

2018-2019 TRADITIONAL HALL HOUSING GUIDE

Residential Life and Hospitality Services & Campus Restaurants ♦ Pacific Lutheran University

INTRODUCTION

The Traditional Hall Housing Guide is incorporated into and is part of the Master Housing & Meal Agreement. Students must read, understand and abide by the requirements set out in this Guide in the same way they must comply with the Agreement and the other Publications identified there. The purpose of the Traditional Housing Guide is to provide detail in addition to that in the Master Housing & Meal Agreement and its Terms and Conditions.

HOUSING

Living in university housing is an integral part of the educational experience at PLU. Residential Life has developed its housing rules and regulations to foster an environment that supports co-curricular learning. PLU reserves the right to determine to whom it will provide living accommodations at any given time. When PLU, in its discretion, determines that any individual (resident or guest) residing in its housing is jeopardizing the educational experience for that individual or any PLU student(s), PLU reserves the right to remove that individual from PLU housing accommodations with or without notice, as circumstances warrant. The legal relationship between Student and the University shall be that of a guest and an innkeeper, respectively, and nothing in this Guide or elsewhere shall be construed to give Student any additional possessory or property rights, including but not limited to, those of a tenant under a residential lease.

1. **Residency Requirement.** Pacific Lutheran University requires that all full-time (enrolled in 12 or more semester hours) students live in University housing unless:
 - a. The student lives at home with parent(s), spouse, or child within 25 driving miles of PLU's address (Notarized/certified documentation required)
 - b. The student is 20 years of age or older on or before:
 - September 1, 2018 – Student exempt for the academic year.
 - February 1, 2019 – Student exempt for spring semester.
 - c. The student has achieved Junior status (completed 60 semester hours) prior to:
 - September 1, 2018 – Student exempt for the academic year.
 - February 1, 2019 – Student exempt for spring semester.

Students are not required to reside in University housing accommodations during summer sessions.

Eligibility for University housing is restricted to full-time matriculated students registered for, and attending class, in the term in question. Priority for University housing is given to students enrolled for a minimum of 12 semester hours each semester and an approved course of study for January Term. Part-time and "special" students may be assigned housing as space permits. Dropping to part-time status from full-time status does not cancel a housing contract.

Students who qualify to live off campus and choose to do so, but have signed a housing contract, must submit a written cancellation to the Office of Residential Life. [Reference Cancellation Fee Schedule below].

A resident student contracts for accommodations in a residence hall, but not for a specific hall, room, or roommate assignment. The University reserves the right to:

1. assign roommates unilaterally,
2. reassign students who are without roommates,
3. use a room when it is not occupied,
4. assign single rooms,
5. reassign students to different rooms or residence halls in the event such reassignments are determined necessary.

Under no circumstances may a student sell, transfer, or sublet his/her contract to any other person, including another student.

A. AVAILABILITY OF ACCOMMODATIONS

1. **Arriving:** Specific room assignments will be made at check-in. New students (only) may check in to their assigned accommodation from 8:30 a.m. to 11:00 a.m. on Friday, August 31, 2018. Continuing students may check-in after 11:00 a.m. on Friday, August 31, 2018. The residence halls open to January Term residents on at 1:00 p.m. on Tuesday, January 1, 2019 and to Spring residents at 1:00pm on Monday, February 4, 2019. Students may not occupy or leave personal belongings in any student room or hall before this time unless they are participating in a University scheduled program, and have prior approval from Office of Residential Life personnel. An additional fee may be required.
2. **Checking Out:** Students must check out of their rooms within 24 hours of their last examination each semester. Fall semester residents who cancel their housing for January Term and Spring semester must check out prior to **6:00 p.m. on Friday, December 14, 2018**. January Term residents who cancel their housing for Spring semester must check out prior to 6:00 p.m. on Wednesday, January 30, 2019. In the Spring, the residence halls close at **6:00 p.m. on Friday, May 24, 2019**. Graduating seniors and others approved to participate in commencement may stay until 6:00 p.m. Saturday, May 25, 2019.
3. **Winter Break:** Residence halls are closed during Winter Break. Space will be provided during the break in a specified hall, at an additional charge, for students who make prior arrangements with Residential Life. The halls will close for Winter Break at 6:00 p.m. on Friday, December 14, 2018 and re-open for January Term at 1:00 p.m. on Tuesday, January 1, 2019.
4. **January Term:** No student may stay in the residence hall during January Term unless enrolled for an approved course of study (unless prior approval has been obtained through Residential Life), even if the student has resided on campus during the Fall semester and/or will be in the hall for Spring semester. Students found in violation of this policy will be charged for accommodations and a meal plan, and will be subject to disciplinary action. Students living on campus during January Term are required to have a meal plan on campus.

Students who will be on campus for less than seven days during January Term must cancel their housing in writing prior to the end of Fall semester, December 14, 2018. Students who do not cancel their housing will be charged for a non-refundable meal plan. Cancellation of housing for January Term will automatically cancel the student's meal plan.

Student belongings may remain in their room if they are planning to return to that room for Spring semester.

Students who live on campus for January Term without also residing on campus for a concurrent Fall or Spring semester will be charged a daily rate for housing accommodations.

5. **Summer Accommodations:** A limited amount of space is available for summer school housing. Dates available and agreed to, are outlined on the Summer housing application.

B. CANCELLATION OR TERMINATION OF TRADITIONAL HALL LIVING ARRANGEMENT

The Master Housing and Meal Agreement is an academic year contract. A student who no longer wishes to live on campus and is eligible to do so based on the University's Residency Requirement must cancel their contract,

in writing, to the Office of Residential Life. This includes students who are graduating, studying away, withdrawing from the University, living off campus, or living at home.

This contract may be terminated under the following conditions and may incur contract cancellation penalties [Reference Cancellation Fee Schedule below].

If a student officially cancels enrollment (with Official Withdrawal Form) at PLU; or

If a student violates the terms of this agreement, University regulations, local, state, or federal laws, the University reserves the right to cancel the Housing Contract with no refund of room payment; or

If a student is not required to live on campus as outlined in the Residency Requirement.

1. CANCELLATION FEE SCHEDULE

Students may only cancel an executed housing and meal plan accommodation by providing written notification to the Office of Residential Life. (Email or facsimile will also be considered written notice).

Students who cancel PLU housing and meal plan entirely will be subject to the following fees. If written cancellation is received by Residential Life:

- a. Before June 1, 2018 (for the academic year) or December 1, 2018 (for Spring semester), **no fee will be assessed.**
- b. June 1 to June 30, 2018 (for the academic year) or December 1 to December 31, 2018 (for Spring semester), **a \$200.00 fee will be assessed.**
- c. On or after July 1, 2018 (for the academic year) or January 1, 2019 (for Spring semester), **a \$400.00 fee will be assessed.**

Meal Plan late change fee or cancellation fee may apply. See Meal Plan Requirement for a complete statement of policy.

2. CHARGES FOR ACCOMMODATIONS

Housing and meal charges accrue beginning the day housing is first available. Students requesting housing after the official opening date will be pro-rated based in accordance with assigned move-in dates dictated by the Office of Residential Life.

For students cancelling their housing: effective refund dates will be determined at the discretion of Residential Life from one of the following: Room Inspection Process (completed when checking out of a residence hall room), Official Withdrawal Form, Housing Cancellation Form, or written housing cancellation notice received in the Office of Residential Life. Meal Plan charges may be extended to last use date.

A student having a housing assignment but not returning to PLU must complete one of the above for a refund. Refunds are not provided for unused services or meals except as provided above and/or in the Master Housing and Meal Agreement or Optional Meal Plan Contract. The student will be assessed the appropriate penalty [Reference Cancellation Fee Schedule] in addition to being charged a pro-rated value for the nights of occupancy with the total charge not to exceed one full semester's room charge.

A student enrolled at the University and living off-campus without meeting the terms of the Residency Requirement or receiving approval from Residential Life, or under false pretenses, is in violation of the Residency Requirement. Such students will be held responsible for the room and meal charges for that period, a hold may be placed on their account, and will be subject to University disciplinary action including possible dismissal from the University.

Room Rates per academic year

Double Occupancy room charge: \$5,040.00

Designed Single: \$6,190.00

Single Double or Single w/Bath: \$6,390.00

Upper Division Single: \$5,890.00

C. ADDITIONAL RULES FOR ROOM USAGE

1. **Alcoholic beverages**— The use or possession of alcoholic beverages is prohibited on campus and in the following traditional residence halls: Harstad Hall, Hong International Hall, Hinderlie Hall, Ordal Hall, Pflueger Hall, Stuen Hall and Tingelstad Hall. The University reserves the right to confiscate and dispose of alcoholic beverages and/or containers found on the premises. Empty alcohol containers and brewing equipment are similarly prohibited.

Alcohol possession and use is permitted in Kreidler Hall under the following guidelines and in South Hall as set forth in the South Hall Housing Guide. The following policy has been established in recognition of, and coordination with, Washington State law and PLU's university policy on Alcoholic Beverages.

1. Possession of an open container of alcohol and/or consumption of alcohol in Kreidler Hall common areas (hallways, lounges, kitchens etc.) is prohibited.
2. Alcoholic beverages are only permitted in Kreidler Hall common areas as they are being transported to a resident room where alcohol is permitted.
3. Possession and/or consumption of alcohol in a resident room is permitted if the assigned resident is 21 years of age or older.
4. In resident rooms where alcohol is permitted, all guests present when alcohol is open must be 21 years of age or older.
5. Prior to moving in, the assigned resident must complete an on-line alcohol education session provided by Residential Life staff. This requirement must be fulfilled prior to each academic year for continued residence.
6. Activities and devices facilitating or promoting excessive consumption of alcohol, including but not limited to: drinking games, funnels, beer bong, common-source containers (kegs, pony kegs, party balls, etc.), are prohibited.
7. This policy is intended to allow for personal, responsible use; therefore, the possession of large quantities of alcohol is prohibited, including, but not limited to: multiple cases of beer, wine or liquor, and stocked bars.

Reported violation of this policy will result in a referral to the Office of Student Rights and Responsibilities. Students found responsible for violating this policy will face the possible sanctions including loss of privilege and possible removal from university housing. Students who choose to consume alcohol under the terms of this policy are solely responsible for any consequences that may occur as a result. PLU disclaims any responsibility for actions or consequences resulting from individual alcohol consumption regardless of whether consumption is in accordance with or violation of this policy.

Also see:

- Student Code of Conduct, Alcoholic Beverages.

2. **Illegal Drugs** — The use, possession, or distribution – or in any way assisting anyone to use, possess or distribute – any dangerous and/or illegal drugs, narcotics, hallucinogens, or acids (as defined by Federal Law and the R.C.W. Controlled Substance Act F) is prohibited in PLU residence halls. Prohibited substances and/or paraphernalia will be confiscated and disposed of by University staff members and/or representative(s) from the Pierce County Sheriff's Office and appropriate disciplinary action initiated.

Also see:

- Student Code of Conduct, Illegal Drugs

3. **Furnishings and Responsibility for Institutional Property** — The University will furnish each student with a single bed, desk, chair, room light, dresser, closet and blinds. Students must provide their own study lamps, linens, rugs, and other furnishings. (See below for prohibited items.) Laundry facilities are available in all residence halls.

University furnishings **may not be removed** from student rooms, lounges or halls. Exceptions to this policy must be approved through the Director of Residential Life or designee. All attached room furnishings must remain attached. Penalties for moving such furnishings may include fines and/or disciplinary proceedings.

At check-in each student is required to complete the Room Inspection process to note the starting condition of the room and furnishings. Failure to complete the Room Inspection process will result in an improper check-in charge. Moving into a room without prior approval will result in an improper check-in charge.

Upon check-out, the occupant(s) of the room will be charged if inspection by University staff reveals damages or uncleanliness beyond normal wear to the room and/or its furnishings. At any time, if individual responsibility for damage, loss or defacement cannot be determined, charges may be assessed equally to floor residents for damage to their floor facilities or to all hall residents for damage to hall facilities.

Limited storage space is available to students during the academic year. Students who will be returning in the fall are eligible to store items during the summer months. Only space for boxed personal items will be available. Access will be restricted to specific times of year. See Storage Room Guidelines for a complete statement of policy.

Non-PLU lofts/bunks are prohibited on-campus. All lofts/bunks must only be University provided. The University has a limited amount of loft/ bunk pieces available for check-out through the hall staff. Each student who checks-out loft /bunk pieces from the University is required to sign a form taking responsibility for these pieces and their proper assembly during the time period the pieces are issued.

Also see:

- Terms and Conditions, Paragraph A.5.

4. **Guests** — Resident rooms are to be occupied by the student(s) for whom they are reserved except in the case of temporary guests, who must abide by all University regulations. Guests may stay no more than: four consecutive days/nights, any four days/nights out of seven, or any eight days/nights out of thirty. Out of consideration for roommates and neighbors, sleepover guests must not be in an intimate relationship with any resident of the hosting room.

The University reserves the right to ask guests of residents to leave if they are violating University regulations, federal, state or local laws, and/or disturbing other residents. PLU students are responsible for their guests' behavior.

Also see:

- Terms and Conditions, Paragraph A.1.
- Student Code of Conduct: Guests on Campus and at PLU events
- Student Code of Conduct: Visitation and Guests in Residence Halls

5. **Keys**— Resident keys will be issued upon check-in at no charge. Students must promptly return their keys whenever their Housing Agreement is terminated or they change rooms during the academic year.

When a resident key is reported lost or stolen, a key request and work order will be issued, the lock changed, and a fee charged. Keys may not be duplicated or given to other students. A student who illegally possesses, uses, or duplicates a University key will result in a referral to the Office of Student Rights and Responsibilities.

Also See

- Terms and Conditions, Paragraph A.1. and A.6.

6. **Payment** — Each student is responsible for all charges related to his or her use of the accommodations and meal plan provided by PLU. Although the student's parents or legal guardian may serve as co-signer with the student, the student remains primarily responsible and legally obligated to Pacific Lutheran University.

A student's failure to pay University bills shall release the University from any obligation to continue to provide the applicable educational benefits and services. Such benefits and services include, but are not limited to, statements of honorable dismissal, grade reports, transcripts of records, diplomas, letters of recommendation, pre-registrations, admittance to classes, housing in the residence halls and the use of University facilities. Under certain circumstances the University may apply student paychecks to unpaid balances.

Also see:

- Terms and Conditions, Paragraph A.4.
- University Catalog

7. **Personal Property** — The University will make every reasonable effort to protect the personal property of residents, but will not be liable for articles lost, stolen, or damaged by fire, water, heat and/or other natural disasters. When storing goods in University space, students assume the risk of loss or damage.

Students should consider the purchase of insurance to cover the loss of, or damage to, personal property. Students may also be eligible under an extension of parent or legal guardian insurance; verification is solely the resident's responsibility.

Personal items may not be stored in hallways, lounges, bathrooms or any other residence hall common area.

Also see:

- Terms and Conditions, Paragraph A.5.

8. **Pets** — Fish are the only pets allowed in University housing. Fish tanks larger than 25 gallons are not permitted. Any resident found with other pets will be referred to the Office of Student Rights and Responsibilities. Minimum consequences will include immediate removal of the pet, submission to random room checks for unauthorized pets for the remainder of the resident's occupancy, and restitution for any cleaning charges resulting from having the pet. Additional consequences may include termination of the resident's housing contract.

Also see:

- Terms and Conditions, Paragraph A.8.e.
- Student Code of Conduct, Pets in the Workplace Policy

9. **Prohibited Possessions** — The following is a partial list of items prohibited in student rooms: space heaters, non-PLU lofts/bunks, exterior antennas, ham radio sets, firearms, weapons and explosives, hot plates, electric blankets, candles with a burned wick, incense, microwave ovens, and toasters.

Hair dryers, heating pads, coffee pots and popcorn poppers with automatic heat control in good condition are permitted for use in residence halls. Irons, ironing boards and toasters may be stored in student rooms but must be used in the designated common area locations. Refrigerators are not allowed except for small units (less than 5 cu. ft.). Prohibited items will be confiscated and students may be subject to disciplinary action.

Also see:

- Student Code of Conduct: Firearms, Explosives and Weapons.

10. **Roommates** — PLU will not knowingly pair individuals with a non-platonic or romantic relationship as roommates. Reported violation of this policy will result in a referral to the Office of Student Rights and Responsibilities. Students found responsible for violating this policy may be relocated or have their housing contract terminated. The cancellation penalties stated in Section B may apply.
11. **Single Rooms** — A limited number of designed single rooms and double rooms guaranteed as singles (single-double rooms) are available. The single room priority process gives priority to documented medical needs and then considers such factors as age and class standing. Applications for single rooms are available through Residential Life.

Students residing in a double occupancy room without a roommate and who have not been awarded a single may be assigned a roommate. Residential Life will try to give at least 24-hours notice of a new roommate assignment. Once a roommate is assigned, a request for a different roommate or single room in the same room will not be accepted. There is an additional charge of \$575.00 per semester for a designated single room and \$675.00 per semester for a designated single room with bathroom or single occupancy of a double room (single-double). A reduced rate of \$425.00 per semester additional charge applies if the student is assigned to a single room but is eligible to live off campus based on the University's Residency Requirement.

12. **Smoking** — The use of tobacco products is prohibited on the PLU campus.

Also see:

- Student Code of Conduct: Smoking

13. **Temporary Assignment Students** — In an attempt to provide living accommodations for late housing applicants who wish to attend PLU and to fully utilize residence hall capacity, students who apply for housing after May 1 may be assigned to a temporary living space. Students placed in a temporary space that lacks some of the accommodations of a normal room will receive a \$25-\$250 rebate depending upon each person's individual circumstances, e.g. length of stay, amenities, etc. Residential Life will make every reasonable effort to assign students to a permanent room as soon as possible and reserves the right to determine which students are eligible for rebates.
14. **University Policies** — It is the student's responsibility to become familiar with University regulations, including, but not limited to, those in this Guide, the University Catalog, the Student Handbook, the Student Code of Conduct, the Housing contract and PLU's Residential Life and Hospitality Services & Campus Restaurants web pages. Students not abiding by University policies and regulations may be referred to the Office of Student Rights and Responsibilities.
15. **Visitation Policy** — Visitation is unrestricted in:
 - residence hall lounges, hallways and kitchens at all times. Residents and guests are expected to act courteously and abide by campus policy at all times.

- resident rooms between the hours of 8:00am and 2:00am, Monday - Friday, and 8:00am - 3:00am, Saturday and Sunday.
- South Hall and Kreidler Hall at all times.

Visitation is restricted in:

- resident rooms between the hours of 2:00am and 8:00am, Monday – Friday, and 3:00am – 8:00am, Saturday and Sunday.

Residence halls and/or residential wing communities may permit amendment to these guidelines by working with the Resident Assistant or the Resident Director of the hall. Once community permission has been granted, specific alterations to these restrictions must be approved in writing by all roommates per the guidelines set forth in the Residential Life Roommate Agreement Process.

Visitation in Kreidler Hall and South Hall is not restricted however residents of all halls will abide by the University’s Guest Policy.

See Also:

- Terms and Conditions, Paragraph A.1.
- Student Code of Conduct: Visitation and Guests in Residence Halls

MEAL PLANS

- A. **MEAL PLAN REQUIREMENT:** PLU’s Board of Regents has determined it is not feasible to offer housing and meal services separately during the academic year. Students contracting for housing accommodations at PLU (except those living in South Hall at the time this contract is submitted) are automatically contracted for the Meal Plan B. Students may change their meal plan at any time. However, changing meal plans on or after the first day of meals each semester will be charged a \$50.00 late fee. Students wishing to have a meal plan other than Meal Plan B may submit an Optional Meal Plan Contract at www.plu.edu/dining/meal-plans/

For descriptions of available meal plans and/or to request a different meal plan, consult the Hospitality Services & Campus Restaurants webpage (www.plu.edu/diningandculinary). Students requiring special accommodations should contact the Hospitality Services & Campus Restaurants office at (253) 535-7472.

- B. **ACADEMIC YEAR MEAL PLAN CHARGES with default meal plan - Meal Plan B:**

Fall Semester: \$2,576 (Meal Plan B) (\$1,051 Dining Dollars and unlimited access during AYCTE Meal Periods)

January Term: \$598 (Meal Plan B)* (\$267 Dining Dollars and unlimited access during AYCTE Meal Periods)

Students with an active housing assignment in Fall will be charged for a meal plan. Students not staying on campus for J-Term must notify the Office of Residential Life. There are no refunds for unused meal plans.

Spring Semester: \$2,576 (Meal Plan B) (\$1,015 Dining Dollars and unlimited access during AYCTE Meal Period)

- C. **EFFECTIVE MEAL PLAN DATES:** Meals may not be provided at every campus restaurant at all times during the dates. Meal dates are determined by the academic calendar and AYCTE meals are not provided during Thanksgiving, Christmas, J-Term and Spring Breaks.

Fall Semester: Friday, August 31, 2018 to Friday, December 14, 2018

January Term: Tuesday, January 1, 2019 to Wednesday, January 30, 2019

Spring Semester: Monday, February 4, 2019 to Friday May 24, 2019