500 in damages.
- Fall 2009: A student playing with a soccer ball in Platt hit a sprinkler head, discharging the sprinkler system, flooding the hallway, lounge, and several student rooms, displacing those students during the
- Fall 2003: Unknown source in Copeland Hall caused damage to laundry room and hallway.
- 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 fire 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 (503-768-7855), or Facilities Services (503-768-7845).

- In all cases of fire, call Campus Safety's Emergency Line (503-768-7777) and 911. 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 the extinguisher, stand 10 to 20 feet away from the fire. Follow the four-step PASS procedure:
 - 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 flame
 - 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. **If the fire does not begin to go out immediately, leave the area at once.** *NOTE: Portable fire extinguishers discharge faster than you think- many within 15-30 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 contain the fire and reduce oxygen. **DO NOT LOCK DOORS.**
- Assist persons with disability. 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 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.

Fire Drills

Fire drills occur twice a semester, the first being announced and the second unannounced. Campus Safety, Facilities Services, and Campus Living partner on these fire drills. Although practice, these fire drills should be taken seriously because they will prepare you if there were to be a real fire. Please communicate with your Area Director if you need accommodations/assistance/or notification of these drills.

In order to use the wood burning fire places, which are located in and around the residence halls, residence must receive approval from their Area Director/Resident Advisor, complete pre-approved trainings, or be in the presence of a campus living staff member. This is an effort to reduce false alarms and accidental fires. Residents are prohibited from storing fuel [wood, charcoal, lighter fluid, etc.] on campus. If residents are approved to use the pit, we remind them to make sure the flue is open before lighting the any fire.

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 are subject to a fine, disciplinary action, and/or criminal prosecution by public authorities.

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 503-768-7777 and an officer will meet you anywhere on campus.

Storage

Campus Living has extremely limited on-campus storage available for on-campus residents*. Students should plan to take their personal belongings home with them or make alternate arrangements for off-site storage. You can make use of our official partner, Dorm Room Movers. Visit our storage page at https://college.lclark.edu/student_life/campus_living/storage/ to learn more about their services. Arrangements must be made well in advance of residence hall closing in December for Fall semester or early May for the close of the academic year. If you are a full year resident student, your belongings may remain in your assigned room over the Winter break (December 20 - January 18). At the end of the academic year, all belongings must be removed from the residence halls.

* For students whose permanent home address is outside the continental US who have submitted a housing contract or lease agreement and housing deposit for the upcoming fall semester prior to departure from campus, may be able to store a minimum amount of personal belongings during the summer. Likewise, should a student who is scheduled to participate in an off-campus or overseas program and has submitted a contract or lease and a housing deposit for the semester immediately following the program, minimum storage may be available. Because of limited storage, decisions will be made by Campus Living staff on a case-by-case basis and will be subject to the posted deadlines and adherence to storage limits.

A Sampling of Campus Policies

For a full list of campus policies, please visit: https://college.lclark.edu/student_life/-our-departments/student-rights-responsibilities/

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 as well as 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 room. Public spaces 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 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 also 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 (no asphalt). 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/obstructs, is intended to disrupt/obstruct the orderly functioning of the College, or disturbs the peace and/or comfort of any person(s) on campus, on College owned or controlled property, or at College sponsored or supervised functions is prohibited. For instance, intentional interruption of any program on campus for any reason will not be tolerated.

Drugs and Drug Paraphernalia

The College prohibits the unlawful use, possession, cultivation, manufacture, promotion, or distribution of controlled substances, including marijuana, by College of Arts and Sciences students. Distribution of controlled substances includes any method of providing another with a controlled substance, regardless of whether or not money changes hands (e.g. selling, sharing, gifting).

Paraphernalia related to controlled substances or any other items containing residue of such are prohibited on campus and will be confiscated and destroyed.

Federally approved prescription drugs are permitted for use and possession by the individual for whom they are prescribed. Use, abuse, distribution, or possession beyond these bounds is prohibited.

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 escape, ground level fire door, fire hoses and extinguisher, 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 18) for more information.

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 **with your roommate(s) approval** of the visitor, 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. Also see Visiting Privileges on page 26.

Marijuana

Starting July 1st, 2015, Oregon law permits those over the age of 21 to consume marijuana in a private setting, possess up to one ounce of marijuana in public, possess up to eight ounces of marijuana in a private home, and grow up to four plants in a private home. However, marijuana and associated paraphernalia are still illegal according to federal law, and are prohibited by College policy both on- and off-campus. Lewis & Clark expects its students to follow both state and federal laws, as well as College policy, at all times.

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

10 p.m. – 10 a.m. Sunday through Thursday

12 midnight – 10 a.m. Friday and Saturday

Courtesy Hours are in effect 24 hrs/day

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 11:59 pm 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 Lewis & Clark-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 V, 'Jurisdiction,' of the Student Code of Conduct: college.lclark.edu/student_life/student_conduct/.

Paint Policy

Private areas such as your room may NOT be painted other than by the Lewis & Clark painting staff. If you 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, contact your AD for more details and a copy of the written policy. Facilities Services will also play a role in approving all painting request. 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 for approval.

Pet Policy

Pets are prohibited from being inside of the residence halls. Incidents involving unauthroized pets in the residence halls will be documented and forwarded to Student Rights and Responsibilities. Students can expect to receive a charge of \$100/per incident.

"Animals are not allowed in any campus building with the exception of guide or service dogs, animals used specifically in academic or research programs, or by special permission."(Animal Control Policy)

"Pets must be registered with the appropriate government agency, under the direct control of their owners at all times and remain outdoors. Pets may not be tethered and left unattended. Pets may not be left in closed vehicles on campus."

"Lewis & Clark College (LC) is committed to serving, supporting, and reasonably accommodating students with disabilities. LC students who plan to bring a Service Animal to LC are strongly encouraged to contact and partner with Student Support Services (SSS). Advance notice of the impending arrival of a Service Animal may allow more flexibility in meeting a student's potential housing preferences and possible academic accommodations."

"Students considering bringing an Assistance Animal to LC are required to make an appointment with Student Support Service (SSS) well in advance of their arrival to discuss their request. SSS will determine on a case-by-case basis, whether bringing an Assistance Animal to campus is a reasonable accommodation for the student. In making this determination, SSS will consider the needs of the student with a disability as well as the impact the Assistance Animal may have on the campus community." (Service and Assistance Animal Policy)

For more information please visit the following: <https://www.lclark.edu/live/profiles/5911-service-and-assistance-animal-policy> <https://www.lclark.edu/live/profiles/3650-animal-control-policy>.

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 Campus Living and the Area Director prior to posting in a given residence hall. Posting in common spaces is only permitted on approved surfaces by the RA/AD. All postings in common spaces of this sort must display either the date of the event being advertised, or the date two weeks from the 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. Items not approved may be removed without notice. Bring 44 copies of your flyer to the Campus Living Office to have them approved and posted in the residence halls by the RAs.

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 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, or to perform routine or requested 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 Sexual Misconduct policy at <https://www.lclark.edu/live/profiles/3680-sexual-misconduct-resources-and-support-policy> 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 exploitation, sexual assault, or rape. Survivors of sexual misconduct may contact the Sexual Assault Response Advocate at 503-202-3119.

Smoking and Open Flames

Smoking is not allowed in any residence hall or any other campus buildings. Lewis & Clark is a smoke and tobacco-free campus.

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, etc.) are prohibited in campus buildings, unless specifically approved by college official. Possession or use of fireworks is prohibited on campus.

Solicitation

Solicitation of resources (e.g. money, donations, 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 a residence hall, report the incident to Campus Safety (503-768-7777).

Visiting Privileges

Students assume responsibility for conduct of their visitors. All overnight guests must be registered prior to their visit. Overnight guests who are not registered and found may be removed from campus, by Campus Safety or Campus Living personnel. If a visitor is asked to leave a specific area on campus, it is the responsibility of the student host to cooperate with the College official making the request. Lewis & Clark 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 deemed appropriate.

A person who has been suspended or dismissed from Lewis & Clark for disciplinary reasons, or whose record prohibits admission without special clearance, does not have visiting privileges on 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 students, 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 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.

Weapons

The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of the Lewis & Clark community. Therefore, the possession of weapons is prohibited on the College campus.

For the purposes of this policy a weapon is defined as any instrument, article, or substance which is specifically designed for and presently capable of causing death, incapacitation, or serious physical injury. This includes but is not limited to firearms, firearms ammunition, 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) and knives (other than pocket knives) with blades longer than three and one half inches, metal knuckles, straight razors, blackjacks, saps, sap gloves, koshes, bludgeons, martial arts stars, and weapons of the type commonly known as nunchakus.

Anyone who observes someone on the Lewis & Clark campus violating this policy should immediately report the incident to the Campus Safety Office by dialing 7777. The complainant should be prepared to provide the Campus Safety Office with any relevant information that caused them to observe the violation.

Campus Safety Officers have the right to secure weapons from persons in violation of this policy. These weapons will be secured in the Campus Safety Office until the person is prepared to remove them from campus.

Persons who possess a concealed weapons permit are NOT allowed to carry weapons on the private property of Lewis & Clark's campus. Possessing a weapon for the purpose of sport, hunting, personal protection, or any benign reason will not exempt a person from this policy.

Due to the perception of threat and subsequent disruption that can be caused by their presence, prop or replica firearms may not be brought to campus unless intended to be used in connection with a scheduled, permitted event. Persons seeking to bring prop or replica firearms to campus in such circumstances will notify Campus Safety well in advance, so that they may be inspected by Campus Safety staff and confirmed as not operational prior to the time they are transported to any other campus location. Campus Safety will monitor the transport of any such prop or replica firearms to and from the events for which they are to be used.

Packing List

What To Leave At Home

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

- Firearms, sling shots and weapons of any kind - See Weapons Policy
- Air, spud/potato, airsoft and paint ball guns
- Fireworks
- Camping fuel (propane), gasoline, charcoal, or other flammable liquid
- Butane torches
- Candles, incense, or sage
- Halogen lamps
- Unauthorized Pets (service and assistance animals need to be registered through Student Support Services)
- Appliances with open coils (ex. hot plates, heaters)
- Any other item which may possibly threaten the health or safety of residents.

Note: If you bring drums and amplifiers for instruments to campus, please note they may NOT be used in the residence halls - per the Noise Policy.

What To Bring

- Hand-held vacuum
- High Efficiency (HE) laundry detergent
- Surge protector
- Clothing hangers and other desired closet organizers
- Alarm clock
- Posters (and blue painters tape- the only approved adhesive for the walls)
- Plants
- Umbrella and/or rain gear
- Towels & wash cloths
- Study lamp (LED or fluorescent preferred, halogen prohibited)
- Flashlight with batteries
- TV/DVD player
- Radio or stereo. Don't forget to bring your headphones!
- Your own bedding (i.e. sheets, pillow case, pillow, blanket(s), mattress pad & comforter).

Note: All beds are extra-long twin (39"x80") with the exception of Juniper in Forest Hall. Additional information can also be found on the New Student Orientation (NSO)

webpage: https://college.lclark.edu/student_life/new_student_orientation/what_to_bring/

Also, check out: <https://bigfuture.collegeboard.org/get-in/making-a-decision/off-to-college-checklist>

Lewis & Clark College

2019 – 2020 Academic Calendar

FALL SEMESTER 2019

August 28	Halls Open for New Students
August 28 – September 2	New Student Orientation
August 28 – 29	Parents Preview
September 1	Halls Open for Continuing Students
September 3	First Day of Classes
September 6	Last Day to Change Meal Plan
September 13	Last Day to Register or Add/Drop
October 10 – 13	Fall Break (no classes)
October 14 – November 1	Registration Advising for Spring 2020
October 25 – 27	Family Weekend / Homecoming
November 1	Last Day to Request Leave of Absence
November 4 – 14	Registration for Spring 2020
November 7	Housing Lottery for Spring 2020
November 28 – December 1	Thanksgiving Break, Halls Open, <u>NO</u> meal service
December 12	Last Day of Classes
December 12 – 13	Reading Days
December 14, 16, 17, 18	Final Examinations
December 18	Last Meal Served is Dinner
December 19	Halls Close @ 3pm

SPRING SEMESTER 2020

January 19	Halls Open at 9am
January 20	MLK Jr. Day Observed (no classes)
January 21	First Day of Classes
January 24	Last Day to Change Meal Plan
January 31	Last Day to Register or Add/Drop
February 7	2020-21 Early Sign-Up Deadline for JR/SR
March 6	2020-21 Housing Renewal Information for SO
March 9 – April 3	Registration Advising for Fall 2020
March 21 – 29	Spring Break, Halls Open, <u>NO</u> Meal Service
April 1	Last Day to Request Leave of Absence
April 7 – 16	Registration for Fall 2020
April 2	Housing Lottery for Fall 2020
April 20	Room Selection for Fall 2020 Housing
April 30	Last Day of Classes
May 1 – 2	Reading Days
May 4 – 7	Final Examinations
May 7	Last Meal Served is Dinner
May 8	Halls Close @ 3pm for <u>Non-Graduating</u> Students
May 9	Commencement
May 10	Halls Close @ 3pm for <u>Graduates</u>

Welcome Home Pioneers!

Lewis & Clark
Portland, OR

Lewis & Clark follows the letter and spirit of all equal opportunity and civil rights laws.