



NORTHEAST CAMPUS GUIDE

- 2023 / 2024 -



UNIVERSITY OF
OREGON

PORTLAND

Updated 12.18.2023



Welcome to the Northeast Portland campus. Academic year 2023-24 marks the first time University of Oregon students, faculty, staff, and community members will experience our new Portland home. This guide is a starting point to help employees and students become acquainted with details such as mailing address, building hours, safety and facilities help, as well as policies and procedures for the new campus.

This resource is provided by the Office of the Vice President for Portland, which is responsible for the administrative oversight of the campus. The contents of this document apply to University of Oregon faculty, staff, students, guests, and external visitors on the NE Portland campus.

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Use the QR code or address below to get the links in this guide.
<https://pdx.uoregon.edu/northeast-campus-resource-guide>



The University of Oregon is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. **To request disability accommodations**, students should contact aec@uoregon.edu. Faculty and staff should contact UO's ADA coordinator at workplaceada@uoregon.edu.





KEY CONTACTS

Office of the Vice President – pdxinfo@uoregon.edu

Jane Gordon, Vice President for Portland – 503-412-3742, jgordon@uoregon.edu

Kelsie Greenacre, Executive Assistant – 503-412-3670, kmgreen@uoregon.edu

Carrie Toth, Director of Finance and Administration, 503-412-3804, ctoth@uoregon.edu

Chuck Triplett, AVP for Campus Operations, 541-346-3429, clt@uoregon.edu

Sarah Kутten, AVP for Students and Belonging, 503-412-3704, skutten@uoregon.edu

Miles Marrow, Director of University Housing, 541-346-4222, marrow@uoregon.edu

Ken Sievers, Facilities Manager, 503-209-4993, ksievers@uoregon.edu

Tess Phillips, Events Manager, 503-412-0469, tessp@uoregon.edu

Heidi Hiaasen, Portland Communications, 503-412-3714, heidih@uoregon.edu

Doug Burzell, User Support Services Manager, 503-412-3676, burzell@uoregon.edu

John Hromco, Security Director, jhromco@uoregon.edu

Jonathan Koble, Community Service Officer, 971-373-2702, jkoble@uoregon.edu

Juan Martinez, Community Service Officer, 541-222-9069, jmarti26@uoregon.edu

CAMPUS MAIL

The mailing address for the new campus is: 2800 NE Liberty St., Portland, OR 97211.

During academic year 2023-24, mail and packages will be delivered to the Oregon House and distributed to each department's location. Departments must identify a central receiving area in their allocated space to receive mail.

STATE SHUTTLE SERVICE

The State of Oregon shuttle and delivery service will pick up and deliver interagency mail from Oregon House this academic year. Address shuttle mail like U.S. mail and write "SHUTTLE" on the package.

MAILING ADDRESS

Please address mail and packages using this format:

University of Oregon
Department
Recipient's name
2800 NE Liberty St.
Portland, OR 97211



OPERATING HOURS & BUILDING ACCESS

UO Portland campus buildings—excluding residential properties—will establish and post routine operating hours for open access to public and common spaces. During academic year 2023-24, public access spaces are available in the Library and Learning Center.

The Library and Learning Center building hours:

Monday -Thursday, 7a.m-9 p.m.

Friday, 7 a.m.- 6 p.m.

Saturday, 9 a.m.-6 p.m.

Sunday, closed

UO Portland Library hours:

Monday -Thursday, 9 a.m.-6 p.m.

Friday, 9 a.m.-5 p.m.

Saturday, 1-6 p.m.

Multnomah County Libraries will host a temporary location in room 120 of the Library and Learning Center for this academic year.

ALTERNATE BUILDING ACCESS AND ACCESS CARDS:

At all other times, and in other UO Portland facilities, access to buildings is only through use of an approved NE Portland access card. The campus facilities manager is the point of contact related to access controls: ksievers@uoregon.edu.

The NE Portland access card is different from your UO ID. Faculty and staff may request a NE Portland access card by completing the form at the QR code. A duck ID is required.



FACILITIES SERVICES

To request facilities and grounds service or maintenance during business hours, fill out the [Work Control Service Form](#).

For urgent service requests after hours, contact the UO Security Operations Center, and they will relay requests to on-duty emergency contacts. The phone number is 503-412-3700.

UO employees can sign up to receive training for the university service request portal. Email workcontrolcenter@uoregon.edu to request access to available MyTrack training. A duck ID is required.

SPACE AND EVENT SCHEDULING

Classrooms, study spaces, and meeting rooms on the NE Portland campus are available for scheduling for internal events and activities. Events will be very limited during the 2023-24 academic year to minimize disruption to our campus renovations. For information regarding events and spaces, contact UO Portland Event Services at pdxinfo@uoregon.edu.



Alcohol consumption is not permitted on campus except at approved and permitted events. Any request for alcohol to be brought onto the campus should be submitted to UO Portland Event Services (QR code). In addition to the policies of the building, all students are required to adhere to the University of Oregon Rules of Conduct and all university policies regarding alcohol consumption will be enforced.

All events and classes that will serve food or refreshments of any kind must use an approved caterer from the approved caterers list (QR code). For more information regarding this policy, please visit <https://pdx.uoregon.edu/event-services>



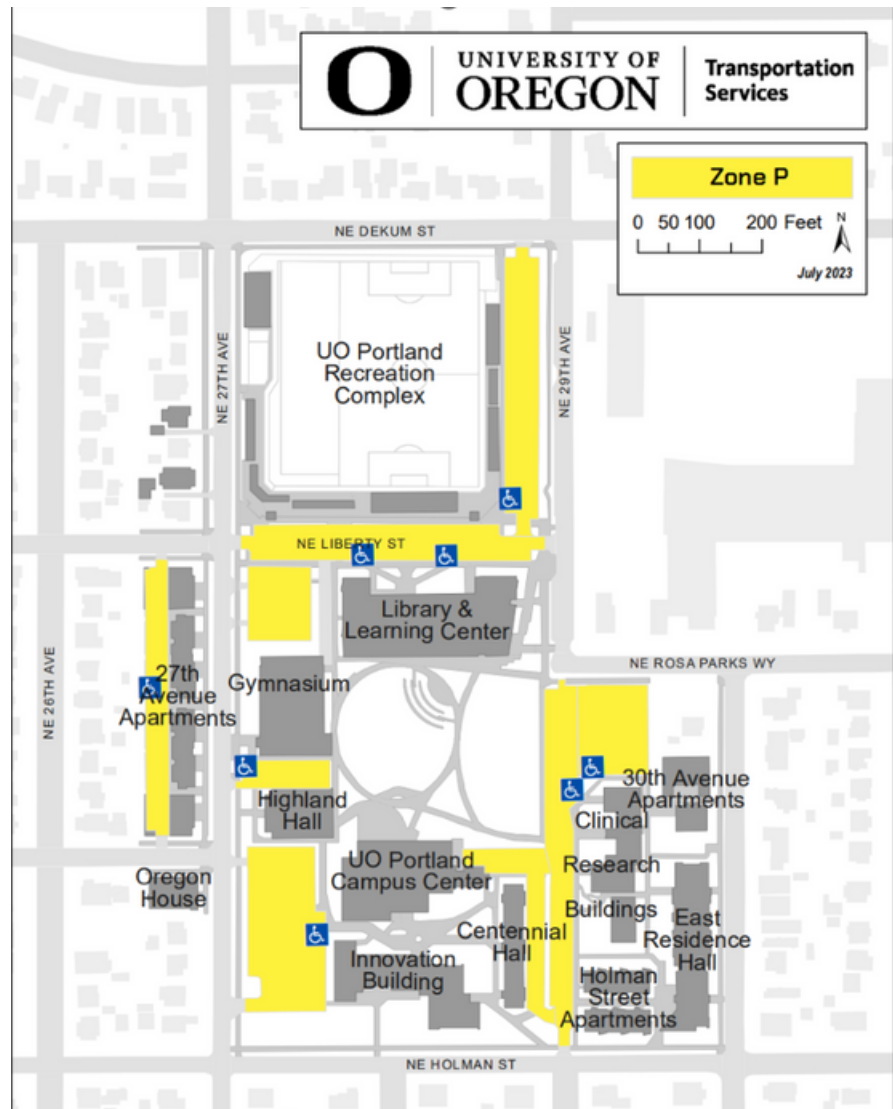
TRANSPORTATION SERVICES

PARKING

All motorized vehicles are required to obtain a no-cost virtual P-zone parking permit through UO Transportation Services' online parking portal (QR code).



See map at right for campus parking lots.



A small number of individually marked “visitor parking” spaces are strategically located and signed on campus and do not need a virtual permit. However, they are limited to two-hour parking.

Parking at UO’s White Stag campus will remain the same as in past years and will continue to require a paid parking permit.

All vehicles are subject to UO’s standard parking regulations, including restrictions on ADA parking, fire lanes, posted time limits, etc. and are subject to vehicle citation(s) and/or tow if applicable regulations are not followed.



TRANSPORTATION SERVICES (CONTINUED)

PUBLIC TRANSIT (TRIMET):

Route 17 (Holgate-Broadway) bus stops on 27th Avenue, outside the gymnasium. It runs roughly every half hour at peak time, with trips starting as early as 5:15 a.m. and running until just past midnight. This route goes into downtown Portland, with stops in proximity to Union Station and Pioneer Square.

Route 70 (12th/ NE 33rd Avenue) bus stops on NE Dekum Street, just north of the stadium at 29th Avenue. Buses run every half hour from 6 a.m. to 5 p.m. Trimet route planning and bus tracker can be found at trimet.org.

Full-time employees may be eligible for a free annual TriMet pass. Contact pdxinfo@uoregon.edu to request more information.

MICRO-MOBILITY

Given the size of Portland, there are several convenient travel choices available in lieu of driving a personal automobile. As UO Portland campus continues to grow in the future, many of these options will continue to expand over time.

Personal Bicycles

Bicycles should be registered with Project 529. Free 529 decals are available at the Student Life & Belonging Office in the Library and Learning Center, Suite 201. Bike racks are located throughout campus near building entrances.

Bike Share (BIKETOWN)

An electric bike is a convenient way to get to and from the Portland campus. The BIKETOWN service area now includes the campus and a station at the corner of NE 29th Avenue and NE Rosa Parks Way. Additional details about this bike share service can be found at biketownpdx.com

E-Scooter Share

A variety of companies provide e-scooter share in Portland. Additional information about Portland's e-scooter program can be found [here](#), including operating rules, licensed companies, and low-income pricing plans.

CAR SHARE

Car share is a travel option for those needing a personal automobile for short durations of time. UO students as young as 18 are eligible to rent these vehicles through Zipcar in Portland. A Zipcar Pod with multiple cars available will be added to the corner of NE 29th Avenue and NE Rosa Parks Way in the coming months. Additional information will be provided at that time and can also be found at Zipcar's website.

INFORMATION SERVICES & USER SUPPORT SERVICES

TECHNOLOGY SUPPORT

Hours are 8 a.m.-9 p.m. Monday-Friday and business hours on Saturday.



Staff are in the Library and Learning Center Building and are available by calling 541-346-HELP or submitting a service request (use QR code).



CLASSROOM AV SUPPORT

Call 503-412-3666.

For training on classroom technology, please submit a request to the service portal (use QR code) and an IS staff member will contact you to schedule training.

INTERNET, WIFI AND CELLULAR

The NE Portland campus is connected to the UO network and WiFi is available through UO Secure and UO Guest. Cell phone coverage in some campus buildings is challenging and connectivity may be enhanced by using “WiFi calling” when possible. UO faculty, staff, and students may register their devices by submitting a help ticket at:

<https://service.uoregon.edu> for employees or

<https://housing.uoregon.edu/resnet/internet> for students.

PUBLIC PRINTERS

Printers are located in the Library and Learning Center at the circulation desk on the second floor. Library staff are available during scheduled hours to provide support with the print/copy/scan services.

- Computer Lab & Library Printing:

<https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=116562>

- Public Printing: <https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=140515>

- Note: Multnomah County Library will offer free standard black and white printing from room 120. See <https://multcolib.org/mobile-printing> for details.

SECURITY AND EMERGENCY

The UO Portland NE campus is supported by the University of Oregon Police Department, including an unarmed Director of Campus Safety and Community Service Officers, as well as a private security firm to maintain 24/7 security coverage.

If you or someone you know is in immediate danger, call 911.

For non-emergency security issues, call the UO Security Operations Center at 503-412-3700. Be sure to let the dispatcher know that your call is related to the UO Portland NE campus.

SECURITY ESCORT

UO Portland offers a security escort service for all staff and students. To request a security escort to your nearby vehicle or transit stop, call 503-412-3700 at least 30 minutes before your planned departure time.

UO ALERT PORTLAND

The same system used at the Eugene campus to communicate closure and urgent notices is also used at UO Portland. Register your cell phone to receive text alerts on DuckWeb. All Portland-based staff and student email addresses are automatically signed up to receive these alerts. Unfortunately, we are unable to opt out of UOAlerts for the Eugene campus, while still receiving UOAlerts for Portland.



EVACUATION INFORMATION

In the case of an emergency evacuation, the assembly area for all staff and students is the campus green space next to the carillon bell tower. Assembling at that location will allow for an accounting of all building occupants.

One or more UO employees with each department will be designated to verify that staff and students are out of the building in case of an emergency. UO Portland Security will coordinate this process during fall term.

- Walk, do not run.
- Evacuate the building by the nearest usable exit.
- Do not use elevators.
- Take personal belongings if possible.
- Secure any hazardous materials or equipment before leaving if possible.
- Assist persons with disabilities if possible.



FIRST AID

A first aid kit is located in the Library and Learning Center break room 100. Departments are also responsible for providing and maintaining their own first aid kits. Kits and supplies are available for purchase on Duck Depot.

SUSPICIOUS OBJECT

Do not touch or disturb the object. Call the UO Security Operations Center at 503-412-3700. Notify supervisor or instructor if appropriate.

CAMPUS & FACILITIES USE POLICES AND PROCEDURES

CONDUCT

Conduct expectations for UO Portland faculty, staff, students, guests, and external visitors while on campus or surrounding grounds are outlined in five major UO documents: UO Student Conduct Code, UO Code of Ethics, UO Proscribed Conduct Policy, and UO Campus Visitors Policy (use guide QR code).

- The UO Student Conduct Code establishes community standards and procedures necessary to maintain and protect an environment conducive to learning and in keeping with the educational objectives of the University of Oregon. The university may impose disciplinary sanctions against students or student organizations when their conduct materially interferes with the educational objectives of the Knight Campus, UO or a UO community member.
- Individuals can be removed from the UO Portland campus due to disruptive behavior as defined in the Student Code of Conduct, the UO Standards of Ethical Conduct, UO Animal Control Policy, UO Proscribed Conduct Policy or UO Campus Visitor Policy. This includes conduct that threatens the health or safety of any person on campus property or at official University functions or other disruptive activity incompatible with the orderly operation of the campus. Individuals can also be removed for obstructing the free flow of traffic, using unauthorized sound amplification, or failure to comply with other University rules.
- Campus visitors are subject to university regulations as found in the Campus Visitor Policy.
- Sanctions may be instituted against any person(s) engaging in activity prohibited by the policies noted above.

VIDEO SECURITY MONITORING

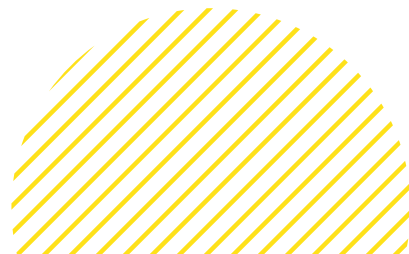
UO Portland deploys security cameras on campus solely to advance legitimate public safety and security interests, including:

- Protection of individuals, property, and buildings
- Investigation of criminal activity
- Monitoring of building access
- Confirmation of security and safety alarms
- Situational awareness of campus events

The use of security cameras shall always be conducted in a professional, ethical, and legal manner. Individuals operating or using footage from security cameras shall do so in accordance with all relevant policies, including, but not limited to, those governing sexual harassment and discrimination. Operators of security cameras must also comply with any applicable federal, state, and local laws. This policy places limits on the use of surveillance equipment and recordings generated by such equipment to protect the reasonable privacy interests of the University of Oregon community and visitors to the UO Portland Campus.

Cameras will record but will not be monitored 24-7. Camera control operators shall monitor based on suspicious behavior, not individual characteristics. Camera control operators shall not view private rooms or areas through windows.

All recorded video images remain the property of the UO. Recordings shall be securely maintained for approximately 30 days unless the recording device has limited storage space. In all cases, the recordings must be maintained at least 7 days, and if used in personnel actions, student judicial proceedings, or other administrative or criminal proceedings, shall be kept until all appeals on actions are complete. As stated above, recorded images may be used as evidence in on-campus student judicial proceedings, employment actions, or for any other lawful purpose.



FIREARMS

The University of Oregon restricts the possession of firearms on or in University owned or controlled property. Please see UO Firearms Policy for additional information concerning firearms (use QR code).

FREE AND OPEN INQUIRY

The University of Oregon values and supports the free and open inquiry of all members of the UO community: faculty, staff, students, and visitors. For more information about this, see UO Free Speech and Open Inquiry Policy (use QR code).

As a public university, the UO is prohibited from using its resources to campaign for or against any declared candidate for office or ballot measure that has qualified for the ballot. To the extent we allow any unaffiliated users to use our space, however, we may allow for campaign activities, provided we make space available on the same basis and at the same cost as we would for any other unaffiliated user and provided we treat all candidates and advocacy groups equally.

THE UNIVERSITY OF OREGON IS A SMOKE/VAPE-FREE CAMPUS

The use of tobacco, smokeless tobacco, non-nicotine vaping products, or unregulated nicotine products (i.e. “e-cigarettes”) are strictly prohibited in indoor and outdoor spaces owned or leased by the University of Oregon. The University of Oregon also seeks to prevent the abuse of alcohol and illegal drugs. For more information, see policy [here](#).

TABLING

Tabling is permitted under the following circumstances:

- Tabling is permitted only by building occupants and those entities with approved reservations for a space/facility upon the day of use and for both only with prior authorization to table by UO Portland Event Services. UO Portland reserves the right to not approve a request for tabling.
- All table users must be set up within their assigned space
- Tabling may not be booked to provide any service that violates existing UO services contracts (i.e., selling prepared foods, book sales).
- No operating any device designed for sound production, amplification, or reproduction (this is understood to include any musical instrument) is allowed without express permission from UO Portland Event Services.
- No unpackaged food is allowed.
- Groups not staffing their table will forfeit their future table reservation privileges.

HOUSEKEEPING EXPECTATIONS

All spaces on the UO Portland campus are expected to be clean, orderly, and sanitary. All building users are expected to clean up after themselves in their assigned spaces and in communal use areas (e.g., kitchenettes, break rooms, seating areas).

Floors are to be clean and dry, spills that can't be easily cleaned up must be reported to Facilities Services for custodial attention.

Aisles and passageways are to have enough clearance for pedestrians to pass through. They are to be kept clear, without obstructions that could create a hazard. Exit routes must be free and unobstructed. No materials or equipment may be placed, permanently or temporarily, within an exit route.

Employees are expected to notify the Work Control Center at workcontrolcenter@uoregon.edu or 541-346-2319 of custodial or facilities needs in a timely manner. For urgent service requests after hours, please contact the PPI Dispatch Center (503-224-7383), and they will relay requests to emergency contacts.

USE OF SPACE

The use of space for living accommodation purposes such as but not limited to sleeping activities, preparing to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings is prohibited except in residential properties. Any such activity may result in loss of facility usage privileges.

Use of bathrooms does not include activities such as bathing, storing material or sleeping. Showers are provided for the use of UO credentialed individuals only.

Individual stay is limited to building hours of operation unless express authorization has been given and processed via UO Portland leadership or delegates via employment contract or other formal approval process. Unauthorized stays or misuse of facilities will result in loss of building/campus use privileges.



Use the QR code or address below to get the links in this guide.
<https://pdx.uoregon.edu/northeast-campus-resource-guide>

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