

RESIDENCE LIFE CODE OF CONDUCT AND RESOURCE GUIDE

FALL 2012- FALL 2013



PNCA
Pacific Northwest College of A

1241 NW Johnson
Portland, OR 97209

TABLE OF CONTENTS

Alcohol Policy| 11
 Apartment Lockouts| 6
 Bike Information| 14
 College Breaks & Checking Out| 6
 College's Right of Room/Apartment Entry| 12
 Disability Accommodations in Residential Facilities| 5
 Disciplinary Sanctions| 15
 Drug Policy| 12
 Emergencies| 8
 Entrances & Guest Policy| 13
 Fire Emergency| 8
 Freedom from Harassment and Discrimination| 2
 Housing Northwest's Noise Policy| Quiet Hours For Everyone| 13
 Important Contact Information| 4
 Keys| 5
 Laundry| 15
 Life at Goose Hollow| 4
 Maintenance Emergency| 8
 Medical Emergencies| 8
 Moving In| 4
 No-Smoking/Fire Sources Policy| 10
 Parking at Goose Hollow| 14
 Parties| 4 and 12
 Personal & Community Safety in Residence Life| 9
 Personal Property| 10
 Pet Policy| 10
 RAs, what they do| 3
 Recycling| 7
 Repairs & Maintenance Requests| 6
 Residence Life Living Expectations| 6
 Residence Life Policies| 10
 Residential Life: Defined| 3
 Rights and Responsibilities of the PNCA Goose Hollow Community| 2
 Safe and Healthy Living Community| 6
 Security, Hospitality & Information| 7
 Shuttle Van, Parking, Laundry, etc.| 14
 Solicitation| 14
 Staying Safe in Portland (Or Any Major City)|10
 Storage| 15
 Student Rights & Responsibilities| 2
 Waste Disposal| 7
 Weapons & Explosives| 12
 Your Apartment| 5
 Your Room & Roommate| 4

Important Contact Information

Jessica Gardner, PNCA Residence Life Coordinator:	503.821.8883 (Office) /
971.645.0892 (Cell)	
PNCA Front Desk:	503.226.4391
Resident Assistant (RA) phone:	503.954.4331
Goose Hollow Community Resource Center:	503.206.4195
Hours: Mon–Thurs. (10:00 am – 6:00 pm)	
Fri. (10:00 am – 7:00 pm)	
Sat. (10:00 am – 2:00 pm) / Sun (closed)	
Goose Hollow's CHNW Resident Ambassador (Emergency Line):	1.866.831.2402
Forrest Kublick Psy.D. (PNCA Counseling Center):	503.318.7736
Michael Hall, PNCA Dean of Student Services:	503.821.8920

PNCA Residence Life Code of Conduct & Resource Guide for 2011-12

Dear Residence Life Student,

It's my pleasure to welcome you to Pacific Northwest College of Art (PNCA) and our Residence Life program at Goose Hollow. We are very excited about having you living in our community, and we're sure you'll find Goose Hollow a warm and welcoming home away from home. PNCA is a wonderful and unique place for you to grow as an artist, and our Residence Life program was designed with the needs of student artists and designers in mind.

This Residences Life Code Of Conduct and Resource Guide is intended to help you discover what resources are available to you at PNCA and with College Housing Northwest (the owners of Goose Hollow), as well as what we expect of our residents. We know it may not be the most exciting thing to do upon your arrival, but it's really worth spending some time reading through it, as it contains lots of important information and procedures that will allow you to make the most of your time at Goose Hollow.

If there are any issues you feel are not addressed sufficiently in the guide, please do not hesitate to talk to the Student Services staff. Again, we welcome you to Residence Life and the PNCA community. We hope we can help make your experience here rewarding.

Sincerely,
Michael Hall
Dean of Student Services

Rights and Responsibilities of the PNCA Goose Hollow Community

Student Rights & Responsibilities

A community as close as ours depends on the good judgment and considerate behavior of all its members. All students are expected to maintain high standards of personal conduct, to show respect for personal and College property, and for the rights of their fellow students, college faculty and staff members.

Behavior that reflects good intentions, mature judgment, and respect for the rights of others will meet the expectations of the College. However, behavior that threatens or endangers your safety or well being or that of other members of the community, or damages private property will be subject to disciplinary action. Please see the PNCA Student Conduct Code in the PNCA Student Handbook.

It is PNCA's belief that all students living in our Residential facilities have both rights and responsibilities.

You Have the Right to:

- pursue your artistic studies in an environment free from undue interference or disturbance from others
- safety and security of your personal belongings
- free access to your apartment and room
- a clean environment in which to live
- an impartial and fair judicial process

You Have the Responsibility to:

- abide by federal/state laws and the College's policies and expectations
- voice your objections when others infringe on your rights
- work with staff and other residents to establish norms and standards for living together

Freedom from Harassment and Discrimination

PNCA is committed to maintaining the community as a place of work and study for faculty, administrators, staff, and students, free of sexual and other unlawful harassment, intimidation, and exploitation. The college does not tolerate behavior that constitutes sexual or other unlawful harassment of any member of the college community.

The college remains committed to providing an environment free of discrimination and harassment because of race, color, religion, religious creed, ancestry, national origin, age (17+), sex, marital

status, citizenship status, military service status, sexual orientation, gender identity or expression, disability and/or any other status protected by law. Harassment in any form, including verbal and physical conduct, visual displays, threats, demands and retaliation is unlawful and will not be tolerated. The PNCA policy on Sexual Harassment and Misconduct found in the Student Handbook provides complaint procedures.

The college will take prompt and effective corrective action in response to occurrences of harassing behavior, including, where appropriate, disciplinary action up to and including termination or expulsion. The Freedom From Harassment and Discrimination Policy explicitly applies to college administrators, staff, students and faculty and all other individuals engaged in college activities. Individuals who know of harassment, or believe that they have been harassed, in violation of this policy have access to the complaint procedures described in the Student Handbook and are encouraged to use them.

Residential Life

Living at Goose Hollow is a unique experience and can be a great source of community. PNCA's Residence Life program is run by the Residence Life Coordinator, with the help of the Dean of Student Services; it is PNCA's off-campus housing. The Residence Life program includes four live-in Resident Assistants (RAs) who provide monthly programming, as well as conflict resolution and resource guidance. We hope you will consider this your community and we trust you will be a contributing member.

RAs, what they do

Your RA is a fellow PNCA student and a staff member of the Student Services team who works and lives in Goose Hollow. RAs are an information resource for residents, serving as a peer advisor, as well as building community, helping to assure the health and safety of residents, and assisting with compliance with the conduct code.

One RA is on-call every weeknight (6pm-8am the following day) and 24 hrs a day on the weekends. RAs perform nightly rounds and have an on-call cell phone student can use in case of incident or emergency. While RAs are selected with the belief they can offer you the most support, please remember they are also busy students and artists. If you do not receive a response to a question or concern fairly quickly please stop by Student Services for assistance.

Important Contact Information

Jessica Gardner, PNCA Residence Life Coordinator:
503.821.8883 (Office)

971.645.0892

(Cell)

PNCA Front Desk:

503.226.4391

Resident Assistant (RA) phone:

503.954.4331

Goose Hollow Community Resource Center:

503.206.4195

Hours: Mon–Thurs. (10:00 am – 6:00 pm)

Fri. (10:00 am – 7:00 pm)

Sat. (10:00 am – 2:00 pm) / Sun (closed)

Goose Hollow's CHNW Resident Ambassador (Emergency Line):

1.866.831.2402

Forrest Kublick Psy.D. (PNCA Counseling Center):

503.318.7736

Moving In

PNCA has an organized 'Move-in Day', one week before the start of classes. It is an exciting time and Residence Life staff will be there to greet all new residents and their families at Goose Hollow.

When you arrive at your apartment, you'll fill out an Apartment Inventory report, to note the condition of the furniture and the apartment. The form will be used when you move out to assess any damage you or your apartment mates may have caused, so be as thorough as possible in filling it out. Turn the Apartment Inventory in to your RA to get your mail key.

The move-out date is August 1st, 2013, so this is your new home, and new community for 11 months. Look after them, and they will look after you.

Life at Goose Hollow

Your Room & Roommate

Adjusting to living with others takes time. Some students may make the assumption that a relationship with their apartment mate(s) will not work out before they have taken the time to communicate their needs, or listen to the needs of others. Learning to resolve matters with others is an important part of life and your RA is available to help you learn how to resolve the inevitable conflicts that arise in this residential community.

To help you communicate your needs and expectations, your RA will ask you and your apartment mates to complete an Apartment Agreement specifying the expectations and norms you all agree to live by in your home. This Agreement asks you to discuss your preferences for issues such as: music/noise, cleaning schedules, the sharing of food/possessions, and overnight guests (see “Guest Policy ” listed in detail below). If and when a conflict arises, we ask that you discuss your concerns with your apartment mate(s) first. You may also go to your RA for assistance. After working with your RA if you still have questions or concerns please contact the Residence Life Coordinator.

Roommate or apartment changes may not be made without the approval of the Residence Life Coordinator and potential future apartment mate(s). In order to give students time to settle into a routine with apartment mate(s), apartment changes are not allowed until one week after the add/drop deadline. However, students are encouraged to consult with their RA regarding difficult situations. Also, the College reserves the right to reassign rooms and apartments when necessary. Residents in an apartment with vacant space may have new students assigned to their space at anytime, therefore residents are responsible for keeping the unoccupied space ready for immediate occupancy.

Disability Accommodations in Residential Facilities

Students living in Goose Hollow who wish to request reasonable accommodations for disabilities should contact the Assistant Director of Student Services, Rachael Allen (503.821.8925, rallen@pnca.edu), and provide appropriate documentation to support their request.

Your Apartment

Keys

When you move into your apartment you will be issued several keys: a Reader Fob (to get into the building), an apartment key, a bedroom key, a mail key, and a study room key. These keys are for your use only and you may not lend them to anyone else.

Although CHNW has made efforts to make your environment secure, only you can ensure your safety by locking your apartment door and taking your keys anytime you leave the apartment. This practice will also keep you from locking yourself out of your apartment. Please also remember that your bedroom door Please see the lock out policy below. Leaving your door propped open or unlocked when you are not home could result in security problems for you and your apartment mates and is not allowed at any time.

Your mailbox key will be issued when your Apartment Agreement and Apartment Inventory sheets are turned in to your RA. The front desk does not have a duplicate of your keys, but the RAs do have access to a master key that opens all doors, except mail slots.

In the event that you lose your keys, or do not return them when you move out, you will be charged for replacements. RAs will be able to help you with any key related matters. Replacement of keys is approximately \$130. For the safety of your apartment, please notify your RA if you have lost your keys so that we can replace them and you can secure your apartment.

Apartment Lockouts

If you find yourself locked out of your apartment, you should first try to find an apartment mate to let you in. If no apartment mate is available, contact an RA. Please Note: Locking yourself out of your apartment is not considered an emergency.

1st lock out- warning

2nd lock out- \$10 fee

3rd lock out- \$22 fee

4th lock out- \$50 fee

College Breaks & Checking Out

Residents may stay in their apartments for all school breaks. You may also leave belongings in your apartment over break periods for the duration of the contract. However, we encourage you to remove valuable items because PNCA and CHNW are not responsible for any loss or damage. Renter's insurance, to cover valuable items, is highly recommended (see "Personal Property" section). Neither PNCA nor CHNW offer summer storage, but the Student Services Office can refer you to local storage companies that do.

IMPORTANT NOTE – Every resident must check out with an RA before they move out of Goose Hollow; failure to do so will result in fines. All keys need to be returned to an RA when you leave Residence Life, along with a signed Exit Survey and Exit Form. All residents are bound to their Residence Life Contract for the duration of their contract (11 months), unless they leave PNCA.

Repairs & Maintenance Requests

Repair and maintenance requests (except for emergencies: see below) should be made to your RA, or directly to the Community Resources Center, as soon as possible. Once the request has been submitted to CHNW, your request will be prioritized and the work will be done as soon as possible. If CHNW's facilities management staff has been in your apartment to make a repair, they will leave a work status sheet

that tells you they have been there and lets you know the status of the repair.

Residence Life Living Expectations

A Safe and Healthy Living Community

A safe and healthy community requires that residents maintain adequate cleanliness and housekeeping. A clean apartment, particularly in the kitchen and bathroom areas, is essential to the health of apartment mates, as well as the rest of the Goose Hollow community. RAs will conduct two inspections of the apartments each semester. The inspection will occur on designated days, even if no residents are present. You will be notified of the results of an inspection and, if necessary, will be given an opportunity to clean. These inspections are meant to check for: compliance with fire and safety codes, maintenance repairs needed, and general cleanliness of apartments and bedrooms.

If you do not clean after being informed of the necessary requirements, you will be charged for the time and labor it takes for a contracted cleaning company to do the cleaning. If you have damaged the apartment or furniture, do not attempt to make repairs.

CHNW staff conducts monthly routine pest control services, and will provide specialized pest control in the case of bedbug, or other pest, infestation. Contact the Community Resource Center or an RA immediately in the event of bedbugs.

Waste Disposal

It is important that all students living in Goose Hollow follow all guidelines for appropriate use of materials (solvents, chemicals, etc.) when making art in the residence halls. Your RA and PNCA faculty can provide information about appropriate use of solvents and sprays. Spray paint use in the apartment is strictly prohibited due to health risks and property damage. Violators will be fined. There are trash rooms located on each floor and students are responsible for carrying their trash to these designated areas. To meet health requirements and to control unwanted pests, all trash must be bagged and discarded in the trash receptacles in the trash rooms. Consider donating any unwanted goods to a local organization instead of throwing them away. Your RA will have a list of places that accept donations, and some even do pick-ups.

Recycling

Goose Hollow is equipped to recycle paper, glass and plastic products and there are designated drop-off points that are clearly identified. All paper, including cardboard, can be recycled at these locations, but food contamination, such as soiled pizza boxes and other cardboard

food containers, should not be included. If the trash/recycling room is full, please tell an RA or the Community Resource Center and wait to dispose of your items.

Security, Hospitality & Information

The Goose Hollow Community Resource Center, located inside the main entrance of the building, is the central information point for safety and security concerns in the building. The desk assistants monitor those entering the building during office hours and they are also connected to our RA team as well as the Residence Life Coordinator. You may call or visit the center at any time if you have a concern or need information during their office hours:

Goose Hollow Community Resource Center – 503.206.4159

Hours: Mon–Thurs. (10:00 am – 6:00 pm), Fri. (10:00 am – 7:00 pm) / Sat. (10:00 am – 2:00 pm), Sun. (closed)

Emergencies

Medical Emergencies

If an ambulance is necessary:

- 1) Dial 911 and tell them your situation and the address (Goose Hollow Apartments, 1604 SW Clay Street) followed by your apartment number or the location of the emergency.
- 2) Then call an RA, who will also assist you (503.954.4331) 6pm–8am Sunday–Thursday and 6pm Friday– 6pm Sunday

Maintenance Emergency

A maintenance emergency is anything that is likely to affect the safety of students or cause immediate harm to property. Examples include: a major water leak, no heat when it is freezing outside, or a broken window. Call the 24-hour Housing Northwest After-Hours/ Maintenance Emergency Line (866. 831. 2402) and report the emergency situation. They will take steps to see that the emergency is resolved. If the situation is not an emergency, staff will suggest that you complete a maintenance request form. If you need a repair that is not an emergency, please go to your RA.

Fire Emergency

All residents and guests must evacuate their apartments when a fire alarm sounds.

- 1) If you have a fire in your apartment: exit if you can, shut the door, and activate a hand-pull alarm. Then move with others down the stairwell to the designated evacuation location in the front of the building. Report the fire's location to staff and fire officials.

2) If the smoke detector goes off and you smell smoke, exit your apartment, staying near the floor, shut the apartment door, and activate the hand-pull alarm in the stairwell. Then move with others down the stairwell and to the designated evacuation area. Report what happened to staff and fire officials.

3) If the smoke detector goes off and you know that the source of the smoke is not dangerous (for example, burned toast), air the apartment out by opening the window (and NOT the door, or the hallway alarm will sound) and the smoke detector alarm will go off on its own accord. Neighbors often call the Community Resource Center when they hear smoke detectors go off, so notify the center and tell them what happened.

4) If you think that your smoke detector is defective, ask CHNW to put in a work request immediately. If it is beeping periodically, CHNW staff may just need to replace the battery. You may not turn off or cover your smoke detector. Tampering with or disconnecting a smoke detector or other fire equipment is prohibited because it endangers you and others. Tampering with any safety equipment will result in disciplinary action.

Personal Safety

Personal & Community Safety in Residence Life

The residence halls have been designed with a variety of safety features intended to enhance the security services provided by CHNW. Among those features are 24-hour assistance from the Goose Hollow Resident Ambassador on duty, dead bolt locks on all front doors of apartments, and locks on the windows. There are surveillance systems throughout the building, including in the lobby area and outside the elevators. In addition to these physical features, the Goose Hollow shuttle van is available for your use and the PNCA RA staff complete "rounds" each night, and are on-call 6pm-8am Sunday-Thursday and 6pm Friday- 6pm Sunday.

There are CHNW staff that work around the clock at Goose Hollow. However there are some precautions we ask you take to minimize the possibility of crime and to ensure your own safety. The most important precaution you can take is to always be aware of your surroundings, both on and off-campus. Students must work together with staff to ensure their personal safety.

Your safety and that of others' in Goose Hollow can be ensured by:

- using the main entrance for coming and going

- never propping open other entrances to the buildings and always alerting staff if you see open doors
- being responsible for and remaining with your guests and never allowing people you do not know into residential areas, especially your apartment
- reporting anything suspicious to an RA – no matter how small
- locking your apartment door and take your key when you leave – even just going to another apartment or doing laundry
- keeping your window screens in place
- never leaving valuables in your apartment in plain view
- taking the shuttle van to and from campus buildings at night or walking with a classmate or friend
- always keeping your car locked and never leaving anything of value in plain view
- using the parking lots with care, staying alert and walking quickly and directly to the entrance of the building

Please remember if you do not follow these guidelines, not only are you jeopardizing your own safety, but also the safety of everyone else in the residential community.

Staying Safe in Portland (Or Any Major City)

- carry your PNCA card or ID at all times
- always know where you are going–and act like it
- when you go out, especially at night, avoid traveling alone
- always have a way to get home–carry money for a taxi and/or change for the bus

Personal & Student Property

The college is not responsible for the loss of, or damage to, your personal property. Students are therefore urged to:

- purchase surge protectors to guard against occasional electrical surges
- record the serial numbers of valuable personal items
- take valuable belongings home during break periods
- photograph items of value for insurance and possible theft recovery identification

Residence Life Policies

Pet Policy

As with any changes to the apartment, pets should be approved by the Residence Life Coordinator and your apartment mates first, before you move in to Goose Hollow or get any pets. Some pets are permitted in Goose Hollow with the permission of PNCA and CHNW. Fish are acceptable in tanks of up to 30 gallons, as well as small birds (if they are not noisy) and other small animals that live in tanks/cages of up to

30 gallons. Dogs and cats are NOT allowed, unless they are certified service animals. These rules apply to visiting pets (like friends' dogs) or stray cats.

If unapproved pets are found in student apartments, there may be a fine issued and Residence Life staff will ask for the immediate removal of the pet. Students will be billed for any and all cleaning related to pets that have been in the apartment. Residents are strongly discouraged from feeding stray animals.

No-Smoking/Fire Sources Policy

College Housing Northwest (CHNW) strives to provide smoke free housing. Because of the increased risk of fire, ill health effects caused by second hand smoke and increased maintenance expenses, we have adopted the following no-smoking/non-flame policy. The following terms are hereby incorporated into the College Housing Northwest Rental Agreement.

1. The property is primarily non-smoking. This includes porches, patios, common areas and the garage.
2. Smoking is not allowed within 10 feet of the building entrance doors. We also ask that you consider the windows you may be standing near when smoking 10 feet away from the entrance.
3. You may not inhale, exhale, or possess, any lighted product in any form that produces smoke.
4. Candles, incense, sage, marijuana or similar may not be burned in your apartment as they pose a potential fire threat as well as smoke.

Smoking is allowed only in the following locations:

- A smoking tent has been set up in the courtyard to provide an approved, convenient location for smoking.
- Smoking is permitted on the 'floor balconies' (located at the end of the halls), but not the apartment balconies.
- Smoking is allowed in the courtyard as long as you are at least 10 feet from an entrance/exit door.

Resident agrees and acknowledges that the property has been designated as a no-smoking/non-flame living environment. The resident agrees that he/she will not allow their guests to violate the no-smoking policy. If a guest fails to follow the no-smoking and no flame policy, the resident will ask their guest to leave. Residents are responsible for the actions of their guests.

Resident acknowledges that Landlord's adoption of a smoke-free living environment, and the efforts to¹¹ designate its properties as smoke-free, do not make the Landlord the guarantor of Resident's health or of the smoke-free condition of the Resident's unit and the

common areas. However, Landlord shall take reasonable steps to enforce the smoke-free terms of its leases and to make the complex smoke-free. Landlord is not required to take steps in response to smoking unless Landlord knows of said smoking or has been given written notice of said smoking.

Resident understands and acknowledges that CHNW's ability to monitor and enforce the no-smoking policy is based on the voluntary compliance of the residents and their guests. However, when a violation is discovered a warning will be issued. Further violations may result in the termination of the rental agreement with financial obligations based upon terms agreed to by the resident. CHNW will use the same level of care with enforcement of this addendum as they do all other addendums.

Residents will be responsible for the costs of removing smoke odor or residue if the addendum is violated. This may also include deodorizing or replacing the carpets and painting the walls.

Alcohol Policy

Students who are under the legal drinking age (21 years) may not possess, serve, or drink alcohol in their apartments, in any other apartment at Goose Hollow, or anywhere else on campus. Residents who are 21 years or older may drink alcohol in the privacy of their own apartments, however, they may not buy or serve alcohol to students or others under the legal drinking age. Students who are 21 years or older also may not provide alcohol to minors. PNCA considers students as adults, adults who are personally responsible for their behavior regarding the state and/or local law.

What Will Happen if a Student is Under 21 & Found Drinking?

Situations involving alcohol vary. Generally, the RA or any other staff member confronting the situation will ask the student(s) to dispose of the alcohol- this means ALL of the alcohol present in the apartment. This ensures that the underage drinkers will not consume any more alcohol. Each violation and incident is dealt with individually.

Depending on the severity of the situation there may be sanctions that include fines, probation, dismissal from Goose Hollow, and/or referral to police. Students who are of legal drinking age and supply alcohol to those under 21 are subject to similar sanctions.

Drug Policy

Use, possession, distribution, sale, or possession with the intent to distribute or sell illegal drugs is a violation federal, state, and local law as well as College policy. Possession and/or use of illegal drugs (including marijuana) by students are grounds for sanctions, and sale or distribution will result in referral to authorities for prosecution. The possession of drug paraphernalia is also a violation of state law as well as College policy. The misuse, distribution, or sale of prescription drugs will also result in disciplinary action.

Parties

Gatherings are permitted in apartments as long as participants abide by CHNW policies regarding noise (quiet hours are 10pm–8am), smoking, alcohol, and drugs. Parties must be confined to an apartment, and fire regulations prohibit more than 20 people in an apartment. ALL residents of an apartment should agree to host the party. Student hosts are equally responsible for all activity that occurs at their gathering and should make sure that guests are complying with policies regarding smoking, alcohol, drugs, and noise.

Weapons & Explosives

The possession, or use of weapons including, but not limited to firearms, explosives of any type (including fireworks), and knives (other than those typically used in artwork or food preparation) is prohibited on campus and in Goose Hollow. Violators will be subject to disciplinary action and weapons or explosives will be confiscated.

College's Right of Room/Apartment Entry

- Goose Hollow and/or PNCA Staff reserve the right to enter rooms or apartments when it is determined that there may have been a breach of terms listed within the Residence Life Agreement, the Residence Life Code of Conduct & Resources Guide, or the PNCA Student Handbook.
- CHNW and/or PNCA Staff reserve the right to enter a resident's room or apartment without notice when either entity deems it necessary to protect the safety of the resident or other occupants, for investigation and resolution of policy violations, to address disruptive behavior, to provide emergency service, or conduct safety inspections.
- Additionally, representatives of the College may enter a resident's room or apartment (during reasonable hours) when necessary to provide any additional inspections, services, repairs, improvements or maintenance.

During such times, a reasonable effort will be made to have the resident present. CHNW and/or PNCA Staff reserve the right to remove College property from a room or apartment. If, during the time a staff member is in an apartment for any reason, he or she sees illegal or dangerous items in plain view, possible disciplinary procedures may result. By signing the PNCA Residence Life Agreement (please retain a copy for your records) the student consents to having his/her room or apartment entered in accordance with the terms and conditions stated above. PNCA-issued furniture, in all apartments, should never be removed by anyone other than PNCA or CHNW staff.

Entrances & Guest Policy

Student residents are responsible for the actions of all guests who are not current Goose Hollow residents. Guests must be escorted by residents the entire time they remain in the building. Guests of residents are subject to the same laws and rules as residents.

With consent of apartment-mates, residents may have overnight guests up to, but not exceeding, two (2) consecutive nights. The same guest is limited to ten (10) total overnight visits in a year. Overnight guests are a privilege and a courtesy extended by a resident's apartment mates. Guests may not move into an apartment, for any reason. Residents must be considerate of their apartment mates when having guests and should show appropriate respect for their apartment mates' needs for privacy, space and safety.

If, after talking with their apartment mates, residents are unable to resolve challenges regarding guests, they should consult with their RA. Violation of the Guest Policy can result in fines. Please note, for the safety of yourself and others do not allow or invite unknown persons to enter the building.

Housing Northwest's Noise Policy| Quiet Hours For Everyone

For residents of a community, respect and courtesy for others is essential in creating a comfortable environment for everyone.

- The College expects that at all times, residents will respect each others' needs for a calm and quiet living space and will not make unreasonably loud noise. This means that courtesy hours are in effect at all times. If asked, students will turn down the volume of whatever noise is concerning others.
- Quiet hours will be in effect in every building from 10 pm to 8 am every day. "Quiet hours" means that stereos, televisions and musical instruments must be at a volume that confines the sound to a student's room; informal conversations should be confined to individuals' apartments and noise in public areas are kept to a minimum.

A repeated instance of unreasonable noise at ANY time of day or night is unacceptable to the community in Goose Hollow and is subject to sanctions.

Solicitation

Soliciting is not permitted in the building.

Shuttle Van, Parking, Laundry, etc.

Shuttle Van

The Goose Hollow Shuttle runs from 7:15 am to 9:15 pm Monday - Thursday

7:15 am to 6:00 pm on Friday, with service to PSU, PNCA and the Art Institute.

Please note that times may vary by a few minutes due to traffic and road construction. If you are a PNCA or Art Institute student and the shuttle van is not running at the time you want to leave, you may ask the shuttle driver to drop you off at the Street Car. The Shuttle arrives at the schools 5–10 minutes after leaving Goose Hollow, depending on traffic. Also, the shuttle van fills quickly, and you may have to walk, plan accordingly.

The following times are for the Shuttle leaving from Goose Hollow:

7:15 am	PNCA & Art Inst	2:45 pm	PNCA & Art Inst
7:30 am	PNCA & Art Inst	5:45 pm	PNCA & Art Inst
10:45 am	PNCA & Art Inst	9:15 pm	PNCA, Art Inst & PSU
11:45 am	PNCA & Art Inst		

Parking at Goose Hollow

Students living in Goose Hollow may park in the parking lot below the building with a purchased sticker. Please consult with the Goose Hollow Community Resource Center on the price of the parking stickers. Anyone without a sticker in his or her vehicle will be ‘booted’ and a fee may be issued for the removal of the boot.

Bike Information

Portland, while not a high crime area, does have a problem with bike theft. We recommend that you lock your bike with a U-Lock (Kryptonite or similar brand). There is a bike hook in most apartments, and students may also lock their bikes to the outside bike racks that are provided. Because of the need for resident access and emergency exits, bikes are not permitted in stairwells, hallways, on gates, on walkways, or on railings. People who lock their bikes to access areas will be asked to move their bikes. If a bike is not removed quickly, it will be removed by CHNW. Locks or securing devices will not be replaced, nor will violators be compensated if bikes are damaged in the removal process.

Laundry

The second and third floors are equipped with laundry facilities that are card-operated machines. Card vending machines are available in a vending machine outside the Goose Hollow Community Resource Center.

Storage

The College has no storage space available, but Student Services staff can refer you to local storage companies. Residents must store all

their belongings in their apartments. Any furniture provided by the College in your apartment must be present when it is time to move out, and in the same condition, and a fee will be assessed for any damage.

Disciplinary Sanctions

Depending on the severity of the PNCA Student Conduct Code violation(s), one or more of the following sanctions may be imposed by the Residence Life Coordinator, and/or the Dean of Student Services:

- written warning sent to the student
- monetary fines and/or financial or service restitution for loss, damage or injury
- probationary status for a designated period of time, with subsequent violations leading to more severe sanctions
- community service, as determined by the Residence Life staff
- residence hall suspension that separates the student from Goose Hollow for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified and the offender will be held responsible for Residence Life housing fees for the duration of the period of suspension
- residence hall expulsion that permanently separates the student from Goose Hollow. In the case of expulsion, the offender will be held responsible for Residence Life housing fees until the end of the contract period.

Each incident is judged on an individual basis by the Residence Life staff and is not subject to appeal.

Some examples of violations of the Residence Life Conduct Code and typical sanctions may include:

- Noise violations–Written warning on first reported violation, with subsequent violations leading to more severe sanctions.
- Smoking in undesignated areas–\$100 fine plus probation.
- Underage drinking on premises–\$100 fine plus probation, with notification to parents or guardians for repeat offenders.
- Supplying alcohol to a minor–\$300 fine plus probation.
- Illegal drug possession or use on premises–\$300 fine plus probation, with possible referral to mandatory treatment program for repeat violations.
- Vandalism to Goose Hollow or private property–restitution of damage and community service assignment.
- Unapproved pet– \$200 fine plus probation & the pet removed by end of week
- Violence toward others– immediate expulsion from Goose Hollow and possibly the College. Law enforcement officials may be called, depending on the circumstances.

Please note these are examples, and may not represent actual sanctions for violations of the Residence Life Conduct Code & Resource Guide. Violations may also result in disciplinary action under the PNCA Student Conduct Code as described in the Student Handbook found online at: <http://pnca.edu/handbook> .

Other violations leading to sanctions may include, but are not limited to:

- propping doors open
- distribution of Goose Hollow keys
- setting off false fire alarms
- verbal or physical harassment
- leaving trash in hallways, stairwells or other unauthorized spaces
- theft of personal property

Thank You For Reading

Thank you for being a member of the Goose Hollow Residence Life community! By following these simple steps outlined above and adhering to regulations we aim to provide you with a fantastic environment to study in.