



Channel Islands  
CALIFORNIA STATE UNIVERSITY

**DIVISION OF STUDENT AFFAIRS**  
Housing and Residential Education

# **Resident's ABC Manual 2011-2012**

# Resident's ABC Manual

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## **HOUSING & RESIDENTIAL EDUCATION**

### **Anacapa Village & Santa Cruz Village**

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#### **Welcome!**

On behalf of all the staff in Housing and Residential Education, please accept our sincere welcome to your new home away from home! We are here to serve you and to facilitate what we expect will be a significant and memorable part of your university experience at CSU Channel Islands.

While living on campus addresses a number of practical needs for you, we are committed to providing a residential experience, which enriches your learning and development. We want your experience at CSU Channel Islands to be a better one because you've chosen to live on campus. You will have opportunities to be involved in numerous academic, social, cultural, and recreational activities. You will experience life in a diverse community with people from a variety of backgrounds. You will meet and form relationships with people who will challenge you to consider what it really means to live effectively with others and this will help you develop the skills you will need to successfully relate to others beyond your university experience. And, if you're like most of the students who have lived on campus at CSU Channel Islands, you will have fun and enjoy the many resources available within walking distance from where you live.

Above all, we aim to be a true community, where collectively we care for and respect others. This is a big part of what it means to be a student at CSU Channel Islands, and we are proud of our graduates who have demonstrated that our commitment to leadership and character development have made them not only intellectually well educated, but also personally well-rounded when they leave CSU Channel Islands and pursue their future plans and dreams. You will get the most out of this experience by participating actively, addressing concerns in productive ways which make the community a better place to live, and stretching yourself to engage in ways that help you develop leadership and responsibility. Living with peers is a life-changing experience, and while it can be very rewarding, it is not always easy. We are here to support your efforts to maximize your experience, and to work through challenges.

This ABC Manual contains nearly everything, from A to Z that you will need to know about living in Anacapa or Santa Cruz Village. Included are the expectations we have of all students who live on campus so the community will be a positive and safe place for everyone. Our staff is committed to being supportive and responsive to your needs.

We hope this year is filled with powerful new relationships, learning, and growth. We are grateful that you have chosen to make your home with us this year!

Sincerely,

Cindy Derrico, Director  
Housing and Residential Education  
California State University Channel Islands

## Mission Statements

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### **California State University Channel Islands Mission Statement**

Placing students at the center of the educational experience, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives.

### **Division of Student Affairs Mission Statement**

Placing students at the center of *their* educational experience, the Division of Student Affairs supports and enhances learning and the University community through quality co-curricular programs, activities, facilities, and services.

### **Housing and Residential Education**

Housing and Residential Education supports the mission of our University by providing facilities, services and programs to ensure students live and learn in a secure, comfortable and accessible environment. Our student-centered approach is designed to promote academic success, personal growth, responsible citizenship, and service to the community.

## Housing and Residential Education Staff

### Main Office

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**Cindy Derrico,  
Director**

**The Director of Housing & Residential Education** is the chief administrator for on-campus housing. The Director is responsible for the oversight, administration and direction of all housing functions, including Residential Education, Management and Operations, and Conference and Guest Housing. The Director also serves as the official HRE representative for the University.

**Janel Suliga,  
Associate Director,  
Administration and  
Operations**

**The Associate Director of Administration and Operations** oversees the facility and business functions of HRE, ensuring that the buildings and grounds are developed and maintained and that all student business functions are handled effectively. The business side deals with student housing contracts, resident assignments and budget monitoring. The facilities side is responsible for maintaining the facilities, ensuring they are safe and clean, making physical repairs and upgrades to the facility.

**Liz Miller,  
Associate Director,  
Residential Education**

**The Associate Director of Residential Education** facilitates the implementation of programs and initiatives that facilitate development of the student and the community within student housing. The ADRE is also responsible for the supervision of all live-in professional and student staff, and serves as the chief judicial officer for issues which occur within the Villages.

**Rachel Tafoya,  
Housing Analyst**

**The Housing Analyst** is responsible for the administrative functions related to housing applications, contracts and assignments. She also helps facilitate room changes during the year and handles all student housing-related account adjustments.

**Lisa Racine  
Coordinator for Student  
Housing Conferences**

**The Coordinator for Student Housing Conferences** is responsible for the development and management of our Summer Conference program, guest housing during the academic year, and marketing for all student housing programs.

**Laurita Franklin &  
Cassandra Silic,  
Administrative Support  
Coordinators**

**The Administrative Support Coordinators** provide administrative support to operations, administration, and residential education functions in the central office. They also serve, along with desk assistants, as receptionists, providing the first line of service to students with administrative or billing questions.

**Diana Venegas,  
Occupancy Clerk**

**The Occupancy Clerk** works Monday through Friday mornings and early afternoons in the HRE central office performing a variety of support functions and is the primary point of contact between the hours of 5 AM and 8:00 AM. She is available if lock yourself out, or need other assistance.

## Housing and Residential Education Staff

### Residential Education

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**Britany Cashatt &  
Jacob Hanley  
Resident Directors**

**Resident Directors (RDs)** are full-time, live-in professional staff members responsible for the development of a dynamic residential experience in their assigned Village. This includes a variety of programmatic and service functions, including advising the Residence Hall Association (RHA) and the Student Judicial Board, providing oversight to Resident Assistants (RAs) and Senior Community Advisors (SCA's) and serving as judicial officers. Resident Directors also serve in rotation as emergency on-call staff members 24 hours a day/7 days a week. Britany is the RD for Santa Cruz Village, and Jacob is the RD for Anacapa Village.

**Cris Powell,  
Coordinator for Community  
Programs**

**The Coordinator for Community Programs (CCP)** develops and coordinates events and activities that support the learning community within student housing. They responsible for the coordination of collaborative programs with Campus Recreation and Student Leadership Programs to ensure residents are well tied to campus life. Efforts include the POD Squad welcome crew and the program assistants. The CCP is responsible for the oversight of the Desk Assistants (DA's), and may serve as a judicial officer. The CCP also serves as an emergency on-call responder for student housing in coordination with the RDs.

**Doramarie Hernandez,  
Claire Langeveldt &  
Britney Summerville,  
Senior Community Advisors**

**The Senior Community Advisors (SCA)** are student manager positions that co-supervise 4-5 Resident Assistants (RA's) each, assist with student conduct cases, as well as lead RAs in creating an positive living experience for all residents. Each SCA leads one larger assignment: co-advising the RHA, co-advising the Judicial Board, or serving as a lead manager for desk assistants/game clerks. Doramarie and Britney are the SCA's for Santa Cruz Village, and Claire is the SCA for Anacapa Village.

**Resident Assistant**

**Resident Assistants (RAs)** are student leaders living in the residence Halls. Their primary role is to help build community and serve as peer counselor, advisor, mentor, and friend to residents. They do this by planning social events that help residents get to know each other; providing programs to facilitate individuals academic pursuits and success; facilitating an environment that is inclusive and respectful of different experiences and cultures; enforcing housing policies and serving as emergency on-call staff; and advising students on campus culture and resources

The following table provides the primary building area the Anacapa Village RA oversees and the corresponding RA's name.

Primary Building Area of Responsibility	Anacapa Village Resident Assistants
A1	Jasmine Cooper
A2	Neil Johnson
A3	Chris Wall
B1	Caily Myers
B2	Barbara Grabowski
B3	Trevor Chrisman
C1	Alicia Milanowski
C2	Justin Cortez
C3	Haley King

The following table provides the primary building area the Santa Cruz Village RA oversees and the corresponding RA's name.

Primary Building Area of Responsibility	Santa Cruz Village Resident Assistants
D Building	Kelsey Chavez
E Building	Nick Martuscelli
F1 North	Sequoia Hill
F1 South	Mike McCrone
F2 North	Sara Sanders
F2 South	Julia Bennett
G Building	Kendall Bilbruck
H1 North	Kelsey Mahoney
H1 South	Tanya Yancheson
H2 North	Spencer Keaster
H2 South	Moorea Thill

**Games Assistants:** Games Assistants work in the Games Room located on G2. The Games Assistant is responsible for greeting visitors to the Games Room, checking out game equipment, trouble shooting issues with equipment, and keeping the room in clean running order. Any issues with broken equipment are reported by the Games Assistant. The Games Assistant is a paid position.

**Desk Assistants (DAs):** Desk Assistants are responsible for performing administrative functions, issuing equipment, games, and other materials which are available to residents for check-out, forwarding emergency maintenance requests and many other administrative tasks that keep the office running smoothly. They also provide assistance to visitors. The DA role is a paid position.

**Program Assistants (PAs):** Program assistants provide support to the planning, promoting, and implementation of community programs. The PA's are coordinated through a Lead PA and Cris Powell, Coordinator of Community Programs. This is a volunteer position, with the Lead PA being a paid position.

**Resident Hall Association (RHA):** RHA seeks to provide a representative body of student housing residents with authority and to act and implement on behalf of student housing interaction with other groups and organizations: initiate, implement, and coordinate programs designed to enhance the educational, cultural, and recreational experience of the residential students; and to organize and promote participation in events and activities of CSU Channel Islands and affiliated organizations. These are elected positions, which receive a small monthly stipend.

## **Housing and Residential Education Maintenance, Custodial and Grounds**

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**Maintenance, Custodial and Grounds Staff:** These staff members report to our Operations, Planning and Construction department, but are important members of the team in HRE because they are specifically dedicated to the maintenance and upkeep of the Villages. They are:

- Nicolas Mendoza, Facilities Worker
- Larry Hernandez, Custodial Lead
- Jose Nieto, Anacapa Village Custodian
- Johnny Carlin, Santa Cruz Village Custodian
- Ricky Medrano, Grounds Worker

## Important Housing Contact Information

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### Important Housing Contact Information

The following table provides the primary HRE contact area and telephone number.

Contact	Telephone Number
Anacapa's Resident Assistant On-Call	(805) 824-4522
Anacapa Village Office	(805) 437-3346
Santa Cruz' Resident Assistant On-Call	(805) 312-0752
Santa Cruz Village Office	(805) 437-3343
Housing's Main Office	(805) 437-2733
University Police Department	(805) 437-8444

### HRE Staff Email and Telephone Number

The following table provides the HRE staff name, email and telephone number.

Name	Email	Telephone Number
Britany Cashatt	britany.cashatt@csuci.edu	(805) 437-3996
Cindy Derrico	cindy.derrico@csuci.edu	(805) 437-3340
Laurita Franklin	laurita.franklin@csuci.edu	(805) 437-3335
Jacob Hanley	jacob.hanley@csuci.edu	(805) 437-3351
Liz Miller	elizabeth.miller@csuci.edu	(805) 437-3235
Cris Powell	cris.powell@csuci.edu	(805) 437-3513
Lisa Racine	lisa.racine@csuci.edu	(805) 437-3333
Rachel Tafoya	rachel.tafoya@csuci.edu	(805) 437-3233
Cassandra Silic	cassandra.silic@csuci.edu	(805) 437-2733
Janel Suliga	janel.suliga@csuci.edu	(805) 437-3997
Diana Venegas	diana.venegas@csuci.edu	(805) 437-2733

## Additional Campus Contact Extension

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All University offices may be reached by dialing area code 805, pre-fix 437, and the four-digit extension. The more frequently used University contacts corresponding telephone number extension are included in the following table.

<b>Contact</b>	<b>University Extension</b>
Admissions and Recruitment	8520
Campus Recreation	8902
Associated Students Inc. (ASI)	2622
ASI, Student Government	2759
ASI, Student Programming Board	2756
ASI, <i>CI View</i> Student Newspaper	2753
ASI, <i>The Nautical</i> Student Yearbook	3121
Broome Library	8561
Career Development Services	3270
Cash Services	8810
Educational Access Center	3331
Educational Opportunity Program	8939
Educational Talent Search	3172
Financial Aid	8530
Information Technology Help Desk	8552
Learning Resource Center	8409
Multicultural and Women's & Gender Student Center	8407
New Student, Orientation and Transition Programs	3160
Personal Counseling Services	8828
Student Health Services	8828
Student Leadership Programs	3141
University Writing Center	8409
University Outreach	3155
University Police Department	8444

## Residential Education

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Education at CSU Channel Islands extends well beyond the classroom, and includes your residential environment. Residential Education provides services, programs, and leadership opportunities for students that aim to enhance their CI experience, and make CSU Channel Islands a true home away from home.

1. **Campus Resources:** There are a number of services and resources for students on campus,
  - A. **Career Development Services (CDS):** The University provides a centralized employment service for students who desire part-time jobs to assist them with meeting their educational expenses. Career Development Services as part of Student Life, assists students in securing jobs both on and off campus, résumé writing, interview skills training, and internships. In addition CDS also hosts career and grad school fairs and other workshops and services designed to help prepare students to enter the work force. It is never too early to start acquiring the skills and knowledge necessary to enhance your professional marketability. Visit the Career Center located in the East Bell Tower or at (805) 437-3270 to set up an appointment.
  - B. **Counseling Services:** The University provides counseling services for students through the Student Health and Counseling Center. Personal Counseling Services is committed to supporting CSU Channel Islands student development and assisting them with whatever issues may come along. They are a resource for free short-term individual counseling and much more. Students come for counseling with a wide array of concerns, which may include:
    - Adjusting to University life
    - Academic and general life stress
    - Difficulties with motivation or decision making
    - Relationship difficulties with friends, families, partners, roommates, etc.
    - Test or performance anxiety
    - Sexuality issues, sexual orientation concerns
    - Feeling suicidal and that life is not worth living
    - Worries about eating, drinking or substance abuse

If you are in need of assistance in these or other areas of your life please do not hesitate to schedule an appointment by calling (805) 437-8828.

- C. **Disability and Accommodations:** The California State University does not discriminate on the basis of disability in admission, access, treatment or employment in its programs and activities. Section 504 of the Rehabilitation Act of 1973, as amended, the regulations adopted therein, and the Americans with Disabilities Act of 1990 prohibit such discrimination. Inquiries concerning compliance may be directed to Valeri Cirino-Paez, Coordinator of Disability Resource Programs at (805) 437-8510.

Housing and Residential Education is fully compliant with the Americans with Disabilities Act. All students who reported a disability on the student housing application should have received a request for additional information and returned this information by July 1 for review by Disability Resource Programs.

- D. **Health Services:** The University provides student health services including preventive care, special health programs, and immediate treatment for some on-campus injuries. The Student Health and Counseling Center (SHCC) is located in Yuba Hall, in the parking lot behind Sage Hall. All students must show a valid CSU Channel Islands student ID when checking into the SHCC. The SHCC is staffed Monday through Friday and can be reached at (805) 437-8828.

Students who have a medical and or physical condition which requires specialized medical care may need to provide records from their private physician to the Student Health and Counseling Center staff.

- E. Multicultural and Women's & Gender Student Center:** The purpose of the Multicultural and Women's & Gender Student Center (MWGSC) is to provide an environment for students, faculty and staff where they can receive and offer support for the development of a truly diverse learning community at CSU Channel Islands. CSU Channel Islands supports diversity as a source of renewal and vitality. For information concerning hours of operation and events, call the MWGSC at (805) 437-8407.

CSU Channel Islands Equal Opportunity Policy states, CSU Channel Islands affirms diversity and does not discriminate on the basis of a person's race, color, sex, gender, religion, creed, national origin, disability, marital status, disabled veteran status, sexual orientation, or age.

- F. Recreation Center:** The CSU Channel Islands Recreation Center offers various fitness, aerobic, and weight equipment for students to stay in shape. Intramural sports are also available to students through the Recreation Center. Physical activity can help relieve tension and stress, alleviate mental strain caused by extensive studying, and offer great opportunities for meeting people, making friends, and having fun. These services are included in student registration fees, and available to all CSU Channel Islands students. All students using these facilities must have a valid student ID card. For additional information and hours of operation, call the Campus Recreation at (805) 437-8902.

2. **Confidential Records:** In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, student records, which in general include information concerning the student personally and the student's individual relationship to the educational institution, are kept confidential but are available on request to: any CSU Channel Islands personnel with legitimate educational interest, to the student, to the student's parent or legal guardian with the student's written consent, or as allowed by law.

The Associate Director of Residential Education should be contacted for requests of student records in Anacapa or Santa Cruz Village. The request should be in writing from the student or guardian (for students under age 18). An appointment will be made with the appropriate University personnel, and identification must be supplied at the time of the meeting.

3. **Events and Programs:** HRE provides numerous programs and activities, which are great opportunities for learning and building relationships. Our aim is to promote student learning by utilizing the Dimensions of Development model. These events are conveniently located either in the Villages or in other locations on campus. The majority of programs and activities are free to residents. If a program has a fee associated with it, it will be clearly identified on all advertisements. Residents have opportunities to meet and interact with peers and learn new skills while having fun. The best programs are often those initiated by residents themselves. We encourage residents to contribute ideas for events and activities that they would like to have in student housing, which can be done through speaking with their RA, SCA, or Resident Director.

Some of the events in the Villages are sponsored by the Residence Hall Association (RHA). RHA is the representative governing body for resident students. Each floor community will have one or two individuals who represent them and assist with event coordination as well as affecting positive change within HRE.

Examples of Residential Education events include:

- **Welcome Week**
- **Housing Hoedown**
- **Lip Dub**
- **Annual Thanksgiving Dinner**
- **Bigs & Littles**
- **Spring Gala**

4. **Floor Meetings:** Once per month, RAs will conduct mandatory floor meetings. These meetings are designed to keep residents aware of important information and upcoming events. Attendance at these meetings is very

important and not attending could result in disciplinary action. If you know you cannot attend a scheduled meeting, please notify your RA in advance.

- 5. Immunization Requirements:** Hepatitis B immunization requirements for all new students 18-years old or younger attending CI are posted at the [Student Health Services Website](#). Please be sure to read this information and other health immunization requirements as it may affect your ability to register for future semesters.

Meningitis (Meningococcal) immunizations are strongly encouraged for all students living on campus. Meningitis is a very serious condition which is highly contagious, and living in close quarters, increases vulnerability in the event a fellow student contracts meningitis. Information is provided as an attachment for your convenience. If you haven't done so already, please read and return Meningococcal disclosure form indicating whether or not you have been or will be vaccinated.

- 12. Lost and Found:** The University Police operate a lost and found service on campus. All found items are to be reported and turned over to the University Police within 24 hours.

- 6. Residence Hall Association:** The Residence Hall Association, or RHA, exists in order to allow residents to take an active role in shaping this community. All residents are members of RHA and are encouraged to actively participate. RHA meetings serve as a platform for students to proactively voice concerns and recommendations. RHA is also a student programming arm of Anacapa and Santa Cruz Villages. RHA is comprised of students who are enthusiastic, energetic, and creative.

Students are given many opportunities to participate in student housing programming and government through multiple venues. Each building and floor will elect its own individual representatives to provide assistance to students by offering a variety of events and activities as well as serving as the students' voice to the Anacapa and Santa Cruz Village staff. RHA presents the students' opinions about residential life in Anacapa and Santa Cruz Villages to the HRE, Student Life, and Division of Student Affairs staff.

If you are interested in learning more about RHA opportunities, please contact your Resident Assistant (RA) or the Resident Director for Anacapa Village, Jacob Hanley ([Jacob.hanley@csuci.edu](mailto:Jacob.hanley@csuci.edu)).

- 7. Roommate Mediation/Conflict Resolution:** Most roommate conflicts stem from a lack of communication between the roommates involved. To avoid breakdowns in communication, be proactive and strive for effective communication methods. Unfortunately, there are times when you and your roommate/housemate will have difficulty resolving issues or problems. Holding it in or blowing up is definitely not the answer. Think about using the following suggestions:

- Use "I" statements. Sitting down with your roommate and saying, "I felt upset when I didn't get the message that my mother called" is very different from saying, "You upset me when you didn't give me my mother's message." Taking ownership of your feelings removes the blaming tone from your statements and puts your roommate less on the defensive. People listen better when they don't feel attacked.
- Don't argue in the heat of the moment. You are bound to say things you will regret. Let yourself cool off to get your thoughts together and you will wind up being much more rational and productive. If you feel like yelling, screaming, throwing something, hitting, or all of the above, get help! Your RA is a phone call away.
- Don't use your white board or Post-it notes as a weapon! Talk in person if you have a problem to discuss. Things will always go better if you take the time to meet face to face. Written messages result in miscommunication of the emotion behind the statement. Don't leave room for misinterpretation; talk to your roommate instead.
- Your RA can help. If you and your roommate cannot resolve an issue peacefully, ask your RA for assistance. RAs receive hours of training each year on topics like roommate conflicts, conflict resolution and mediation,

emergency response, and cultural awareness. RAs can be effective mediators and are qualified to help resolve the common roommate problems.

- Please note: prior to any room change due to a roommate conflict, mediation with the RA must take place. For more information on room changes please refer to page 21.

With respect, care and an open mind, your chances of developing a solid roommate relationship increase dramatically. It is all part of the college experience. Done correctly, it can be one of the best parts.

## Administrative Services and Information

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Many services and functions are coordinated through the main Housing & Residential Education (HRE) office located in E1. Administrative services include housing contract information and licensing, room assignments, and housing fees and payments.

### 1. Cancellation of Housing Contract

The Housing and Residential Education License Agreement, or your housing contract, is binding for the entire academic year. The provisions for obtaining a contract release are outlined in your license agreement and provided below. All requests for release from your housing license must be accompanied by a *Request for Release from Student Housing License Agreement* form which is available from the HRE central office in building E of Santa Cruz Village.

A student may request release from their license agreement under the following circumstances:

- Cancellation more than 30 days prior to the beginning of the license. For the 2011 - 2012 academic year, this is on or before July 27, 2011. For those who join the residential community and sign a license agreement only for spring semester, the cancellation deadline is December 21, 2011.
- Marriage during the term of the license.
- Student status change (you are, or will no longer be, a student at CSUCI); i.e. withdrawal from classes, graduation, medical withdrawal (except in cases of housing or University conduct violation)
- Personal or financial hardship – a situation which, in the judgment of the University, represents a significant change from the time the student entered the contract that makes it extremely difficult or impossible for him/her to meet the terms of the license. *Hardship cancellations WILL require supporting documentation from objective sources to demonstrate that the hardship truly exists. The documentation required will vary depending upon the hardship circumstances. Please provide any information you believe will “prove” that your hardship is significant and was unforeseeable at the time you signed the licenses.*

If you fall into one of the above listed categories, please fill out the attached Request for Release from the Student Housing License Agreement Form. You must attach a letter which describes your circumstances and any additional documentation which verifies your request. Approved requests will be effective not less than 30 days after the date of the request, so early requests are advised.

### Appeals

Students who wish to appeal their license cancellation decision may direct their appeal to Cindy Derrico, director of Housing and Residential Education.

*Please note that these provisions are reprinted and explained here for informational purposes. The official cancellation provisions and limitations are outlined in the license agreement.* Ultimately, the governing authority is California Education Code governing CSU Student Housing – Title 5, Division 5, Chapter 1, Subchapter 5, Article 5: Housing, and Article 6: Meals. These articles can be accessed via the following link (press CTRL key and click link): <http://weblinks.westlaw.com/toc/default.aspx?Abbr=ca%2Dadc&Action=ExpandTree&AP=I67417180D48311DEBC02831C6D6C108E&ItemKey=I67417180D48311DEBC02831C6D6C108E&RP=%2Ftoc%2Fdefault%2Ewl&Service=TOC&RS=WEBL11.07&VR=2.0&SPa=CCR-1000&pb=DA010192&fragment#I67417180D48311DEBC02831C6D6C108E> .

### 2. Check In/Out

Students are required to return their apartments and suites in the same condition they were in when they took occupancy. Reasonable wear and tear is acceptable. Students are required at the end of their occupancy to remove all personal property and fully clean their own room, and to share in the cleaning of the suite/apartment. Any property left in the room will be seen as abandoned, and the University may take possession and dispose of such property.

#### A. Check-in

All necessary paperwork and payments must be complete prior to move-in. Residents who have missing items will be notified. Prior to move-in all resident must read the Resident’s ABC Manual and complete Alcohol Edu.

#### B. Important forms

- a. **Room Inventory Forms (RIF)** are essential paperwork for all residents to review upon move-in. At check-in, students receive a RIF, which will be the record of the condition of the student’s room at the time of move-in. Students must inspect their room/suite/apartment and be certain that the form is completed accurately.

Students must confirm this form is accurate within 24 hours of being issued their room key by returning the form with comments to their Village office front desk.

- b. **Check-out Cleaning Agreement** is completed by roommates to indicate who will be responsible for the cleaning of common spaces, as well as to indicate who is taking responsibility for any damages to the area. Completion of this form is required by all suites/apartments for Spring check-out. A student who does not submit the cleaning contract or complete proper check-out paperwork will be held financially responsible for what the HRE central office deems to be their portion of the cleaning and repair of the entire apartment.

**C. Check-out**

Prior to vacating it is important to review all check-out procedures and consult with your RA, RD, or the HRE office if there are any questions. The check-out process includes

- a. If vacating mid-semester, you must confirm your departure with the HRE central office to ensure you have obtained the proper permissions and completed the necessary release paperwork prior to leaving
  - a. Making arrangements with your RA to have your room inspected on the day of departure during normal business hours, or completing an Express Check-out through the Village front desk
  - b. Adequately cleaning and otherwise restoring the room to its condition upon move in
  - c. Completing all appropriate check out paperwork including Check-out Cleaning Agreement and RIF
  - d. Returning room and mailbox keys
- D. If a student moves out without written notice to HRE, the student will be considered to have abandoned their license, which will not relieve them of the financial terms of the license. HRE may recover and take possession of a room if it determines that it has been abandoned.
- E. A resident who leaves his/her apartment in poor condition upon move-out may be subject to one or more of the follow consequences:
- a. Assessed charges for damages and cleaning;
  - b. Student housing sanctions including revocation of future residency privileges; and/or
  - c. Referral to the Dean of Students for disciplinary action.
- F. When students move out of HRE, a staff member will inspect their room/ apartment and note any new damages. If a resident fails to move out properly, the RIF will be completed in absence of the resident. Any damages beyond normal wear and tear identified at checkout and not previously indicated on the RIF will be assumed to have occurred during the student’s residency and will be charged to the student’s account. Final assessment of damages will be determined by professional staff after final checkout from room. If no individual claims responsibility for damages in shared areas, all residents will be billed (split).

**3. Eligibility for Housing**

Eligibility for on-campus housing in Anacapa and Santa Cruz Villages is established by a student’s acceptance into, or continuation with, the University. For incoming students, the first date of eligibility will be the date of their University admission.

To maintain eligibility for on-campus housing, students must remain enrolled at the University. At the sole discretion of HRE, students enrolled in less than nine units may be deemed ineligible for housing in the event of high housing demand or student conduct concerns. License agreements may be revoked by the University if a student fails to meet or maintain these minimum requirements. Enrolling in less than the required number of units will not be grounds for contract release if there is adequate space to accommodate the student making the request.

**4. Fees Not Covered by Room and Board**

The description of fees not covered by room and board fees and corresponding minimum fee is included in the following table.

Description of Fee	Minimum Fee
Guest, after two nights, per night	\$45
Improper check-out	\$150
Late payment	\$25
Lock-out charge (after 3 <sup>rd</sup> re-entry per semester)	\$10
Key replacement	\$25
Tampering with fire safety equipment	\$500 and State Fire Marshal fine
Room Change	\$50

A. Notes on Charges:

- Guest fee applies to the third and subsequent nights a guest remains in housing.
- Improper check-out includes failing to complete an in-person or express check out at the end of occupancy.
- Charges will be billed according to the actual cost of labor and supplies required to return the apartment, suite, room to move-in condition.
- Charges will be split evenly between all roommates when there is a discrepancy on individual responsibility for the damage.
- Removal of trash and hauling of other items will be billed based on administrative and labor charges.
- Maintenance charges are billed on a one-hour minimum, or \$40 per hour per person plus supplies. If emergency after-hours maintenance is required, the minimum amount will be a minimum of \$160 an hour per person, plus supplies.
- Where there is evidence that a student harbored a pet or smoked in their room, the student will be billed for steam cleaning of all furniture, carpet and other items in the unit, all applicable cleaning charges and for professional air treatment for smoke, odor, and allergen removal.
- Charges to replace other missing or damaged items will be the cost of the item plus installation labor.
- Charges are subject to change due to increases in materials or administrative costs.

5. **Housing Payment Options and Terms**

We are proud to offer excellent facilities and programs at a rate that is competitive with living accommodations off campus that do not offer the same convenience and social and educational experiences. Whether you live in Anacapa or Santa Cruz Village, your room charges include:

- Your bed space: shared room in Santa Cruz, private room in Anacapa.
- Furniture: bed, dresser, and desk in bedrooms, and living and dining room furniture in Anacapa Village apartments.
- All utilities: trash and recycling pick-up, water, electricity, gas/steam, internet connectivity and cable television.
- Maintenance services: to keep your room and its amenities in good operating condition.
- Programs and activities: make living on campus a fun, educational and memorable experience. Most programs and activities are made available at no charge to our students.
- 24-hour staff support: assist with questions and issues related to your on-campus experience and to respond to emergency concerns when needed.

**Board Fees**

To ensure the availability and provision of a comprehensive meal program for all resident students and to contribute to the development of an effective residential community, CI requires all resident students to purchase a board plan as a part of the HRE license agreement. The Village assignment determines the minimum required board plan. The minimum plan required in Anacapa Village is the Flex 60 Plan; the minimum required plan in Santa Cruz Village is the Flex 160 Plan. Board plan is not optional, rather purchase of a standard plan is mandatory. An enhanced board plan is also available for students who desire additional meals each semester.

- **Anacapa Flex 60 Plan (Standard Plan):** Student is credited 60 meals each semester in Islands Café, an all-you-can eat dining program. This plan also provides \$125 Flex Cash each semester to use at participating campus eateries on a declining balance basis.
- **Anacapa Flex 75 Plan (Enhanced Plan):** Student is credited 75 meals each semester in Islands Café, an all-you-can eat dining program. This plan also provides \$125 Flex Cash each semester to use at participating campus eateries on a declining balance basis.
- **Santa Cruz Flex 160 Meal Plan (Standard Plan):** Student is credited 160 meals each semester in Islands Café, an all-you-can-eat dining program. This plan also provides \$250 Flex Cash each semester to use at participating campus eateries on a declining balance basis.
- **Santa Cruz Flex 192 Meal Plan (Enhanced Plan):** Student is credited 192 meals each semester in Islands Café, an all-you-can-eat dining program. This plan also provides \$250 Flex Cash each semester to use at participating campus eateries on a declining balance basis.

- A. All resident meal plans are tracked via the Dolphin Card. Students must carry their Dolphin Card on their person at all times for identification and to access their meal plan.

- B. Students who choose the enhanced meal plan may elect to convert to the basic meal plan on or before September 9, 2011, for fall semester, or February 3, 2012, for spring semester. At any time students may add money to the meal card, or upgrade from the basic plan to the enhanced meal plan by communicating this desire with the Food Services office in Islands Café and/or utilizing the kiosk located in the S.U.B (student union building) or Broom Library to add dining dollars to their existing meal plan.
- C. Islands Café is an all-you-can-eat dining facility. A meal credit will be deducted from the student's account each time student enters this facility. Student agrees to take food for their own personal consumption only while dining in Islands Café. Only food provided in "To-Go" containers may be taken from Islands Café. UGC Hospitality Services To-Go Agreement must be completed and submitted before being authorized to take food from the Islands Café location.
- D. Meals at Islands Café and Flex Dollars are non-transferable and are for the personal use of the student only. Students may not use meal credits or Flex Dollars to purchase food for others.

Meal credits at Islands Café expire at the end of each semester and may not be carried over to a future semester. Flex Dollars will be carried over from fall 2011 semester to spring 2012 semester, however will expire on May 18, 2012.

- A. Unused meals or Flex Dollars are non-refundable. Students are strongly encouraged to maximize the use of the meal plan benefits to obtain the full value of the plan.
- B. The per semester Room and Board Rates for 2011 2012 are included in the following table.

Village	Bedroom	Room Rate	Board Rate	Total Semester Fees	Enhanced Board Rate (optional)	Total Fees With Enhanced Board 2011-12 <sup>8</sup>
Anacapa	Single <sup>1</sup>	\$5,150	\$600	\$5,750	\$725	\$5,875
	Double <sup>2</sup>	\$4,500	\$600	\$5,100	\$725	\$5,225
Santa Cruz	Double <sup>3</sup>	\$4,300	\$1,550	\$5,850	\$1,800	\$6,100
	Single-Double <sup>4</sup>	\$4,500	\$1,550	\$6,050	\$1,800	\$6,300
	Single <sup>5</sup>	\$4,750	\$1,550	\$6,300	\$1,800	\$6,550
	Triple in double <sup>6</sup>	\$3,750	\$1,550	\$5,300	\$1,800	\$5,500
	Triple in single-double <sup>7</sup>	\$3,950	\$1,550	\$5,500	\$1,800	\$5,750

\* Please note: single-occupancy bedrooms in Santa Cruz Village are limited and typically held for administrative purposes. All freshmen and sophomores should anticipate a double or triple occupancy accommodation.

### Payment Due Dates and Options for 2011 – 2012

#### Payment in Full per semester:

The following table reflects the payment in full due dates:

Payment Due Dates	Anacapa Apts.		Santa Cruz Suites				
	Single	Double	Double	Single-Double	Single	Triple in a Double Suite	Triple in a Single/Double
June 6, 2011	All Room Types: \$1,300						
July 6, 2011 Standard Board	\$4,450	\$3,800	\$4,550	\$4,750	\$5,000	\$4,000	\$4,200
July 6, 2011 Enhanced Board	\$4,575	\$3,925	\$4,800	\$5,000	\$5,250	\$4,250	\$4,450

#### Installment Payment Plan

There is a \$33 non-refundable processing fee to use the payment plan. The fee is calculated in the amounts below. If the Licensee does not declare a payment preference on their signed license agreement, the University will assume Licensee is using the Installment Payment Plan (IPP) option and automatically apply the \$33 IPP fee to the account. Separate billing notices will NOT be sent. It is the Licensee's responsibility to pay by these due dates. If Licensee is late on any

installment payment, a \$25 late fee will be incurred for each late payment and Licensee may not be permitted to use this payment option in future terms. Licensee is not permitted to use the IPP if there is a history of late payments (two late payments or more while using the IPP in the past). If the Licensee does not qualify for the IPP, the Licensee will be billed for the difference which is due by August 6, 2011. It is the responsibility of the Licensee to check their *myCI* account to remain up-to-date on account status.

Payment Due Dates	Anacapa Apts.		Santa Cruz				
	Single	Double	Double	Single-Double	Single	Triple-Double	Triple in Single-Double
June 6 & Dec 6, 2011	All Room Types:						
July 6, 2011 & Jan 6, 2012	All Room Types:						
Aug 6, 2011 & Feb 6 2012	All Room Types:						
Sept 6, 2011 & Mar 6 2012	All Room Types:						
Oct 6, 2011 & Apr 6, 2012 – Standard	\$958	\$308	\$1,058	\$1,258	\$1,508	\$508	\$708
Oct 6, 2011 & Apr 6 - Enhanced	\$1,083	\$433	\$1,308	\$1,508	\$1,758	\$758	\$958

Required conditions for financial aid deferral:

- Your student account must show anticipated financial aid of at least \$17,300 for Anacapa and \$17,500 for Santa Cruz.
- You must request and be approved for a deferral from Housing and Residential Education prior to the payment deadline.
- Actual award requirements will vary depending upon contract type.

**Important Notice to Students:**

- If you are disenrolled for not paying your registration fees by the deadline, your housing accommodations will be in jeopardy for the semester. Make sure you are checking your financial status on a regular basis through your myCI account and reviewing correspondence sent to your Dolphin Email account.
- To be in compliance with the Family Educational Rights and Privacy Act (FERPA), the University is not allowed to release information to anyone other than the student, which includes financial information. It is your responsibility to provide account balance information and due dates to the necessary party paying your account.

**6. Removal from Student Housing**

Termination of the License Agreement and removal from student housing is governed by the conditions established in the License Agreement. In certain cases the License Agreement may be revoked or terminated for any of the causes listed below with no less than 24 hours notice to the licensee. Notice shall be served personally to the licensee or at the discretion of the University; notices may be posted in some suitable place upon the apartment. Reasons for termination of a License Agreement include, but are not limited to:

1. Nonpayment of fees
2. Failure to maintain CSU Channel Islands student status
3. An emergency in which the peaceful and orderly operation of the University or the health and safety of any person may be jeopardized
4. Reaching a Level 5 or 6 in the 6 Step Judicial Process (see Community Standards and Student Conduct sections)
5. Administrative necessity of the University

If, after the beginning of the license period, a License Agreement is revoked by the University because of disciplinary action taken against the licensee, the licensee shall be held to the financial obligation of the full term of the license.

**7. Questions & Answers**

- **What is the amount of my initial housing payment?**

ALL residents, no matter what payment plan he/she selects, will pay the same amount for the initial housing payment, which is \$1,300.00. The initial payment is credited toward your overall room and board cost for the upcoming academic semester, and is not a security deposit.

- **Who do I write my check out to?**

Make checks payable to CSU Channel Islands and send them to:  
Attn: Student Business Services  
CSU Channel Islands  
One University Drive  
Camarillo, CA 93012

Please send ALL Student Housing payments to the Student Business Services Office. Sending the payment to the Student Housing Office may **delay** the processing of your payment. Be sure to include your name and your nine-digit student ID number to ensure proper processing.

- **May financial aid be used to cover housing payments?**

Yes, you may utilize your financial aid awards to cover housing expenses. Your financial aid awards cover the cost of tuition fees first. After tuition fees are covered, your financial aid awards are applied to Student Housing and lastly to any previous, outstanding balances on your account that may be due. Deferring housing payments is not automatic; you must submit a request for a Student Housing Fee Deferral form. This documentation is obtained via email request to [student.housing@csuci.edu](mailto:student.housing@csuci.edu). Please include your name, student ID number and the nature of your request in the email. In order for our office to approve your fee deferral request, your financial aid awards need to be displayed as “accepted” on your account. Our office cannot process a fee deferral based on financial aid award letters or awards that appear as “offered” on your account. Confirmations and status updates on your deferral request forms are communicated to you via email. In order to defer the initial payment for housing, you must have enough anticipated aid on your account to cover all University and housing fees by the June 6, 2011 deadline. Students must check their account information through myCI or call the Financial Aid office at (805) 437-8530 before the deadline to ensure that the aid has been posted as “accepted”. Students are encouraged to apply early for financial aid and respond quickly to every request for information from the Financial Aid office or from loan providers. Please note that it takes at least 10 business days to post anticipated aid. Approved Student Housing Fee Deferrals do not waive any Student Housing fees.

- **What do I do if my financial aid does not cover all my housing expenses?**

After your financial aid awards cover tuition fees, the remaining awards will cover your Student Housing expenses from the latter end. If your financial aid is not sufficient to cover all of your University and housing fees, you will be expected to make your initial payment as well as future installment payments until your account balance is zero. You will be held responsible for paying the difference or entering into the Installment Payment Plan by July 6, 2011. All payments must be made until such time as your student account states a zero balance. Once your account reaches a balance of zero, your financial aid awards will be sufficient to cover the remaining housing fees. Failure to submit payments by the indicated deadlines may result in late fees, loss of housing preferences, and/or a financial hold on your account. Check your myCI account for information related to your financial aid awards and balance/payment details. Should any information change regarding the aid you are anticipated to receive, such as approval of PLUS loans or additional loans, it would be your responsibility to communicate such information with our offices as soon as possible; therefore we may assist with revisions to your housing fee deferral as needed.

- **How do I request a refund from housing, if I have overpaid?**

If you believe you are eligible to receive a refund due to overpayment, your account will display a credit for the amount that is overpaid. If your account displays a credit, Student Business Services (SBS) will issue a refund check to you. You will not need to request a refund from Student Housing or from SBS. Please be advised that SBS can only issue a refund check if the account shows a balance of zero plus the amount that you overpaid. If there is an outstanding balance on your account, any overpayments will be applied to that balance.

- **May I increase my meal plan during the school year?**

Islands Café: Resident students may upgrade from the Standard Meal Plan to the Enhanced Meal Plan at any time during the semester. In order to request an upgrade in your meal plan, please submit your request via email to

[student.housing@csuci.edu](mailto:student.housing@csuci.edu). Please include your name, student ID number and the nature of your request. A charge for the enhanced meal plan (\$125/semester in Anacapa Village and \$250/semester in Santa Cruz Village) will be posted to your student account. Payment is due to the Student Business Services office no later than October 6 (fall 2011) or April 6 (Spring 2012) or 30 days after the charge is posted to your account, whichever is later. Since meal credits sunset at the end of each semester, students are advised to carefully consider their expected meal use prior to purchasing a meal upgrade. Meals at Islands Café may also be purchased with Dolphin Dollars once the Islands Café meal balance is exhausted.

Dolphin Dollars (Declining Balance account): Additional funds may be added to your dolphin dollars balance at any time throughout the year through use of a FILL station, located in the Student Union Building or the Broome Library. If Islands Café meal account credits are exhausted before the end of the semester, students may use dolphin dollars to purchase meals at the published student meal rate.

Please note that since the meal plan is required for all resident students, **decreases to the meal plan are not allowed**. Islands Café Meal Account balances expire at the end of each semester, so students are encouraged to take full advantage of the plan by spending their meal accounts to a ZERO balance by at the end of each semester. Dolphin dollar balances carry over from fall 2011 to spring 2012 and expire on May 18, 2012.

**Meal Plan Exemptions** are considered and are typically only approved for significant and documented dietary or religious reasons. The deadline to apply for an exemption is July 1 for fall semester and December 1 for spring semester.

- **Is parking available for residents?**

There are student parking lots adjacent to all student housing accommodations. A student parking permit will need to be purchased for an additional fee from the Transportation and Parking Services office or the Student Business Services office. If a guest will be parking on campus for a short amount of time, it is suggested to park in metered or visitor parking spots. Parking regulations are enforced at all times.

- **Is a Housing License Agreement required to be signed to live on campus?**

Yes, all students must review and sign a contract, referred to as a housing license agreement, in order to live on campus. The license agreement outlines all obligations of both the student and the University with respect to living on campus. If you would like a duplicate of your signed copy, you may request one at the HRE central office in building E of Santa Cruz Village. For your reference, a copy of the full license agreement is available to you on your Dolphin VIP page, as well as our Student Housing website.

- **What if I want to change my room?**

A great deal of attention is given to assigning residents based on their living and roommate preferences, and room changes are to be infrequent and based on exception. Should a conflict arise within a living situation, all those involved are expected to make their best efforts to resolve the problem, with the assistance of their Resident Assistant (RA), Senior Community Advisor, and Resident Director (RD). HRE reserves the right to temporarily or permanently relocate a student if deemed necessary to resolve a conflict. If a student is experiencing exceptional circumstances and wishes to change their housing assignment, the following guidelines apply:

- Individuals interested in a change must first communicate existing issues to their respective RA, and with his/her assistance, work toward a resolution.
- Residents should see their RA to inform them of the reasons behind their desire to switch, and to obtain a Room Change Request form. Once the form is completed, and signed off on by the RA, the resident can submit the form to their RD at the front desk of their Village. The RD will then contact the resident to discuss the request, and initiate the change if approved.
- There is a \$50 administrative charge for each approved room change, per person moving rooms. Changing rooms involves updating Resident Inventory Forms, HRE databases, any judicial records, creating new keys, any necessary cleaning, and other important items. Exceptions to this charge will be determined by the RD, typically for extreme cases.
- Housing fees could increase / decrease based on new location if room type changes.
- Residents changing rooms must follow all check-out and check-in processes for their new and former assignments.

- Once issued keys to a new space the resident has 24 hours to move and check-out of their former location. It is important to formally check-out of their previous location to avoid charges.
- Changing apartments, bedrooms (even within the same suite/apartment), or buildings without written authorization from the RD constitutes an Improper Room Change violation (see Community Standards) and an improper check-out, which may result in a charge of \$150.
- Residents making unauthorized room changes may be required to return to their original room.
- During the first and last two weeks of both semesters there is a freeze on room changes, and they are not permitted.

## Facilities and Maintenance

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The facilities in housing are divided into two separate villages. Santa Cruz Village (SCV) is home to 500 freshmen and sophomores. SCV offers two-bedroom, one-bath furnished suites shared by four to five students. Each furnished suite has cable TV access and the facility offers wireless internet access. A limited number of single and double occupancy suites are available.

Anacapa Village (AV) provides upper-division residents with all of the comforts of living on campus plus a few luxuries that you would not expect in a student housing complex. Each of the 87 apartments shared by four to six students offer a nicely appointed living room, dining room and kitchen in addition to the four private bedrooms and two shared bathrooms.

### 1. Caring for Your Suite or Apartment

It is important to regularly clean your suite or apartment to avoid damage, and unwanted visitors (aka – insects and rodents). All regulations under Community Standards of 'Care of Apartments, Rooms, and Suites' and 'Care of Common Areas & Property' apply. The following are important guidelines to use in caring for your area:

#### A. Stove/Oven

- Wipe down the stove top and the exterior of the stove regularly.
- Wipe down the vent above the stove to keep it clean.
- Use oven cleaner as instructed to keep your oven clean.
- Don't use hard abrasives on the stove surface; instead, use soap, water and baking soda or non-abrasive cleaning powder (i.e. Bon Ami) to remove stuck-on food.

#### B. Floors

- Sweep, mop, and vacuum on a regular basis.
- We recommend this is completed at least once a week

#### C. Trash

- Don't forget to take out the trash regularly. Bags of trash should not collect in any room or common space, or be left outside an apartment or suite door.
- We recommend this is completed at least twice a week.

#### A. Dishwasher

- Use only dishwasher soap in your dishwasher – don't use regular dish soap.
- Run your garbage disposal (with the water running) before running your dishwasher.
- Scrape food off into the trash.
- Rinse dishes before placing them into the dishwasher.
- Only place "dishwasher safe" items in the dishwasher. Hand wash light weight plastic, glass and crystal items that may melt or break in the dishwasher (check item for manufacturer's notation as to whether it is "dishwasher safe").

#### B. Garbage Disposal and Kitchen Sink

- Run your garbage disposal only when the water is on. Only use cold water.
- Oil and grease should not go down the drain. They can damage your plumbing and make your sink drain more slowly. Put leftover oil in an old jar or plastic container when cool, and then put it in a dumpster when it's full.
- Don't put anything hard like bones or metal objects in the garbage disposal.
- Don't use a plunger in the kitchen sink. Submit a work order for any malfunctioning appliance.
- Don't put vegetable or fruit peelings or egg shells in the garbage disposal.
- Never put any food down the drain. Food should be scraped off into the trash can.
- Do not use any chemicals to unclog a drain. If a sink backs up, fill out a work order in the Village Office.
- Bathroom sinks should not be used to wash dishes or to dispose of food.

#### C. Microwave Oven

- Clean your microwave often. It can be easily cleaned with a cloth or sponge and soap and water.
- Don't put anything metal or metallic in the microwave, like silverware, foil, teabags with staples attached or pots.
- Don't run the microwave when there is nothing inside, as this will burn out the motor.

#### D. Toilet

- Borrow a plunger and a mop should your toilet overflow. Be sure to mop the area around the toilet dry in order to avoid slipping.

- Turn off the water at the back of the toilet if your toilet is going to overflow.
- Perform regular cleaning of the toilet with a non-abrasive cleaner and a toilet brush.
- Don't flush anything other than toilet paper in the toilet. All other items must be placed in the trash including those items listed as "flushable" such as feminine hygiene products.

E. Bathroom sink and tub

- Perform regular cleaning of the tub and sink using a non-abrasive cleaner.
- We recommend cleaning the bathroom on at least a weekly basis and the at least tub twice a month.
- Use glass cleaner to clean mirrors and sink/tub fixtures.
- Don't use harsh/rough abrasives such as a kitchen scrubber or steel wool for cleaning the sink and tub as it may scratch the surface.
- If the bathroom drain becomes plugged, check out a "Zip-It" from the Village Office to remove the debris. If the problem persists, a work order should be submitted.

2. Common Areas in the Villages:

At CSU Channel Islands, we are proud to offer excellent spaces for student use for a variety of purposes. Every student who lives on campus has access to these spaces with their room key during the times listed below. Please refer to the Community Living Standard 'Care of Common Areas and Property' regarding guidelines for use.

**A. Computer Labs:** There are computer labs located in both Anacapa and Santa Cruz Villages for residents. The labs are equipped with DSL connections. There is a two-hour limit when there are residents waiting for a computer. HRE staff is not trained to provide computer advice or assistance, but you may report problems to the Village front desk or the IT Help Desk in the Broome Library. Printers are available; however, residents should supply their own paper.

The following table includes the Anacapa Village common area names and the corresponding day and time the areas are open for use.

Names of Common Area within Anacapa Village	Open Hours
The Commons or Anacapa Commons	Sunday - Thursday, 8:00 AM - 11:00 PM Friday - Saturday, 24 hours
Laundry Rooms	Daily, 7:00 AM – midnight
Pool	Sunday - Thursday, 7:00 AM - 11:00 PM Friday - Saturday, 7:00 AM - 12:00 AM
Study Rooms	Daily, 24 hours

The following table includes the Santa Cruz Village common area names and the corresponding day and time the areas are open for use.

Names of Common Areas within Santa Cruz Village	Building Location	Open Hours
E1 Lounge	E Building 1 <sup>st</sup> Floor	Daily, 24 hours
Dance Studio	E Building 1 <sup>st</sup> Floor	Daily, 24 hours
Computer Lab	E Building 1 <sup>st</sup> Floor	Daily, 24 hours
Exercise Fitness Room	E Building 2 <sup>nd</sup> Floor	Sunday - Thursday, 5:00 AM - midnight Friday - Saturday, 5:00 AM - 2:00 AM
Music Practice Rooms	E Building 2 <sup>nd</sup> Floor	Sunday - Thursday, 5:00 AM - midnight Friday - Saturday, 5:00 AM - 2:00 AM
Art Room	E Building 2 <sup>nd</sup> Floor	Sunday - Thursday, 5:00 AM - midnight Friday - Saturday, 5:00 AM - 2:00 AM
Village Office Lobby	G Building 1 <sup>st</sup> Floor	Monday - Thursday, 8:00 AM - 11:00 PM Friday, 8:00 AM - 9:00 PM Saturday - Sunday, 11:00 AM - 9:00 PM
Laundry Room	G Building 1 <sup>st</sup> Floor	Daily, 24 hours
Game Room	G Building 2 <sup>nd</sup> Floor	Sunday - Thursday, 7:00 AM - midnight Friday - Saturday: 7:00 AM - 2:00 AM
Video Game Room	G Building 2 <sup>nd</sup> Floor	Sunday - Thursday, 7:00 AM - midnight

		Friday - Saturday: 7:00 AM - 2:00 AM
Study Room	G Building 2 <sup>nd</sup> Floor	Sunday - Thursday, 7:00 AM - midnight Friday - Saturday: 7:00 AM - 2:00 AM

### 8. Custodial Staff

The custodian is responsible for light maintenance and for keeping public areas of the building clean. This staff does not clean occupied resident rooms or common spaces. Please support the efforts of this staff by cleaning common spaces after use, properly disposing of trash, and alerting the HRE or Village offices about any damage or mess.

### 3. Elevator

Passenger elevators located within the buildings are provided for use by residents, their guests and staff. Activities in the elevators may be recorded at all times.

#### A. Elevator Emergencies

If a person is trapped in an elevator, sound the alarm and wait for help to arrive before attempting evacuation. Evacuation from the elevator will be handled in accordance with established safety protocols for elevator evacuation. The person trapped in the elevator should remain calm and respond to the direction of [University](#) and emergency personnel.

### 4. Equipment

The Village offices provide a variety of games, recreational equipment, plungers, vacuums, brooms and mops, which may be checked-out through the front desk in exchange for the resident's car keys or cell phone. All equipment may be checked out for up to two hours, then needs to be returned to the Village front desk. Check with the front desk to see what is available. **If student housing equipment becomes damaged, the last person to return the equipment will be charged.** Students need to provide their own cleaning supplies other than the items previously listed.

### 5. Keys and Lock-outs

Always carry your key with you and lock your doors. Propping doors open, giving your key to friends, or keeping doors unlocked invites strangers into your residence, and is a violation of HRE Community Standards. If at any time your key is lost or stolen, students should report it immediately to the Housing and Residential Education office in E1. The replacement charge for a lost key is \$25.

Students will receive two "free" lockouts every semester. Every lockout after that will result in a \$10 charge. This charge will be billed to the student's account. If a student is locked out between 8 am-10:45 pm they should report to their Village office front desk. If they are locked out after hours, they can call their respective RA on Duty Line.

### 6. Landscaping

The landscaping throughout the Villages has been professionally planned, installed and maintained. Residents shall assist in the maintenance by using the sidewalks and walkways at all times.

### 7. Laundry

Laundry rooms are provided for use by all residents and are subject to quiet hours. Laundry rooms are located on the first floors in each Anacapa Village building, and in building G next to the Santa Cruz Village office. Laundry cards are required and may be purchased at the Santa Cruz and Anacapa Village front desks from the "Add Value" machine. The wash/dry price is deducted from the card each time laundry is done. Through the Add Value machine, residents may add more money to the laundry card as needed. If a laundry card is lost, the balance on the card cannot be recovered, so take care in protecting your laundry card. Residents must provide their own detergent, fabric softeners, etc. Residents who lose money in a washer or dryer should contact their Village front desk to complete a Refund Request. Problems can be submitted at [www.washlaundry.com](http://www.washlaundry.com). We offer a laundry alert system at [www.laundryalert.com](http://www.laundryalert.com) which lets you know which machines are available. Sign in is *csuci*.

- The Anacapa Village laundry rooms close at midnight.
- Santa Cruz laundry room is open 24 hours.

### 8. Maintenance

If a student notices something in their room or in the common areas which requires repair, they may submit a Work Order online via [www.csuci.edu/Housing](http://www.csuci.edu/Housing). Under Quick Links for Current Residents select Submit a Work Order. For

emergency repairs (such as a broken water pipe) call (805) 437-2733 or go to your Village Office. Listed below is the procedure for filing a Work Order and what occurs when HRE receives one:

- a. Work Orders will be verified by an HRE staff person to ensure the nature of the problem before sending maintenance workers or trades staff to address the concern.
- b. Roommates should communicate any Work Orders to each other so that duplicate requests are not completed and miscommunication with the maintenance staff is avoided. If you would like to check on the status of your request, you may call (805) 437-2733 or email [student.housing@csuci.edu](mailto:student.housing@csuci.edu) for an update.
- c. Residents will be charged for damages when it is clear that a problem is the result of misuse or intentional damage, or for charges incurred when maintenance responds to requests of a personal nature, such as retrieving a contact lens from a sink drain.
- d. Maintenance personnel work between 7 AM and 4 PM on weekdays and in order to facilitate a quick response, maintenance work is done as staff is available and cannot be scheduled for a specific date and time. Normally, maintenance personnel will not enter student rooms until after 10 AM. When a maintenance employee must enter an apartment when no one is home, a card will be left in the room listing the type of work completed, when it was completed, and who completed it.
- e. Light bulbs are replaced by maintenance staff. To have a light bulb replaced, please submit a work order.
- f. Students who discover insect problems should report them to their Village front desk. Students should keep their rooms and food preparation and storage areas clean to prevent pest problems. Opening windows and doors without screens will allow insects into rooms.

## 9. Mail

The U.S. Postal Service will provide mail delivery service to the University Mail Room once per day, excluding Saturday, Sundays and holidays observed by the University. Mail is then delivered each day to HRE and distributed by the Village staff to resident mailboxes. Only current residents are eligible to receive mail in the Village complex. Residents may request a mailbox by visiting their Village office. Resident mailboxes located near the Village front desk areas are accessible 24 hours a day. You will receive a notification slip in your mailbox if a large package has arrived for you. Valid picture identification is required to receive packages, registered letters, and other items that must be picked up from the front desk office. For outgoing mail, a mail slot is provided in the student mailbox area.

Please use the correct address format below for all your postal needs:

(Your First and Last Name)  
(Insert Village Name) Village Box # \_\_\_\_  
CSU Channel Islands  
One University Drive  
Camarillo, CA 93012

## 10. Parking

Parking permits are required for all cars that park in campus lots, including Housing residents. Permits are available for purchase from the CSU Channel Islands Transportation and Parking Services (TPS) office. Permits may be displayed only in the vehicle registered with TPS. Permits are valid from the date purchased until the expiration indicated on the permit, typically the end of the academic year. Parking complaints or concerns may be directed to TPS during normal business hours at (805) 437-8430 or (805) 437-8950. Parking problems encountered after business hours may be directed to the CSU Channel Islands Police Department at (805) 437-8444 or (805) 437-8888. More information is available in the TPS Summary of Parking Rules and Regulations brochure which is available online at [http://www.csuci.edu/parking/parking\\_docs/ParkingBrochure.pdf](http://www.csuci.edu/parking/parking_docs/ParkingBrochure.pdf).

### Student Housing (SH) Parking

All resident cars must display a CSU Channel Islands "SH" parking permit. The SH (residential) parking permits are available for purchase from TPS. Students authorized to park at the University overnight will be issued an SH permit. This permit is valid only in the SH1 and SH2 lots.

### Daily Parking Permits

Temporary and guest parking permits are available in the yellow dispenser located in Lots A1, A2 or A4. These permits are valid only in the 'A' parking lots.

### Overnight Guest Parking

Guests must purchase daily permits from the permit dispensers located in Lots A1, A2 or A4. If the guest will be parked on campus overnight, they must obtain an SH "Overnight Guest Permit" from student housing. Guests will only receive an overnight guest permit when they show proof of a daily parking permit. **Both** permits must be displayed on the dashboard with the valid dates facing up. These permits are valid only in 'A' lots and will expire at 9:00 AM the following day. Vehicles that are parked on University property after 1:00 AM and do not have either the SH parking permit or the overnight guest permit will be cited. Vehicles in violation of parking rules and regulations will be cited, instructed to leave the premises, or towed at the vehicle owner's expense.

### **11. Right of Entry & Entry into an Apartment or Suite**

- A.** The University honors the privacy of residents and will take reasonable steps to provide and protect it. It is, however, occasionally necessary for the University to exercise its right to room entry as outlined in the License Agreement. No student's room/apartment should be entered without knocking. Entry following the knock shall be preceded by a time of sufficient duration to provide the occupant(s) ample opportunity to open the door. Rooms may be entered in the absence of the occupant(s). The established procedures are designed to ensure reasonable use of the right of entry.
- B.** In essence, the procedures state that a University staff member may enter a room on the following conditions:
- i. At the invitation of the resident
  - ii. To provide maintenance (this includes repair at the request of a student, necessary repair identified by the University, and preventative/routine maintenance)
  - iii. If there is cause to believe that a violation of University safety regulations exists (such as failure to evacuate during a fire drill)
  - iv. If an emergency exists or is believed to exist which requires immediate entry to preserve life or property
  - v. For monthly Health, Safety & Occupancy checks
  - vi. On reasonable suspicion of a violation of the drug and alcohol standards

**C.** Entry by maintenance and service personnel

Maintenance and service personnel may need to come into a room for maintenance or repair. They will knock on the door and identify themselves as maintenance staff before they enter. Notification that the room has been entered in the form of a card indicating the work completed will be left in the room to inform the residents.

Maintenance personnel are not authorized to search student rooms, but if during the performance of their assigned duties they encounter anything that may be a violation of State/Federal Law, University Policy or Code of Conduct, or guidelines within the Resident's ABC Manual it will be reported to HRE staff and an investigation will proceed.

Certain maintenance functions are contracted to outside companies. Individuals who provide services to the University for contractual services are considered University personnel for the purposes of completing the work required.

**D.** Health, Safety & Occupancy Checks:

Each month, RAs will enter rooms to conduct a visual scan of each room for Health and Safety Checks. Residents are expected to return the room in excellent condition at the end of their occupancy, and safety checks provide mid-term inspections to aid in this process. These checks, which will have prior advertisement, allow RAs to survey rooms for safety and security to ensure:

- i. Fire and safety regulations are not being violated (e.g., use of candles, use of improper extension cords, etc.),
- ii. Rooms are reasonably clean and in good order
- iii. To verify occupancy

**E.** Life Safety Equipment Check:

Around the 20<sup>th</sup> of each month OPC staff tests the smoke detectors and check fire extinguishers in each room and common area.

- F.** All entries and searches by non-University staff will be coordinated with the University Police. The RD will usually accompany such outside personnel as an observer. Unless one of the situations listed below exists, or an emergency exists or is believed to exist, University staff will not participate in the entry and search of a student's residence.
- a. A legal search warrant entitles the name holder to search the area designated for specific item(s).
  - b. Entry and search is incidental to arrest or probable cause for arrest. If an arrest for certain unlawfully possessed items is the result of a warrant or "hot pursuit," an incidental search may be made of the immediate vicinity of the arrest, including the suspect's person.

## 12. Room Alterations

Residents are liable for any room alterations and/or damages. Satellite dishes are not allowed. Anacapa and Santa Cruz Villages have no storage space available; students must make their own arrangements off-campus. In all cases, students are responsible for returning their rooms clean and in good repair, regardless of whether they plan to return to the same room/apartment the following year. Charges will be assessed if the room has been damaged or altered without approval.

Residents who do not clean their rooms/suites/apartments or who leave their room in disrepair upon move-out will be held responsible for all repair and cleaning charges associated with returning the room to its move-in condition. Repairs required due to apparent destruction or vandalism may prevent the student from returning to student housing for the following year.

- A. **Painting:** Rooms throughout the Villages have been painted according to designer specifications. Painting of individual rooms is not allowed. If repainting/repairs to a room are necessary, they will be completed by a professional, and the student(s) will be assessed all charges for materials and labor associated with the repainting/repairs.
- B. **Wall Hangings:** Students are encouraged to decorate their rooms; however, caution should be used in order to prevent damage to the apartment. Postings that block windows or doors are prohibited. Damage resulting from nails, screws, tape, glue or tacks shall be repaired by University maintenance. Costs to repair these damages shall be charged to the student. The student should not attempt to repair various damages, as this could complicate the repair process and result in additional charges.

## 9. Trash/Recycling

The University maintains a contract with a private firm for the removal of all trash and recyclables. In Anacapa Village, trash and recycling containers are located in the parking lot. In Santa Cruz Village, the location is near the exit gate of H building leading to Ventura Street. These containers are for resident use only.

## 10. Utilities

The University shall supply water and electricity for each unit. Licensees are requested to use reasonable amounts of water supplied to the premises. Licensees are responsible for all utilities supplied to the units. The University may bill the residents of each apartment for excess utility usage.

## 11. Vending Machines

Vending machines are located near the swimming pool and the laundry rooms in Anacapa Village and located outside of building G in Santa Cruz Village by the laundry facilities. Persons who lose money in soda or candy machines should report the loss to the Village front desk. Shifting or moving vending machines is dangerous and prohibited. Refunds will be left at the front desk at the time of repairs.

## Safety Information

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### 1. Disaster Preparedness

The University has a comprehensive disaster preparedness plan for emergencies such as earthquakes and fires. To be prepared, all residents are encouraged to bring an extra blanket, a flashlight, enough imperishable food and water for three days, and a first-aid kit. Students are advised to thoroughly review evacuation instructions posted on the back of their room doors upon arrival.

### 2. Emergencies

- A. In the event of an emergency, call 9-1-1. The University Police Department will be notified immediately as well as other necessary agency services.
  - i. If possible, call from a land-based phone line; this will produce quicker assistance. If you call from a cellular phone, you will be routed to the county authorities rather than University Police and assistance may take longer to arrive.
  - ii. If you are able to remember, you may dial (805) 437-8444 in any emergency as this will connect you immediately to University Police. Students are encouraged to program this number into their cell phones so it is easily accessible when needed.
- B. When making an emergency call, give your name, a clear description of the problem, and your location (including apartment number and room). **Stay on the phone until the dispatcher tells you to hang up.**
- C. Immediately following this call, please contact your Village front office so that on-site assistance may be initiated by the Village staff.
- D. Housing and Residential Education provides an administrator-on-call for all of student housing and an RA-on-call in each Village after business hours.

**Please note:** Residents who make false claims of an emergency, violate the security guidelines, or jeopardize the security and safety of any residents will be subject to severe disciplinary action.

### 3. Emergency Evacuations and Drills:

- a. In the event of an actual emergency (i.e. fire, earthquake, etc.) or a periodic emergency drill, immediate compliance with directives given by the staff is required. Failure to comply with the reasonable request of a University official during an emergency or drill could jeopardize the safety of yourself, others, and staff, and will result in disciplinary action.
- b. All emergency evacuation drills are timed and must be repeated if completion time does not meet safety standards. It is essential that everyone in an apartment or suite, or any other area of housing, respond promptly in an emergency situation for their safety and the safety of others. This same compliance is required of guests.
- c. **Emergency Evacuation Procedures.** All residents are required to follow the fire and safety regulations listed below:
  - a. Periodic fire drills may be required to insure that residents know what to do in the event of a fire. Residents should be familiar with the fire instructions. All residents and visitors are required to evacuate the building when the housing complex fire alarm is sounded.
  - b. In the event of the alarm sounds
    - i. Remain calm
    - ii. Leave the building at once using the nearest visibly safe stairway exit. Depart the room, apartment, or building immediately
    - iii. Go directly to the nearest official gathering spot for your Village.
      - a. For Anacapa Village, this is the lawn south of Anacapa Village (by SH1 and A building)
      - b. For Santa Cruz Village this is the South Quad for buildings D through G and the lawn south of Anacapa Village (by SH1 and A building) for building H
    - iv. Never use an elevator while an alarm is sounding
    - v. If you are away from your room when the fire alarm sounds, do not return to your room.
    - vi. Do not return to the building until given the all-clear signal by a University official, even if the alarm stops sounding.
  - c. In the event on an actual fire
    - Remain calm.
    - Contain the fire, if possible, by using provided fire extinguishers or closing the door.

- Contact University Police if fire personnel are needed by dialing 437-8444 or 9-1-1.
- Notify HRE staff or your RA immediately. Fire alarm pull stations are located in each stairwell.
- Leave the building via the stairwell.
- Close the room and apartment/suite doors behind you. No matter how small the fire, and even if it is already extinguished, report it to the front office staff or your RA immediately.
- Do not return to the building until given the all-clear signal by a University official, even if the alarm stops sounding.

#### 4. Emergency Occupancy

Please note that in emergency situations (such as fires, earthquakes, flooding, etc.) the office of Housing and Residential Education reserves the right to add additional roommate assignments to any room or apartment for a limited period of time.

#### 5. Missing Student

As a community member it is important you watch out for your neighbors. If you suspect a friend, roommate, or suite/apartment mate is missing, you should immediately notify CIPD at (805) 437-8444. CIPD will generate a missing person report and investigate. Before reporting a community member missing please speak with your other suite/apartment mates to see if they have been in contact with that person, and you may utilize your RA. If HRE staff suspects a community member is missing and is unable to contact them, CIPD will be contacted.

#### 6. Personal Safety Recommendations

Safety on campus begins with you! Students are encouraged to take steps to safeguard themselves and their property. Some suggestions are listed below:

- Keep your front door locked at all times. Do not bypass the locking system, thereby allowing open access to any door or gate in the Villages.
- Lock your bedroom door when you leave your suite/apartment.
- Use provided door viewers or “peep” holes when someone knocks on the door. These viewers are provided for your safety. Never open your door to people you do not know.
- Close and lock windows, particularly in first floor units, when you leave your room or use window locks to limit window opening and prevent intruders from accessing your room via an open window.
- Report suspicious behavior to the University Police at (805) 437-8444 and contact the Village office.
- Never confront a suspicious individual. Get to know your neighbors and other students who live in the Villages so you will be able to identify strangers more easily and have a feel for who would normally pass through your building or floor.
- When on campus during evening or early morning hours, walk with a friend or use the University escort service; do not walk alone.
- Do not invite acquaintances that you do not know well to the campus or to your room.
- Use the “buddy” system. Always let someone, a friend or roommate, know where you are going and when you will return. Check in with them when you leave and when you return. If you are a “buddy” and someone does not return when they say they will, call their phone, and alert the staff or University Police if you are unable to reach them.
- Program an “ICE” number in your cell phone (ICE stands for “in case of emergency”). This number should be for a friend or family member that you would want contacted in the event of an emergency.
- Program the contact names and telephone numbers, included in the following table, into your cell phone for easy access when needed.

Contact	Telephone Number
University Police Dispatch	(805) 437-8444
Anacapa Village Office	(805) 437-3346
Santa Cruz Village Office	(805) 437-3343
Anacapa RA on duty	(805) 824-4522
Santa Cruz RA on duty	(805) 312-0752
Your Resident Assistant	Provided upon request

**7. Sexual Assault/Rape**

Acts or allegations of physical violence are considered extremely serious. Sexual assault, sexual battery, or rape of a community member or guest will not be tolerated. This behavior is defined as any sexual activity that is carried out without the expressed consent of the parties involved. Investigations of this type of offense will include Housing and Residential Education, the Dean of Students, and the University Police Department. Report any knowledge of such offenses immediately.

If you have been the victim of a rape, it is important to report the incident immediately to the University Police. This will ensure you get the medical attention you need and allow evidence to be gathered, in the event it will be needed later. Our HRE staff is also dedicated to your health and well being and will assist you in any way possible. The university has designated individuals on campus who are able to receive confidential reports of criminal activity, including sexual assault. The Director of HRE is one of these individuals. Others are listed at this webpage:  
[http://www.csuci.edu/police/Annual\\_Security\\_Report.htm](http://www.csuci.edu/police/Annual_Security_Report.htm)

As a preventative measure, the University Police Department offers the training course “Rape Aggression Defense System (RAD)”. It is a program of awareness and self-defense taught by certified trainers. Contact the University Police for details.

The following table includes contacts and telephone numbers to assist rape victims.

Contact	Telephone Number
University Police Department • 24 hour emergency number	(805) 437-8444
Sexual Harassment Counseling Student Health Services Personal Counseling Services	(805) 437-8828

**8. University Police:**

Our University Police are committed to promoting a safe environment at CSU Channel Islands. They are concerned with both the well-being of our CSU Channel Islands community members and visitors, as well as safeguarding personal and University property. You may learn more by visiting the University Police Website.

Our police officers have full law enforcement authority and can make arrests and issue citations. Each police officer exceeds the minimum certification and training requirements mandated by the State of California. Their authority as state peace officers extends off-campus and into the surrounding community. The CSU Channel Islands Police Department is responsible for the enforcement of state and local laws as well as University rules and regulations.

HRE staff work in partnership with University Police and call upon them regularly to address concerns and provide support within the Villages. Our police officers pride themselves not only their ability to serve effectively as peace officers, but also on their dedication to serving the needs of the CSU Channel Islands community. Please do not hesitate to contact them if you have a question or need assistance, on or off campus. They can be reached at (805) 437-8444.

## Housing and Residential Education Student Conduct Procedures

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The Villages are comprised of students from a variety of ethnic, cultural and socio-economic backgrounds. Living in a diverse community affords many opportunities for building relationships and for learning. This is what makes living on campus such an integral part of the college experience! At the same time, it requires responsibility, consideration and mutual respect so that the members of our community can live together successfully. Standards for on-campus living have been developed to promote an environment where many students may live together with maximum freedom while also respecting the needs and rights of others. We ask everyone to accept the responsibility of living effectively in community and be aware and responsive to the ways their actions affect their neighbors and [roommates](#). The special responsibilities that students have as on-campus residents are outlined in the HRE Community Living Standards above. HRE staff address violations of these standards through the HRE Student Conduct Process.

It is also important to note that all students of the CSU are responsible for abiding by the [CSU Student Code of Conduct](#) (Title V, Section 41301). This code is enforced by the Office of the Dean of Students.

Finally, as residents of the State of California, we are all required to know and adhere to state laws which are outlined in the California Penal Code and the California Vehicle Code. Violations of these laws could result in legal consequences which on campus are most often addressed by the University Police Department.

In some cases, there may be an overlap of these laws and standards; when this occurs, students are accountable to all three entities: Housing and Residential Education, the University Judicial Officer, and University Police. Each of these offices work cooperatively with each other, and at the same time are authorized to adjudicate alleged violations independently.

## Housing and Residential Education Conduct Process: The Six Steps

Housing and Residential Education’s conduct process is based on a progressive six-step system that incorporates involvement from students (Judicial Board) and staff (primarily the Associate Director of Residential Education and the Resident Directors). This system is in place to allow students to be made aware of their status in the conduct process. Each violation of the established HRE standards of conduct is placed on a particular level called a “step.”

Steps are calculated by both the accumulation and the severity of a resident’s standards violations. The steps are assessed based on the degree of community disruption or behavioral seriousness. Therefore, one severe violation, a few mid-level violations or several low-level violations may cause the resident to reach Step 6, subjecting them to removal from student housing. Since violations that reach Step 6 are often also violations of the University Code of Conduct or State law, additional referrals to the Office of the Dean of Students or University Police may occur.

When a conduct officer or the Judicial Board receives a case for review, it is their responsibility to look at all of the information reasonably available and make a decision about whether a student is responsible for the alleged violation(s) based on the evidence. CSU defines “responsibility” for a violation when the evidence suggests that the student charged is *more likely than not* responsible for the violation based on the information reasonably available from all sources. This evidence standard is known as *a preponderance of the evidence* and is how student conduct cases in higher education are most commonly adjudicated. The conduct officer or the Judicial Board is required to act reasonably and responsibly consistent with HRE’s procedures.; they are not required to prove guilt beyond a reasonable doubt.

### The Six Steps and Associated Responses

The following table reflects the number of steps and corresponding response from HRE.

# of Steps	Required Meetings and Possible Responses
Step 1 or 2	Meets with: Resident Director or designee, Senior Community Advisor, the Judicial Board, Sanctions include: Formal Warning, and educational sanctions
Step 3	Meets with: Resident Director or designee, or the Senior Community Advisor Sanctions Include: Formal Warning or HRE Probation, and educational sanctions.
Step 4	Meets with: Resident Director or designee Sanctions include: HRE probation and educational sanctions.
Step 5	Meets with: Associate Director of Residential Education or designee Sanctions include: Notification of removal at the end of the semester and possible denial of student housing eligibility in subsequent academic years, and referral to the Office of the Dean of Students for university judicial review.
Step 6	Meets with: Associate Director of Residential Education or designee Sanctions include: Removal from student housing and possible denial of student housing eligibility in subsequent academic years, and referral to the Office of the Dean of Students for university judicial review.

### Student Conduct Reporting, Meetings, and Review Process

We are committed to providing due process for students in all situations in keeping with the mission of the institution and to promote student growth and learning while also addressing student conduct concerns and their impact in student housing and the University community. This process is not designed to be adversarial; it is designed to promote responsibility and effective community living through fair and reasonable accountability. Students are encouraged to enter this process honestly and openly in order to effectively resolve concerns and gain the most from the experience.

Outlined below is the process by which violations are reported, investigated, and reviewed.

1. An incident report is filed with HRE. While this is most frequently provided by student staff, reports may also be submitted by students or other university staff who witness and/or are impacted by a potential violation.
2. Incident reports are reviewed by the Associate Director of Residential Education (ADRE). If these reports contain sufficient information to warrant either a conduct meeting or an educational discussion with the students named in the

report, the ADRE will generate a letter requesting a student meeting with the appropriate HRE conduct officer or the Judicial Board.

3. Students are expected to schedule a meeting with the HRE conduct officer as soon as they receive the notification letter. The notification letter states which conduct officer will be hearing the case. Students are given one (1) business day to schedule and three (3) business days to complete this meeting unless notified otherwise. Meetings may be scheduled at the HRE office in building E for the ADRE or at the front desk for either Santa Cruz Village or Anacapa Village Resident Directors. Failure to schedule a meeting in the specified timeframe and/or failure to attend a scheduled meeting will result in additional violations.
4. A meeting is held with the student and the HRE conduct officer. In this meeting, students will be informed of the evidence in the case via a reading of the incident report. Students may also present through verbal or written statements of their own account of the alleged incident.
5. The HRE conduct officer evaluates the validity and credibility of the evidence presented from all sources and makes a determination of responsibility based on a preponderance of the evidence. This decision, which may include consequences or sanctions, is communicated to the student in writing in the form of a decision letter at the conclusion of a follow-up conduct meeting.
6. Students may appeal the decision of the HRE conduct officer. Instructions for appeal are listed below and are also provided in the decision letter.
7. Failure to schedule a meeting or appear for the meeting scheduled may result in a decision being rendered in the student's absence.
8. If the student fails to appeal by the deadline in the decision letter, the sanction becomes final and binding. Failure to adhere to decisions rendered through the HRE conduct process may result in additional sanctions, steps, and referral to the Office of the Dean of Students.

### **Appeal Process**

Any student found responsible for violating HRE policies may submit an appeal in writing within three (3) business days of receipt of their sanctions to the person identified as the appeal officer in their sanction letter. Appeals must be based on at least one of the following criteria and speak directly and substantively to one or more of them:

1. New relevant information, unavailable for presentation at the time of the original conduct review meeting;
2. Specific facts to support the allegation that the decision of the conduct review officer was not consistent with the nature of the standard or its violation; or
3. Specific facts to support the allegation that the conduct review officer was prejudiced with respect to the facts of the case or the individual(s) involved.

Upon receipt of the letter, if the appeal is warranted based on the above listed criteria, a hearing will be scheduled to occur within two (2) days. In reviewing the appeal case, the appeal officer may, upon a preponderance of the evidence:

1. Uphold the decision of the original conduct review officer;
2. Increase the sanctions issued by the original conduct review officer;
3. Reduce or change the sanctions issued by the original conduct review officer; or
4. Determine that the student is not responsible for the violation for which they have been charged and revoke the sanctions issued by the original conduct review officer.

The decision of the appeal officer will be enforced. No additional appeals are provided.

### **Student Conduct Definitions**

Appeal Officer: The supervisor, or designee, of the original HRE conduct officer who will hear a student appeal. The name of this person along with appeal instructions will be provided in the conduct decision letter.

Educational Sanction: A special requirement or condition imposed at the discretion of the conduct officer or the Judicial Board with an educational goal intended. Sanctions may include community service projects, an educational program presentation, educational program attendance, intervention classes or a research paper/project.

HRE Probation: An official sanction period of observation and review that places the student in a status such that any subsequent misconduct during the period of probation will result in additional disciplinary action, typically at a higher level than the minimum sanction listed.

Conduct Meeting: A meeting called by an official of the University authorized to review and respond to reports of violations of HRE standards or the University standards for conduct. An informational meeting is necessary to establish clarity about the incident(s) and associated allegation(s) and discuss HRE and University responses. Students receive notice of these meetings via email and in writing to their room. Prompt response is expected.

Conduct Review Officer: A housing staff member who is responsible to review and respond to reports of student misconduct. The conduct review officer adjudicating an individual student case will be the person who sends the invitation for a conduct meeting. Within HRE, this will most commonly be a resident director and/or the assistant director of Residential Education.

Notification of Removal: A disciplinary sanction period of observation and review in which a student is formally notified that he/she will be removed, but that this removal is held in abeyance. Specifically, this means that the student will be allowed to remain in student housing through the end of the semester if his/her behavior does not violate any other community standards as specified in the *Resident ABC's Manual*. Should the student be found responsible for behaviors that violate these standards prior to the end of the semester, he or she will be removed from student housing immediately. Notification of removal may also result in responsibility to pay future housing fees. Title V of the California Code of Regulations allows a campus to collect full housing and board fees from a student who breaches their housing license. HRE mitigates these fees in most cases in proportion to the severity of the violation.

Referral to the Office of the Dean of Students: Whenever a violation occurs in HRE which is concurrently a violation of the *Standards for Student Conduct*, a referral will be made to the Office of the Dean of Students by the assistant director of Residential Education so the case may be reviewed by a campus judicial officer. These standards can be found in your [CSU Channel Islands Student Guidebook](#).

Removal: An official sanction that prohibits the student from continuing to reside in student housing. This sanction may also preclude a student from being able to return to student housing for a specific period of time without permission from the director of HRE. Removal will result in forfeiture of monies paid to student housing and will also result in responsibility to pay future housing fees. Title V of the California Code of Regulations allows a campus to collect full housing and board fees from a student who breaches their housing license. HRE mitigates these fees in most cases in proportion to the severity of the violation.

Student Judicial Board: The Judicial Board is also referred to as J-Board. It is a student peer review board that reviews lower level violations (Steps 1-2), determines responsibility, and assigns sanctions. The J-Board is advised by a Senior Community Advisor and a Resident Director.

## Sanctions and Steps

When a student has been found responsible for violating Community Standards, the student will receive two types of sanctions, an administrative sanction and an educational sanction. The purpose of an **administrative sanction** is to hold the students proportionately accountable for violations which are severe and/or continuous. Administrative sanctions are also cumulative when there are previous violations. The purpose of **educational sanctions** is to help students learn from personal and peer behavior and incidents. The HRE conduct officer is responsible for determining the sanction that best meets the overall educational goal of the conduct process based on the facts of each individual hearing.

## Administrative Sanctions

The number of steps assigned for a violation will let the student know the seriousness of their violation, and below is a guideline on what each step level means:

1. **Formal Warning (Steps 1-3)** – This sanction is typically, but not always, the first step in the conduct process for most minor violations. This sanction is a reminder to review the guidelines for resident conduct within the ABC Manual, and commit to abiding by them. With this sanction a written warning is issued to the student that indicates additional violations of University and/or Housing & Residential Education standards will result in further disciplinary action.
2. **Housing Probation (Steps 3-4)**–This sanction indicates that a student's actions require a more serious response than a Formal Warning, but do not necessarily meet the level of removal from housing. Being placed on Housing

Probation means that continued violations of the guidelines and standards within the Resident ABC Manual will result in further disciplinary action, typically leading to removal from housing. Housing Probation is set for a designated period of time (may cross academic years depending on when violation takes place, i.e. – violation during late Spring semester may lead to probation into the following Fall semester), and will include restitution, educational sanctions, or other specified activities.

- Housing Probation with Notice of Removal (Step 5)** – This sanction indicates serious violation(s) of HRE guidelines as stated in the Resident ABC Manual, and informs the student that (1) removal will happen at the end of the current semester, and (2) further violation of standards before that time will result in immediate removal from student housing.

*Per Title V of the California Code of Regulations (<http://government.westlaw.com/linkedslice/default.asp?SP=CCR-1000>; Title V, Division 5, Chapter 1, Subchapter 5, Article 5 - § 42019. Cancellation, Vacating, or Revocation - Obligation of the Licensee), students removed from on-campus housing due to disciplinary violations are subject to the full term of their license agreement, including fees.*

- Termination of License (Step 6)** –The Director of Housing & Residential Education or his/her designee has the authority to revoke a resident’s housing license (contract). Termination of License prohibits the student from continuing to reside in student housing through revocation of their housing contract. This sanction may also preclude a student from being able to return to student housing for a specific period of time without permission from the director of HRE. Once removed the student may not enter any facility or property operated by HRE.

*Per Title V of the California Code of Regulations (<http://government.westlaw.com/linkedslice/default.asp?SP=CCR-1000>; Title V, Division 5, Chapter 1, Subchapter 5, Article 5 - § 42019. Cancellation, Vacating, or Revocation - Obligation of the Licensee), students removed from on-campus housing due to disciplinary violations are subject to the full term of their license agreement, including fees.*

## Educational Sanctions

As the conduct process is meant to be educational and focus on how one’s actions affect the community, whenever possible and appropriate, sanctions will include an educational assignment. Educational sanctions take into account the specifics of the incident and the individual student. The objective is to help the student learn from their experience and make a contribution to the community. A conduct officer or the Judicial Board may assign one or more educational sanctions.

Examples of educational sanctions are listed below:

- **Community service hours** - Students are required to complete a specified number of hours in a specified number of days. Typically students are assigned 5 hours per Step assigned. Since these hours are to give back to the community, they must be completed with the resident’s RA, the Village office, or other area within HRE
- **Educational Project** - Students are required to complete a specified educational project. This may include participation in an educational program or activity, writing a paper, and/or completing a project or task.
- **No Contact Agreement** – At times, due to conflict or instances of harassment, students are placed on a behavioral agreement/contract that precludes contact with a specified individual(s). This agreement essentially requires keeping a distance and proactively avoiding conflict with another student. If issued, violations of a No-Contact Agreement may result in further disciplinary action as a violation of the Non-Compliance standard (see page 44).
- **Restitution** - Students are required to make payment for damages to property of the University or another student.
- **Housing Relocation** - Students may be asked to relocate or move to another room on campus. The student will be expected to follow room change procedures as outlined in this manual and provided by HRE. This relocation must be completed in a timely fashion according to the deadline outlined in the sanction.

## Assignment of Steps

The conduct review officer hearing HRE cases will evaluate the information available and assign steps to a violation for which a student is found responsible. Typically most steps 'expire' at the end of the academic year in which they are assigned, although depending on the date and severity of the violation steps may cross academic years if the student chooses to re-contract with HRE (i.e. – a violation in late spring or summer may come with a sanction requiring the student to start the following year on a certain step level).

Listed below are some Community Standard violations and the possible associated steps, some of which have a range and may be listed under multiple step levels. Steps associated with standards not listed below will be determined at the discretion of the conduct review officer. *The following list is meant to serve as a guide and is not a complete list of the infractions and subsequent sanctions. Final assignment of steps is at the HRE conduct review officer's discretion.*

### Step 1 Violations

- Access to Housing: Propping doors and gates
- Quiet and Courtesy Hours: Three violations within 30 days
- Care of Common Areas and Property, Care of Apartments Rooms & Suites: Improper trash disposal
- Non-Compliance: Failing to complete conduct sanctions

### Step 2 Violations

- Access to Housing: Use of closed facilities
- Alcohol: Alcohol containers (empty and for decoration), not completing Alcohol EDU by the due date.
- Bicycles, Mopeds, Cars, and Other Vehicles: Riding skateboards within the Villages
- Care of Common Areas and Property, Care of Apartments Rooms & Suites: Improper trash disposal, minor damage
- Fire Safety: Possession of candles, incense, or HRE/University exit signs
- Floor Meetings: Unexcused absence from a floor meeting
- Furniture: Removing furniture from a common area
- Guests and Overnight Visitors: Failure to register an overnight guest for one night
- Non-Compliance
- Quiet and Courtesy Hours: A violation during 24 hour quiet periods
- Smoking: Smoking in non-designated areas outside

### Step 3 Violations

- Access to Housing: Climbing gates
- Alcohol: Consumption by those without privileges, public intoxication, violation of alcohol privileges
- Care of Common Areas and Property, Care of Apartments Rooms & Suites: Improper trash disposal, minor damage
- Fire Safety: Failure to evacuate in the event of a fire alarm
- Guests and Overnight Visitors: Excess of 8 overnight guests
- Non-Compliance: Failure to provide identification, being uncooperative or verbally abusive to staff
- Smoking: Using or possessing a hookah (water pipe)

### Step 4 Violations

- Care of Common Areas and Property, Care of Apartments Rooms & Suites: major damage
- Dangerous Behavior
- Drugs: Possession of drug paraphernalia, being under the influence of a prohibited substance, participating in an activity where drugs are present (regardless of consumption)
- Fire Safety: Disabling/removing a smoke detector
- Harassment
- Smoking: Smoking inside an HRE facility
- Vandalism

### Step 5 Violations

- Alcohol: Providing alcohol to students under the age of 21
- Harassment
- Fire Safety: Falsely pulling a fire alarm, tampering with fire safety equipment, removing or damaging exit signs
- Theft

- Vandalism

**Step 6 Violations**

- Alcohol: Selling alcohol to students under the age of 21
- Assault
- Dangerous Behavior
- Drugs: Use, possession, distribution, manufacture/cultivation of a Federally illegal substance (includes marijuana)
- Harassment: Threats against another community member or staff
- Theft
- Vandalism – major property damage
- Weapons

# Community Living Standards

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Living in a community presents many wonderful opportunities for learning and relationships. Living together effectively in a community requires adherence to reasonable community living standards, the University code of conduct, and the laws which govern our state, local area, and campus. You may find information on the CSU Standards for Conduct in your CSU Channel Islands Student Guidebook or online at [www.csuci.edu](http://www.csuci.edu). All students are responsible for knowing and abiding by CSU Standards. Prior to move-in, all residents must finish reading the ABC manual and sign affirming that they have done so.

The Housing & Residential Education (HRE) Community Living Standards are outlined below. Knowledge of and adherence to these standards as well as those items listed in the Residential Education, Administrative Services and Information, Facilities, and Safety Information sections is required of all resident students. Not meeting or abiding by the standards within this ABC Manual may result in disciplinary action.

## 1. Access to Housing

The following guidelines are essential to maintaining a safe, secure, and orderly community.

- A. Residents are allowed access to their assigned bedrooms, apartments and/or suites and the Village common areas according to their published schedules. Residents may not make unauthorized entry or use of, or misuse, any University property.
- B. Providing access to the Villages to anyone other than a resident or a guest is not allowed.
- C. Unauthorized entry into an apartment, suite, room, or building other than the one assigned is prohibited. Entering another resident's apartment, suite, or bedroom without permission is trespassing.
- D. All persons entering any housing area or facility must carry and present photo identification and/or a guest pass to a University staff member upon request (please refer to 'Identification' standard). Individuals failing to provide appropriate documentation will not be permitted to enter housing facilities or areas, and may be considered as trespassing and asked to leave.
- E. Entering common areas after the space has closed is prohibited, as is entering a building through windows or other surreptitious entry. Emergency exits are for emergency use only.
- F. Public or common areas are for the use of the resident and their guests only. Sleeping overnight in public areas is not allowed. Organized functions in public areas must be approved in advance by an HRE staff member.
- G. Unauthorized presence on rooftops, overhang, ledge, areas underground, or marked for restricted access for any reason including sunbathing, stargazing, or walking is prohibited.
- H. Unauthorized entry to restricted areas such as closed buildings, mechanical rooms, data rooms, and custodial closets is prohibited.
- I. All facility gates are provided for exit. Some gates, such as those with a key swipe reader, are provided for entrance to the Village. No public area exit door or gate may be propped open at any time. Residents may only access Housing via key swipe; no other mode of entrance is permitted.

## 2. Alcohol

The University is committed to maintaining an environment for students that is predominantly free of alcoholic beverage consumption and strictly adheres with federal and state laws. No student is to report to class, or any University activity, while under the influence of alcohol. The intent of this standard is neither to encourage nor to endorse the use of alcoholic beverages, but to describe the permitted and prohibited use in student housing.

Statistics show that alcohol is a common issue among college students. It is essential for residents to understand the appropriate use of alcohol and the side effects of alcohol usage. Residents are required to complete Part I of the Alcohol Edu online course prior to moving into Housing. Residents are also required to complete Part II of the Alcohol Edu online course during the timeline provided to them individually, typically within 45 days of completing Part I.

### Alcohol Privileges

Residents that are 21 years of age or older may consume alcohol in a certified room if the following conditions have been met:

- a. The residents have completed and passed the online Alcohol Edu course.
- b. The residents have attended and participated in an HRE alcohol information and certification session and have a printed 'Alcohol Privilege Card'.
- c. The resident is in good judicial standing (less than 3 steps on their HRE record)

Individuals may earn alcohol privileges independent of the other residents in his/her apartment.

Failure to abide by all standards of conduct including, but not limited to, those pertaining to alcohol will result in the loss of previously earned alcohol privileges, the assignment of steps in HRE's Six Step Discipline process, and possible referral to the Dean of Students. If a resident that has alcohol privileges is present during an alcohol violation by another student or guest, that resident will face sanctions for their participation in the act. This includes parties and other social gatherings.

#### Designated Consumption Zone (DCZ)

Once all residents of an apartment possess alcohol privileges, they may make an appointment to meet with the Resident Director to obtain certification for the possession and consumption of alcohol in their apartment. If the Resident Director certifies the apartment as a DCZ, alcohol may be stored and consumed by the residents of that apartment. Other residents who possess alcohol privileges and non-resident guests over the age of 21 may also consume alcohol in the DCZ apartment with valid identification. The DCZ certification must be posted at all times on the refrigerator of approved apartments.

If any member of an apartment loses his/her alcohol privileges, the apartment will lose its certification as a DCZ. When an apartment loses its alcohol certification all alcohol and alcohol containers of any kind must be immediately removed.

All residents of a DCZ apartment are responsible for making sure alcohol guidelines are followed at all times. If an alcohol violation takes place in an apartment, all members of the apartment that are present at the time of the violation may lose their alcohol privileges. Should alcohol privileges or DCZ certification be revoked for an individual and/or apartment, Alcohol Privilege Cards and DCZ certifications must be returned to the Resident Director immediately.

- A. Possession, usage, sale, distribution, brewing or being in the presence of alcohol or containers previously used to contain alcohol is prohibited for all residents and guests under the age of 21, and those over the age of 21 who do not possess a current 'Alcohol Card'. The same applies for those over the age of 21 who do not possess a current 'Alcohol Card'. Residents over 21 years of age may not possess or consume alcohol until alcohol privileges ('Alcohol Card', and 'DCZ' if appropriate) are certified
- B. No person may be intoxicated in the common areas of Anacapa or Santa Cruz Village. A common area is defined as anything other than the areas inside a resident's apartment.
- C. Inability to exercise care for one's own safety and/or the safety of others (including drawing attention to oneself) due to intoxication is in violation of this standard.
- D. Alcohol and alcohol containers (whether decorative or for recycling) are not permitted in Santa Cruz Village or the 1<sup>st</sup> and 2<sup>nd</sup> floors of Anacapa Village. Alcohol and alcohol containers are only permitted in DCZ on the 3<sup>rd</sup> floors of Anacapa Village.
- E. Alcohol privileges are required for all residents present in an apartment where alcohol is being stored or consumed, or where alcohol containers are either empty or contain alcohol. No person under the age of 21 may be present in, or admitted into, an apartment in which alcoholic beverages are being served or consumed.
- F. Residents with alcohol privileges must carry their alcohol card on them when consuming or in the presence of alcohol and present it to University staff upon request.
- G. Guests (non-housing resident) over the age of 21, with a valid ID, may possess or consume alcohol in a DCZ. The resident host is responsible for the behavior of their guests and ensuring that their guest abides by all laws, standards and policies, including the alcohol standard contained herein.
- H. Replication, alteration, or other misuse of issued Alcohol Privilege Cards and DCZ Certificates is a violation of Alcohol standards and is also considered a failure to comply.
- I. Alcoholic beverages are not to be consumed in public areas, such as The Commons, pool, Jacuzzi, recreation areas, balconies, sidewalks, etc., except when approved as outlined in the California State University Channel Islands Policy on Alcohol (SA.03.002).
- J. If a resident should choose to consume alcohol off campus, it is recommended they designate a sober driver. If also a resident, this sober driver is responsible for ensuring the health of the intoxicated residents under their care. This includes safely returning them to their rooms. The sober driver must contact the RA on duty if anyone's intoxication poses a health threat. The sober driver will be held accountable for his/her failure to properly care for the inebriated (i.e. 'dropping off' an intoxicated resident in a common area or parking lot and leaving).
- K. Whenever there is concern for the health and well-being of a student and there is fear about reporting it to avoid "getting their friend in trouble," we offer *Medical Leniency*. This is most common when a student is under the

influence of alcohol or drugs, but could also be the result of an injury due to inappropriate actions. *Medical Leniency means* that we will review the reported individual's case leniently because their friend or roommate did "the right thing" by reporting it to university officials who could provide assistance and secure medical attention, if needed. In order for Medical Leniency to apply, the resident making the report must request it on behalf of their friend.

### 3. **Assault**

Any activity or behavior that results in physical harm to another community member, University Official, or guest thereof is prohibited.

NOTE: Violation of this standard is subject to criminal charges, referral to the Dean of Students, and/or Termination of License on first time offense.

### 4. **Bicycles, Mopeds, Cars, and Other Vehicles**

- A. Bicycles must not obstruct or be parked in public passageways, walkways or in the housing facility. Bicycles may not be locked or attached to any gate, pole, tree, or other housing equipment. Bicycles may be parked and locked in designated bicycle racks or in resident rooms.
- B. Mopeds, motorcycles, motor scooters, or similar motor-driven vehicles cannot be taken into apartments/suites or any housing facility for any reason, or operated on sidewalks, patios, or lawns in or around on-campus residence areas. Because of fire hazards of gasoline, public safety officers or authorized HRE staff will remove motor-driven vehicles from buildings without notice. Mopeds as defined in the California Vehicle Code shall be regarded as motor vehicles.
- C. Motor vehicles parked in the housing parking lots SH1 and SH2 must have a valid student housing parking permit. Student housing parking permits for motor vehicles may be purchased from Transportation and Parking Services. Badly damaged or inoperable vehicles will not be allowed in the Anacapa/Santa Cruz Village parking lot more than two weeks regardless of permits or registration.
- D. Bicycles, skateboards, mopeds, roller blades, or other wheeled vehicles may not be ridden within either Anacapa or Santa Cruz Village.
- E. All vehicles shall conform to and abide by University rules and regulations relating to vehicles.
- F. Changing the oil or other automotive fluids in your vehicle as well as the performance of major automotive or body work in or around the Anacapa/Santa Cruz Village parking lots is prohibited.
- G. Motor vehicles may not be washed in the student housing parking lots (unless in conjunction with a sponsored housing event).

### 5. **Care of Apartments, Rooms, and Suites**

- A. Upon check-in, residents shall check his/her unit for any damages and note damages on the "Room Inventory Form" (RIF). This form must be returned within 24 hours of check-in to the resident's Village Office.
- B. It is the responsibility of all roommates to keep their apartment/suite/room clean and sanitary throughout the occupancy period. This includes proper care of windows, screens, vents, etc.
- C. It is the responsibility of all roommates to keep the apartment/suite/room free of all community standard violations.
- D. Residents are expected to regularly dispose of trash, recyclables and electronic waste to the proper outside dumpsters. Bags or other collections of trash/recycling should not be left in any student room, or common area in suites and apartments, as it poses a health concern. It is a violation to place trash or recyclables outside an apartment/suite, in a hallway, courtyard or any area other than the trash and recycling bins.
- E. Residents are expected to maintain reasonable sanitation and safety standards, store food properly, maintain appliances in a clean and safe working condition, and submit online Housing Repair Forms to HRE for repair of damages to a unit.
- F. At the end of each semester residents are required to clean and restore their apartments to the original move-in condition. All residents occupying an apartment/suite/room are responsible for the common areas; any charges incurred will be split equally between all residents of a unit should the University be unable to determine responsibility for damages or loss after appropriate investigation.
- G. HRE will conduct periodic Health and Safety Inspections throughout the year. Residents will be given notice in advance of these inspections, as they require entry into every student room. Violations of Community Living Standards and/or License Agreement that are found during such inspections will result in administrative action.
- H. All guidelines under "Room Alterations" apply.  
NOTE: Violation of this standard is subject to charges.

### 6. **Care of Common Areas and Property**

- A. Common areas and property are for the use of residents and registered special guests only, thus they are the responsibility of every resident. This includes, but is not limited to lounges, study rooms, game room, exercise room, art room, dance studio, media room, stairs, recreation areas, kitchens, balconies, pool, laundry rooms, doors, walkways, fire extinguishers, elevators, exit signs, and lights.
  - B. Any malicious damage or acts that result in additional clean up in or around the housing buildings, grounds, or other facilities or property is prohibited. Residents who use common area spaces are required to clean the area at the conclusion of the use. This includes ensuring trash is picked up, the room is vacuumed, and equipment and furniture are returned to their proper locations.
  - C. All furniture and equipment in common areas must remain in its designated common area. Equipment must be used in the way it is designed to be used. Residents should not tamper with electronic or safety equipment, or misuse game equipment.
  - D. If equipment is not working or broken, please assist us and your fellow residents by reporting the issues right away to the Village Office or the RA On Duty.
- NOTE: Violation of this standard is subject to charges.

#### 7. **Community Respect**

Respecting the rights of students to study and use the Housing facilities is important to maintaining a positive University and residential community. Interfering with the attempts of others to study, and failure to show respect for community members and housing staff is not permitted. Behaviors or actions that interfere with others' normal use of facilities are prohibited. As members of a civil community, residents are expected to comply with all reasonable requests for courtesy, including issues regarding noise, common area space, trash disposal, etc.

#### 8. **Dangerous Behavior**

Any activity which can be interpreted as endangering or harming oneself, any community member, or a guest is prohibited. This also includes negligence, failure to assist or report an observed physical danger (i.e. fighting, significant physical injuries, or a student under the influence who is unable to care for themselves), or any other action which imperils or jeopardizes health and/or safety of self and/or others.

#### 9. **Drugs**

The possession, use, sale, manufacture or distribution of any illegal drug or substance, including the possession of drug paraphernalia, is prohibited on the CSU Channel Islands campus and in all its buildings, including HRE. Residents can also report suspected drug activity directly to the University Police.

- A. Being under the influence of a controlled substance is prohibited.
- B. Inability to exercise care for one's own safety and/or the safety of others while under the influence of a controlled substance is a violation.
- C. Organizing or participating in activities where controlled substances are present or being consumed is prohibited. Participation is defined as being present at the event regardless of consumption.
- D. Possession of prescription drugs not prescribed specifically to that individual is prohibited.
- E. Medical marijuana cards, or other cards issued for the purpose of designating the holding individual's rights to possess and use marijuana, are not recognized at CSU Channel Islands. At no time will a student, resident or guest be allowed to possess or use marijuana, marijuana paraphernalia, or be under its influence while in student housing or while on campus.

NOTE: Violation of this standard is subject to criminal charges, referral to the Dean of Students, and/or Termination of License on first time offense.

#### 10. **Elevator**

Passenger elevators located within the buildings are provided for use by residents, their guests and staff. Activities in the elevators may be recorded at all times. In order to keep elevators in safe working condition, the following actions are prohibited:

- A. Smoking in the elevators
- B. Intentional damage to and/or vandalism of the elevators, such as prying elevator doors open, jumping, graffiti, etc.
- C. Overloading elevators
- D. Use of emergency alarms and emergency stops in non-emergency situations
- E. Evacuating people from the elevator without trained personnel

Elevator Emergencies

If a person is trapped in an elevator, sound the alarm and wait for help to arrive before attempting evacuation. Evacuation from the elevator will be handled in accordance with established safety protocols for elevator evacuation. The person trapped in the elevator should remain calm and respond to the direction of University and emergency personnel.

#### 11. Energy Conservation

As part of the HRE effort to promote sustainability and energy conservation, the use of multiple refrigerators is prohibited in the Villages.

- A. Santa Cruz Village suite common areas have a space for both a microwave and mini-fridge. One microwave is allowed in the designated space in the suite common area. Suites with 4 or more occupants are allowed two mini-refrigerators, those with 3 or fewer are allowed one mini-refrigerator, in the designated space in the suite common area. Regular or mini-fridges are prohibited in bedrooms.
- B. Anacapa Village apartments are furnished with a full sized refrigerator in every kitchen. Regular or mini-fridges are prohibited in bedrooms.
- C. All appliances are required to be Energy Star rated. Air-conditioners and space heaters are not permitted.
- D. Licensees are requested to use reasonable amounts of water and energy supplied to the premises. Licensees are responsible for all utilities supplied to the units. The University may bill the residents of each apartment for excess utility usage.

#### 6. Fire Safety

Maintaining the safety of the Villages community is of the utmost importance, and it is imperative all residents maintain a safe environment and report any malfunctioning fire safety equipment (such as exit signs, smoke detectors, etc).

- A. Egress – All hallways, exits, stairwells, doorways, or areas that are deemed an “egress” (i.e. – windows) need to be free from garbage, bicycles, clutter, furniture, or other items that may or have a potential to limit entry/exit. This includes hanging objects over handrails and gates such as towels, wetsuits, etc. All doors and windows must have the ability to be fully opened.
- B. Evacuation – All persons are required to evacuate the building immediately upon the sound of an alarm. Interfering with emergency services, procedures, or failing to conform to established safety regulations and/or instruction given by emergency response staff is prohibited.
- C. Fire safety equipment – Falsely reporting a fire, tampering with, disabling, or misuse of any fire safety equipment (i.e. – fire alarms, smoke detectors, fire sprinkler, fire extinguishers, ‘EXIT’ signs, etc) is prohibited. Do not hang any items from a fire sprinkler or smoke detector.
- D. Candles & open flames – Candles, incense and/or any type of open flame within or adjacent to any HRE facility or grounds is prohibited. Candles for any purpose (this includes but is not limited to decoration, religious rituals, etc.) are prohibited. If found, such items will be confiscated.
- E. Combustibles – Possessing or storing gasoline, fireworks, combustible chemicals/fluids and/or fuel-driven engines/appliances (i.e. – motorcycles, mopeds, gas/propane grills, etc.) is prohibited.
- F. Cooking - Cooking and/or cooking equipment such as toasters, toaster ovens, electric grills, etc. are to be stored and used in designated kitchen areas of Anacapa, and G building common area kitchens. Cooking in Santa Cruz bedrooms or suite areas, and Anacapa bedrooms or living rooms is not allowed. Residents wishing to barbeque should use the grills adjacent to the Anacapa pool area. Residents must attend to all cooking food in an apartment or common area kitchen (Anacapa Commons, G1 Lounge, G2 Game Room). Leaving cooking food unattended is a safety risk that can lead to a live fire, damage, and/or injury.
- G. Decorations - All materials used must not encroach into the hallway but may be in the alcove of the suite or apartment door. All decorations must be non-combustible (i.e. – made from fire-proof material) and be UL list-approved for the intended use. “Live” Christmas trees and other materials of flammable nature are prohibited. All decorations are to be removed within two days following the holiday or prior to leaving the apartment for the holiday.
- H. Heat source - Heated elements which could be left unattended for long periods of time (such as simmering potpourris or scented light bulb rings) and require heat to release scent are prohibited. Open-coiled electric or heating appliances such as space heaters and sun lamps are prohibited. All allowed ‘heat source’ equipment (such as curling/flat irons, glue guns, irons, etc.) must be attended to at all times. Leaving equipment ‘on’ while unattended is a serious safety risk.
- I. Lamps & lights – Halogen lamps and neon lights are prohibited.
- J. Plugs & extension cords – Extension cords and power strips/surge protectors must have a UL rating. “Piggy-backing” power strips are prohibited.

NOTE: Violation of this standard is subject to criminal charges, referral to the Dean of Students, and/or Termination of License on first time offense.

#### 12. Floor Meetings

Approximately once per month floor meetings are arranged and facilitated by RA's. In order to obtain pertinent information and updates, all residents are required to attend. If not available for the meeting the resident is required to give the RA advanced notice, and schedule a follow-up time to receive information.

#### 13. Furniture

All furnishings provided in the buildings are considered State property and are to remain in the designated area (i.e. – bedroom, common area, lounge). In common and outdoor areas, the furnishings are for the use of all residents of Anacapa and Santa Cruz Villages. Students who remove or damage lounge or outdoor furniture by taking it to their rooms or other locations are depriving other residents of this amenity, and so moving any furniture from a common area without the written permission of an HRE staff member is prohibited.

#### 14. Gates

Interior and exterior gates are specifically designed for the security of the residents. Propping or manipulating these gates to provide unauthorized access is prohibited. Reaching or jumping over a gate is a safety and security risk, and is prohibited.

#### 12. Guests and Overnight Visitors

The rights and comfort of all residents/roommates must be considered when inviting guests into the apartment or suite, even during the day. A resident's request for any guest to leave, regardless of the guest's gender, must be honored. HRE supports the right of all students to live comfortably in their rooms to study, sleep, or enjoy their privacy. The safety and security of this environment could be compromised if unwanted guests are present too often, or if guests refuse to leave when their presence is disturbing a roommate or neighbor.

- A. Guests must abide by all HRE and University standards for behavior. Residents are responsible for their guests' and visitors' behavior and for any damage incurred by their guests and visitors.
- B. The resident host must accompany their guest(s) at all times. This includes the time when a resident is at class. At no time is it allowed for a guest or visitor to be in student housing without the hosting resident present with the guest. Unescorted guests will be asked to leave the premises.
- C. Residents have the basic right to privacy in their assigned room. All licensees who occupy an apartment must agree to the presence of visitors and overnight guests. Overnight guests, including family members of residents, are limited to a maximum stay of two consecutive nights. A charge of \$45 will be placed on the residents account for each night exceeding the second consecutive night. Each resident may have no more than eight approved overnight guests per semester.
- D. All residents must register overnight guests at their Village Office.
- E. Guests are required to show a valid I.D. when residents register them at the Village front office.
- F. If guests bring a vehicle to campus, they must obtain and properly display a temporary University parking permit from Transportation and Parking Services in addition to an overnight permit from HRE. This overnight permit may be obtained through the guest registration process.
- G. Visitors are allowed in apartments or rooms from 8:00 AM through 1:00 AM daily. Those who stay after 1:00 AM must be approved in advance as an overnight guest.

NOTE: Violation of this standard is subject to charges and loss of guest privileges.

#### 13. Harassment and Hazing

HRE seeks to promote and support a community where all its members may live together free of harassment. Verbal, written, electronic, physical and/or any other type of harassment is prohibited. Harassment includes physical and verbal abuse, threats, intimidation, coercion and/or any other conduct, which threatens, alarms, or endangers the health or safety of any person.

- A. Telephone and Electronic Harassment: Telephone harassment includes annoying, abusive, or obscene phone calls, messages, or texts that are intended or perceived to irritate, anger, or threaten. Electronic harassment that has the same effect, but is communicated via email, social networking sites, or other electronic mediums is also prohibited. If a resident should receive a threatening or harassing phone call, message, text or electronic message, he/ she should notify an RA or other HRE staff member immediately. The student is advised to keep a log of the calls and will be encouraged to file a report with the University Police Department.

- B. Hazing: Hazing, intimidating or coercing specific behaviors from a person for the purpose of obtaining acceptance or admission to a club or association is strictly prohibited. Clubs and organizations may not bring their activities and functions, whether formal or informal, into student housing without expressed consent from the resident director.

#### **14. Identification**

Residents are required to carry student identification with them at all times, which must be presented upon request from a University official. Failure to provide identification upon the request of a University official is a violation of the Student Code of Conduct.

#### **15. Improper Check-Out**

Residents are required to follow all procedures for checking out of and vacating their space. Prior to vacating all residents must:

- A. Have reached the end of their license agreement, have an approved contract cancellation, or have had their license revoked. Moving out of housing without approved notice does not release the resident of financial obligations. Removal from housing (license revocation) does not release the student of financial obligations.
- B. Restore the unit to move-in condition, including cleaning and returning furniture to original locations (i.e. – beds bunked).
- C. Check-outs at the conclusion of the spring semester require submission of a “Check-out Cleaning Agreement,” which outlines which resident is responsible for cleaning and damages of different items.
- D. Residents must complete an Express Check-out or an RA Check-out, sign all necessary paperwork and return issued mailbox keys and keycards.

NOTE: Violation of this standard is subject to charges.

#### **16. Improper Room Change**

It is important for the safety and security of residents that they occupy the space they are assigned to. For information on the process please refer to Administrative Services and Resources section, page 21.

- A. Moving into any room or room assignment without written authorization from HRE is prohibited. Residents making unauthorized room changes may be required to return to their original room.
- B. Residents who do not have roommates should be prepared to have a roommate move in at any time. “Spreading out” in a vacant space is considered an improper room transfer.

NOTE: Violation of this standard is subject to charges.

#### **17. Keys and Security**

The locking systems in HRE are designed for flexibility, convenience, and security. Each student will be issued one key that allows access to their bedroom, apartment or suite, the security gates, and all common areas with Anacapa and Santa Cruz Villages according to the posted hours of operation.

- A. All keys and key cards remain the property of HRE, and each resident is responsible for their issued key. Should a key be lost/missing/stolen, residents are required to report it to the HRE office within 48 hours. A non-refundable charge will be assessed for any replacement key(s) issued to the resident during occupancy and/or any key(s) lost or not returned upon check-out.
- B. Keys will only be issued to the resident and not to friends, family or relatives.
- C. Under no circumstances should a resident duplicate, sell, transfer, or lend their key to another individual. Permitting others to use a room key for purpose of improperly gaining access to a residence or common area is prohibited.
- D. Bypassing or tampering with the locking mechanism for any door is prohibited. This includes propping or taping of any doors.

#### **18. Non-Compliance**

University officials are working to provide students and guests with a safe and secure environment within Anacapa and Santa Cruz Villages. In order to facilitate the progress of normal University business, it is imperative that students comply with reasonable requests of University officials.

- A. Failure to comply with a reasonable request or the intentional impediment of University business or procedures is prohibited. All University staff, including Resident Assistants, are considered University officials for the purpose of this guideline.
- B. The following actions are considered non-compliance and are prohibited: providing false information or failing to provide information to a staff member, interfering with staff while they are performing their duties, and being uncooperative or verbally abusive to staff.

- C. Residents assigned educational sanctions as part of the conduct process are expected to complete their assignments. Failing to fulfill sanctions to the satisfaction of the conduct officer is a violation of this standard.

#### **19. Pets**

To maintain a clean, healthy, and allergen free environment the only type of pet permitted are fish in tanks of 10 gallons or less. The harboring, feeding, or possession of any animal in or around any housing facilities is prohibited, including "visiting" pets. This includes gerbils, rats, hamsters, snakes, turtles, lizards, or any other contained animal. Exceptions are made for service dogs (as defined by California Law) for students who are registered with Disability Support Services as requiring this accommodation.

NOTE: Violation of this standard is subject to clean-up and sanitation charges

#### **20. Pool and Jacuzzi Use**

The Anacapa Village pool is available for use by all residents and their guests. Guests must always be accompanied by their resident hosts, and no pets are allowed in the pool area (see Pets standard). All rules must be followed when using the pool. Glass is not allowed in the pool area. Pool hours are from 8am to 11pm.

#### **21. Posting**

All materials to be posted must be submitted and approved by HRE. Those wishing to post in HRE may contact the Associate Director of Residential Education. Public display of "obscene matter" as defined in the California Penal Code, Section 311, under the discretion of University staff. HRE reserves the right to remove from public view any postings deemed to others as obscene or that are detrimental to the overall goals of the University. This includes but is not limited to offensive or drug/alcohol-related materials. Public view includes but is not limited to the external apartment/suite door, windows facing out, areas of an apartment/room that can be seen from the outside, and hallway bulletin boards.

#### **22. Profanity, Obscenity, and Lewd Behavior**

The use of rude, vulgar, indecent, or obscene verbal, non-verbal, and/or written expressions, are considered detrimental to the University and student housing environment and are prohibited within or around any housing facility or at any housing related program or event.

#### **23. Quiet & Courtesy Hours**

Quiet hours are established to promote an atmosphere conducive to quiet study and the ability to sleep in the late evening and early morning hours. All residents must abide by quiet and courtesy hours.

- A. Quiet hours are from 10pm to 8am Sunday through Thursday (and holidays), and 12am to 8am on Friday and Saturday. During quiet hours, sound from a room, suite, or apartment should not be audible outside the unit door, nor in adjacent rooms. This includes conversations outside, noise in stairwells, slamming doors, and anything that may cause a disturbance to others.
- B. 24 hour quiet hours are in effect during pre-finals and finals week.
- C. Courtesy Hours are to be observed 24 hours a day seven days a week. Courtesy hours require that noise which can be heard outside your bedroom be kept to a minimum to respect students living in the apartment/suite and those living around you. If you are disturbed by noise in the community, please speak with your neighbors, and for additional assistance contact HRE staff.

#### **24. Room Alterations**

Residents are liable for any room alterations and/or damages. Students are encouraged to decorate their rooms; however, caution should be used in order to prevent damage to the apartment.

- A. Alterations, changes, modifications, remodeling and/or renovating, including but not limited to, painting of the unit, tampering with the electrical or mechanical fixtures in the unit or public areas, installing in-line water purification systems, or installing a door or area lock without consent of HRE is prohibited. All fixtures that are installed become part of the premises and therefore property of HRE.
- B. There are no additional storage spaces available; students must make their own arrangements off-campus to store items.
- C. Use of staples, tacs, nails, screws, tape (masking, duct, or scotch), or glue is prohibited on any HRE property, including doors, floors, walls, ceilings, windows, and any furniture. Approved painter's tape, wall putty, or 'Command™' type adhesives are allowed should all product directions be followed and no damage to the wall occur upon removal.

- D. Damage resulting from nails, screws, adhesive/tape or tacks shall be repaired by University maintenance and charged to the student. The student should not attempt to repair damages, as this could complicate the repair process and result in additional charges.
- E. Residents shall not install or place any equipment or construction of any type on the grounds or in the buildings. This includes equipment such as exercise poles, pull-up bars, resistance pulls/bars, or any other type of installed equipment.
- F. Satellite dishes may not be mounted on or outside buildings.
- G. Waterbeds are prohibited.

#### **25. Smoking**

The State of California prohibits smoking in all state owned buildings. This includes but is not limited to smoking from cigars, cigarettes, pipes, hookahs and fragrant cigarettes. Smoking is permitted outside, no less than 50 feet from any building or structure. CSU Channel Islands Policy on Smoking on Campus, including a map indicating smoking areas can be found at: <http://policy.csuci.edu/FA/31/FA.31.013.htm>. Hookahs are prohibited in student housing.

#### **26. Solicitation**

Engaging in door-to-door distribution, advertising, sales, promotion, commercial transactions and/or solicitation of any nature (including religious proselytizing) within the buildings or on the grounds of HRE is prohibited, unless specifically invited in advance by individual residents. Residents are requested to notify the HRE office and/or University Police if solicitors are seen conducting business.

#### **27. Theft**

Removing or stealing University property or property belonging to a roommate or other campus community member or guest is prohibited. This includes the unauthorized use of services.

NOTE: Violation of this standard is subject to fines, criminal charges, referral to the Dean of Students, and/or Termination of License on first time offense.

#### **28. Vandalism**

Willful or negligent damage caused to University, HRE, or community member property by a resident or guest is prohibited. Damage includes the removal, defacing, destruction, or tampering with property (including grounds/landscaping). Any areas affected areas may be temporarily shut down from use because of vandalism.

NOTE: Violation of this standard is subject to fines, criminal charges, referral to the Dean of Students, and/or Termination of License on first time offense.

#### **29. Weapons & Dangerous Items**

- A. Possession of any firearm (including BB guns and pellet guns) on State university property is a felony and is prohibited on the premises of the University (Section 626.9, California Penal Code).
  - B. Use or possession of any weapon including, but not limited to rifles, shotguns, handguns, BB guns, air rifles and pistols, bows and arrows, knives, daggers, swords, spears, ninja stars, brass knuckles, and ammunition, is prohibited in housing. This statute applies to all students, faculty, staff and visitors (except sworn peace officers) and to all vehicles while on campus.
  - C. Possession, remodeling, or usage of any item resembling a real weapon, firearm, or explosive is prohibited.
  - D. Firecrackers, fireworks, explosives, flammable chemicals/materials, or pyrotechnics of any nature are not permitted
- NOTE: Violation of this standard is subject to criminal charges, referral to the Dean of Students, and/or Termination of License on first time offense.

#### **30. Windows, Balconies, Ledges, and Roofs**

- A. Tampering with or removing blinds, windows, or window screens from any part of the building is prohibited.
- B. Students are not permitted to climb in or out of apartment windows.
- C. Students are not permitted on roofs, building ledges, or overhangs.
- D. Throwing objects or liquids from windows, balconies, stairwells or roofs is prohibited. This includes, but is not limited to; Frisbees, balls, water balloons and garbage.
- E. Using a balcony as a means of entry or exit or using it to store unsightly articles, garbage or University-owned or leased furniture is not permitted. Sitting on, perching on, or jumping over balcony railings is also prohibited.
- F. Shaking, cleaning, hanging or placing any articles from or out of the window, outside window ledges, balconies, landings, or on roofs of the building is prohibited.

## Frequently Asked Questions

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### 1. Will I have roommates?

#### Anacapa Village Residents

Yes, most likely. Our apartment floor plan includes a four bedroom/two bath apartment set up to accommodate four to six students.

#### Santa Cruz Village Residents

Yes, most likely. The majority of our suites are for double or triple accommodations, allowing for 4 to 5 students per suite. Single room assignments are extremely limited.

### 2. Who is my roommate?

Information regarding the names and contact information of your assigned roommate(s) will be available via your CI Housing Portal Account. We encourage you to contact them prior to moving in to coordinate what each of you will bring or simply to get to know each other! Please note that roommate assignments are not final until move-in day and may change prior to move-in for administrative reasons.

### 3. What should I bring?

#### Anacapa Village

Your apartment will be fully furnished, including all major kitchen appliances.

Please feel free to bring any special treasures that will make you feel at home in your new surroundings. The following are our suggestions of some items you might want to bring, or correspond with your roommates about bringing to your new apartment.

#### **Anacapa Bedroom measurements:**

A and D bedroom: 8' 10" x 11' 2"

B and C bedroom: 9' 10" x 9' 8"

Living room: 11' x 11' 8"

Typical Windows: Length: 4' 11" Width: 2' 10"

**Bedroom includes:** bed, dresser, night stand, desk and desk chair

**What to bring:** sheets (extra long, twin size), blankets, bedspread, pillow, study lamp, fan, iron, alarm clock, television, stereo, and personal computer

**Bathroom includes:** toilet, shower, shower curtain, mirror, cabinet, sink, towel rack

**What to Bring:** toiletries, toilet paper, towels, wastebasket, and non-corrosive cleaning supplies

**Food preparation and storage area includes:** refrigerator, freezer with ice maker, microwave, stove and oven, cabinets, pantry closet, dishwasher, wastebasket and recycle basket, table and four chairs

**What to bring:** dishes, pots & pans, silverware, glasses, cups, wastebasket, dishwasher soap and dishwashing soap, and non-corrosive cleaning supplies

**Living room area includes:** coffee table, sofa, two armchairs, and end table

**What to bring:** television, small stereo, small entertainment center, and lamp

#### Santa Cruz Village

Your suite will be fully furnished with the exception of the small refrigerator and microwave. Please note that due to CI's commitment to sustainability, we limit the number of microwaves and mini-refrigerators allowed in each suite. Please refer to the Energy Conservation standard for guidelines (page 42). We encourage you to discuss refrigerator arrangements with your roommate(s) prior to move-in.

Please feel free to bring any special treasures that will make you feel at home in your new surroundings. The following are our suggestions of some items you might want to bring, or correspond with your roommates about bringing to your new suite.

What's provided in my apartment?

**Santa Cruz Village Bedroom measurements:**

Double-Double (4 persons to a suite): 12' 7" x 10' 8"

Triple (5 persons to a suite) 12' 7" x 10' 8"

Single-Double (2 persons room): 14' 3" x 10'

Single (1 person single): 7' 10" x 10'

**Bedroom includes:** bed, dresser, night stand, desk and desk chair

**What to bring:** sheets (extra long, twin size), blanket, bedspread, pillow, study lamp, fan, iron, alarm clock, television, stereo, and personal computer

**Bathroom includes:** toilet, shower, shower curtain, mirror, cabinet, sink, towel rack

**What to bring:** toiletries, toilet paper, towels, wastebasket, and non-corrosive cleaning supplies

**Storage area includes:** shelving for food storage, an alcove for a mini refrigerator

**What to bring:** microwave, mini refrigerator, paper plates, plastic eating utensils

NOTE: Mini refrigerators should not exceed 32" in height X 24" in width to be able to fit comfortably in the designated storage area. Refrigerators and microwaves may only be stored in this area, and not in the bedrooms.

**4. What about decorating my room?**

Your room has been professionally designed with decorator paint, floor coverings and window blinds. You may bring items from home to personalize your space, but remember the rooms will be used for years to come, so please take care in choosing décor which makes it easy to return the room to its original move in condition.

For decorating and storage purposes you may want to know the dimensions of your room. You will find the dimensions of our apartment space listed below. Please use these room dimensions as a guide only.

**5. What amenities are provided in Anacapa Village?**

Anacapa Village is home to The Commons, laundry facilities, vending machine areas, a swimming pool, spa, computer labs, and study rooms. Anacapa residents also have access to Santa Cruz Village which offers laundry facilities, vending machines, music practice rooms, a dance studio, art studio, workout room, gaming room, billiard hall, computer lab, and lounges. A fully equipped Gym and Fitness Center is also just steps away!

**6. What amenities are provided in Santa Cruz Village?**

Santa Cruz Village has laundry facilities, vending machines, music practice rooms, a dance studio, art studio, workout room, gaming room, billiard hall, computer lab, and television lounges. A fully equipped Gym and Fitness Center is also just steps away!

Residents of Santa Cruz Village also have access to all common areas in Anacapa Village which include The Commons, a swimming pool, spa, computer labs, study rooms, vending machine area, and laundry facilities.

**7. Once I've moved in, will there be any occasions when I may need to move again?**

The office of Housing and Residential Education reserves the right to relocate individuals as needed. We will make every attempt to keep relocations to a minimum. Relocations may also be initiated for facility, emergency or disciplinary reasons. Students are required to move out of student housing for winter and spring breaks.

**8. How do I request to cancel or amend my License Agreement?**

The HRE License Agreement is very much like a lease you would sign for an apartment off campus and is binding for the entire academic year. Release from the License Agreement is only allowed in the following situations: end of CSU Channel Islands student status, marriage, and hardship. Releases are never allowed simply because someone would rather live off campus. Requests for release are reviewed and decisions are communicated in a meeting or via email, depending upon the situation.

License Agreement amendment requests will be reviewed by the director of Housing and Residential Education.

**9. May I stay on campus over a holiday break? What about the summer?**

We do provide students with legitimate cause the opportunity to remain on campus during University holiday periods. This is known as an *Extended Stay* and there is an additional charge for this period which equates to the daily rate of the HRE License Agreement. An Extended Stay Form must be completed no later than 10 days prior to the requested extension period.

We also offer summer stays for students who are working on campus at CSU Channel Islands or who desire to stay in the local community. A separate HRE License Agreement is required for summer stays. If you are interested in summer housing, you may contact the HRE office in building E for more details.

**10. How do I request to transfer to another apartment or suite?**

In the event that you experience conflicts with your roommates, we urge you to speak to your resident assistant or follow the suggestions outlined in the Communication and Conflict Resolution section of this handbook.

Designated transfer request periods take place after the first two weeks of the semester. Please contact the front desk in your Village for specific dates. Please be advised that no transfer requests will be granted on move-in day. To request a transfer, make an appointment to meet with the resident director, who will hear your request and notify you if it is approved. Approval is not guaranteed and is dependent upon a variety of factors including the nature of the request and space availability.

**11. How can I request repair for my apartment or suite?**

If your apartment or suite is in need of repair or service, you may complete a Work Order Request at your Village office or the HRE office. An individual Work Order Request needs to be filled out for each request.

**12. Am I responsible for damages to my apartment?**

When you move into your apartment, you and your roommate(s) are responsible for validating a Resident Inventory Form. Notify your RA in writing of any items that were not indicated on the form by the first floor meeting. Provide a detailed description of the condition of your room when you moved in, including cleanliness, damage and furniture.

When you check out, the original Room Inventory Form will be used to compare the condition of your room upon check out to the recorded condition at move-in. If there are damages, including missing furniture or lack of cleanliness, a charge will be assessed. The charges will be billed to the responsible party(s). In the event that we cannot determine who is responsible, then all residents will be billed equally. A detailed list of damages and charges is provided in this manual.

It is very important to report damages immediately as they occur in order to rectify the problem and address the student(s) responsible. HRE staff will conduct regular safety inspections to assist in the assessment of potential damages before the end of the year.

**13. Is there anything I can do to decrease my level in the Six Step Student Conduct Model and Process?**

We strongly encourage residents to use good judgment in their behavior. The Six Step Student Conduct Model and Process is designed to remind students of their responsibility for community living and to discourage repeated violations. Your step accumulations will generally remain for two semesters and there is no way to decrease your level in the process. HRE encourages students to take all policies and potential consequences seriously as they will have a significant impact on one's ability to live on campus. Since the conduct process is designed to be educational, our aim is to increase and improve awareness and accountability to effective community living.