



CAMPUS LIVING

Lewis & Clark College

Lewis & Clark Residential Handbook

2023-2024

Table of Contents

Campus Living Foundations.....	2	Keys	15
Campus Living Staff	3	Card Access System	16
Campus Phone Numbers	4	Emergencies.....	16
Housing Agreement	5	Fire Safety	16-17
Residence Halls.....	5	Campus Safety Escort Program	17
Roommates.....	6	Campus Policies.....	18
Room Condition Reports (RCRs).....	6	Alcohol	18
Furnishings.....	7	Alcohol in private spaces.....	18
Bed Adjustments.....	7	Alcohol in public spaces	18
Room Care (General).....	7-8	Cannabis	18
Damage Responsibility.....	7	Chalking.....	18
Common Area Responsibility.....	8	Disorderly Conduct	19
Health and Safety Inspections.....	8-9	Drugs and Drug Paraphernalia	19
Maintenance & Repair.....	9	Emergency Equipment.....	19
Bed Bugs/Stink Bugs/Shield Beetles.....	9	Fire Alarms	19
Mold Prevention.....	10-11	Noise.....	19
Food Service.....	12	Off-Campus Behavior	20
Meal Plan Options.....	12	Paint Policy	20
Bon Appétit Hours of Operation.....	13	Pet Policy	20
Services.....	13	Posting	21
Campus Mail.....	13	Room Entry.....	21
Heat.....	13	Sexual Misconduct.....	21
Housekeeping.....	13	Smoking and Open Flames	21
Laundry.....	13	Solicitation.....	22
Kitchens.....	13-14	Visiting Privileges.....	22
Trash & Recycling.....	14	Weapons.....	23
MicroFridge® Rental Program.....	14	Packing List.....	23
Mini-Fridges (personal).....	14	What to Leave at Home.....	23
Safety.....	15	What to Bring	24
Theft.....	15	2023-2024 Academic Calendar.....	24

Our Foundations

Campus Living focuses its program development and delivery on 4 key foundations:

Social Justice, Diversity, Equity, & Inclusion

Campus Living works to foster an environment where students of all backgrounds and lived experiences will find belonging, support, and growth. Campus Living is committed to creating, and collaborating on, opportunities for communities and individuals to explore topics related to social identities, power, privilege, and oppression.

Purpose

When you do something with purpose, you do it with determination. When your activities have a purpose, you have an aim or intention in mind. Whether it is extracurriculars a student engages in, the experiences they seek on or off campus, their academic pursuits, or their professional path, Campus Living seeks to help students reflect on, discover, and express their “why?”

Wellness

Finding balance, and caring for oneself, encompasses many areas of a student’s day to day life. Through living on campus, Lewis & Clark students will be engaged in a diversity of wellness dimensions that can assist them in thriving during their educational journey. These include social, physical, emotional, occupational, spiritual, intellectual, environmental, and financial wellness. All of which are interconnected and important to a well-rounded and balanced lifestyle.

Relationships

Students are part of a myriad of communities. From being neighbors, to sharing a room, to being part of the larger Lewis & Clark Campus relationships are present in every aspect of student life and are at the heart of Campus Living. During their time on-campus Campus Living endeavors to help students navigate new and continuing relationships that will form the bedrock of their academic, co-curricular, and personal lives.

Campus Living Professional Staff

Dr. Benjamin Meoz (he/him), Director of Campus Living, 503-768-7757, bcmeoz@lclark.edu
Theresa Brostowitz (she/her), Assistant Director of Campus Living, 503-748-8777, theresab@lclark.edu
Franchesca Spann (she/her), Operations Coordinator, 503-768-7183, franchescaspann@lclark.edu
Megan Doren (she/her), Administrative Coordinator, 503-768-7123, living@lclark.edu
CJ Cabungcal (she/her), Graduate Assistant, cjcabungcal@lclark.edu
Adam Hintze (he/him), Area Director - Copeland Hall, 503-768-8361, ahintze@lclark.edu
Jared Kasten (they/them), Area Director - Holmes, Hartzfeld & Apartments, 503-768-8091, jrkasten@lclark.edu
Julia Pacheco-Cole (she/her), Area Director - Platt-Howard Halls, 503-768-8780, jpacheco-cole@lclark.edu
Juliane Carla Corpus (she/her), Area Director - Forest Halls, 503-768-8600, julianecorpus@lclark.edu
Hannah Machado (she/they), Area Director - Stewart, Odell & Akin Halls, 503-768-8930, hannahmachado@lclark.edu

Residential Experience Managers (REMs)

The Residential Experience Manager (REM) role is a live-in student leadership position within the Office of Campus Living. Working under the direct supervision of a Campus Living professional staff member and/or graduate assistant, REMs collaborate with their supervisor and staff team to support community development and resident engagement. REMs will provide role modeling, mentorship, and peer support for Resident Advisors (RAs) within their assigned community. The REM also plays a key role in supporting Living Learning Community (LLC) program development and delivery efforts and participates in Campus Living committees.

Resident Advisors (RAs)

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 call during the following times:
7pm-7am Monday-Sunday, with one RA on Weekend On-Call for campus 10am-7pm, Saturday and Sunday.

What to call the RA on call for:

- Lockouts during on-call hours
- Noise Complaints
- Policy Violations
- Hazardous Conditions in the Building
- Non-life threatening Mental or Physical Health Concerns

What NOT to call the RA on Call for:

- Immediate or Urgent/Life Threatening Emergencies
 - Call Campus Safety Emergency Line at (503)768-7777
- Minor roommate conflict: email your RA
- Work Orders: submit through our [website](#)

Campus Phone Numbers

[Campus Living](#): (503)768-7123
Resident Advisor (RA) On Call: (503)768-8999
[Admissions](#): (503) 768-7040
[Alumni](#): (503) 768-7950
[Associated Student Body \(ASB\)](#): (503) 768-7148
[Bon Appétit Food Service](#): (503) 768-7890
[Bookstore](#): (503) 768-7880
[Campus Activities Board \(CAB\)](#): (503) 768-7121
[Campus Safety \(EMERGENCY\)](#): (503) 768-7777
Campus Safety (non-emergency): (503) 768-7855
[Career Center](#): (503) 768-7114
[College Advising Center](#): (503) 768-7600
[College Outdoors](#): (503) 768-7124
[Counseling Service](#): (503) 768-7160
[Dean of the College of Arts and Sciences](#): (503) 768-7100
[Dean of Students/ VPSL](#): (503)768-7110
[Financial Aid](#): (503)768-7090
[Health Promotion and Wellness](#): (503) 768-7112
[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) 768-7121
[Library](#): (503) 768-7274
[Mail Services](#):(503) 768-7867
[Office of Spiritual Life](#): (503) 768-7082
[Office of Student Accessibility \(OSA\)](#): (503) 768-7091
[Overseas and Off-Campus Programs](#): (503) 768-7295
[Physical Education and Athletics](#): (503) 768-7545
[Title IX Coordinator](#): lmakin-byrd@lclark.edu
[Registrar](#): (503) 768-7325
[Sexual and Interpersonal Violence Confidential Advocates](#): (503) 768-7112
[Snow Closure Line](#): Emergency Notification System
[Student Engagement](#): (503) 768-7122
[Student and Departmental Account Services](#): (503) 768-7829
[Student Health Service](#): (503) 768-7165
[Student Leadership & Service \(SLS\)](#): (503) 768-7076
[Student Rights & Responsibilities \(SRR\)](#): (503) 768-7770
[Symbolic and Quantitative Resource Center \(SORC\)](#): (503) 768-7560
[Veterans Services](#): (503) 768-6030
[Writing Center](#): (503) 768-750

Housing Agreement

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

Residency Requirement

A full academic year Agreement, which includes room and board, is required of all first and second year students. Students on leave during their first two years will be required to fulfill the remaining residency requirement upon returning to Lewis & Clark. Students studying abroad for a semester or more through the Overseas and Off-Campus Programs Office will be able to count that time towards their residency requirement progress.

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). The College does not intend to offer a release from the Residency Requirement in 2023-2024 to students who do not fall under one of these exceptions.

Once you have moved into your room, you are held to the terms of the Housing Agreement unless you withdraw for the semester, or take a leave of absence from the College.

Breaks, Early Arrivals, and Late Stays

The housing Agreement extended from September through early May and does not include housing during Winter Break except for residents of the East, West, and Roberts Apartments. Residents of all other communities must vacate their room for Winter break unless you have an approved Winter Break application. A limited amount of housing will be made available during Winter Break for an additional fee. 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. Students are required to move in no earlier and move out no later than the dates listed in the agreement or on a date agreed upon by the student and Campus Living in advance. Arrivals before the agreement period begins (early arrivals) and departures after the agreement period ends (late stays) need to be approved by the Office of Campus Living in advance. There is a \$25/day early arrival and late stay charge. Some exceptions apply. Unapproved early arrivals and late stays are subject to a \$150/night fine and may be referred to the Office of Student Rights and Responsibilities.

Winter break housing for 2023-24 will be located in Stewart, Odell, Akin, Holmes, Hartzfeld, and the East, West, and Roberts Apartments. Students must have an agreement for both the Fall and Spring terms to be eligible for Winter Break housing. Students approved to participate in college sponsored winter programs (Winterim, Athletics, Wilderness First Responder, Speech and Debate) will work with the sponsoring office to determine winter housing needs. Learn more about winter break housing here.

Summer Housing

Summer housing is not included in the academic year Housing Agreement (September through early May). Students have the opportunity to sign up for summer housing when the application opens in mid-March.

One Semester Housing

All one semester students will be assigned to Stewart Hall for the 2023-2024 academic year. Exceptions will be made for Seniors who can still select where they want to live if they are graduating that academic year, and for students whose housing accommodations can not be met in Stewart Hall. One semester students assigned to Stewart Hall will receive advanced room selection for the following academic year if planning to live on campus.

Roommates

We strongly encourage roommates to complete a **Roommate Agreement or Apartment Agreement** during room selection in April, and at the latest, during the first few weeks of fall semester. We have found that this agreement reduces the possibility of irreconcilable differences throughout the year. It is also a tool RAs will use to help you resolve any conflicts that may arise throughout the year. Roommates may update agreements 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 (refer to pages 7 & 8)
- Conflict Resolution
- Alcohol/Drug use (refer to pages 20 & 21)
- Borrowing/Loaning personal belongings
- Room cleaning schedule
- Privacy and visitors (refer to page 24)
- Sleep/Study hours

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, you must complete a **Room Condition Report (RCR)** online.

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 sign up for housing on our housing portal and request each other in a roommate grouping. Then, during room selection, roommates will be able to select their desired room.

Room Condition Verification (RCRs)

Before you move-in, Campus Living staff reviews the condition of the room and inventory items in the space. Once you check-in to your room, you will be able to review all inventory items and their conditions on the housing portal. You will be given the opportunity to review and confirm the status of inventory items, making notes if you find additional damage. These inventory conditions will be used to assess damage charges at the end of the spring term when you vacate your room space. Learn more about logging into the housing portal and completing your room condition verification [here](#).

Room Consolidation

In the event that your assigned roommate never moves into the hall or moves out during the year, the following things may happen: (1) you may have another roommate assigned to you or (2) you may be moved to another room where a vacancy exists.

Agreement Release

Continuing student deposits may be returned only if written notice of Agreement termination is received by the Office of Campus Living. Mid-year Agreement releases are granted only to residents withdrawing or taking a leave of absence from the College or by petition. If you wish to petition to be released from your Housing Agreement, you must submit a petition request via [this link](#). A committee will determine whether to grant a release. Complete information is available on [our website](#).

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. **Disassembling or removing College issued furniture from the assigned room is not permitted.**

Bed Adjustment

For the 2023-2024 academic year, we will be approving limited bed adjustment requests. We have limited bed parts and labor and will prioritize adjustments that are based on accessibility needs. Not all halls are eligible for lofting and bunking.

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. 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.

Residents may purchase bed risers no taller than 8” if they wish to create additional storage space under an un-lofted bed. Campus Living and Lewis & Clark Facilities do not provide bed risers and are not responsible for damages or injuries resulting from the use of bed risers.

For safety and liability reasons, and without access to proper tools and bed parts, you should not attempt to raise or lower your bed without the assistance of Facilities Services.

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 occupants 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 settle into your new space.

Duct tape leaves adhesive residue and will peel paint off of walls when removed. Even light adhesives like cellophane tape may leave a residue and remove paint. While damage can result from the use of any adhesives, blue painters tape is typically the least likely to harm painted/treated surfaces. 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. Please do not use nails, push pins, or other sharp objects to hang items on walls.

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. Not all communities have access to vacuums for student check-out - ask your RA if there are any available in your building for student use.

Damage Responsibility

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 a Facilities Services staff member 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, completed and signed by you and an RA at check-in, to account for any pre existing damage to the room.

Common Area Responsibility

All members of the community have access to use and the responsibility to preserve the condition of the common areas (lounges, kitchens, bathrooms, etc.). The cost of repairing damage and/or replacing missing items (furniture, fire safety equipment, etc.) in common areas is shared among the residents unless it is known which person(s) are responsible. Residents may also be charged for excessive cleaning. If you know who is responsible, please inform your RA or AD so the appropriate people will be charged.

Health and Safety Inspections

Around midterms each 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 respects your right to privacy and believes the inspection program is an important measure that benefits all students living in the residence halls by addressing facilities and safety issues regularly.

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 Area Director, Residential Experience Manager, and Resident Advisor will provide additional information about the inspection process and also provide residents with a checklist 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.

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

- Properly dispose of trash and recycling in the dumpsters and recycling bins located outside your building.
- Sweep, vacuum, or mop all floors in your living space.
- Check your smoke detector to see if it is properly attached, uncovered, and in operational condition.
- Check electrical outlets, cords, and 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.
- Wash dirty laundry and properly store clean clothes when finished.
- Make sure screens are properly installed on windows (they should only be removed in the case of an emergency).
- 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 light dusting around the room.
- Kitchens - dispose of spoiled food, wipe down surfaces and appliances, wash dishes and store them.

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 (listed in this document) 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 should policy violations be noted.

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 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 will work with you to complete a work order. When a repair has been made in your room, a form will be left indicating the date and time of entrance by a Facilities Services employee and the service performed. If you are present during repair, you may be asked to step out of the room temporarily.

Bed Bugs

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 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:

- Avoid bringing second-hand clothing or furniture items in your room prior to laundering.
- 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 and using the hottest wash and dry cycles possible.
- Inform your Hall Staff immediately if you suspect bed bug activity.

Stink Bugs/Shield Beetles

With the transition from summer to fall, we experience Stink Bugs/Shield Beetles attempting to find a comfortable indoor spot to settle in for the approaching cooler weather. These harmless bugs weasel their way indoors through small cracks and crevices and love campus buildings. Here are tips and tricks for mitigating stink bugs from entering your space or capturing the ones who are currently living rent-free in your room:

- Don't kill them! While these bugs are annoying, their smell is far worse than their presence.
- Stink bugs don't bite and don't want to hurt humans. If you find some in your room, you can remove and release them outdoors. An easy way to do this is with a handheld vacuum.
- If you open your windows to let in fresh air, keep your screens closed. But beware- stink bugs are infamous for finding a way indoors even when windows and doors are properly sealed shut
- Stink bugs don't like dryer sheets. You can hang a dryer sheet near your window or wipe down windows and screens with the dryer sheet to deflect them from entering into your room.
- Keep food and perishable items properly sealed. Stink bugs are always looking for a snack.
- If you already have some stink bugs in your room, you can capture them by mixing warm water and dish soap in a jar or cup. The bugs are attracted to the scent and will fall in but can't swim. After a few days, you can dump the contents out and make a new cup.
- Report missing screens or large window gaps to your Area Director if the bug problem persists in your room.
- You are allowed to use painters tape to seal your windows. Do NOT use any other type of tape as it might cause damage to the screen and windows. Please reach out to your RA or Campus Living for a roll of tape.

Mold Prevention

The Pacific Northwest is a moisture rich environment, and mold and mildew are naturally occurring. Both are common in the Pacific Northwest, and most varieties of mold and mildew do not pose a risk to your health. Many people think that any black colored mold or mildew they find is a toxic variety of mold known as “black mold.” However, toxic black mold is very rare. Most of the black-colored mold that you find is likely to be common mildew, which can be cleaned up without much difficulty. Learn more from the [US Environmental Protection Agency's page on Mold and Mildew](#).

A common source of mold/ mildew is condensation. This happens when the outside is cold, the inside is warm, and there's a lot of moisture in the air. (Basically, winter in Oregon!) If conditions are right, water drops will form on the wall or window that is next to the cold air. Then, if the water isn't cleaned up, mold or mildew can grow on the wall, the window, or anything that comes in contact with the wall or window.

Please help maintain your living environment by following these suggestions:

- Leave a window open, even slightly during the winter months, for at least 20 minutes a day. When weather permits, open windows fully on opposite sides of the apartment, if applicable, to allow for a good exchange of air.
- Leave a window open, even slightly, when boiling water or doing any cooking. If you live in an apartment, turn on the exhaust fan over the stove.
- Curtains or blinds should be left open whenever possible to allow air circulation over the window. Areas exposed to sunlight are usually too dry for mold growth.
- Leave interior doors (i.e., bathroom, room) open whenever possible for better air circulation.
- Use a clothes dryer to dry your laundry. Hanging wet clothes in your room can significantly increase moisture levels in the room.
- Allow space between furniture or personal items and walls. Furniture or personal items placed too close to walls limit the airflow and may encourage the growth of mildew.
- For suites and apartments, use the bathroom exhaust fan when taking a shower or bath.
- If the mold/ mildew is on a hard surface (walls, windows, floors, doors), use soap and warm water to clean it off. There are also commercial products available specifically for mold. Just wipe the area down, throw out the sponge or rag you used for cleaning, and then (this is important) let the area dry. If necessary, put a fan nearby to make sure that the area dries out.
- If the mold/ mildew is on something soft, like fabric or upholstery, you can wash the item in hot water and dry it thoroughly. If that's not possible, you can try wiping the item off and then drying the item out (for instance, use a hair dryer on furniture). That can be enough if the mold/ mildew hasn't penetrated too deeply. However, in many cases, you may have to throw the item away.

If, after taking the above steps to keep your space mildew/ mold free, you find you are experiencing severe moisture problems, place a work order

The Key to Mold Control is Moisture Control

Mold... no one wants it in their home. Mold produces allergens and can cause health problems. Although mold is naturally found in the indoor environment, it won't grow without moisture.

Take steps to control mold and moisture indoors:



Reduce humidity: use exhaust fans or open windows in kitchens and bathrooms, and use air conditioners or dehumidifiers as needed.



Prevent condensation by reducing humidity, increasing ventilation, or raising the indoor air temperature.



Completely dry any damp or wet surfaces within 24–48 hours, and fix the source of the water problem or leak.

If mold does grow in your home...



Promptly fix the source of any water problems or leaks.



Clean mold off of hard surfaces with water and detergent, and dry completely.



Absorbent materials that have mold growth may need to be replaced — e.g. ceiling tiles, carpet, furniture.



If you are experiencing symptoms that you think are caused by mold, consult a medical professional.



Visit epa.gov/mold to learn what personal protective equipment to wear to limit your mold exposure. If mold or water damage is extensive, or the water is not clean, consult a professional.



epa.gov/mold

Food Service

Bon Appétit Food Service

Bon Appétit believes in serving only the freshest food. It is prepared almost completely from scratch, using 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 \(www.cafebonappetit.com/lewisandclark\)](http://www.cafebonappetit.com/lewisandclark) for menu lists and other information. All on-campus students are required to select a meal plan. Each meal plan assures one meal per meal period.

Meal Plan Options

- **19 Meal - All Access Plan**

This is a meal plan that allows students to enjoy all meal periods on campus. If the meal is taken in Fields Dining Room, the student may enter during any meal period as many times as they wish. If a meal equivalency is taken in the Trail Room, students cannot combine the equivalency meals with an unlimited meal in Fields during the same period. **Cost: \$3,333 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: \$3,097 per semester**

- **14 Meal Plan - With Flex**

Any 14 meals served per week in the dining room or used as meal equivalency in the Trail Room or Maggie's, plus \$200 worth of flex points per semester. **Cost: \$3,244 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 and Flex Only (apartment residents only) meal plans.

Flex Points

You may buy additional flex points to use in Fields, the Trail Room, or the Dovecote. Bon Appetit gives a 10% bonus on a purchase of \$75 or more. **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 if you are required to have 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.**

Application forms for exception to the meal plan are available from the Office of Campus Living and at [this site](#). 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

Please see the Bon Appetit [website](#) for up to date information regarding their hours of operation for each of the different dining halls on campus.

Other Campus Services

Campus Mail

The campus mailroom is located in the McAfee Building, across from East Hall. It is open for full service (stamps, mailing/pickup of packages) 9:30am-4:00pm Monday through Friday, 11:00am-2:00pm 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 the heating unit to provide adequate circulation. **Please note that Stewart and Odell Halls are the only residence halls with air conditioning.**

Approximate hours of operation are as follows:

The steam heating system in **Akin/Platt-Howard/Forest/Copeland:** Operates 24/7 when it's less than 60 degrees outside. **Stewart/Odell/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 A&A Housekeeping staff. Students are responsible for cleaning up after themselves in their private space as well as in the kitchen and lounge. Students 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. If you see an A&A staff member in the halls, tell them thank you! They are a big part of keeping your residence hall safe and clean.

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 over heat. Always follow the posted instructions with regard to capacity and the amount of soap used in machines. To submit any work orders for laundry machines, please click [here](#). You are able to check for available machines and remaining time on your cycle via the CSC Serviceworks digital laundry system.

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. Bin liners and paper towels are provided by Facilities and basic cleaning products are provided at the beginning of the year. 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. Students do have access to communal refrigerators and freezers and are responsible for the cleaning and upkeep of the refrigerator and freezer.

We use a progressive approach to resolving kitchen use and cleanliness issues that starts with communication to resolve issues.

- Campus Living staff (e.g., RAs) will do outreach to a specific student, if known, to discuss kitchen usage and care.
- If a specific person has not been identified, Campus Living staff will facilitate a conversation among the residents of the floor/wing associated with the kitchen, to discuss strategies to improve kitchen usage and care.
- If a specific person consistently affects kitchen usability for others then they may lose kitchen privileges and any additional associated cleaning charges may be passed on to that student.
- If a specific person has not been identified and there are consistent kitchen issues despite community dialogue(s), charges for additional cleaning by facilities are passed onto the floor/wing associated with that kitchen.
- If, after the above steps, issues with a kitchen persist then the kitchen may be modified (locking storage), or even be closed or taken off-line until another community conversation can be held.

Trash & Recycling

Lewis & Clark College is committed to recycling. Each residence hall is equipped with recycling receptacles, which are located outside near the dumpsters. Each room is equipped with a 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. Trash can liners are not provided by the college.

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 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. 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 \$75 fine for any personal fridges that are abandoned at the end of the year.

Internet

All of the residence halls on campus have wireless internet access. Information about required system software is available from Information Technology at 503-768-7225 or via this [LINK](#). If you are experiencing difficulties with your computer, contact Information Technology 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 (see next page).
- 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.
- Review the evacuation assembly point for your residential area.
- Investigate renter's insurance coverage through family homeowners insurance (if applicable) or a private plan for students such as [Grad Guard](#).
- Sign up for L & C's emergency notification system which provides rapid notification to students, faculty, and staff in the event of an emergency and what actions to take in response. It is used ONLY for emergency communications and for periodic testing and drills. Participants have a choice of receiving emergency alerts via text message, cell phone, office phone, home phone, Lewis & Clark email, other email, or ANY COMBINATION of the above. More information can be found [HERE](#).
- Respect and abide by all college policies, regulations, and procedures.

Theft

Theft is most likely to occur during the first and last few weeks of the semester 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 bookbags 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 (example: [Grad Guard](#)) if you are not covered by a homeowners' insurance policy. Information about purchasing an insurance policy is available through the Office of Campus Living.

Keys

When you arrive on campus to move into your room, you will be issued one key to your assigned room and are required to retrieve it in person from a Campus Living staff member 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 Call (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 of the room as a safety precaution. \$150 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 (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. Residential students only have access to their assigned hall and the hall where their Area Director is located if you are assigned to Forest, Hartzfeld, or the apartments. 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 visit their office to 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 ask them to please use their ID to enter. 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: **The Office of Student Accessibility (OSA)** 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 8:30am.-4:30p.m, Monday - Friday; **RA On Call** can be contacted at 503-768-8999, 7pm.-7am. Sunday-Thursday and 24 hours Friday-Saturday

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. These incidents can result from everyday activities that, when not managed properly, can cause major damage to a community. Fires in Residence Halls at L&C have been caused by cigarette ash, grease and unmonitored food in common kitchens, unapproved appliances/decorations (including candles), and more.

Observance of fire safety measures in the residence halls is imperative. 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 our residence hall.

Please use extra caution and do not leave the kitchen when using a microwave, stove, or oven. Unattended cooking triggers fire alarms 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 or hang from the sprinkler heads. Accidental or careless impact to a sprinkler head can, and has, caused thousands of dollars of damage to student possessions, rooms and room furniture, and common spaces. Sprinkler heads release hundreds of gallons of water when released, and will not stop until the system is cleared

In the event of a fire and/or fire alarm, students are required to exit the building, even if there is no observable evidence of fire. Please note where your building's [Evacuation Assembly Area](#) is located.

Fire Safety (cont.)

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 (503-768-7872).

- In all cases of fire, call 911 and Campus Safety's Emergency Line (503-768-7777). 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.**
- Offer assistance to others that may need it, or ask for it.
- 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.

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. This system can also be accessed for anyone seeking mobility assistance.

A Sampling of Campus Policies

For a full list of campus policies, please visit:

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 bong are prohibited in private spaces

Alcohol in Public Spaces

Public space is defined as any location on campus other than student residential rooms. 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 Law School (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.

Cannabis

Starting July 1st, 2015, Oregon law permits those over the age of 21 to consume cannabis in a private setting, possess up to one ounce of cannabis in public, possess up to eight ounces of cannabis in a private home, and grow up to four plants in a private home. **However**, cannabis 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.

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 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, manufacture, cultivation, 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 not prescribed to the individual 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 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.

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.

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 pm – 10 am Sunday through Thursday
- 12:00 am – 10 am 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. Courtesy Hours are enforced by a reasonable standard, meaning, if behavior causes undue impact to your neighbors or community, you may be asked to lower your volume or stop any activity. This is typically defined in-practice as noise that can be heard from more than two rooms away with your room door closed. If repeated noise complaints are generated during Courtesy Hours, the situation may be documented.

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. This includes walls, ceilings, windows, and college issued furniture. 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. 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 unauthorized 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. Please inform visitors that they may not bring pets into the residence halls when visiting you.

Residential students are allowed one fish tank of up-to 10 gallons of water. Tanks are only allowed to contain non-carnivorous fish, and may not be used as a terrarium for other species, such as tarantulas, lizards, etc. If a tank is found being used in an unapproved manner during the school year, you will be required to remove it from the hall.

"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 OSA. 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 [Emotional Support] Animal to LC are required to make an appointment with the Office of Student Accessibility (OSA) well in advance of their arrival to discuss their request. OSA 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, OSA 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

Areas 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, the Campus Activities Board, and/or the Area Director prior to posting.**

Posting in common spaces is only permitted on approved surfaces by Campus Living staff. 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. **To have posters approved and distributed, bring them to the Campus Living Office during business hours, and they will be placed in staff mailboxes to be brought to the halls.** To conserve paper, and with the closing of the Campus Print Center (Paw Print), consider using digital marketing techniques.

Room Entry

College staff may enter a residence hall room, after knocking, in the performance of their administrative duties or in the case of a health or safety emergency. 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 appropriate and 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 www.lclark.edu/offices/human_resources/employee_resources/policies/institutional/employee_conduct/sexual_misconduct.php 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 Confidential Advocates at 503-768-7112.

Smoking and Open Flames

Smoking is not allowed on campus. There are cigarette disposal containers located near several entry points to campus (e.g., Gate 5).

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 officials. Possession or use of fireworks is prohibited on campus.

Solicitation

Solicitation of resources (e.g. money, donations, etc.) or distribution of literature or goods for sale by 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).

Private Business

The housing agreement prohibits students using their room or any other College Housing facility for commercial purposes or financial profit.

Individuals who are not employees are not permitted to distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions for any other cause or conduct any activity on College property which is not specifically authorized and directly related to College business.

<https://www.lclark.edu/live/profiles/3664-non-solicitation-policy>

Visiting Privileges

Off-campus visitors and guests will be allowed during the 2023-24 academic year. Overnight visitors are allowed to stay for a maximum of three consecutive nights, not to exceed 10 days per semester, except with the permission of your Area Director. Overnight visitors are not permitted over Winter break. Visitors may not sleep in lounges or any other common areas of residential facilities.

Students are expected to register overnight guests via the Campus living website prior to their stay at:

https://college.lclark.edu/student_life/campus_living/visitor-policy/

Students assume responsibility for the conduct of their visitors. 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

It is the policy of Lewis & Clark to prohibit illegal or unauthorized possession of weapons, explosives, or dangerous chemicals on-campus. 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 deemed 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, coshs, bludgeons, martial arts stars, and weapons of the type commonly known as nunchakus.

Additional information is available on the Lewis & Clark College website, from the Office of Student Rights and Responsibilities, or the Office of the Dean of Students.

Packing List

What To Leave At Home

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

- Controlled substances (ex. cannabis, non prescription drugs)
- Firearms, sling shots, and weapons of any kind - See Weapons Policy
- Blades longer than three and one half inches
- Orbeez, Air, spud/potato, airsoft, and paintball guns
- Fireworks, sparklers, and matches
- Camping fuel (propane), gasoline, charcoal, or other flammable liquid
- Butane torches
- Candles, incense, or sage
- Christmas lights or “rope” style lights (string lights that produce heat are prohibited, but **battery operated or LED bulbs are acceptable**)
- Halogen lamps
- Pets (with the exception of fish) (emotional support animals must be approved by the Office of Student Accessibility)
- Appliances with open coils (ex. hot plates, heaters, toasters)
- 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 laundry detergent
- Surge protector
- Clothing hangers and other desired closet organizers
- Alarm clock
- Posters (and blue painters tape)
- Plants (please consider their care if you will be away from campus over winter break)
- An [emergency kit](#) as recommended by the American Red Cross
- Umbrella and/or rain gear
- Towels & washcloths
- Study lamp (LED or fluorescent preferred, halogen prohibited)
- Flashlight with batteries
- Ear plugs or noise canceling headphones
- Headphones or ear-buds for listening to media when a roommate need to sleep or study
- Your own bedding (i.e. sheets, pillow case, pillow, blanket(s), mattress pad & comforter).

Note: All beds are extra-long twin (39”x 80) 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/

2023-2024 Academic Calendar

An up to date Academic Calendar is always available on the Lewis & Clark website. You can find that calendar [here](#). You can also find a full housing calendar on the Campus Living website [here](#).



CAMPUS LIVING

Lewis & Clark College