

# *Residence Life & Housing*

Connecting Life, Learning, and Community



# **Guide to Living at Linfield**

## **2024-2025**

WELCOME

Welcome to Residence Life & Housing at Linfield University. The entire Residence Life Staff is pleased that you are joining us. Residence Life promises to be one of the most memorable and rewarding aspects of your university career. It is a unique and valuable experience that will serve as a special part of your education.

Residence Life provides you with an opportunity to establish new and long-lasting friendships with a wide variety of people. It also provides an environment in which you can gain academic support and grow as an individual.

It is our intention to provide an environment in which you will learn and grow. We work hard at it, but we need your help in creating positive living learning communities. This handbook gives you specific information about Residence Life as well as various policies and procedures. It is your responsibility to be familiar with the information and policies outlined in this handbook, as well as the information and policies in the housing contract and the Student Policy Guide.

We hope you will take advantage of all the opportunities and programs offered this year through Residence Life. The keys to a successful living learning environment are communication and mutual respect. This handbook has been designed to promote discussion and understanding. Please feel free to call upon your Resident Assistant, Residence Life Assistants, Area Director, or myself for assistance or clarification.

Have a great year!

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## LIVING AND LEARNING AT LINFIELD UNIVERSITY

As a result of their experience in University Housing, residents will cultivate understanding of and develop skills in the following three areas: **wellbeing, identity** and **community**, and **cultural competence**. Through developing these areas of growth, residents will move on from Linfield prepared for living in community throughout adulthood.

**As a result of living in University Housing, residents will be able to:**

1. Employ skills for holistic wellness, such as connecting with and supporting others, practicing self-care, and using healthy coping mechanisms.
2. Celebrate and demonstrate respect for differences in cultures, identities, and social backgrounds as well as how these factors influence their own perspectives and those of others.
3. Reflect on and identify personal growth areas, strengths and skills, and how these are influenced through interconnection with community.

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## Who's Who?

### **Area Directors**

Area Directors are full-time, professional administrators with master's degrees in college student personnel or related fields. They supervise RAs, develop university-wide programs, facilitate developmental conversations with students, and respond to crisis/emergency situations on campus. They engage with students, staff, university departments, and other organizations to promote an environment conducive to social, emotional, and intellectual growth. Area Directors live on campus to better support students and serve in a 24/7 on call rotation. Each Area Director also has their own functional area within Residence Life focusing on leadership development, residential education, and housing processes.

### **Graduate Resident Directors**

Graduate Resident Directors are current graduate students serving in a 15-hour per week professional Residence Life capacity with a focus on student supervision. They supervise RAs, assist with university-wide programs, hold educational conversations with students, and respond to crisis/emergency situations on campus. They engage with students, staff, university departments, and other organizations to promote an environment conducive to social, emotional, and intellectual growth. Graduate Resident Directors live on campus to better support students and serve in a 24/7 on call rotation.

### **Residence Life Assistants (RLAs)**

RLAs are live-in students who assist and support Residence Life staff with the department's day-to-day operations and goals. They serve as assistants to the Residence Life professional staff and mentors for the RAs. RLAs must have already served as an RA at Linfield to be considered for an RLA role.

### **Resident Assistants (RAs)**

Resident Assistants (RAs) are live-in students assigned with the responsibility of developing caring and meaningful relationships with each student in their community. RAs are assigned to each floor of the residence halls, and work to create a developmental and supportive environment where students feel comfortable discussing their problems and concerns. RAs also are trained to address conflicts, respond to emergencies, and keep students aware and informed of policies and activities. RAs also promote community, connection, and personal growth through putting on engaging, informative programs and

events. These programs align with the Residential Curriculum, which is designed to prepare residents for living in communities at Linfield and beyond.

**You can expect your RA to:**

- Know your name and to get to know you
- Act as a role model and lead your community
- Help create a sense of community and mutual respect
- Promote the acceptance of diversity and inclusiveness
- Support and enforce all university policies and procedures
- Address behavior that disrupts the community
- Plan fun, engaging programs that and provide opportunities for growth
- Serve as a liaison with campus partners
- Keep you connected to student life and campus activities at Linfield
- Listen to your concerns and help mediate roommate conflicts

**You cannot expect your RA to:**

- Be available 24 hours a day
- Wake you up for class
- Solve your problems for you
- Be your personal or professional counselor
- Never make mistakes
- Ignore policy violations

## **Residence Hall Association (RHA)**

RHA is a student-led organization dedicated to providing engaging programs, leadership opportunities and advocacy for residential students. To assist in the development of the hall community and in an effort to ensure that students become actively involved in the community guidelines, each hall has hall representatives.

## **Peer Hearing Board**

The Peer Hearing Board is a peer review board made up of representatives from the student body. The purpose of the Board is for students to help create positive living/learning communities by adjudicating and resolving conduct issues. Serving as a Peer Hearing Board representative is a unique opportunity to develop leadership and critical thinking skills, while being of service to the community.

## **HOUSING PROCESSES**

### **Moving into Campus Housing**

Prior to arriving to campus, you will receive an email from Linfield Housing with specific instructions on how and when you will be able to move into your housing assignment. The Residence Life and Housing office is located in Mahaffey Hall 127 and is open from 9:00am to 4:00pm, Monday-Friday, to answer any move in questions that you may have.

### **Check-In Procedures**

Upon check-in, each resident should thoroughly examine the room or apartment and check the condition noted on the check-in inventory that can be found on your Linfield Housing Portal. When finished, residents must accept the room condition on the check-in inventory. Any discrepancies should immediately be addressed to the RA and the resident of the room should document the discrepancies via photos. If no changes are added, it is presumed the student is in agreement with the Inventory Form and takes responsibility for the condition of the residence. Any damages found upon resident move that was not captured on the check-in inventory will be presumed as new damage and the resident may be held financially responsible.

### **Check-Out Procedures**

Upon resident check-out, residence hall rooms and Suburbs must be left in the same condition as they were in at the beginning of the year. Failure to clean, vacuum, dust and wipe down furniture or remove all belongings and trash may result in a fine. Any damages found upon resident move out that was not captured on the check-in inventory will be presumed as new damage and the resident may be held financially responsible. Specific information will be distributed to students upon check out.

Residents checking out of university housing during the year must complete a housing checkout form, available in the Residence Life & Housing Office (Mahaffey 127). Residents checking out of university housing are responsible to follow all check-out procedures. Failure to follow all check-out procedures may result in a \$50 improper check-out fine.

### **Residence hall and Suburb end of the year check-out process:**

1. Residents must complete a check-out, select either an express or standard checkout, and return their form with their key (if applicable) as indicated on their checkout form. Failure to properly check out may result in a \$50 fine. Failure to return the room key (if applicable) will result in an \$85 lock change fee.
2. Upon check out, rooms must be completely cleaned and left in the same condition as found upon move in. This includes vacuuming, all surfaces wiped down and all garbage removed from the room, or cleaning fees may be imposed. Any damages found upon resident move that was not captured on the check-in inventory will be presumed as new damage and the resident may be held financially responsible.



3. Residents must ensure all hallways and all common areas are cleaned, vacuumed and free of garbage.
4. All residents who are not graduating or involved in graduation must check out within 24 hours after their last final. Failure to do so may result in a \$100 per day fine.
5. Residents can choose between a Standard Checkout (Resident has their RA inspect/inventory their room for damages with the resident present) and an Express Checkout (Residents turns in their key and their RA inspects/inventories their room for damages after the resident has left).

## **Housing Registration**

### **Fall Semester Housing**

The housing registration process occurs each spring in late April or early May. Specific information will be distributed following Spring Break. Housing priority is determined by total credit hours. Students wishing to live in Suburb housing must be in their third year of university attendance or must be 21. Suburb eligibility is not impacted by academic standing. Students must have enough eligible people to fill a room in order to register for that room. If you have any questions about this process, please refer to the Housing website: <http://www.linfield.edu/reslife>

### **January Term and Spring Semester Housing**

Students will be registered and billed for January Term and Spring Semester Housing in the same housing they have for Fall Semester. Any vacancies will be filled either by students returning from abroad, transfer students, or students on the waiting list. If students know of someone they want to live with, we will try to accommodate that request. If students do not know of anyone to fill a vacancy in their location, we will place someone with them. No one should assume they will have a vacancy in their room or apartment. If students will not be on campus for January Term or if they want to change their housing, they must complete the appropriate paperwork in November.

### **January Housing**

If you are enrolled for January Term and living in university housing, there is no housing charge for January Term apart from your fall and spring room or apartment costs. First year students are not charged for housing for January Term but will pay for board. Any student who is not enrolled for January Term or who chooses to commute from home may not occupy University housing during January Term.

### **Vacation and Summer Housing**

During vacation periods within semester (Fall Break, Thanksgiving Break, and Spring Break) students can stay in their rooms or apartments at no extra charge provided they notify the Residence Life & Housing Office by filling out the online student break registration form. Students must vacate housing within 24 hours of their last final at the end of each academic term. Students graduating are permitted to stay until the day following graduation. Residence halls and apartments are closed between academic terms.

Students needing housing during that time will be charged \$50 per day up to a maximum of \$400 to remain in university housing for winter break.

There are housing options for students to live on campus during the summer. Information about summer housing will be available starting in late April. This housing will be in a designated residence hall or apartment and placement will be made after Spring Term housing registration.

### **Off Campus Housing Exemption**

Linfield University is a residential campus and requires all students to live in college housing for three years. A student may be exempt from college housing if the student meets at least one of the criteria listed below:

1. 4<sup>th</sup> year college attendance (minimum)
2. 21 years of age prior to the start of the 2023-2024 academic year (August 28, 2023)
3. Living with parent(s) or guardian(s) in their primary home of residence within Yamhill County
4. Student is married or registered domestic partnership
5. Student has qualifying dependent(s) living with you in your primary home of residence

### **Meal Plan Requirements**

All students in residence halls or fraternity housing (who are non-suburb eligible) are required to be on a meal plan. For the first semester that a student attends Linfield and is living in a residence hall the student starts with the unlimited meal plan. For the second semester and thereafter, a different option may be chosen. Meal plan changes may only be made during the first two weeks of fall and spring semesters and during the first two days of January Term.

### **Open Room Move Process:**

During the first two weeks of the Fall and Spring Semester, housing enters a housing freeze period where room changes will not be granted except in emergency situations. During the 3<sup>rd</sup> and 4<sup>th</sup> week of the Fall/Spring Semester, housing will offer an open room move period, in which students can request to move rooms for any number of reasons.

To go through the open room, move process, students must submit an application and sign up for a 15-minute meeting with the Assistant Director of Housing Operations. During this meeting, the Assistant Director of Housing Operations will walk the student through our available rooms to find a match that best fits the needs of the student.

An email containing in-depth information on the specifics of the open room move period will be sent to all students during the 2<sup>nd</sup> week of Fall and Spring semesters. Due to the short time frame of the January academic term, housing does not offer room moves during the month of January except in emergency situations.

### **Room Consolidation and Extra Space**

In the event your roommate does not show up or moves out during the year, one of three things may happen:

1. You may be assigned another roommate
2. You may be moved to another room where a vacancy exists, location and timing of move to be determined by the Assistant Director of Housing Operations.
3. Space permitting, you may remain alone in the room and pay the higher rate for a double-as-single, or triple-as-double (this option is rare) and must be approved by the Assistant Director of Housing Operations.

## Roommates

Some roommates become very good friends, choosing to socialize and study together. Others become friends but spend time outside the room with different social groups. Others do not become friends but accept each other as roommates and live compatibly together for the year. Remember that you will meet many students other than your roommate. In addition to your hallmates, you will make friends through classes, sports, work, and other student activities.

Healthy roommate relationships are only one piece of the campus living experience—a very BIG piece. The purpose of this section is to help you develop a positive relationship between you and your roommate. In it, you will find conversation starters, tips for making it through the good and not-so-good times, and helpful tidbits of information collected from higher education professionals. There are several tools you can bring with you to campus that will help you and your roommate kick-off the school year right. Some of these tools include:

- Respect
- Appreciation for diversity
- Flexibility
- Trust
- Care
- Willingness to communicate

## Learning to Give-and-Take

Many students have never had the chance to share a room with another person, while for others, a room to themselves would be an oddity. Sharing a living space requires flexibility, consideration, and effort by each roommate. You can get to know your roommate by discussing some of the following before they become an issue:

- I assert myself in situations where...
- I feel taken advantage of when...
- My definition of compromise is...

To create and maintain a healthy roommate relationship, it is imperative that communication begins at the beginning. Living with another individual is a challenging situation for many people. A little extra effort, however, can limit the number of confrontations later.

You and your roommate should begin to learn about one another as soon as possible, and answers to the following questions are a great place to start:

- Where are you from?
- Do you know what your major will be?
- What kind of work are you hoping to do?
- What do you like to do in your spare time?
- What are you looking forward to here at Linfield?
- What things make you a little nervous?
- Are you a morning or a night person? What time do you like to go to bed? Wake up?
- When and how do you like to study?
- Have you ever shared a room with another person?
- What do you think are the most important things that we can work on to help us get along as roommates?

Once you have made it to campus and you and your roommate are alone in the room, talking about the following issues will help you “settle” in:

- **Arranging the room.** Take this step together when you first move into the room so that you both feel like you belong in the room. Remember, the room can always be rearranged later to keep things “new.”
- **Using each other’s stuff.** Discuss what things are OK to borrow and which items you would rather keep to yourself. Including clothing, CDs, food, video games, and computers.

## Communication Tips

A breakdown in communication is the most common problem for roommates who are unable to get along. Use the following strategies to help avoid possible arguments or confrontations:

- **Talk it out.** Sooner or later, an issue is bound to come up that frustrates one of the roommates. Make the commitment to work disagreements out verbally between the two of you. Keep all the issues “on the table” and avoid going behind one another’s back.
- **Agree to disagree.** Roommates don’t have to be mirror images of each other. It is important to remember that you are each your own individual. Being different from one another is what makes the experience beneficial to both roommates. Choose to respect one another’s perspectives and ideas. Remember that there is more than one way to look at an issue.
- **Leave messages.** As roommates, you will rely on one another for contact with people outside of your room. Decide where messages will be left for one another. Include phone messages, dry-erase board messages, and messages from visitors.

## Helping Hands

Life at college can have its rough days, which sometimes turn into rough weeks. Your roommate may experience difficulty and your automatic response may be to jump right in and help. However, it is

important to recognize your limitations when it comes to helping. You should make sure that you are doing what is best for your roommate.

- Academic difficulty. Is your roommate sleeping through classes? Do they put homework to the side when social opportunities arise? Or are they obsessed with grades and become upset with a bad grade?
- Struggling with alcohol or other drugs. You may have noticed your roommate coming in late at night or on several nights. Has your roommate begun hanging around with a new crowd of friends? Does your roommate seem to be in an altered state at times? Have you seen drug paraphernalia around the room? Is alcohol becoming a “normal” part of your roommate’s life?
- Depression. Is your roommate sleeping a great deal during the day? Does your roommate cry frequently or ever mention harming themselves?
- Family issues. Does your roommate dread going home for the weekend or for breaks? Has your roommate ever mentioned to you anything about family abuse at home? Have you overheard fights on the phone with people at home?

Unfortunately, there is no one cure-all that can fix any of the above situations or any others that may come up. The most important thing to remember is that you have resources in your hall as well as across campus. Don’t get in over your head. Get to know your RA and your Area Director and ask them to help!

### **Roommate + Roommate = Friends?**

There is a myth that says that college roommates must be the best of friends. This is not true. Mere acquaintances can make the best roommates if the lines of communication are established and there is mutual respect. If you and your roommate are not best friends, don’t worry. It most likely means that you each have found people with common interests in other areas. Remember that you are both trying to meet new people and make new friends on campus.

### **Put It All Together**

College roommates may turn out to be the best of friends or may part ways and head off in their own directions. Regardless of how the two of you end your roommate experience, there are bound to be unforgettable moments that the two of you will share for the rest of your life. It is important to remember that the differences among people are what make our experiences memorable. You will soon find that different people can become compatible roommates.

A little effort, respect, care, and tact – plus an open mind – can help you increase your chances of creating and maintaining a strong roommate relationship.

### **Safety First!**

Sharing your room with someone also means sharing responsibilities. Foremost among these is ensuring your personal safety. Each of you may have your own idea of what “being safe” means. Therefore, we ask you to discuss the following points:

- Locking the room

- Expectations for guest and visitor behavior
- Sharing and posting passwords
- Carrying your keys always
- Whether you will allow people in your room if neither roommate is present
- Following the policies outlined by Residence Life

### **Roommate Contracts**

Sometimes new roommates need a little assistance communicating with one another. To ease the transition and to help in some of the decision-making processes, the Residence Life & Housing Office has created the Roommate Contract. Within the first several weeks, or as designated by staff, your RA will approach you and your roommate to discuss the contract in detail. This document is to be filled out completely by both roommates. It serves as a signed pact between roommates and covers many topics that need to be discussed.

### **Roommate Challenges**

Your RA is available to assist with any roommate conflicts. In most cases, you will be required to follow a process to work through any conflicts. It is our goal that you will learn valuable communication and conflict resolution skills during this process. We will work with you to help make this a successful process. If this process is not successful, a move may occur. There are no room changes during certain parts of the semester. Moving without Area Director permission or not following the above-outlined procedure will result in a \$50 fine.

**The procedure below will be used for changing rooms or apartment outside of the open room move period:**

1. Discuss your concerns with your roommate in a face-to-face conversation.
2. Discuss your concerns with your RA, who will facilitate a resolution process between you and your current roommate(s).
3. If concerns continue to exist, please contact the Professional Staff Member (Pro-Staff) responsible for your housing area.
4. After working with the Pro-Staff, it may be determined that a move or change of room is the best option. Only a Professional Staff member can approve a room move.
5. You will be asked to meet with the AD of Housing, who will help you determine a location to move to. All room changes must be approved by the AD for Housing in consultation with the AD for your housing area.
6. Complete all the steps and turn in the keys to your old room to the Residence Life & Housing Office in Mahaffey by your designated move-out date. Failure to complete the move by the designated date assigned by the AD for Housing or not following the procedure correctly may result in the room change being cancelled, or other penalties.
7. Since we see conflict resolution and communication processes as our learning outcomes for Residence Life, the university may ask you to complete a reflection on your roommate challenge once the process is complete. This will be mandatory and is part of the room change process.



## Practical Planning

Your room assignment and roommate information will be emailed to your Linfield account. We encourage you to contact your assigned roommate before you pack so you don't end up in a room with two mini-fridges and no television.

Each room is furnished with bed frames and mattresses, two desks and chairs, closet/wardrobe space, and dresser space. Computers, televisions, stereos/radios, portable speakers, and desk lamps are all fine to pack. All residential students are provided with streaming services through Xfinity on campus. Talk to your RA to learn more about how to set this up! You could also bring a roku or amazon fire stick to connect your TV to streaming services.

Storage space in your room is limited.

Consult the list that follows before you pack.

## What to Pack

### Necessities

Linens for a twin XL mattress	Blanket, mattress pad
Towels	Desk Lamp
Pillow	Chargers (phone, computer, etc)
Toiletries	Laundry basket or bag
Reusable Mug & Water Bottle	Clothes hangers
Safety-fused power strip or surge protector	Laundry Detergent
School Supplies	Flip-flops (for showers)
Fan	Raincoat

### Optional Items

Snacks	Command Strips
Bicycle with lock	Flashlight
Coffee/ beverage maker	Calculator
Umbrella	Computer/ Tablet
Basic Cleaning Supplies	Television
Bluetooth music player	First Aid Kit
Plates, cups, cutlery	Personal Vacuum

### Leave at Home – These Items Are Safety Violations or Not Allowed

Candles, candle warmers, torches	Cinder blocks used to stack your bed	Illegal drugs or drug paraphernalia, including cannabis
Dartboards	Incandescent light bulbs	Hookahs and water pipes



Mattresses	TV Mounts for wall	Any propellant guns (airsoft, BB paintball)
Oil Lamps	Ceiling Fans	Incense Burners
Contact paper or wallpaper	Non-removable stickers	Explosives, fireworks, volatile chemicals, or dangerous materials of any kind
Pets (except for fish, ESAs, Service Animals, & those animals approved to live in Pet Friendly Housing)	Extension cords that do not have an on/off switch	Weapons of any kind, including firearms, hunting knives, swords, hatchets, etc. as provided in the campus weapons policy
Electric/ Kerosene Heaters	Non-approved bed lofts	Motorized scooters
Air Conditioning Units	Lava Lamps	Ceiling Tapestries
Street/ Construction Signs	Sun Lamps	Water Beds
Kegs, Beer Bonges, & other large containers of alcohol	Butane Torches	

E-cigarettes, cigars, and cigarettes may be possessed in the residence halls, but not used. Campus and residence hall policies require these to be used outside at least 20 feet from all campus buildings.

**Items residents can have if left in common space kitchen**

Toaster/ Toaster Oven	“Instant” Pot or pressure cooker	Hot plates & any heating unit with exposed heating element
Airfryer	Grills, including George Foreman	Rice Cooker

## LIVING ON CAMPUS

Living in University Housing at Linfield provides an opportunity to experience a uniquely rich community, develop skills in creating and maintaining relationships, and contribute to a community that cares for and respects each person. Behavior that disrupts individuals or the community (e.g., disorderly conduct, harassment, unreasonable noise, violation of housing contract or other University policies) shall be grounds for notice to relocate to another assignment, determined by the University, or to vacate residence and terminate the contract.

### **TV on Campus**

All on-campus residents have access to the XFINITY on Campus digital streaming service from Comcast (IPTV). The XFINITY on Campus service is offered at no extra charge as part of your Residence Life free amenities package. XFINITY On Campus – IPTV service gives our students who reside on campus the ability to stream live TV programming and thousands of XFINITY on Demand shows and movies. Also included with XFINITY on Campus is over 20 hours of personal Cloud DVR (digital video recording) storage. XFINITY on Campus is available on both desktops and laptops, tablets, and mobile devices (iOS, Android, Kindle).

Stream Live TV anytime, anywhere, with XFINITY. All included with your Campus housing. Plus, download the XFINITY Stream app to record your shows and watch on the go.

Note: You must be registered as an on-campus (Linfield University) resident AND you must physically be on campus using Linfield University's WIFI network to register and use your device with XFINITY on Campus.

Experience more and start today by visiting [www.xfinityoncampus.com](http://www.xfinityoncampus.com). You can authenticate using your CATNET user ID and password.

Disclaimer: Restrictions apply. Not available in all areas. Limited to XFINITY on Campus customers. Standard data charges apply to mobile app download and usage. Check with your carrier. Comcast 2017. All Rights Reserved.

## CatNet Computer and Telephone Connections

All student residential halls, suburbs (apartments), academic classrooms and public areas have wireless network access available. If unsure of wireless accessibility on campus, look for the “CatNet Unplugged” wireless stickers appearing on public access entrances of buildings. Performance may vary in these areas depending on the style and individual characteristics of your wireless equipment.

To use your computers or other technology, students must first connect to the Linfield Network upon their arrival.

For a look at what that entails and what you can do to make the process easier and faster once you arrive, go to <http://www.linfield.edu/it/student-information.html>. Students who bring Mac computers will only need to register on the Linfield network with their CatNet ID's. If you are interested in receiving assistance configuring your computer for wireless access, contact Integrated Technology Services (ITS) at [macsupport@linfield.edu](mailto:macsupport@linfield.edu)

All residence halls and suburbs (apartments) have land line phone jacks. Because of the very low use of these jacks these phone jacks will be inactive. Integrated Technology Services (ITS) will activate a phone jack in a residence hall or suburb by request. To do so, please send an email to [macsupport@linfield.edu](mailto:macsupport@linfield.edu) with your name, residence hall or suburb and room number with a brief description of why you would like the phone jack activated.

## Cleanliness and Damages

### Bathrooms- Residence Halls

Facilities Services cleans all residence hall bathrooms on a regular basis. Since the space is communal, it is important to share the bathroom space and help to maintain the overall cleanliness. Do not dump personal trash in the bathroom trash cans. Residents may be fined for the removal of personal trash found in bathroom trash cans or any excessive cleaning that may be needed. Examples of excessive cleaning include but are not limited to hair dye in the showers/sinks, disengaged fire extinguisher, bodily fluids not in the toilet, and anything else our cleaning services team may spend extra time cleaning or deem as excessive. Do not post signs in the bathrooms, as all areas need to be able to be wiped down.

### Cleaning

Residents are responsible for the cleanliness of their own apartment and room throughout the year and can check out a vacuum from the RA. Failure to keep your room clean will attract ants and other pests. It is not the responsibility of custodians to pick up after students. Residents are expected to assist in keeping the common areas and bathrooms clean. Cleaning charges may be assessed to residents for excessive messes. Residents are expected to pick up after themselves in common areas and to keep all common space furniture in its original position. Residents found in possession of common space furniture may be fined.

### Custodial Service and Maintenance

Facilities Services provides personnel for the general upkeep of the public areas and community bathrooms in the residence halls. If something in your room needs to be repaired, notify your RA.

Facilities Services and Residence Life may make periodic safety and maintenance inspections throughout the year. Students will be charged for repairs beyond normal use.

### Damages/Vandalism

The University does not assume responsibility for damage caused by students. Damage in a student's room or apartment is the responsibility of the occupant(s). Damage in corridors, stairwells, apartment landscaping and entrances, bathrooms, lounges, etc. is the responsibility of the individual, floor, entire hall or apartment complex as circumstances dictate. If the person responsible for damage cannot be identified, the charges will be assessed to the lowest possible denominator of students who should be held responsible. Experience has proven that this is the best means of seeing that charges are directed at the most responsible individuals. For example, if damage occurs on a floor and the person responsible is not identified, the entire floor is charged the cost of repair. By the same token, if persons responsible for damage to public areas of residence halls cannot be identified, the cost of repairs will be divided among all residents living in the hall. Should damage occur, notify your RA as soon as possible to stop the problem from growing (water leak, damaged or dangerous electrical issue).

Tampering with any safety equipment, such as exit signs, fire extinguishers, smoke detectors, or sprinkler systems is classified as a federal offense. Linfield University Housing and Residential Life takes the tampering of safety equipment very seriously and community restitution may be assigned in addition to the damage charges. Examples of tampering with safety equipment include but are not limited to: knocking down or intentionally damaging exit signs, setting off a fire extinguisher without the threat of an active fire, covering or breaking smoke detectors, or intentionally disarming the sprinkler system.

Normal wear and tear to university property is expected. However, damage or vandalism will be billed directly to the student(s) responsible for the damage. If a person who does not live in the room or apartment causes damage, that person will be billed. If the person responsible cannot be identified for any reason, the resident(s) of the room or apartment will be billed. Community restitution may also be assigned in addition to damage charges.

Please use the list of sample charges below as an approximate guide for what you can expect to pay for damages. This list is not comprehensive and may be subject to change. Furniture will be charged out at replacement rate.

	Minimum	Maximum
Screen	Replace or Repair - \$25	
Light Covering	Replace or Repair - \$25	
Abandoned Property	Remove - \$25 and up	

Fire Alarm	Repair - \$100	
Cinder Blocks	Removal - \$50	
Flipped/Improperly Bunked Beds	Readjust - \$50	
Blinds	\$35	\$125
Carpet Cleaning	\$25	\$200
Doors	\$100	\$450
Cleaning Charges	\$25	\$100
Broken Window	\$25	\$300
Paint/Patch	\$25	\$100
Wall Damage (holes/patch)	\$50	\$200
Misc. Repairs	\$25	Up to actual total cost

### **Furniture**

You are responsible for all the furniture assigned to your residence. All University furniture must be kept in your room or apartment. Do not leave unwanted furniture in the hallway or balconies. The University cannot store furniture for students. Do not flip any beds upside down, as this weakens and may break the bed. A flipped bed may result in a \$50 fine. Do not stack your beds on other furniture or cinder blocks. There is a fine of \$50 to remove cinder blocks. If any furniture breaks or is damaged during the course of the year, contact your RA. Upon checkout, residents will be charged for any missing furniture or any which needs repair beyond normal use. No furniture may leave the hall or apartment or be exchanged with furniture from another hall or apartment. Lounge furniture may not be taken into your room. Lounge furniture found in your room will be removed and each resident may be fined up to \$100. Beds cannot be lofted. If you want to bunk or unbunk your bed, please speak with your RA. The RA will submit a work order for your request.

### **Kitchen Facilities – Residence Halls**

In the residence halls, you will have access to kitchen facilities, including a sink, stove/oven, and refrigerator. Check with your RA to learn the rules for use in your hall. Individuals using the kitchen must clean up after themselves. Do not leave dishes in the sink or food on the counters. Such items will be discarded by cleaning services, and the hall will be charged. Residence Life Staff may lock up kitchens that are not maintained.

Linfield University is not responsible for missing or stolen items from the residence hall kitchen. It is recommended that students clearly label their belongings/food containers. Cleaning services will routinely clean out the common space fridge and any food with mold on it will be discarded.

### Kitchen Facilities – Suburbs

Some Suburbs are furnished with dishwashers. Remember to use only dishwasher detergent and remove heavy soil from dishes and utensils prior to washing. The university may not replace dishwashers that break and cannot be repaired. Clean your refrigerator regularly. Make sure items that may spoil are discarded before vacation periods. Do not put heavy items inside the refrigerator, as their weight will damage the interior. On stoves, please clean the surface elements and ovens periodically. Any build-up of grease can cause a fire. Residents are responsible for providing all cleaning supplies.

## Fire Safety and Hazards

### Barbecues

HP Park and Mahaffey Hall have BBQ facilities provided on site. Please use caution when operating the BBQs and remember to make sure they are extinguished before you leave. In accordance with Yamhill County fire marshal, the use of BBQ grills is strictly prohibited on any deck, landing, walkway or stairs connected to a university owned apartment property or within 15 feet of any building.

### Electrical Appliances

You may use the following appliances in your residence:

1. Fan
2. Computer, printer
3. Iron
4. Electric blanket
5. Hair dryer, curling iron, etc.
6. Stereo
7. Small microwave
8. TV, video game units
9. Personal lamps (no halogen bulbs)
10. Refrigerator (models 2-4 cubic feet in size with electrical requirements of 0.5-3 amps, 120 volts AC only)
11. The only type of extension cord that may be used is a power strip with a breaker switch. Only one (1) power strip is allowed per electrical outlet.

\*The residence hall rooms do not have the electrical capacity to handle duplicate appliances. To avoid circuit overload, we encourage roommates to share appliances.

\*For safety reasons the Assistant Director of Residence Life and/or the Director of Environmental Health & Safety has the authority to determine if items not listed are a safety hazard.

## Fire Evacuation Points

Know your evacuation point and go there in the event of fire or other emergency, which renders your residence unsafe.

### Residence Halls

Anderson	Parking lot north of Anderson
Campbell	Open area just south Campbell
Elkinton	Renshaw Field
Frerichs	Grassy area next to softball field
Grover	Intramural field
Hewitt	Grassy area next to softball field
Jane Failing	Intramural field
Larsell	Parking lot north of Larsell
Latourette	Intramural field

Mahaffey	Grassy area next to softball field
Memorial	Lawn between Anderson and Frerichs
Miller	Fire pit next to HHPA
Newby	East end of Oak Grove clear of trees
Pioneer	East end of Oak Grove clear of trees
Potter	University Ave. Apartment Parking lot
Terrell	Renshaw Field
Whitman	Open area south of Campbell

### Suburbs (University Apartments)

Blaine St.	Blaine st. Parking lot
College Ave.	Parking lot
Dana Hall	Grassy area next to softball field

Hewlett Packard (HP) Park	Grassy area west of apartments
540	Parking lot

## Fire Evacuation Procedure

All students and their guests must evacuate immediately whenever a fire alarm is sounded. Ignoring a fire alarm is grounds for severe disciplinary action to be determined by the Assistant director of Residence Life or the Peer Hearing Board.



Each person is expected to observe the building evacuation guidelines:

1. If possible, leave the room lights on.
2. If possible, close room doors and windows.
3. If possible, leave the blinds open.
4. Wear shoes and carry/wear a coat.
5. Move quickly to the designated assembly area.
6. Once there, check in with Residence Life Staff or LPS and wait for further instructions.
7. Do not enter the building until directed to do so by Residence Life Staff or LPS.

### Fire Safety and Hazards

Each room is equipped with smoke detectors. If your smoke detector malfunctions, contact the RA so that it can be repaired. It is against the law to unplug or tamper with the smoke alarm. Doing so jeopardizes the safety of all residents and you may be fined up to \$500. It is wise to periodically check your smoke detector to be sure it is functioning properly. To do so, simply push the button. If it is working correctly, you will hear a loud beep. Misuse of fire and/or other safety equipment (fire escapes, fire-fighting equipment, sprinkler heads or pipes, exit signs, alarms) is strictly prohibited. For a list of all prohibited items, see page 24. Because of the threat posed (i.e., personal safety and property), violation of any of these or other fire safety regulations may result in a fine of up to \$500, damage charges, and possible disciplinary action.

Open flames, including such items as candles, incense burners; laboratory burners, camp stoves, and torches may not be used in any campus residence. Students wishing to use candles or incense for religious or spiritual purposes should contact Chaplain Jeremy Richards in Riley Hall 301. Due to the potential hazard, all fireplaces have been closed off and are not to be used. The only exception to this is the gas fireplaces located in Terrell and Elkinnton. Residents in those halls are encouraged to use the gas fireplaces safely. In accordance with Yamhill County fire marshal no BBQ grills may be used on any deck, landing, walkway or stairs connected to a university owned residence hall or apartment property or within 15 feet of any building.

Explosives, including firecrackers or other fireworks, and highly flammable and/or combustible materials may not be taken into residence halls or other University housing. This includes gas cans, motorbikes, motorcycles, and scooters. Students are also prohibited from hanging ceiling tapestries and neon lights. Decorative LED lights are permitted in on-campus housing as long as they do not violate the manufacturer guidelines. String lights must be plugged directly into an outlet or into an approved power strip with a breaker switch (reminder that extension cords are not allowed in university housing). Residents will be held responsible for damage from the misuse of these string lights or the hanging of the string lights which may result in fines.

### **Sprinkler Systems**

The fire safety sprinkler systems in each building are integral to the safety of each resident. Under no circumstances should anything be tied to, hung from, or obstruct a sprinkler head. If broken off, a sprinkler will expel 50 gallons of water a minute, resulting in considerable damage to surrounding areas. Balls, Frisbees, etc., should never be thrown inside of buildings, for the risk of general damage, but also due to the fact that these items can break off a sprinkler head. Students causing such damage will be held responsible for damage to all University property and all personal property of residents, as well as cleaning and associated charges.

## **Hall and Apartment Facilities**

### **Asbestos – Suburbs only**

Some of the apartments contain asbestos. All asbestos is encapsulated and is not a danger to residents. Please do not puncture the ceilings or floor tiles with any items. If your ceiling or floor tiles become damaged, contact Facilities Services right away at 503-883-2227 and inform your RA.

### **Laundry**

Washers and dryers are available in each residence hall and suburb community. Do not leave your laundry unattended for an extended period of time. All washers and dryers are free for students to use in all residence halls and apartments. Please remove clothing from the laundry room immediately so that other residents may utilize the machines. On the last Friday of each month, unclaimed items/clothes will be removed from the laundry room and donated.

In an effort to conserve natural resources, the university strongly encourages students to wait and do full loads of laundry. Please carefully follow all instructions for the use of the energy efficient machines.

### **Light Bulbs**

Light bulbs are installed in all fixtures prior to occupancy. Residents should contact their RA to report burnt out bulbs or submit a work order. Facilities Services will replace bulbs at no charge to residences.

### **Soft Drink Vending Machines**

A soft drink vending machine is located in most of our residence halls. The revenue from these machines is returned to each hall, and this income is a source of funding for hall programs and activities. In the event of a machine malfunction, please post a sign indicating “out of order” and report the problem and machine number to your RA.

## **Summer Storage**

Linfield University can accommodate summer storage for a limited number of students at this time. To find out if you qualify for summer storage, [Campus Summer Storage](#) webpage.

## **Walls**

To maintain quality residential halls, we ask that all students use poster putty or blue painter's tape to hang all decorations. The use of staples, nails, non-painter's tape, screws or bolts in the walls, ceilings or doors will result in a damage fine charged to the residents upon move out. Decorative LED lights are permitted in on-campus housing as long as they do not violate the manufacturer guidelines. String lights must be plugged directly into an outlet or into an approved power strip with a breaker switch (reminder that extension cords are not allowed in university housing). Residents will be held responsible for damage from the misuse of these string lights or the hanging of the string lights which may result in fines."

Students are also prohibited from hanging ceiling tapestries or neon lights on their walls. All adhesives must be completely removed from all walls upon check out. If using Command strips, students are encouraged to leave the strips on the wall at the end of the year. Students will be charged a minimum of \$25 per paint chip caused by improper command strip removal.

## **Hall Access and Propped Doors**

For your security, entrances to the residence halls are locked 24 hours per day. As a resident, you will have access to the building with your ID card 24 hours a day, and access to other residence halls 10am-10pm. Propping open doors is not allowed, and persons found in violation will be referred to the Peer Hearing Board. Propping doors creates a safety hazard for all residents. An entire building or floor may be fined for doors propped open within their residence hall. Forcing or ripping doors open may result in both fines for repairing damage and community restitution hours.

## **Hall Meetings**

Monthly hall meetings are essential to the residence hall communities. These meetings are a great chance to get to know fellow residents, the RAs in the building and strengthen ties within the community. Hall meetings are generally short in nature though cover important information, such as: hall announcements, policy review, housing and course registration information, upcoming programs and campus events, etc. Attendance at monthly hall meetings is required – Residents must give their RA advance notice if they are not able to attend the meeting. Residents are asked to speak with the RA at least 24 hours prior to the meeting. Failure to notify the RA 24 hours in advance or failure to attend may result in a \$25 fine.

## Health/Safety and Inspections

Each semester (or as needed in given situations) members of the Residence Life Staff will conduct announced inspections of the students' rooms and apartments. RAs will check for items that could be cause for concern -safety or policy- and will check for anything that needs a work order. RAs will only enter with another Residence Life staff member (RA, RLA, AD, etc.) Prohibited items may be confiscated and incident reports written, and disciplinary action taken, if necessary. The University reserves the right of reasonable entry to residential units to make necessary repairs, to maintain safety and health standards, and to assure compliance with the Residence Life Contract Agreement and any other University policies.

## Locks and Keys

Each resident is supplied with a key and/or ID card that allows access to your apartment, room, or building. Report lost keys to the Residence Life & Housing Office located in Mahaffey 127 immediately or by calling 503-883-5389. To maintain security for our residents, lost room or apartment keys will result in an automatic lock change. If you lose your room or apartment key, contact the Residence Life & Housing Office immediately. The charge for a lock change is \$85. The residence hall outside doors and HP Park Apartments are accessible with a student's ID. If you lose your ID card, please contact LPS immediately.

To maintain safety for students and protection of university property, any tampering with door locks may result in a \$50 per resident fine, and this includes the taping of door locks. The residents will be charged for any repairs necessary to bring the lock back into working order.

## Lockouts

If you are locked out there are three resources available to assist with a lockout.

Please seek their assistance in the following order:

1. Your roommate
2. Any RA in your building
3. The Residence Life & Housing Office, ext. 5389 (Monday-Friday, 10AM-5PM)
4. Linfield Public Safety (LPS), ext. 7233

LPS will respond at all hours, though students should first try to find an RA in their building and then contact the Residence Life & Housing Office during open office hours. Lockouts may be tracked. While Linfield does not charge for occasional lockouts, repeat or multiple lockouts may result in a fine or community restitution.

Students should carry their room or apartment key at all times for security reasons. When any staff member assists in lockout, they are instructed to verify the student is in possession of their room key. If the lock out is a result of a lost or misplaced key, students can pick up spare keys, in person, in the Residence Life & Housing Office, and hold onto the spare for up to 72 hours (about 3 days). If after this

time they do not return the spare and show their initial room key, for security reasons a lock change will be required at the resident's expense.

### **Personal Property and Liability**

Linfield does not ensure any student property and does not take responsibility for any property lost, stolen or damaged. You may want to consider renters insurance if your personal belongings are not covered on your parents'/guardians' insurance policy. You are now able to purchase GradGuard renters' insurance while completing your academic year housing application via your My Linfield Housing App.

### **Pests**

In life at Linfield, as in life elsewhere, insects and other pests can be part of your daily experience. Linfield has an active pest control program, using an Oregon licensed contractor, administered through Facilities Services. While the university will respond to any report of pest problems, we maintain a 'low impact, responsive' program, rather than polluting your living and learning environment with wholesale insecticide treatments.

Residents in university housing can reduce their exposure to pests by good housekeeping and hygiene practices. Vacuuming floors, cleaning counters, taking out the trash and recyclables regularly, storing food items in closed containers and other similar, common-sense methods will help to keep you from being visited by unwanted critters.

If a resident experiences bug bites and/or sights what they believe may be a bed bug, they are to immediately contact their Resident Assistant. The RA will then immediately contact the Professional Staff Member on duty. The Professional Staff Member will coordinate inspection and any needed treatment of the room/apartment. Facilities will immediately inspect the room/apartment while also scheduling outside pest services to inspect the room/apartment as soon as possible. Treatment of all affected rooms/apartment will include treatment of furniture as well as bedding. Students are responsible for laundering all of their clothing to eliminate any possible contamination.

Students should schedule an appointment with the Student Health, Wellness and Counseling Office in Walker 104 as soon as possible for treatment of any bites.

### **Recycling and Trash**

All students must properly dispose of their trash by taking it directly to the dumpsters located around campus. Residence hall students cannot leave trash in the hallway or empty personal trash into the hall or bathroom trash cans. Suburb residents must not leave trash in front of their apartment, in stairwells or on their balconies. Residents are expected to take all garbage to the dumpsters provided.

All residence halls have recycling containers. For residents living in the suburbs, there are several recycling sites located around campus. All members of the community are strongly encouraged to learn about the recycling program and sort out the recycling items from regular trash.

## Utilities

All charges for heat, light, water, and trash pick-up are included in the housing rates. Please conserve energy whenever possible to keep your housing rates from rising.

## Safety and Security

The greatest threat to residents' security is the failure to close and lock doors and windows. The following are suggestions in protecting residents, guests, and personal property:

1. Keep your room door locked and dead bolted, if possible, at all times.
2. Lock your windows before leaving your room.
3. Do not leave your keys or ID card lying around as this creates a safety concern for all students.
4. Do not let another student use your ID card or room key.
5. Travel with a companion when you are walking around the campus late at night.
6. Don't allow people you do not know to tailgate behind you as you walk into buildings.
7. Call LPS for emergencies or for escorts.

LPS can be called by dialing ext. 7233 from any campus phone, or 503-883-SAFE (7233) from non-university phones. Students are encouraged to save LPS 's phone number in their cell phone for safety and convenience. In case of a life-threatening emergency, dial 9-911 from campus, or 911 from non-university phones.

Students may be approached on campus by Residence Life staff and/or LPS for reasons of ensuring the safety of both the individual and others and to maintain a positive campus community. When approached, students are required to properly identify themselves as Linfield students and provide their student ID. Failure to do so will result in disciplinary consequences.

If a student does not appropriately identify themselves as a Linfield University student, the individual will be treated as a non-Linfield student and McMinnville police will be called to respond to the situation. In this case, the individual will be subject to municipal codes, fines and possible trespass from Linfield University in addition to any disciplinary sanctions imposed by Linfield.

If, when approached by Residence Life staff and/or LPS, a student walks/runs away from the campus official before providing proper ID and/or resolving the situation, LPS will call MacPD and more severe Linfield disciplinary consequences will apply.

## Workorders

If your room or apartment needs repair, contact your RA to submit a work order. Facilities or Auxiliary Services will respond to the work order as soon as possible, though it is not possible for the day or time of day of response to be predicted. If you have specific concerns regarding your work order or have an

approved animal in your space, please discuss this with your RA and they can request a specific date and time for the work order to be completed. By requesting a work order, you are giving the university permission to enter your room to perform the repairs necessary to address the work order.

## POLICIES

### Animals

All animals, other than aquarium fish (up to 20-gallon aquarium) are prohibited in university housing, unless they meet the following criteria:

1. An approved and documented service animal for students with documented disabilities, able and required to move around campus with the student
2. An approved and documented emotional support animal, limited to the student's assigned campus room
3. An approved and documented pet living in Pet Friendly Housing (Jane Failing), limited to Pet Friendly Housing

Having other animals on campus can pose health hazards or allergies to other students in our campus community. Students found with unapproved animals in university housing may be charged a \$250 dollar fine, plus cleaning and damage fees associated with an unapproved animal. Violation of this policy could affect a request for an accommodation or a request for pet friendly housing. Residents will be given 48 hours (about 2 days) to remove the pet from university housing, at which time the housing will be inspected for damage or cleaning charges. Any pet brought into university housing even temporarily (by a resident or a resident's guest) or via exterior openings (open doors and windows) and found in residents' rooms may result in a fine.

For more information on our service, therapy, or emotional support animal policy, please refer to appendix A.

### Alcohol Container Policy

Residents of any age cannot publicly display empty containers, full containers, and/or advertise alcohol in public spaces (entry door, balconies, patios, and windows). Residents who are found displaying or advertising alcohol publicly may be subject to disciplinary action. Public possession of an open container of alcohol or public consumption of alcohol is a violation of Linfield Policy and City Ordinances of McMinnville and Portland regardless of a student's age. Kegs, beer bongs and other large containers of alcohol are not permitted in university owned or affiliated properties and will be confiscated and will not be returned.

Students **under 21** who are in possession of full or empty alcohol containers (including but not limited to displaying containers and/or immediately following an alcohol consumption violation) they will be required to empty the alcohol and recycle the container(s) in a designated recycling area under the guidance of LPS or a member of the Residence Life Staff. Students **over 21** who are in possession of empty alcohol containers (including but not limited to displaying containers and/or immediately



following a violation: providing a space for minors to drink) will be permitted to keep the container(s) if they're interested.

For more information, please visit the alcohol policy in the Student Code of Conduct, located at <https://catalog.linfield.edu/spg/community-standards/alcohol-drugs/>.

### **Closed Areas**

All roof areas of University buildings are closed to students. Outside ledges, fire escapes, and other areas on the outside of buildings are also closed to students. Storage of items on window ledges or roof gutters is also prohibited. No items should be hung from a window ledge or gutter. Students are strictly prohibited from climbing out of, hanging out of or throwing anything out of windows. Custodial closets are also closed to students. Any violation of this policy may result in disciplinary action.

### **Compliance and Respect**

Students are expected to comply with all directives from university staff and public officials. Non-compliance and disrespect may include, but is not limited to:

1. Providing false information
2. Failing to provide requested information in a timely, reasonable and respectful manner
3. Failing to comply with a directive in a timely, reasonable and respectful manner
4. Verbally or physically abusing (including shouting, the use of profane language and physical threats and actions)

### **Decorative Lights**

Decorative LED lights are permitted in on-campus housing as long as they do not violate the manufacturer guidelines. String lights must be plugged directly into an outlet or into an approved power strip with a breaker switch (reminder that extension cords are not allowed in university housing). Residents will be held responsible for damage from the misuse of these string lights or the hanging of the string lights which may result in disciplinary action.

Residence Life Staff Members will use their discretion to determine whether or not there is a fire safety concern with any decorative lights.

### **Disciplinary Procedures**

An incident report is used to document any alleged behavior violations. Any member of the community may fill out an incident report by submitting an online report at <https://inside.linfield.edu/student-resources/conduct/Report.html>. A written incident report for behavior generates a hearing by the Office of Student Rights and Responsibilities. Fundamental fairness will be followed in these hearings.

The Dean of Students is involved in disciplinary action when the severity of the case warrants it. Student disciplinary records are kept in the Student Affairs Office. They are confidential as a part of FERPA and require an official written release. They are not a part of the official transcript of grades. Every student has the right to access their own file.

### **Peer Hearing Board**

The Peer Hearing Board, which is made up of Linfield students. The board hears cases involving alleged policy violations. Students interested in serving on the Peer Hearing Board should contact the Peer Hearing Board Advisor, [conductboard@linfield.edu](mailto:conductboard@linfield.edu).

The Board responds to incident reports received from Residence Life Staff, LPS, students, and others within the Linfield community. An incident report is not a presumption of policy violation. It is merely a record that something has occurred. Everyone involved in the incident will have a chance to speak at the hearing. Once all sides have been heard, the Board makes a decision. The decisions of the Board may be appealed to the Office of Student Rights & Responsibilities. In some situations, the Office of Student Rights & Responsibilities, Dean of Students, and/or the Area Directors may handle incidents on an individual basis.

The Peer Hearing Board typically hears cases weekly. Students involved in an incident report will be notified of the hearing process. Students who choose not to attend agree to have the case heard in their absence. Students will receive the board's decision by e-mail and are responsible for following through with any requirements set by the board. Those who receive a notification regarding a hearing process and have any questions may contact the Peer Hearing Board Advisor at ext. 2349.

### **Incident Reports**

Incident Reports are used for a variety of situations and are exactly as they are titled: reports of incidents. No outright violation is implied by the Incident Report. Incident Reports are simply a record of what happened. The Office of Student Rights and Responsibilities reviews all Incident Reports and determines the appropriate response given the nature of the Incident Report. This response could involve one or more of the following: a follow-up from an RA or Area Director, further involvement with the Office of Student Rights and Responsibilities, Dean of Students Office, etc. Incident Reports involving possible policy violations may be addressed by the Peer Hearing Board, Student Rights & Responsibilities Office or the Linfield University Hearing Board. Incident Reports are also used to report theft or damage of personal property. An Incident Report can be filed electronically by any student or administrator at <https://inside.linfield.edu/student-resources/conduct/Report.html>.

### **Guests/Visitation Policy**

This visitation policy is designed with the safety and well-being of our community members and property in mind. Visitation hours in student rooms and apartments and on student floors are Sunday-Thursday 10:00 AM to Midnight, Friday-Saturday, 10:00 AM- 2:00 AM. Residents are permitted to host guests so long as the rights and privacy of the other residents are taken into consideration. A "guest" is defined as any person who is not an assigned resident of the room or apartment.

1. The right of a resident to occupy her or his room/apartment without the presence of a guest takes precedence over the privilege of a resident to host guests.

2. A resident who hosts a guest is responsible for the guest's conduct at all times, as well as any damage caused by that guest.
3. The host must be with the guest at all times. Guests are not permitted to be unescorted and may not be left unattended in the host's university housing. Violation of this policy may result in, but is not limited to, loss of visitation privileges, relocation of the violating host(s), or cancellation of the housing contract of the violating host(s).
4. Guests must comply with all university policies. Guests who violate a policy may be asked to leave the community and/or university property and may be subject to further university action.

All residents are asked to develop and sign a roommate agreement, including a discussion of the hosting of guests. In addition to this formal process, roommates are encouraged to talk to one another about the use of the room or apartment.

### Overnight Guests

The Visitation - Overnight Guest Policy is an extension of the Visitation - General Policy. Unless otherwise noted, all general visitation expectations apply. An "overnight guest" is defined as any person who is not a resident of the assigned room or apartment and intends to occupy the room/apartment past established visitation hours. The university recognizes that residents may wish to occasionally host overnight guests; however, the presence of overnight guests requires consideration of the rights of all roommates and the residential community.

1. In a single-sex hall, all overnight guests must be of the same sex as the residents. Residents in co-ed halls and suburb apartments may host overnight guests of any sex, provided they have the consent of their roommate(s), and the guest always uses appropriate restrooms.
2. The residents' roommate agreement must address expectations for hosting overnight guests of the same and different sex than the residents.
3. The right of a resident to occupy her or his room/apartment without the presence of an overnight guest takes precedence over the privilege of a resident to host overnight guests.
4. Prior to hosting an overnight guest, the host resident must obtain the consent of the roommate(s) at least 24 hours in advance. In a Residence Hall, the host resident must inform the hall's RAs at least 24 hours in advance.
5. No overnight guests will be allowed during orientation, any breaks and the week preceding and during finals week.
6. Residents are allowed to have guests stay overnight for no more than three consecutive nights and six nights out of a thirty-day period.
7. Failure to follow these overnight guest policies will result in, but is not limited to, loss of overnight guest visitation privileges, relocation of the violating host(s), or cancellation of the housing agreement of the violating host(s).

## Weapons

In keeping with the Linfield Weapons Policy, firearms, dangerous weapons, and ammunition may not be kept in or taken into the halls. Knives, hunting knives, swords, hatchets, and the like are defined as dangerous. Folding, lock back, or 'pocketknives' of no more than 7" in length when unfolded or fully open are permitted. Use of propellant guns of any kind, including Air Soft guns, BB guns and paintball guns, are prohibited on campus and within the city limits. Weapons will be confiscated and will not be returned.

In keeping with its mission, Linfield University wants to provide a safe environment to foster excellence in learning for students and work performance for employees. Therefore, the possession or use of any firearm or other weapon (including but not limited to those listed below) is prohibited on any University property, in any vehicle on a university property, and at any University sponsored event at any location. This policy also applies to anyone possessing a valid permit to carry a concealed weapon. Authorized law enforcement officials, in the performance of their duties, are exempt from this policy. Off duty law enforcement officials are required to notify Linfield Public Safety if they are carrying a concealed weapon while not on duty.

Prohibited weapons include: ammunition; explosives in any form; propellant guns of any kind, including bb guns, pellet guns, Air Soft guns, paintball guns, 'potato guns' and others; knives (folding or pocket knives of no more than 7 inches in length when fully open are permitted), swords, hatchets and axes; 'fighting sticks', 'nun chucks,' 'throwing stars' and other martial arts weapons; brass knuckles, Tasers, or any other weapon, as determined by Linfield University except as they may be used in the education process as authorized by Linfield Faculty.

Any item being used outside of its designated purpose may be seen as a weapon and confiscated by Linfield Public Safety. Linfield Public Officials will also use their own discretion on the limit to how many items a student has that could be utilized or seen as a weapon.

Any student or employee found in possession of a prohibited weapon will have it confiscated by Linfield Public Safety. Confiscated weapons will be retained in locked storage by Linfield Public Safety pending an appropriate disposition and adjudication by either the Student Affairs Office (for students) or the Office of Human Resources (for employees). Any student who violates this policy is subject to disciplinary action up to and including suspension. Any Linfield employee who violates this policy is subject to disciplinary action up to and including termination of employment.

Visitors or other persons found in possession of a prohibited weapon will be asked to leave campus (or University sponsored event) and not to return with the prohibited object. In some instances, such

person(s) may be directed not to return to campus under any circumstance. Failure to comply with this policy will result in Linfield University engaging the assistance of local police authorities.

## **ID Cards**

All students will be issued a student body card free of charge at the beginning of the school year that is expected to last throughout the student's entire enrollment. These cards serve as official identification for Linfield students and must be carried at all times. They must be shown to LPS and Residence Life staff upon request. Students will need the card to do the following: get into the campus dining facility (Dillin), gain residence hall access, attend athletic events, use the bookstore, library, computer lab, HHPA and Recreation Complex and attend ASLU events. Pictures for new cards are taken in Cozine 101, from 8 am to 5 pm, except during the noon hour. If a student body card is lost a new card can be obtained at the LPS office. The first replacement card is free, subsequent replacements cards will cost \$25.

Students are prohibited from leaving their student ID cards outside their room, residence hall or apartment or giving their card to others for access to their room/apartment. This is a safety risk for the entire Linfield campus community. Students found to be doing so will receive a warning the first time and may be subject to a \$50 fine for any subsequent occurrences. Cards found by LPS or Residence Life staff will be confiscated, and students must contact LPS to reclaim their card.

## **Quiet and Courtesy Hours**

Students are expected to realize that in a community setting, and especially in an academic environment, consideration and courtesy for others is the most important factor at all times. While it is a fact that some amount of noise is bound to occur, students who continually infringe on the rights of others by maintaining unacceptable noise levels will be subject to disciplinary action. If asked to be quiet, students are expected to respond accordingly.

Students are expected to comply with all designated quiet hours. Residence hall and suburb quiet hours have a set standard from 10:00pm to 9:00am Sunday through Thursday and 12:00am to 9:00am Friday and Saturday. The individual hall communities may extend these hours.

Noise must be kept to a reasonable level (as determined by the Residence Life, LPS or the Residential Community) in consideration of neighbors and the McMinnville community. Problems or concerns with noise may result in the following:

1. Verbal Warning to the resident(s) from the Residence Life Staff or LPS to bring noise to a reasonable level within a specified period of time.
2. If the noise does not decrease to a reasonable level in the specified time, or if the noise reoccurs, an incident report will be filed with Residence Life. If there are multiple reports of noise, the party responsible will be sent to the Office of Student Rights & Responsibilities.
3. In the case of a gathering, the group will be asked to disperse and return to their own residence.

**24 Hour Quiet Hours:** 24 hour quiet hours begin on Reading Day and run through finals week, ending at 5pm on the last day of finals week. During this time, courtesy hours are not in effect because we expect all students to be quiet and respectful to their peers. All violations of 24 hour quiet hours will be sent to the Office of Student Rights and Responsibilities.

### **Smoking**

In compliance with the Oregon Indoor Clean Air Act and for life safety reasons, smoking (including e-cigarettes) and vaping is prohibited in all indoor areas of Linfield University, including but not limited to classrooms, hallways, lounges, laboratories, offices, dining areas, residence hall rooms, apartments, and all housing managed by Linfield.

For public health reasons, smoking and vaping is similarly prohibited at all indoor and outdoor public gatherings held on campus, regardless of the sponsor. Smoking and vaping is also prohibited in all university vehicles. Smoking and vaping is not permitted within 30 feet of building entrances or open windows.

As of January 1, 2018, Oregon State Law states that a person under 21 years of age may not purchase, attempt to purchase or possess tobacco products or any inhalant delivery system.

## Appendix A.

### Linfield University Service, Therapy or Emotional Support Animal Policy

#### General Considerations

Linfield University enforces a no-pet policy in its residence halls, apartments and campus facilities. Exceptions are made for the above-mentioned criteria in regard to documented service and emotional support animals, approved pets living in Jane Failing hall, and fish in approved aquariums. All approved animals on campus (with the exception of fish), will be provided with an “Approved Animal” pet tag. This tag should be worn at all times by the approved pet, or attached to the animal’s cage, if it is a cage-dwelling animal.

The University will enforce all relevant rules for the use of service, emotional support animals, and animals living in Pet Friendly Housing through the student conduct code and the Office of Residence Life. The University also reserves the right to revoke permission granted for the presence of any animal when an owner fails to follow the requirements set forth in this procedure.

Requests for a service animal or emotional support animal will be reviewed under the University’s policy. Requests that do not demonstrate that the animal is necessary to afford the owner an equal opportunity to enjoy their dwelling will be denied. For questions regarding this policy please contact Learning Support Services at [lss@linfield.edu](mailto:lss@linfield.edu). For questions regarding Pet Friendly housing, please contact [petfriendly@linfield.edu](mailto:petfriendly@linfield.edu).

#### Definitions

##### Service Animals and Service Animals in Training

A “service animal” is a dog (or under certain circumstances, a miniature horse) individually trained to provide assistance to an individual with a disability. Service animals include, but are not limited to, guide dogs for the blind, hearing dogs for the deaf/hard of hearing, and service dogs for people with physical disabilities and seizure disorders. Service animals/service dogs are not considered “pets”. The University may require documentation that an animal used in campus facilities, or any University Housing facilities, is a service animal under federal and state laws. Service animals in training must be appropriately marked.

##### Therapy Animals

A “therapy animal” is an animal owned by a therapist and selected to play an integral part of a person’s treatment process that demonstrates a good temperament and reliable, predictable behavior. A therapy animal is prescribed to an individual with a disability by a healthcare or mental health care professional. A therapy animal is not a service animal, and unlike a service animal, a therapy animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at

all times.

### **Emotional Support Animals**

An Emotional Support animal is one that is necessary to afford the person with a disability an equal opportunity to use and enjoy University housing. An emotional support animal may provide emotional support, calming, stability and other kinds of assistance. Emotional support animals do not perform work or tasks that would qualify them as “service animals” under the Americans with Disabilities Act. An emotional support animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. Emotional support animals are restricted to the student’s assigned residence hall room, and should not enter any other buildings on campus.

### **Pet Friendly Housing**

Pets living in Pet Friendly Housing must be approved through the Office of Residence Life, and each pet owner must pay a \$250 pet fee before bringing their pet to campus. Due to the nature of Pet Friendly Housing, pets who are approved to be in Jane Failing or the Blaine St. apartments (which *may* include emotional support animals), are allowed to go with the pet owner to the lobby or to other resident rooms within the building. Pets are not allowed to enter any other building on campus. Pets who are not specifically approved to be in Jane Failing are not allowed to enter the building. For more information regarding Pet Friendly Housing, please view the complete policies by viewing the [Linfield University Pet Living Policy](#).