

HOUSING AND RESIDENCE LIFE POLICIES AND EXPECTATIONS GUIDE

COMMUNITY ACCOUNTABILITY

The following policies reflect the values of the Housing and Residence Life Office (herein referred to as housing) and were established to uphold our mission of creating a community that is conducive to living and learning. As a member of the residence hall community, it is your responsibility to familiarize yourself with these policies and to abide by them.

These policies apply to all residents and their guests when they are in or on the residence hall property and are enforceable while participating in housing sponsored activities on or off campus.

Housing's commitment to developing good citizenship does not end at the boundaries of the residence hall. Residence hall students serve as ambassadors of our institution. The college expects students to know and abide by the ordinances and regulations of the City of Bend, the laws of the State of Oregon, college policies and expectations, housing policies and expectations, and the laws that apply to all citizens. Any alleged violation of housing or college policies may result in follow-up through the housing student discipline process or the college's student discipline process, the results of which may jeopardize your housing agreement and/or status as a student at the college; may result in disciplinary sanctions; or may be subject to legal action.

Your rights as a resident include:

- The right to study and sleep in your room free from undue interference.
- The right to expect that your roommate and other residents will respect your personal belongings.
- The right to be free from intimidation, physical, and emotional harm.

Your responsibilities as a resident include:

- Demonstrating respect for all members of the community and yourself.
- Examining your own behavior when confronted by another and to work toward resolving conflicts amiably.
- Compliance with the policies outlined in this document.

HOUSING AND RESIDENCE LIFE POLICIES

NOTE: Some individual policies and expectations may include a specific breakdown of violations that may seem repetitive. This is done to indicate levels of severity in conduct records.

A. Alcohol, Marijuana, and Other Drugs

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of the college to maintain a drug-free campus for all employees and students. In accordance with ORS 475.300 – 475.346, COCC's Drug-Free Campus Policy includes prohibiting the use of medical marijuana on college property or for any college-sponsored class, activity, or event regardless of location. It is the responsibility of the college to notify students and staff of college policy. In accordance with this intent, the following policies are in effect (refer to the Alcohol, Marijuana, and Other Drugs Policy document for more in-depth details):

1. **Alcohol:** The unlawful manufacture, distribution, dispensing, possession, consumption, or use of alcoholic beverages (including, but not limited to, fermented malt beverages, intoxicating liquors, etc.) is not permitted on the college campus and in all college facilities. Refer to the Housing and Residence Life Alcohol, Marijuana, and Other Drugs for additional details. Furthermore:
 - Due to concerns for personal safety, safety of others, and for the image of the college, it is expected that discretion be used when consuming alcoholic beverages in a safe and legal manner away from College property.
 - Those who do choose to consume alcohol against College policy should know and respect their own limits and practice legal and low-risk drinking behaviors.
 - The influence of alcohol will not excuse or justify an individual's actions, which are a violation of state, federal, or local laws, College policies, Housing policies, or the rights of others.
 - Any individual or group who provides or procures alcohol for another person shares in the responsibility for the person's behavior and safety while under the influence of alcohol.

- Acutely intoxicated students will not be left in the care of other students, including housing staff. Students will be referred to appropriate health care facilities and/or law enforcement.
 - Conduct that is in violation of the state, county and municipal laws or ordinances or the College or Housing policies relating to the use of alcoholic beverages may involve the individual in student conduct procedures regardless of the action that may be taken by civil authorities. Changes in Oregon state law and/or in local ordinances may require changes to this policy.
2. **Marijuana and Other Drugs:** The unlawful manufacture, distribution, dispensing, possession, consumption, or use of controlled substances (including, but not limited to, narcotic, stimulant, hallucinogenic, prescription drugs, etc.) is not permitted on the college campus and in all college facilities. Refer to the Housing and Residence Life Alcohol, Marijuana, and Other Drugs for additional details. Furthermore:
- The possession of a medical marijuana permit does not allow for the possession or use of marijuana on college property or in housing. Marijuana obtained for medicinal purposes cannot be stored or used in housing.
 - The influence of marijuana or a controlled substance/illegal drug will not excuse or justify an individual's actions, which are a violation of state, federal, or local laws, college policies, housing policies, or the rights of others.
 - Any individual or group who provides or procures marijuana, illegal drugs, or a controlled substance for another person shares in the responsibility for the person's behavior and safety while under the influence of the substance.

B. Disorderly Conduct

Conduct on college or housing owned or controlled property resulting from behavior that unreasonably affects others; which disrupts the orderly functioning of the college or housing; or which is lewd, indecent, inappropriate, or obscene is not permitted.

1. **Noise/Quiet Hours/Courtesy Hours:** The realities of community living dictate that individuals respect community needs for the moderation of noise regardless of established quiet hours. Noise is any sound, human or otherwise, which is disturbing to any resident. In an effort to reduce the amount of noise in the building, specified quiet and courtesy hours are established.
 - **Excessive Noise:** Excessive noises that are disruptive at any time are not permitted. In order to maintain an atmosphere conducive to study, sleep, and other individual pursuits, noise inside and outside of the building must be kept at a minimum level during designated quiet hours. Disruptive noises, including but not limited to loud stereos, loud televisions, amplified instruments, or loud voices, infringe on the rights of other students.
 - **Courtesy Hours:** Courtesy hours are in effect at all times. Courtesy hours allow all residents to sleep, study, and relax or host visitors without distracting noises from neighbors.
 - **Quiet Hours:** In addition to courtesy hours, general quiet hours are to be observed from 10:00pm to 10:00am, Sunday through Thursday; and 12:00am to 10:00am, Friday and Saturday. During finals week, quiet hours are in effect 24 hours a day. Quiet hours may be expanded as deemed necessary by housing staff.
2. **Pranking:** Engaging in any "pranking" activities is not permitted.
3. **Sports and Roughhousing:** The playing of various sports, wrestling, or "roughhousing" in housing is not permitted. This includes, but is not limited to, in-line skating, skateboarding, scooters, and bicycle riding, as well as throwing, kicking, or hitting any type of object including, but not limited to soccer balls, footballs, "nerf" balls, darts, etc. All athletic activities are to be limited to areas outside of housing that are specifically designated for such purposes.
4. **Disruptive Behavior/Public Disturbance:** Engaging in conduct that incites or threatens to incite a breach of the peace; breaching the peace; obstructing or disrupting the normal operations of the residence hall; infringing on the rights of others, including disrupting the living or learning environment is not permitted.
5. **Threat or Harm to Self:** Self-harm gestures, behaviors, or expressions that inappropriately affect or disrupt the educational processes of the college or the safety of the college community are not permitted. Any self-harm gestures, behaviors, or expressions that place inappropriate or unreasonable expectations or responsibility on the housing staff or members of the housing community are not permitted.

6. **Threat or Harm to Others:** Actions that would be considered likely to pose a threat, discomfort, or harm to others are not permitted. Such actions include, but are not limited to: inflicting verbal, mental, or physical harm upon any person; engaging in any intentional or reckless action from which verbal, mental, or physical harm could result; and causing a person to believe that the offender may cause verbal, mental, or physical harm.
7. **Damage, Vandalism, or Misuse of Property:** Deliberate, negligent, or reckless damage, destruction, vandalism, removal, defacing, or misuse of property of another, including personal, housing, or college property, is not permitted.
8. **Theft, Unauthorized Possession, or Sale of Property:** Theft, unauthorized possession, or sale of property of another, including personal, housing, or college property, is not permitted.
9. **Bullying Behavior:** Aggressive behavior directed at another person, either in person or through electronic means that causes stress or harm and that is repeated over time is not permitted. This includes, but is not limited to, assaulting, defaming, terrorizing, making obscene gestures, or invading privacy.
10. **Stalking Behavior:** Behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specified person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose is not permitted.
11. **Harassing Behavior:** Harassing behavior of any kind is not permitted. For the purposes of this policy “harassment” is the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct, on the basis of another’s protected status, that has the effect, intended or unintended, of creating a hostile, intimidating, or offensive environment sufficiently severe or pervasive to substantially impair a reasonable person’s participation in college programs or activities, or use of college facilities; must target a specific person or persons; must be addressed directly to that person or persons; and the behavior does not have to be repeated. Examples of harassment include, but are not limited to:
 - **Physical Harassment:** Physical harm or the threat of physical harm, intimidation, as well as conduct that threatens the health and safety of the community is not permitted.
 - **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal and physical conduct of a sexual nature that occurs without the explicit consent of all parties involved, not in private, or without the proper consideration given to the rights of other residents and where such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating a hostile or offensive working or academic environment is not permitted.
 - **Verbal & Nonverbal Harassment:** Verbal and nonverbal harassment made directly or indirectly (via email, social networking sites, written messages, etc.) is not permitted. This includes threats, malicious pranks, abusive name-calling, prank phone calls, and racial, gender, or sexual orientation harassment.
12. **Videotaping and Camera Use:** Any unauthorized use of electronic or other devices to make an audio or video recording of any person without that person’s prior knowledge, or without effective consent when such a recording is likely to cause injury or distress is not permitted.
13. **Staff Direction and Compliance:** Residents and their guests are required to comply with official and reasonable requests or orders of authorized college or housing staff or representative acting on behalf of the college or housing, including local law enforcement. This expectation includes requests for students to properly identify themselves, reasonable requests for students to meet appointments in administrative offices, disciplinary investigations and hearings, the completion of or the adherence to sanctions resulting from a conduct hearing. Not answering doors, being uncooperative or verbally abusive, failing to provide information, intentionally concealing information, providing false information, showing reckless disregard for the truth, or otherwise interfering with staff is not permitted.
14. **Gambling and Games of Chance:** Gambling or activities involving the use or exchange of money during or at the close of playing a game in housing and on college property is not permitted. This includes online gambling from one’s room using the college-provided network.
15. **Trash and Littering:** Students shall dispose of all personal trash in proper receptacles located inside and outside the residence hall. This includes the discarding of cigarette butts in designated smoking areas.

16. **Attempted Violations:** Attempts to violate policies and expectations, including unsuccessful attempts, are not permitted and are subject to the same response as are actual violations.
17. **Passive Involvement and Complicity:** Housing expects students who anticipate or observe a violation of college or housing policy to remove themselves from the situation; failure to do so may result in being charged for the policy violation being observed. A student witnessing any act that constitutes a violation of college or housing policy is expected to report such incidents to the proper authorities. Any student who is believed, more likely than not, to have assisted in violating any college or housing policy may be charged with a policy violation to the same extent as those persons directly committing a violation.
18. **Persistent or Recurring Behavior:** Persistent or recurring behavior that violates any of the listed policies may impact a student's continued residential status.

C. Use of Facility and Grounds

1. **Advertising:** The residence hall has designated community display areas where advertising materials may be displayed. Anyone wishing to use the community display areas should consult the housing staff. Advertising should avoid the use of obscene language and may not promote illegal behavior include the underage consumption of alcohol, marijuana, or other drug use.
2. **Decorations:** The following are not permitted: strong adhesives, including, but not limited to, duct tape and packaging tape on painted or glass surfaces is not permitted; painting of rooms in any way; glow-in-the-dark stars or paint on ceilings or walls of the rooms; door decorations in excess of two pieces larger than 8 ½" x 14" each; posting materials on room or lounge windows and/or displaying items through windows; marking or writing on doors, window, or walls; affixing any material to the windows; inserting material under or over the room lights; the use of cinder blocks in housing; physical alteration of the room in any way; use of items with the intent to puncture drywall surfaces, with the exception of thumb tacks and push pins.
3. **Bicycles:** Bicycles on the college campus should be operated in a responsible and safe manner. Riding of bicycles on walkways, on maintained lawns, and in garden areas is not permitted. Bicycles may be locked only in approved locations (not to include handrails and/or lampposts). Bicycles in college buildings, under any circumstances, are not permitted (with the exception of housing). Bicycles may be stored in a student's personal residence hall room with the expressed permission of the roommate (this is a privilege and not a right). If stored in a room, the bicycle may not be hung directly from the wall, ceiling, or from any exposed structure such as light fixtures, piping or smoke detectors.
4. **Events:** Loud, unruly, or alcohol-related events are not permitted in housing unless planned by housing staff for educational purposes. Large events are limited to the formal lounges, recreation rooms, and outdoor spaces adjacent to the building and require prior approval and reservation from the housing staff. The residence hall and its facilities (formal lounges, recreation rooms, etc.) are reserved for the use of the residents. The use of any part of the building by outside organizations, whether hosted by a resident or not, is limited and up to the discretion of the housing staff.
5. **Furnishings:** The following are not permitted: removing furniture from student rooms or public areas; removing any housing furniture from the residence hall for any reason; removing closet doors from their hinges; bunk beds and lofts positioned near windows and at heights not approved by housing staff.
6. **Public Areas:** Hallways must be kept free of obstructions at all times. Sleeping in lounges or other public areas is not permitted, unless it is in conjunction with an official housing-sponsored event. Exclusive use of these areas for group activities requires approval from housing staff.
7. **Room Care, Sanitation, and Personal Hygiene:** Students are responsible for maintaining health and safety standards in their assigned room. Students are expected to practice appropriate personal hygiene and to maintain an environment within their suite, room, and community that is sanitary. Perishable food items should be stored in sealed containers and/or refrigerated. Trash and food debris should be disposed of in the designated trash location.
8. **Solicitation:** Door-to-door solicitation in housing is not permitted. Commercial activity, solicitation, promotion, or advertising is not permitted in or around the building unless prior approval by the housing staff has been obtained. The only exceptions are activities permitted under the college or housing policies and/or those sponsored by college or housing staff.
9. **Windows/Ledges/Roofs/Balconies/Walls:** The following are not permitted: throwing, dropping, spitting, or spilling anything from windows (e.g. "breaking the plane"), ledges, or balconies; placing or hanging property

outside of room windows; hanging or sitting on balcony railings; scaling of building exteriors; accessing roof areas.

10. **Throwing Objects:** Throwing any objects or material in any way originating from outside of the residence hall and directed at the residence hall is not permitted.
11. **Loitering:** Loitering in housing entryways, lobby areas, or blocking entry or exits is not permitted. Residents may not assemble in lobby areas; as such assembly may constitute a fire, health, or safety hazard.
12. **Illegal Entry/Exit:** Entering or exiting illegally, without authorization, or during non-contract periods without proper permission, yours or other resident's suite/room, alarmed exit doors, or any windows is not permitted. Propping emergency exit doors without authorization is not permitted. Nonresident guests using the laundry room is not permitted.
13. **Lockouts:** If a student needs to have a housing staff member let them into the building or unlock their suite or bedroom door in order to gain access to their space due to lost, misplaced, or forgotten keys the student may be assessed a charge. Excessive or inappropriate use of staff for lockout purposes is not permitted.
14. **Keys:** Keys will be issued to the student on arrival at the beginning of their occupancy period. Issued keys include suite key, bedroom key, mailbox key, and electronic "fob" for exterior doors. Unauthorized use, possession, or duplication of housing issued keys is not permitted. Keys are checked out only to assigned residents of each suite and bedroom and residents may not give their keys or electronic "fob" to anyone else, resident or non-resident, at any time. Lost keys should be reported immediately to the appropriate housing staff member. In each case in which keys are lost, the lock will be changed, new keys issued, and the student charged. Charges to the student may include replacement costs of lost keys and lock change on the student room door.
15. **Tampering:** Tampering with any mechanical or electrical unit or unauthorized alteration of a system configuration within the residence hall is not permitted. This includes, but is not limited to, elevator systems, locking systems, life safety equipment, heating systems, cable connections, lighting systems, ethernet connections, wireless routers, etc.
16. **Pets:** For the comfort of all residents, pets (animals), including visiting pets, are not permitted within the residence hall. Fish in aquariums (10 gallons or less), certified service animals, and approved assistance/comfort/emotional support animals are the only exceptions.
17. **Trespassing:** Unauthorized presence in buildings, rooms, or restricted areas is not permitted.
18. **Guest Visitation:** Housing exists for students who are assigned to and pay for living accommodations. Students may not arbitrarily make their assigned housing available to anyone else at any time. It is a privilege not a right for a guest to be in housing. A housing staff person may request that a guest leave at any time if the guest's behavior is inappropriate, in conflict with community expectations, housing, or college policies, or is jeopardizing the wellbeing of residents. Residents may not give their room key or building entrance key to any guest at any time. During special occasions, limitations and/or restrictions on the following guest visitation policy may be implemented for safety and building concerns.
 - **Non-Overnight Guests:** Students are permitted to have non-overnight guests up until the beginning of designated quiet hours. Non-overnight guests are permitted under the following conditions:
 - The student host is personally responsible for the conduct of the guest and any consequences that result.
 - Guests comply with all housing policies and expectations.
 - Guests are not allowed to loiter in the halls and must be accompanied by the student host at all times, with the exception of passage to the bathroom.
 - Guests not intending or not approved to stay overnight must vacate the building by the start of designated quiet hours.
 - **Overnight Guests:** Guests of students may be accommodated overnight on weekends only (defined as Friday and Saturday nights). The Residence Life Coordinator must approve any exceptions to this policy. Overnight guests are permitted under the following conditions:
 - Overnight guests must be at least 18 years of age.
 - The student host has advanced permission of the roommate to have an overnight guest. A request to not have guests supersedes the ability to have guests.
 - Overnight guests are required to register with the housing staff.

- Overnight guests comply with all housing policies and expectations. The student host is personally responsible for the conduct of the guest and any consequences that result.
- Overnight guests are not allowed to loiter in the halls and must be accompanied by the student host at all times, with the exception of passage to the bathroom.
- Overnight guests are permitted to stay for a maximum of two consecutive nights.
- Students are permitted no more than six nights of overnight guest accommodation in one academic term.
- Students are not permitted to host a former resident as a guest if the former resident has been suspended from housing; or at the discretion of the housing staff.

D. Life Safety and Security

Each student living in on-campus housing per their signed Housing and Dining Agreement, agree to take primary responsibility for his or her own safety and security, and to support the safety and security of fellow residents, the residence hall, and dining areas. The college and housing will work cooperatively with students to promote a safe and secure environment, although absolute safety cannot be guaranteed. The student agrees to read and abide by security policies and precautions stated in this publication and other college publications.

1. **Candles and Incense:** The possession, storage, or use of candles and incense (including incense paraphernalia) for any purpose, including ceremonial, decorative, or burning purposes, in housing is not permitted.
2. **Smoking:** Smoking (including cigarettes, cigars, pipes, and electronic/vapor cigarettes) and use of smokeless tobacco are not permitted in all college facilities and is limited to college parking lots. During high fire danger periods smoking on the college campus will be banned completely. In housing, the possession, storage, or use of hookahs and the possession of hookah-smoking accessories is not permitted.
 - **Smudging Ceremonies:** Smudging is a ritual used by indigenous people throughout the world in which herbs are used to cleanse persons or places of negative thoughts, bad spirits or negative energy. Smudging is not permitted inside of the building unless approved by housing staff. Smudging is permitted outside of the building and within the normal smoking boundary. Individuals who wish to practice smudging should contact housing staff with information on when and where they plan to hold their ceremony.
3. **Cooking:** Residence hall rooms are not equipped for student to safely or sanitarily cook. For the safety of all students, cooking is not permitted in residence hall rooms. Cooking is permitted only in the community kitchen.
4. **Fire Alarms:** Maliciously, purposely, or recklessly causing false fire alarms, including, but not limited to, pulling a fire pull station or setting off a smoke detector, is not permitted.
5. **Fire and Emergency Equipment:** Intentionally or accidentally tampering with emergency equipment (e.g. fire alarm pull stations, AEDs, smoke and heat detectors, fire extinguishers, exit signs, evacuation maps, emergency exit doors, ground-level emergency window grates, lights) is not permitted. Intentionally or accidentally blocking fire exits or other means of impeding traffic is not permitted.
6. **Fire Evacuation:** Failure to evacuate during a fire alarm is not permitted.
7. **Fire and Fire Damage:** Intentionally or negligently committing or aiding in the intentional or negligent commission of an act which results in a fire that causes damage, or is intended to cause damage, to the property of another, including personal, housing, or college property, is not permitted.
8. **Appliances, Power Strips, and Extension Cords**
 - **Permitted Items/Appliances:** It is an expectation that all permitted appliances used in the hall are undamaged and have no alterations. Misuse of appliances may result in loss of privileges and conduct action. All permitted appliances must: be UL listed; have a double-insulated, three prong cord; be plugged directly into a wall outlet or into a 15-amp protected power strip; and, in some cases, have an automatic shut-off function. The college reserves the right to determine the danger of an appliance and its use and to require its removal, if necessary.
 - Low Wattage Electrical Equipment (e.g. clocks, radios, stereos, fans, blenders)
 - Televisions (not wall mounted)
 - Lamps (incandescent, LED, and fluorescent bulbs permitted; halogen bulbs not permitted)
 - Microwave Oven (up to 0.7 cubic feet and 700 watts)
 - Refrigerators (up to 5 cubic feet and Energy Star rated)

- Coffee Pots and Hot Pots (must only use an insulated carafe)
 - Clothes Irons, Hair Irons, Hair Curlers, and Hair Blowers
 - **Non-Permissible Items/Appliances:** Due to health and safety concerns and facility capacity issues, there are a number of appliances that are not permitted in the residence hall. Below is a partial list of non-permissible items. Students should ask housing staff about appliances or items not listed on this page BEFORE bringing them to campus.
 - Any appliance that produces smoke, excessive steam, or grease laden vapors
 - Fog, Smoke, or Haze Machines
 - Barbecues
 - All “open heating element” appliances; including, but not limited to:
 - Hot Plates
 - Electric Grills (e.g. George Foreman Grills, electronic woks)
 - Toasters and Toaster Ovens
 - Popcorn Poppers
 - Crockpots, Slow Cookers, and Rice Cookers
 - Portable Space Heaters
 - Electric Blankets
 - Halogen Lights
 - Television and radio antennae, which are placed outside the room window or anywhere on the exterior of the building or adjacent grounds.
 - Large Household Appliances (e.g. air conditioners, clothes washers and dryers, dishwashers, waterbeds, hot tubs)
 - Any non-UL listed appliance
 - **Power Strips & Extension Cords**
 - Multi-Plug Adapters are permitted (must plug directly into wall outlet; must be UL-listed; and must be equipped with a 15-amp built-in circuit breaker)
 - Power Strips are permitted (must plug directly into wall outlet; must be UL-listed; and must be equipped with a 15-amp built-in circuit breaker)
 - “Piggy-backing” power strips is not permitted (e.g. to plug one into another)
 - All other extension cords or multi-plug adapters that are not grounded and not equipped with fuse protection are not permitted
9. **Building Security:** Tampering with, propping, or otherwise disabling locked exterior doors or interior doors is not permitted. Opening doors for non-residents or allowing non-residents to “tailgate” into the building is not permitted.
10. **Fireworks, Explosives, Hazardous Material, and Combustibles:** Possession, use, threatened use, or transfer/sale of any fireworks, explosives, hazardous materials, or combustibles is not permitted on college property. This includes, but is not limited to: fireworks; any kind of explosive device (whether it uses combustible or non-combustible fuel); gasoline; propane; kerosene; lighting fluids; laboratory chemicals; photography chemicals; gun powder; paints; car batteries; tear-gas; and paint thinners. Equipment and vehicles that use combustible fuels are also not permitted in or near the building. For example, motor bikes, scooters, motorcycles, and gasoline-powered equipment must be kept a safe distance outside of housing areas.
11. **Weapons, Firearms, and Destructive Devices:** Possession, use, threatened use, or transfer/sale of any weapon, firearm, or destructive device on college property is not permitted. Exceptions include pocket knives, general tools, utensils, or items not designed as weapons unless the object is used in a way that would be considered dangerous; and possession of not more than 0.5oz of pepper spray.
12. **Absence:** Students living in the residence hall are expected to notify housing staff if they will be away from the residence hall for a period extending beyond a normal weekend or vacation.
- **Missing Student Policy:** A student may be considered to be a “missing student” if the student’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

Upon application, each student in housing is required to provide emergency contact information. If the resident is under 18 years old, they must provide the contact information for their parent or legal guardian. This information will be used in the event the student is determined to be missing. Students may update this information by contacting the Assistant Director of Housing and Residence Life.

Missing students may be reported to Campus Public Safety, the Office of Student Life, or any housing staff member. Upon notification of a potentially missing student, Campus Public Safety will be notified and will begin an investigation of the situation that will include the following:

- Conduct a welfare check in the student's on-campus residence hall room.
- Attempt to contact the missing student via phone numbers on file.
- Contact online, call, or speak in person with known contacts such as roommate and friends.
- Contact student employer, if known.
- Contact the student's professors to gather information about the student's recent class attendance.
- If the student has a vehicle, Campus Public Safety will attempt to locate the vehicle on campus.

If the student cannot be located after reasonable efforts, the Assistant Director of Housing and Residence Life, Director of Student and Campus Life, or Campus Public Safety will then contact the student's emergency contacts no later than 24 hours after the student has been suspected as being missing. If the investigation indicates that a student is missing, Campus Public Safety will file a missing persons report with the Bend Police Department.

A student who is missing and is believed to be the victim of foul play, involved in a life threatening situation, has indicated suicidal threats or it is believed they will do harm to themselves constitutes an immediate response situation. Campus Public Safety will be contacted immediately and will initiate a report as well as take responsibility for notifying appropriate law enforcement agencies.