

# Resident ABCs

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# **HOUSING & RESIDENTIAL EDUCATION**

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

### **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 CSUCI.

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 CSUCI 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 CSUCI, 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 CSUCI, 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 CSUCI 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

# Housing and Residential Education Staff

## Central Office Staff:

### **Ms. Cindy Derrico, Director**

**Housing and Residential Education:** Cindy is responsible for the oversight, administration and direction of all housing functions, including Residential Education, Management and Operations, and Conference and Guest Housing.

### **Ms. Sarah Hawkins, Assistant Director**

**Management and Operations:** Sarah oversees the facility and business functions of Housing and Residential Education (HRE), insuring that the buildings and grounds are developed and maintained, and that all student business functions are handled effectively.

### **Dr. Aaron Hart, Assistant Director**

**Residential Education:** Dr. Hart is responsible for the oversight of the student program and supervision of all live-in professional and student staff, and serves as the chief judicial officer for issues which occur within the Villages. Dr. Hart lives on campus and serves in rotation with his staff for emergency on-call duty.

### **Ms. Rachel Tafoya**

**Housing Analyst:** Rachel 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.

### **Ms. Lisa Racine**

**Coordinator for Student Housing Conferences:** Lisa 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.

### **Ms. Laurita Franklin**

**Administrative Support Coordinator:** Laurita provides administrative support to operations, administration, and residential education functions in the central office. She also serves, along with desk assistants, as a receptionist, providing the first line of service to students with administrative or billing questions.

### **Ms. Diana Venegas**

**Night Desk Clerk:** Diana works Sunday through Thursday nights in the HRE central office performing a variety of support functions and is the primary point of contact between the hours of 11 p.m. and 8 a.m. on those days. She is available if you have a late night question, lock yourself out, or need other assistance.

**Village Staff:**

**Resident Directors (RDs):**

**Kyle Boone, Anacapa Village**

**Yovani Lopez, Santa Cruz Village**

Kyle and Yovani 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. Resident directors advise the Residence Hall Association (RHA) and the Student Judicial Board, and provide oversight to resident assistants (RAs), desk assistants (DAs) and program assistants (PAs). Resident directors also serve in rotation as emergency on-call staff members. Students who have questions, concerns, or ideas regarding life in their Village should see the resident director.

**RAs:**

Each RA is a peer advisor, informal counselor, group facilitator, program planner, and friend to the students living in the community. They are also responsible for addressing problems which occur between students who live in the community. They do this by providing conflict mediation and also by upholding community living expectations. They are your day-to-day contact persons and vital to the success of the housing program. As a resident, feel free to contact your RA for assistance or guidance on issues and concerns you may have. You may also contact your RA with any program ideas you may have. The RA role is a paid position.

**Anacapa Village Resident Assistants:**

A1	TBA	B3	Adelaide Simmons
A2	Georgina Valadez	C1	Ian Abramson
A3	Tyderyon Neal	C2	TBA
B1	Skye Davis	C3	Laura Dolan
B2	Tessa Crane		

**Santa Cruz Village Resident Assistants:**

D Bldg.	Jeremy Booker	F2 North	Anthony Bernardo
E Bldg.	Maria Macaluso	F2 South	Michelle Black
G Bldg.	Britney McCarthy	H1 North	Betty Arias
F1 North	April Burger	H1 South	Kaitlyn Carey
F1 South	Jamian Faso	H2 North	Jenna Shearer
		H2 South	Jonny Lopez

**Desk Assistants (DAs):** The 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 RAs and RDs in the planning, promoting, and implementation of community programs. The PA role is a volunteer position which receives a very small monthly honorarium.

**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:

- Mr. Andreas Gruenig, Village Groundskeeper
- Ms. Marina Guzman, Santa Cruz Village Custodian
- Mr. Nico Mendoza, Facilities Worker
- Mr. Arthur Zumaya, Anacapa Village Custodian

## Important HRE Contact Numbers:

*We encourage you to program these numbers into your cell phone:*

Resident Assistant On-Call	
Anacapa Village	805-824-4522
Santa Cruz Village	805-312-0752
Anacapa Village Front Desk	805-437-3346
Santa Cruz Village Front Desk	805-437-3343
HRE Central Office	805-437-2733
University Police Department	805-437-8444

## HRE Staff Email and Extensions:

Name:	Email	Phone Number
Kyle Boone	<a href="mailto:kyle.boone@csuci.edu">kyle.boone@csuci.edu</a>	805-437-3336
Cindy Derrico	<a href="mailto:cindy.derrico@csuci.edu">cindy.derrico@csuci.edu</a>	805-437-3340
Aaron Hart	<a href="mailto:aaron.hart@csuci.edu">aaron.hart@csuci.edu</a>	805-437-3341
Laurita Franklin	<a href="mailto:laurita.franklin@csuci.edu">laurita.franklin@csuci.edu</a>	805-437-3335
Sarah Hawkins	<a href="mailto:sarah.toner@csuci.edu">sarah.toner@csuci.edu</a>	805-437-3235
Lisa Racine	<a href="mailto:lisa.racine@csuci.edu">lisa.racine@csuci.edu</a>	805-437-3333
Rachel Tafoya	<a href="mailto:rachel.tafoya@csuci.edu">rachel.tafoya@csuci.edu</a>	805-437-3233
Yovani Lopez	<a href="mailto:yovani.lopez@csuci.edu">yovani.lopez@csuci.edu</a>	805-437-3351
Diana Venegas	<a href="mailto:diana.venegas@csuci.edu">diana.venegas@csuci.edu</a>	805-437-2733

## Important Campus Contact Extensions:

*All University offices may be reached by dialing 805-437 and the four-digit extension:*

Admissions and Recruitment	8520
Athletics and Campus Recreation	8902
Associated Students, Inc.	2622
Student Government	2759
Student Programming Board	2756
The <i>CI View</i> Student Newspaper	2753
<i>The Nautical</i> Student Yearbook	3121

Broome Library	8561
Career Development Services	3270
Cash Services	8810
Disability Resource Programs	3331
Educational Opportunity Program	8939
Educational Talent Search	3172
Financial Aid	8530
Housing and Residential Education	2733
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	3243
The Hub	8932
University Writing Center	8409
University Outreach	3155
University Police Department	8444

## Residential Education

**1. Computer Labs:** There are computer labs located in both Anacapa and Santa Cruz Villages for residents. The labs are equipped with DSL connections and printers. There is a two-hour limit when there are residents waiting for a computer. The RAs are not trained to provide computer advice or assistance, but you may report problems to the Village front desks, the HRE central office or the IT Help Desk. Printers are provided; residents must supply their own paper.

**2. Counseling Services:** The University provides counseling services for students through the Student Health and Counseling Center. Personal Counseling Services is committed to supporting CSUCI 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.

**3. Custodial Staff:** The custodian is responsible for light maintenance and for keeping public areas of the building clean. Residents are expected to support this effort through keeping the area outside their room clean and always disposing of trash and recyclables in the designated bins.

**4. Entry into an Apartment by Maintenance and Service Personnel:** Maintenance and service personnel may require entry 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 copy of the work order request will be left in the room to inform the residents of the work completed.

Maintenance personnel are not authorized to search student rooms, but if during the performance of their assigned duties they encounter or observe evidence of activities or articles in violation of University rules and/or regulations and/or laws of the State of California, they will report such evidence to HRE staff.

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

**5. Events and Programs:** HRE provides numerous programs and activities. 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. Most programs and activities are free to residents. Programs provide great opportunities for learning and building relationships. 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.*

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.

**6. Floor Meetings:** Every other week, 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 failure to attend could result in disciplinary action. If you know you cannot attend a scheduled meeting, please notify your RA in advance.

**7. Recreation Center:** The CSUCI 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 available free to all CSUCI students. All students using these facilities must have a valid student ID card. For additional information and hours of operation, call the Recreation Center at 805-437-8902.

**8. Health Services:** The University provides student health services including preventive care, special health programs, and immediate triage for some on-campus injuries. The Student Health and Counseling Center (SHCC) is housed in the parking lot behind to Sage Hall. All students must show a valid CSUCI student ID when checking into the SHCC. The SHCC is staffed Monday through Friday and can be reached by calling 805-437-8828.

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

**9. 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. Stop by the Career Center located in the East Bell Tower or call 437-3270 to set up an appointment.

#### **10. Mission Statements:**

##### **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 aims to create an effective living-learning experience for CSUCI students through:

1. Providing safe and comfortable facilities
2. Delivering excellent service
3. Promoting student development through co-curricular education and community standards
4. Providing for CSUCI's short and long-term student housing and living-learning needs
5. Developing meaningful and effective relationships with students, faculty and staff

**11. 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 CSUCI. CSUCI supports diversity as a source of renewal and vitality. For information concerning hours of operation and events, call the MWGSC at 805-437-8407. CSUCI Equal Opportunity Policy

CSUCI 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.

**12. 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. Consider the following suggestions:

- 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.
- 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.

In conclusion: with respect, care and an open mind firmly in place, 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.

**13. 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.

We invite all residents who are interested in having a good time and meeting other students to get involved in this leadership opportunity. To find out how to get involved with or run for an office in RHA, ask your resident assistant or any HRE staff member.

## **Management and Operations: Occupancy**

- 1. Cancellation of Housing Contract:** The Student Housing 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 Bldg. 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 2008-09 academic year, this is on or before July 23, 2008.
- 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.

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.

- 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 unit shall be deemed abandoned, and the University may take possession and dispose of such property.

Proper check-out procedures during the middle of the year require:

- a. Confirming your departure with the HRE central office to insure you have obtained the proper permissions and completed the necessary release paperwork prior to leaving
- b. Making arrangements with your RA to have your room inspected on the day of departure during normal business hours
- c. Adequately cleaning and otherwise restoring the room to its condition upon move in
- d. Completing all appropriate check out paperwork including cleaning contracts and room inventory
- e. Returning room and mailbox keys

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 unit if it determines that the unit has been abandoned.

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.

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 his/her portion of the cleaning and repair of the entire apartment.

- 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:**

Extra cleaning per hour (1/2 hr. min.)	\$ 50.00
Guest, after two nights, per night	\$ 45.00
Improper check-out (failing to complete an in-person or express check out at the end of occupancy)	\$150.00
Late payment	\$ 25.00
Lock-out charge – after three free per semester	\$ 5.00

Key replacement	\$ 35.00
Tampering with fire safety equipment	\$500.00
Maintenance/repair charges	As billed

Notes on Charges:

- a. Charges will be billed according to the actual cost of labor and supplies required to return the apartment/suite/room to move-in condition.
- b. Charges will be split evenly between all roommates when there is a discrepancy on individual responsibility for the damage.
- c. Removal of trash and hauling of other items will be billed based on administrative and labor charges.
- d. Maintenance charges are billed on a one-hour minimum, or \$40.00/hour/person plus supplies. If emergency after-hours maintenance is required, the minimum amount will be a minimum of \$160.00/hour/person, plus supplies.
- e. Where there is evidence that a student smoked or harbored a pet 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/allergen removal.
- f. Charges to replace other missing or damaged items will be the cost of the item plus installation labor.
- g. Charges are subject to change due to increases in materials or administrative costs.

**5. Housing Payment Options and Terms:** We are proud to offer such 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. When 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 which 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 to assist with questions and issues related to your on-campus experience and to respond to emergency concerns when needed.

**Board Fees**

***Each student who lives on campus is required to purchase a declining balance meal plan.***

This allows you the convenience of meal service for breakfast, lunch and dinner, and all the hours in between, according to your own personal schedule and dining preferences. You choose what you eat and how much, based only on how you'd like to budget the use of your meal plan dollars. You may eat as many times a week as you like at the time of day that best suits your schedule. The board rates listed below are *minimum* requirements. You are free

to add money to your meal card at any time at the University Cash Services office in Sage Hall.

**Room and Board Rates for 2008 -09**

Village	Bedroom Occupancy	Type of Hall	Room Rate	Board Rate	Total Fee Per Semester
Anacapa	Single	Apartment for four	\$8,600	\$1,100	\$4,850
Santa Cruz	Double	Suite for four	\$7,300	\$2,900	\$5,100
Santa Cruz	Single Double	Suite for two	\$7,600	\$2,900	\$5,250
Santa Cruz	Single*	Suite for one	\$8,000	\$2,900	\$5,450

*\* Please note: single-occupancy bedrooms in Santa Cruz Village are limited. All freshmen and sophomores should anticipate a double-occupancy accommodation.*

**Payment Deadlines and Options for 2008-09**

**A) Payment in Full:**

	Anacapa Apartments	Santa Cruz Suites		
Payment Due Dates	Single	Double	Single-Double	Single
<b>May 15, 2008</b>	All Room Types: \$1,030			
<b>July 15, 2008</b>	\$3,820	\$4,070	\$4,220	\$4,420
<b>November 28, 2008</b>	All Room Types: \$1,030			
<b>January 15, 2009</b>	\$3,820	\$4,070	\$4,220	\$4,420

Required conditions for financial aid deferral:

- 1) Your student account must show anticipated financial aid of at least \$13,474.
- 2) 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.

**B) Installment Payment Plan (IPP)**

There is a \$33, non-refundable processing fee to use the payment plan. The fee is calculated in the amounts below. If the University receives a payment of \$1,030 on July 15, 2008, the University will assume the licensee is using this payment option and automatically apply the \$33 IPP fee to your account. **Separate billing notices will NOT be sent. It is the student's responsibility to pay by these deadlines. If the student is late on any installment payment, a \$25 late fee will be incurred for each late payment and student may not be permitted to use this payment option in future terms.** Students are 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 15, 2008. It is the responsibility of the licensee to check their myCSUCI account to remain up-to-date on account status.

Payment Due Dates	Anacapa Apartments	Santa Cruz Suites		
	Single	Double	Single-Double	Single
May 15, 2008	All Room Types: \$1,030			
July 15, 2008	All Room Types: \$1,030			
August 15, 2008	All Room Types: \$1,030			
September 15, 2008	All Room Types: \$1,030			
October 15, 2008	\$763	\$1,013	\$1,163	\$1,363
November 28, 2008	All Room Types: \$1,030			
January 15, 2009	All Room Types: \$1,030			
February 15, 2009	All Room Types: \$1,030			
March 15, 2009	All Room Types: \$1,030			
April 15, 2009	\$763	\$1,013	\$1,163	\$1,363

Required conditions for financial aid deferral:

- 1) Your student account must show anticipated financial aid of at least \$13,474.
- 2) 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 Notices to Students:***

- If you are dis-enrolled 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 myCSUCI 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 financial information to anyone other than the student. It is your responsibility to provide account balance information and due dates to the necessary party paying your account.

***Student Housing Payments Q & A:***

- **What is the amount of my initial housing payment?**  
Everyone will pay the same amount for the initial housing payment, which is \$1,030. The initial payment is credited toward your total room and board cost and is not a security deposit.

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

Make checks payable to CSUCI and send them to:

University Cash Services  
One University Drive  
Camarillo, CA 93012

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. The University applies your aid first to registration fees, second to housing fees and third to any other outstanding payments that may be due. In order to defer housing payments, you must submit proof of sufficient financial aid to cover all registration and housing fees. 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 May 15, 2008 due date. 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. Students must check their account information through myCSUCI or call the Financial Aid office at (805) 437-8530 before the deadline to ensure that the aid has been applied. 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.

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

All financial aid will be posted to the end of the payment schedule. You will be held responsible for paying the difference or entering into the Installment Payment Plan by July 15, 2008. All payments must be made until such time as your student account states a zero balance. Failure to do so will result in late fees and/or a financial hold on your account. Check your myCSUCI account for balance and payment details.

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

If you believe you are eligible to receive a refund due to overpayment, please contact the HRE office at (805) 437-2733 to request a refund.

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

To *increase* your meal plan, take a payment for the additional amount desired to the University Cash Services office. You may add any amount that you choose. *Decreases* to the meal plan are not allowed. Students are encouraged to spend their meal accounts to a ZERO balance before the end of the academic year. While balances remaining from the fall semester carry over to the spring semester, balances DO NOT rollover from one

academic year to the next. Meal Plan Waivers are considered and typically only approved for documented dietary or religious reasons. The deadline to apply for a waiver for fall 2008 is July 1, 2008.

▪ **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 University Cash Services office.

6. **Housing License Agreement Terms and Conditions:** All students must sign a contract, referred to as a housing license, in order to live on campus. This license outlines all obligations of both the student and the University with respect to living on campus. If you would like a duplicate copy, you may request one at the HRE central office in Bldg. E of Santa Cruz Village.
7. **Room Changes:** Residents wishing to make apartment, suite or bedroom changes should complete the Room Change Request Form available at the front desk of their Village. Changing apartments, bedrooms or buildings without written authorization from the resident director constitutes an improper check-out which carries a penalty fee of \$150. Residents making unauthorized room changes may be required to return to their original room.

At the beginning of each semester, there is a 14-day freeze during which no room changes are permitted. After the freeze, residents may request room and apartment changes at no charge for a seven-day period of time, but after this period an administrative fee will be assessed for apartment changes.

*NOTE: If it is not possible to make the room/apartment change that is requested, the student who makes the request will remain in his/her current room. If it is possible to make the requested room/apartment change, the student will be required to complete the room/apartment change by the date established by the resident director in order to avoid being charged the \$150 improper check-out fee.*

Backing out of a requested room/apartment change arranged by the HRE staff causes other room changes to be affected; therefore once a room/apartment change is accepted the new assignment cannot be reversed, without a charge, unless no other student will be affected by the change.

# Management and Operations: Facilities

## 1. Caring for Your Suite or Apartment

### Dishwasher

- Use **ONLY** *dishwashing* soap in your dishwasher – **DO NOT** use regular dish soap
- Do rinse dishes before you put them into the dishwasher.
- Do not put only "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").

### Garbage Disposal and Kitchen Sink

- **Do** run your garbage disposal only when the water is on. Use **ONLY** cold water.
- **Don't** put oil or grease down the drain! It will 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 on the kitchen sink. Students should contact their Village front desk to complete a work order for any malfunctioning appliance.
- **Don't** put vegetable or fruit peelings or egg shells in the garbage disposal.

### Microwave Oven

- **Do** clean your microwave often. It can be easily cleaned with a cloth or sponge and soap and water.
- **Don't** ever 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. This will burn out its motor.

### Toilet

- **Do** borrow a plunger and a mop should your toilet overflow. Be sure to mop the area around the toilet in order to avoid slipping.
- **Do** turn off the water at the back of the toilet if your toilet is going to overflow.
- **Do** 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.

### Bathroom sink and tub

- **Do** perform regular cleaning of the tub and sink using a non-abrasive cleaner.
- **Do** 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.

### Stove/Oven

- **Do** wipe down the stove top and the exterior of the stove regularly.
- **Do** wipe down the vent above the stove to keep it clean.
- **Do** use oven cleaner as instructed to keep your oven clean.

- **Don't** use hard abrasives on the stove surface. Use soap and water and baking soda or non-abrasive cleaning powder (i.e. Bon Ami) to remove stuck-on food.

**2. Common Areas in the Villages:** At CSUCI, 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.

Guidelines for use of Village common areas:

- Use of these common spaces is to be cooperative with other students and activities, generally on a first-come, first-served basis unless otherwise posted.
- Common areas are only available for use during open hours as delineated below unless special arrangements are made in advance.
- Students who use common area spaces are required to clean the area at the conclusion of its use – this includes insuring that trash is picked up, the room is vacuumed if needed, and equipment and furniture are returned to their proper locations.
- Equipment is made available for all residents to use and enjoy. It must be used in the way it is designed to be used. Do not tamper with electronic or safety equipment or misuse game tools.
- If equipment is not working or broken, it must be reported right away to the Village front office or the RA on duty.

Listed below are the open hours for Village common areas:

Anacapa Village

Pool: 7:00 a.m. – 10:00 a.m.  
 Study Rooms: Open 24 hours  
 Laundry: 7:00 a.m. – midnight  
 Anacapa Commons: 8:00 a.m. – 10:00 p.m. - *open only if Anacapa Village office is open and staffed*

Santa Cruz Village

E bldg. 1<sup>st</sup> floor Lounge, Dance Studio, and Computer Lab: Open 24 hours

E bldg. Fitness Room, Music Practice Rooms, and Art Room: Sun. – Thur.: 5:00 a.m.- midnight;  
 Fri. & Sat.: 5:00 a.m.- 2:00 a.m.

G Bldg. Game Room, Electronic Game Room, and Study Room: Sun. – Thur.: 7:00 a.m.- midnight;  
 Fri. & Sat.: 7:00 a.m. - 2:00 a.m.

G Bldg. Lobby/Village Office: Mon. –Thur.: 8:00 a.m. -11:00 p.m.;  
 Friday: 8:00 a.m. – 9:00 p.m.;  
 Sat. – Sun.: 11:00 a.m. - 9:00 p.m.

Santa Cruz Village Laundry Room: Open 24 hours

3. **Elevator:** Passenger elevators located within the buildings are provided for use by residents, their guests and staff. In order to keep elevators in safe working condition, the following actions are prohibited and may result in disciplinary action:
  - 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.

4. **Equipment Available to Borrow:** The Village offices provide a variety of games, recreational equipment, 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 and other cleaning tools as they are not available from student housing.
5. **Furniture/ Furnishings:** 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. Furniture must remain in the space where it is placed. Moving or damaging furniture is subject to disciplinary action and fees for replacement/repair. For safety reasons, a resident's bed may not be positioned to block both windows in any bedroom.
6. **Laundry:** Laundry rooms are provided for use by all residents and are subject to quiet hours. Laundry rooms are located on each floor in Anacapa Village and in Bldg. G next to the Village front desk in Santa Cruz Village. Laundry cards are required and may be purchased at the Anacapa Village front desk 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. Laundry rooms close at 10 p.m. in keeping with quiet hours. Residents who lose money in a washer or dryer should contact their Village front desk to report problems and request a refund.

7. **Maintenance:** If a student notices something in their room or in the common areas which requires repair, they may complete a work order at their Village front desk. **For emergency repairs (such as a broken water pipe) call 437-2733 or go to the front desk of your Village.** Listed below is the procedure for filing a work order and what occurs when HRE receives one:
- a. Work Order Request Forms will be verified by an HRE staff person to ensure the nature of the problem prior to dispatching maintenance workers or trades staff to address the concern.
  - b. Roommates should communicate any Work Order Request(s) 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 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 a.m. and 4 p.m. on weekdays and in order to facilitate a speedy response, maintenance work is done as staff is available and cannot be scheduled for a specific date and time. Typically, maintenance personnel will not enter student rooms until after 10 a.m. When a maintenance employee must enter an apartment when no one is home, a copy of the initial Work Order Request Form will be left listing the type of work completed, when it was completed, and who completed it.
  - e. In Anacapa Village, students are responsible for replacing their own light bulbs at their own cost. When checking out, students must make sure all non-working or missing light bulbs are replaced, or each non-working or missing light bulb will result in a \$3 charge. In Santa Cruz Village, light bulbs are specialty items and are replaced by maintenance staff. To have a light bulb replaced, please complete 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. Open windows and doors without screens will allow insects into rooms.
8. **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.
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. Each resident will be assigned an individual mailbox. Resident mailboxes located near the Village front desk areas are accessible 24 hours a day. Directions on how to access your mail box are given upon move-in. You will receive a notification slip in your mail box 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. If you move within the Village or off campus, your mailbox/ mailing address will change as well. Mail will be forwarded to the

new mailbox for one month. After one month has expired, the mail will be returned to the sender.

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

**(Your 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 residents of HRE. Permits are available for purchase from the CSUCI 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 CSUCI 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 cars must display a CSUCI “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, SH2 and A10 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 a.m. the following day. Vehicles that are parked on University property after 1:00 a.m. 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. Phones:** In Anacapa Village, each apartment is equipped with phone lines in each bedroom and the living room. The living room phone service is provided; students must provide their own phone and contract for phone service in their bedroom if they wish to use the phone line there. In Santa Cruz Village, one phone is provided in the common area of each suite. In

both Villages, local service is provided free of charge. Long distance calls require a calling card. Local phone directories are available at the Village front desk. These phone lines receive long-distance calls (exclusive of collect calls and third party billed) without special arrangements.

#### Private Phone Installation

In order to have a private line installed, call Verizon at 800-483-6697. You will be giving Verizon a “service location” (where the phone line is hooked up) and a “mailing address” (where your bill will be sent - for example: your mailbox). Your “service location” is where the phone line will be connected (apartment and room: A, B, C or D).

#### Phone Trouble

If you have trouble with your phone service (for example: your phone has static, noise or does not work correctly) complete a Work Order Request Form at the Village front desk.

If you are switching apartments, please come to the Village front desk and fill out a work order to have your phone line transferred. The work order should include your name, mailbox, phone number and the apartment and room you are transferring from and to. Some transfers also require a charge from Verizon. After your phone is transferred, it is very important that you call Verizon and give them your new apartment number so that their records are right for 911 emergencies.

The Housing and Residential Education staff will give out a resident’s telephonenumber as this is considered public directory information. If residents do not want their phone numbers given out, they must inform the Village front desk and the University Registrar’s office.

- 12. Pools and Jacuzzi:** The Anacapa Village pool is available for use by all CSUCI student housing residents and their guests. Guest must always be accompanied by their resident hosts. All rules must be followed when using the pool. The pool, spa and surrounding area close at 10:00 p.m. **Glass containers and/or alcohol are NOT permitted at the pool.**
- 13. Restricted Areas and Buildings:** Unauthorized entry to restricted areas such as closed buildings, mechanical rooms, data rooms, and custodial closets is prohibited, as is venturing onto roofs or breezeways. Entering common areas after the space has closed is prohibited. Entering a building through windows or other surreptitious entry is prohibited. Emergency exits are for emergency use only.
- 14. Room Alterations:** Residents are liable for any room alterations and/or damages. Corks, mirrors, or wallpaper may not be affixed to any surface. Satellite dishes may not be mounted on or outside buildings. Anacapa and Santa Cruz Villages have no storage 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.

- 15. 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 there are three locations near the exit gates leading to Ventura Street. These containers are for resident use only. Receptacles should not be used to dispose of items including hazardous materials or furniture. Trash and recycling must always be disposed of in these dumpsters. 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.
- 16. Utilities:** The University shall supply water, electricity and gas 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.
- 17. 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 repair.
- 18. Waterbeds:** Waterbeds are prohibited.
- 19. Windows, Balconies, Ledges, and Roofs**
  - a. Tampering with or removing drapes, 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 one's 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 or outside the window ledges, balconies, landings, or on roofs of the building is prohibited.

# Housing and Residential Education

## Community Living Standards

Living in a community presents many wonderful opportunities for learning and relationships. Living together effectively in a community also requires adherence to reasonable community living standards, the University code of conduct and the laws which govern our state, local area and our campus. You may find information on the CSU Standards for Conduct in your CSUCI Catalog or online at [http://www.csuci.edu/academics/catalog/2008-2009/12\\_policiesandregulations/15\\_studentconduct.htm](http://www.csuci.edu/academics/catalog/2008-2009/12_policiesandregulations/15_studentconduct.htm). All students are responsible for knowing and abiding by CSU standards.

The HRE Community Living Standards are outlined below. Knowledge of and adherence to these standards is required of all resident students. Failure to adhere to these standards may result in disciplinary action.

1. **Access to housing:** The following information outlines access and restrictions for Anacapa and Santa Cruz Villages:
  - a. Resident students are allowed access to their assigned bedrooms, apartments or suites and the Village common areas according to the published schedule. It is a violation of University policy to gain unauthorized entry, make unauthorized use of, or misuse any University property. Entering another resident's apartment, suite or bedroom without permission constitutes trespassing.
  - b. 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.
  - c. Public passage ways are for entering and leaving the premises and are not to be obstructed.
  - d. 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.
  - e. Providing access to the Villages to anyone other than a resident is not allowed.
  
2. **Alcohol:** The University is committed to maintaining an environment for students that is predominantly free of alcoholic beverage consumption and is in full compliance with federal and state laws. 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.
  - a. Students, employees or visitors who violate laws or University policies and procedures concerning alcoholic beverages shall be subject to criminal prosecution as well as judicial action through Housing and Residential Education and/or the Dean of Students' Office.
  - b. A resident 21 years of age or older may not possess or consume alcoholic beverages within his/her own residence until the resident obtains alcohol privileges and the room has been certified as a Designated Consumption Zone (DCZ) (see definition below).
  - c. 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.

- d. Guests over the age of 21 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.
- e. 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. No person may possess or consume alcoholic beverages in a residence, possess open alcohol containers, or have containers previously used to contain alcohol as decorative pieces, unless he/she is 21 years of age and actively holds alcohol privileges.
- g. 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).
- h. 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.

#### 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 AlcoholEdu.
- b. The residents have attended and participated in a HRE alcohol information and certification session.

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

Failure to abide by all rules 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.

#### Designated Consumption Zone

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 resident guests who possess alcohol privileges, and non-resident guests over the age of 21 may also consume alcohol in the DCZ apartment.

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.

**3. Bicycles, Mopeds, Cars and Other Motor 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.
- 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 irrespective 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).

**4. Courtesy Hours:** 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, you may talk with your neighbors or contact HRE staff for assistance.

**5. 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: CSUCI personnel with legitimate education interest, to the student, to the student's parent or legal guardian with the student's written consent, or as allowed by law.

The assistant director for 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.

**6. Discrimination Acts/Nondiscrimination:** CSUCI affirms diversity and does not discriminate on the basis of a person's race, color, gender, religion, creed, national origin, disability, marital status, disabled veteran status, sexual orientation, or age. Please direct

questions or concerns to the Office of the Vice President for Student Affairs or the Human Resources Programs office.

Should you witness acts of discrimination in Anacapa or Santa Cruz Village, please contact the resident director or the Dean of Students for assistance.

7. **Diversity:** Diversity is a source of renewal and vitality. California State University Channel Islands is committed to developing capacities for living together in a democracy whose hallmark is individual, social, cultural, and intellectual diversity.

Harassment based on individual differences is inconsistent with CSUCI's mission and educational goals. Every member of the CSUCI community enjoys certain human and constitutional rights. At the same time, individuals who work, study, live, and teach within this community are expected to refrain from behaviors that threaten the freedom, safety and respect deserved by every community member.

Every member of the California State University Channel Islands community must comply with federal and state equal opportunity laws and regulations. Such compliance will not only be the standard, but in fact, a baseline from which our community works to ensure fairness and equity.

8. **Drugs:** The possession, use, or sale of any illegal drug or substance, including the possession of drug paraphernalia is prohibited on the CSUCI campus and in all its buildings. Students who are found to be in violation of this standard, or to be under the influence of illegal drugs, will be referred to the Dean of Students for a University conduct review and may have their housing license revoked
  - a. Any CSUCI student determined to have violated this standard shall be subject to disciplinary action for misconduct, which may include termination/expulsion and referral for prosecution.
  - b. No student is to report to class or any University activity while under the influence of illegal drugs or alcohol.
  - c. Violation of these policies by any student will be reason for evaluation/treatment for drug/alcohol use disorder and/or for disciplinary action up to and including expulsion, and/or referral for prosecution consistent with local, state, and federal law.
  - d. CSUCI students can also report suspected drug activity directly to the University Police.
9. **Failure to Respond to a Reasonable Request of a University Official/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. Failure to comply with a reasonable request or intentional impediment of University business or procedures will not be tolerated and is subject to disciplinary action. All University staff, including resident assistants, are considered University officials for the purpose of this guideline.

- 10. Fighting:** Any behavior interpreted as abusive, threatening, or intimidating to any member of the community is prohibited. This includes, but is not limited to verbal and physical assault, sexual assault, and/or harassment.
- 11. Gates:** Interior and exterior gates are specifically designed for the security of the residents. Students who prop or manipulate these gates to provide unauthorized access are subject to disciplinary action.
- 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, nap, 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.

Requirements for Overnight Guests:

- a. Guests must abide by all Housing and Residential Education 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. 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. Each resident may have approved guests no more than eight nights per semester.
  - d. All residents must secure approval from their resident director (RD) for overnight guests. Approval for overnight guests will not be unreasonably withheld – the approval process simply allows the RD to verify that the roommates approve of the visitor, the resident has not exceeded their total guests for the semester, and that the resident is aware of guidelines for visitors.
  - 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 approval process.
  - g. Visitors are allowed in apartments or rooms from 10:00 a.m. through 1:00 a.m. daily. Those who stay after 1:00 a.m. must be approved in advance as an overnight guest
- 13. Harassment and Hazing:** HRE seeks to promote and support a community where all its members may live together free of harassment. Harassment includes physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct, which threatens or endangers the health or safety of any person. Students found responsible for harassing behavior are subject to disciplinary action.

- a. Telephone and Electronic Harassment: Telephone harassment includes annoying, abusive, or obscene phone calls designed to irritate, anger, or threaten a listener. Internet harassment has the same effect as telephone harassment, but is communicated via email, social networking sites, or other electronic mediums. If a resident should receive a threatening or harassing phone call or electronic message, s/he 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 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. Holiday Decorations:** If students decorate their rooms/apartments or doors for the holidays, these guidelines must be followed:

- a. All materials used (i.e., paper, foil) must be flame resistant.
- b. Trees and other greenery must be artificial and must have proof that they are flame resistant.
- c. Lights must be UL-approved and of low voltage.
- d. Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, sprinkler heads and exit signs **must not** be covered and exits must not be blocked.
- e. All decorations are to be removed within two days following the holiday or prior to leaving the apartment for the holiday. Exceptions must be approved by the resident director.
- f. No candles or any open flame devices may be used in any decorations.

**15. Identification:** Residents are required to carry student identification with them at all times, which must be presented upon request from a University official.

**16. Keys:** The locking systems in HRE are designed for flexibility, convenience, and security. Each student will be issued one key which allows him/her access to his/her 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. Upon losing a key, residents should report their loss immediately to the HRE office. The charge for replacement of a lost key is \$35.00.
- b. Keys will only be issued to the resident and not to friends, family or relatives.

**17. Lockouts:** As a courtesy, HRE provides room access to residents who lock themselves out of their apartment/suite or bedroom on an infrequent basis. This courtesy, however, should not be abused by residents who fail to report lost keys in order to avoid charges or residents who loan their keys to another party. This courtesy shall not be provided to parties trying to gain access to an apartment/bedroom to which they are not assigned.

- a. During business hours you may go to your Village office to request staff assistance to open your apartment/suite/bedroom door for you.
- b. If you are locked out after normal business hours, you need to go your Village office to obtain the location or contact information of the RA on duty.
- c. You should be prepared to provide valid photo identification.

- g. After three lockouts there will be \$5.00 charge each time. Excessive lockouts may result in disciplinary action.
- h. Five lockouts within five days will result in a lock change and key replacement at the expense of the resident.
- i. Please be aware that under no circumstances are keys to be duplicated or lent to another individual. Violations will result in disciplinary action.

**18. 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.

**19. Pets:** Fish in tanks of 10 gallons or less are the only pets permitted in the residence halls. For health reasons, other animals such as mammals, birds, insects, reptiles, arachnids, crustaceans, and amphibians are prohibited. If pets are found in an apartment, a fine will be assessed to the owner of the pet for cleaning costs. Immediate removal of the pet will be required. Failure to remove the pet may result in the student's removal from housing.

**20. Profanity/Obscenity:** The use of rude, vulgar, indecent, or obscene verbal or written expressions, are considered detrimental to the University and student housing environment and are prohibited. The posting of materials in public areas must be approved by the Village office. Anacapa/Santa Cruz Village staff reserve the right to refuse such postings that contain rude, vulgar, indecent, or obscene expressions. All areas (including the exterior portion of the apartment door) outside the apartment are also considered public areas, **as well as parts that can be seen from the outside**, and are subject to the same restrictions as other public postings.

**21. Quiet 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. Minimum quiet hour restrictions are listed below and apply throughout the Villages:

Sunday through Thursday (and holidays): 10:00 p.m. – 10:00 a.m.  
 Friday and Saturday: 12:00 a.m. – 12:00 p.m.  
 24 hour quiet hours during pre-finals and finals week.

During quiet hours volume should be limited to a level that will not disturb the nearest neighbors' attempts to study or sleep. This standard will be upheld consistently whether or not there is an active neighbor complaint. This includes conversations outside, noise in stairwells, slamming doors, and anything that is loud and causes a disturbance to others. NOTE: Each semester, there will be 24-hour "quiet hours" during pre-finals and finals week.

**22. 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, except in the case of item (h). 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:

- a. Nonpayment of fees
- b. Failure to maintain CSUCI student status
- c. Selling, or knowingly possessing restricted or dangerous drugs, controlled substances or narcotics as those terms are used in the California Statutes
- d. Possession of any firearm, weapons, ammunition, fireworks, explosives, and dangerous chemicals
- e. Misuse, abuse, theft, or destruction of campus property or the property of any member of the campus community
- f. Physical abuse of any campus community member, or the threat of such abuse
- g. Falsification of any legitimately required information requested by the University
- h. An emergency in which the peaceful and orderly operation of the University or the health and safety of any person is or may be jeopardized
- i. 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.

**23. Right of Entry/Entry into an Apartment or Suite:** 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. The established procedures are designed to ensure reasonable use of the right of entry. In essence, the procedures state that a University staff member may enter a room on the following conditions:

- a. At the invitation of the resident
- b. To provide maintenance (this includes repair at the request of a student, necessary repair identified by the University, and preventative/routine maintenance)
- c. If there is cause to believe that a violation of University safety regulations exists (such as failure to evacuate during a fire drill)
- d. If an emergency exists or is believed to exist which requires immediate entry to preserve life or property
- e. For monthly safety inspections
- f. On reasonable suspicion of a violation of the drug and alcohol standards

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).

In the case of a room entry when no residents are present, the student(s) will be informed in writing of the reason for the entry. When University personnel enter a student

room/apartment in the absence of the residents, the privacy of the occupants with respect to other students will be maintained.

Resident assistants must obtain permission from the resident director to enter a student's room unless an emergency exists or there is evidence that an emergency exists. This evidence may not necessarily be revealed to the students. In all cases, the resident director will be informed in writing of all entries made.

Each month, RAs will enter rooms to conduct a visual scan of each room for unsafe conditions (e.g., use of candles, use of improper extension cords, etc.). General room entry will be permitted only in the case of extreme situations as determined by the Dean of Students and Vice President for Student Affairs.

All entries and searches by non-University staff will be coordinated with the University Police. The resident director 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).

**24. Running/Roughhousing:** Running, speed walking, jogging, rollerblading, skateboarding, skating, roughhousing, scuffling, use of water guns and similar items, as well as throwing, bouncing, or kicking of objects in the stairwells and other common areas is prohibited.

**25. Smoking:** The State of California prohibits smoking in all state owned buildings. This includes classrooms, offices, and residential facilities owned and operated by the California State University. Smoking is permitted outside and no less than 50 feet from any building or structure. No smoking is allowed inside the suites, apartments, hallways, courtyards, walkways and common areas of Anacapa and Santa Cruz Villages. Designated smoking areas are those areas that exceed 50 feet beyond any inhabited structure on the campus.

**26. Soliciting/Posting:** No solicitors or salespersons, including religious proselytizers, have permission to call on a unit unless invited in advance by the licensee. Licensees are requested to notify the HRE office and/or University Police if solicitors or salespersons are seen conducting business.

No one is permitted to distribute or post materials without specific permission from the resident director. Materials not approved by the resident or HRE will be removed.

**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. If you suspect theft of a personal property or are witness a theft, please contact the University Police at (805) 437-8888 or dial 9-1-1.

**28. Vandalism:** Residents who remove, destroy, or deface any property or area related to the University or Anacapa/Santa Cruz Village complexes (including vandalism committed against the elevators, ceilings, and grounds surrounding the buildings) are subject to disciplinary action and will be required to pay for any damages and fines. Affected areas may be temporarily shut down from use because of vandalism.

**29. Wall Hangings:** Students are encouraged to decorate their rooms; however, extreme 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, double stick tape 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.

**30. Weapons:** It is a felony to possess or use a weapon on State university property. Possession of any firearm (including BB guns and pellet guns) is a felony and is prohibited on the premises of the University (Section 626.9, California Penal Code). 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, brass knuckles, or ammunition, is prohibited in the residence halls. This statute applies to all students, faculty, staff and visitors (except sworn peace officers) and to all vehicles while on campus. Anyone found to be in violation of this requirement may be subject to disciplinary action, revocation of license, and/or arrest by the police. Using explosive materials or devices (i.e. firecrackers) will result in similar disciplinary action.

## Safety Information and Standards

**1. Dangerous Behavior:** Any activity which can be interpreted as endangering or harming oneself, any community member, or a guest is prohibited.

**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 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.
- 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.

**Please note:** Failure to comply with the reasonable request of a University official during an actual emergency or during a drill could jeopardize your safety or the safety of others and will result in disciplinary action.

#### 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. Those refusing to cooperate with staff or evacuate the building are subject to disciplinary action.
- b. In the event the fire 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, but dress in preparation for existing weather (shoes, coat, etc.).
  - iii. Go directly to the nearest official gathering spot for your Village. For Anacapa Village, this is the lawn south of Anacapa Village, and for Santa Cruz Village this is the South Quad for Bldgs. D – G and the lawn south of Anacapa Village for Bldg. H.
  - iv. Never use an elevator during a drill or actual fire.
  - 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.
- c. In the event of an actual fire:
  - i. Remain calm.
  - ii. Contain the fire, if possible, by using provided fire extinguishers or closing the door.
  - iii. Contact University Police if fire personnel are needed by dialing 437-8444 or 9-1-1.
  - iv. Notify HRE staff or your RA immediately. Fire alarm pull stations are located in each stairwell.
  - v. Leave the building via the stairwell. Do not use an elevator. 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.

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. **Explosives:** Firecrackers, fireworks, explosives, flammable chemicals/materials, or pyrotechnics of any nature, are not permitted within or around the Villages for reasons of safety and noise. Possession or use of such items is considered a serious violation and will result in disciplinary action and possible fines.
6. **Extension Cords:** Any extension cord not approved by the HRE staff is prohibited. Acceptable cords include those that contain an in-line fuse or circuit breaker. Questions pertaining to approved types of extension cords should be directed to RAs and/or the resident director. Multiple-plug adapters are prohibited unless such adapters have an in-line fuse or circuit breaker.
7. **Fire Safety Equipment:** It is imperative that fire and safety equipment function properly when it is needed. The following list of fire safety violations are enforced to promote fire safety within the Villages:
  - a. Tampering with or misusing fire extinguishers, smoke detectors, sprinkler heads, exit lights, emergency lights or other emergency equipment
  - b. Tampering with or pulling a fire alarm under false pretenses
  - c. Rendering a smoke detector inoperable
  - d. Obstructing stairwells with furniture, trash, bicycles, or other materials
  - e. Flipping the circuit breaker switch for the smoke detectors to the OFF position

Residents who engage in the above described behaviors jeopardize the security and safety of all students in the Villages and are subject to disciplinary action. Some fire safety violations could result in criminal prosecution or fines or both. Residents will be held responsible under California Penal Code 148.4 for tampering with fire alarms.

8. **Fire Prevention:** The following is a list of fire hazards which are **prohibited**. Failing to abide by these fire prevention measures jeopardizes the safety of all residents and will result in disciplinary action.
  - a. Open flames such as candles and incense
  - b. Use or storage of flammable fluids and/or flammable chemicals
  - c. Smoking in rooms or buildings, including the use of hookahs
  - d. Use of butane lighters
  - e. Possession of candles with a wick, even as decoration
  - f. Use or possession of fireworks or firecrackers
  - g. "Live" Christmas trees and other materials of flammable nature. Flame retardant artificial trees are allowed.
  - h. Any extension cord not approved by HRE staff
  - i. The use of halogen lamps. Halogen lamps produce extremely high heat and can explode resulting in burns and/or fire

- j. Heated elements which could be left unattended for long periods of time (such as simmering potpourris or scented light bulb rings) and which require heat to release scent are also prohibited.

**9. 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:

- a. 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.
- b. Lock your bedroom door when you leave your suite/apartment.
- c. Use provided door viewers or “peep” holes when someone knocks on the door. These viewers are provided for your safety. DO NOT open your door to people you do not know.
- d. 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.
- e. Report suspicious behavior to the University Police at 805-437-8444 and contact the Village office..
- f. 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.
- g. Do not walk alone at night. When on campus during evening or early morning hours, walk with a friend or use the University escort service.
- h. Do not invite acquaintances that you do not know well to the campus or to your room.
- i. 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.
- j. 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.
- k. Program the following phone numbers into your cell phone for easy access when needed:
  - i. University Police dispatch: – (805) 437-8444
  - ii. Village front desks: Anacapa – (805) 437-3346; Santa Cruz – (805) 437-3343
  - iii. The RA on duty: Anacapa – (805) 824-4522; Santa Cruz – (805) 312-0752
  - iv. Your resident assistant – he/she will provide this number upon request

**10. Sexual Assault/Rape:** Acts or allegations of physical violence are considered extremely serious. 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 health and well being and will assist you in any way possible.

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 University Police at (805) 437-8444 for details.

Additional listing of organizations that provide assistance to rape victims

University Police Department (24-hour emergency number)...	437-8444
Sexual Harassment Counseling .....	437-8828
Student Health Services.....	437-8828
Personal Counseling Services.....	437-8828

- 11. University Police:** Our University Police are committed to promoting a safe environment at CSUCI. They are concerned with both the well-being of our CSUCI community members and visitors, as well as safeguarding personal and University property. You may learn more about University Police at their website: <http://www.csuci.edu/campserv/police/index.htm>.

Our police officers are the real deal! They 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 even extends off-campus and into the surrounding community. The CSUCI 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 on not only their ability to serve effectively as peace officers, but also on their dedication to serving the needs of the CSUCI community. Please do not hesitate to contact them if you have a question or a need, on or off campus. They can be reached at (805) 437-8444.

## Housing and Residential Education

### Student Conduct Procedures

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. Policies 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 judicial process, the Six Steps.

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), which can be found at the following CSUCI web link: <http://www.csuci.edu/students/publication/guidebook/judaffairs.htm#discipline>. 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 CSUCI Police Department. In some cases, there may be an overlap of these laws and standards and 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 Judicial Process: The Six Steps**

Housing and Residential Education's judicial process is based on a progressive six-step system that incorporates involvement from students (Judicial Board) and staff (primarily the assistant director for Residential Education and the resident directors). This system is in place to allow students to be made aware of their status in the judicial 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 judicial officer or the Judicial Board receives a case for review, it is their responsibility to look at all the information reasonably available and make a decision about whether a student is responsible for the alleged violation(s) based on a preponderance of the evidence. This means that responsibility is defined as what most likely occurred based on the information reasonably available from all sources. This is the most common standard for adjudicating University conduct cases. The judicial officer or the Judicial Board is required to act reasonably and responsibly consistent with HRE's procedures, but they are not required to prove guilt beyond a reasonable doubt.

### **The Six Steps and Associated Responses**

Step 1: HRE judicial meeting with the resident director or designee, the Judicial Board, and/or a letter of admonition and educational sanctions.

Step 2: HRE judicial meeting with the resident director or designee, the Judicial Board, and/or letter of admonition and educational sanctions.

Step 3: HRE judicial meeting with the assistant director of Residential Education or designee, letter of admonishment and educational sanctions.

Step 4: HRE judicial meeting with the assistant director of Residential Education or designee, HRE probation and educational sanctions.

Step 5: HRE judicial meeting with the assistant director of Residential Education or designee, removal notification and referral to the Office of the Dean of Students.

Step 6: HRE judicial meeting with the assistant director of Residential Education or designee, removal or removal notification and referral to the Office of the Dean of Students.

## **Judicial 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 who witness and/or are impacted by a potential violation.
2. Incident reports are reviewed by the assistant director of Residential Education (ADRE). If these reports contain sufficient information to warrant either a judicial 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 judicial officer or the Judicial Board.
3. Students are expected to schedule a meeting with the HRE judicial officer as soon as they receive the notification letter. Students are given three (3) business days to schedule and complete this meeting unless notified otherwise. Meetings may be schedule at the HRE office in Bldg. E for the ADRE or at the front desk for either Santa Cruz Village or Anacapa Village RDs.
4. A meeting is held with the student and the HRE judicial 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 their own account of the alleged incident.
5. The HRE judicial officer evaluates the validity and integrity 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 *judicial response letter* at the conclusion of the judicial meeting.
6. Students may appeal the decision of the HRE judicial officer. Instructions for appeal are listed below and are also provided in the judicial response letter.

### **Definitions**

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

Educational Sanction - A special requirement or condition imposed at the discretion of the judicial 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.

Judicial 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. A disciplinary 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 Village mail box. Prompt response is expected.

Judicial Officer: A University official who is responsible to review and respond to reports of student misconduct. The judicial officer reviewing an individual student case will be the person who sends the invitation for a judicial meeting. Within HRE, this will most commonly be a resident director and/or the assistant director of Residential Education.

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.

Removal Notification - 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, he/she will be removed from student housing immediately.

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 CSUCI Student Guidebook and on the web at: [http://www.csuci.edu/academics/catalog/2008-2009/12\\_policiesandregulations/index.htm](http://www.csuci.edu/academics/catalog/2008-2009/12_policiesandregulations/index.htm).

### **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 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 hearing;
- 2) Specific facts to support the allegation that the decision of the judicial officer was not consistent with the nature of the standard or its violation; or

- 3) Specific facts to support the allegation that the judicial 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 judicial officer;
- 2) Increase the sanctions issued by the original judicial officer;
- 3) Reduce or change the sanctions issued by the original judicial 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 judicial officer.

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

### **Sanctions and Steps**

The judicial officer hearing HRE cases will evaluate the information available and assign steps to a violation for which a student is found responsible. Listed below are violations and associated steps. Steps associated with standards not listed below will be determined at the discretion of the judicial officer. The following list is meant to serve as a guide but not a complete list of infractions and subsequent sanctions.

#### Alcohol Violations

For all alcohol-related infractions, all residents and guests in an apartment/suite will be held responsible for the violations that occurred.

Alcohol Consumption: If any student under the age of 21 is found to be drinking or in possession of alcohol, or if a student over the age of 21 is present in an apartment/suite without alcohol privileges while alcohol is present, the following steps shall apply:

Step 2 – Empty containers

Step 2 – Decorative containers

Step 3 – Personal consumption (plus additional step for those with alcohol privileges)

Step 3 – Public intoxication

Step 4 – General consumption (plus additional step for those with alcohol privileges)

Step 4 – A resident with alcohol privileges drinking in an apartment/suite designated for students under the age of 21

Step 4 – Belligerence

Step 5 – Providing alcohol to students under the age of 21

Step 6 – Selling alcohol to students under the age of 21

Alcohol Consumption in a DCZ: If a student under the age of 21 is drinking or present in an over-21 apartment with alcohol privileges while alcohol is present, the following steps shall apply:

Step 3 – Under-age students

Step 3 – Those without alcohol privileges

Step 4 – Those with alcohol privileges

### Assault

- Step 3-4 – Verbal assault
- Step 5-6 – Threats, verbal or written
- Step 5-6 – Physical assault
- Step 6 – Sexual assault

### Drugs

- Step 5-6 – Use of marijuana
- Step 5 – Possession of marijuana
- Step 6 – Possession of marijuana or other drugs for sale
- Step 6 – Possession of other controlled substances
- Step 6 – Selling of marijuana or other controlled substances
- Step 6 – Manufacture or cultivation of marijuana or other controlled substances

### Fire Safety

- Step 2 – Possession of candles
- Step 2 – Possession of incense
- Step 2 – Possessing Anacapa Village or Santa Cruz Village exit signs in an apartment/suite
- Step 3 – Failure to respond to a fire alarm
- Step 4 – Disabling a smoke detector
- Step 4 – Flipping a circuit breaker to the ‘off’ position
- Step 5 – Removing a smoke detector

### Gates

- Step 1 – Propping of gates
- Step 1 – Entering an exit gate
- Step 3 – Climbing gates

### Minor Miscellaneous

- Step 1 – Removal of screen(s)
- Step 2 – Use of closed facilities
- Step 2 – Unexcused absence from floor meetings
- Step 2 – Removing furniture from common areas
- Step 2 – Riding skateboards within Anacapa Village or Santa Cruz Village
- Step 2 – Failure to complete judicial sanctions

### Major Miscellaneous

- Step 3 – Non-compliance; failure to respond to a reasonable request of a housing or University official
- Step 3-6 – Dangerous behavior
- Step 5-6 – Burglary
- Step 5-6 – Theft

### Overnight Guests

- Step 2 – Failure to register an overnight guest for one night
- Step 3 – Overnight guests in excess of eight (8) per semester

### Quiet Hour Violations

Step 1 – Three in 30 (three violations within a 30-day time period)

Step 2 – Violation during pre-finals and finals week

### Smoking Violations

Step 2 – Smoking in non-designated areas outside

Step 3 – Using or possessing a hookah anywhere within student housing, including common areas

Step 4 – Smoking in an apartment/suite or inside the common areas

### Vandalism

Step 2-3 – Minor

Step 4-6 – Major

## **FAQs: HRE Frequently Asked Questions**

### **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.

### **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 CSUCI 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.

### **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 CSUCI 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 Bldg. E for more details.

### **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.

### **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.

### **Am I responsible for damages to my apartment?**

When you move into your apartment, you and your roommate(s) are responsible for completing an Apartment or Suite Condition Report (A/SCR). On the A/SCR you will provide a detailed description of the condition of your room when you moved in, including cleanliness, damage and furniture. Within a week's time, you and your roommate will sign the A/SCR and return it to your resident assistant.

When you check out, the original A/SCR 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.

### **Is there anything I can do to decrease my level in the Six Step Judicial Process?**

We strongly encourage residents to use good judgment in their behavior. The Six Step Judicial 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 judicial process is designed to be educational, our aim is to increase and improve awareness and accountability to effective community living.



# Channel Guide

2 KCBS	38 STYLE	65 CSPAN 2
3 KCOP	39 ESPN	66 BITV
4 KNBC	40 ESPN 2	67 RESEARCH
5 KTLA	41 ESPN NEWS	68 ARTS
6 KVEA	42 ESPN CLASSIC	69 FINE LIVING
7 KABC	43 NICK (EAST)	70 NASA CHANNEL
8 KCET	44 TOON DISNEY	
9 KCAL	45 BOOMERANG	
10 KMEX	46 NICK (WEST)	
11 KTTV	47 ABC FAMILY	
12 CNN	48 TBS	
13 HEADLINE NEWS	49 TNT	
23 FOX NEWS	50 USA	
24 MSNBC	51 LIFETIME	
25 WEATHER CHANNEL	52 DISCOVER HEALTH	
26 A&E	53 TRU TV	
27 HISTORY CHANNEL	54 GAME	
28 AMC	55 UCTV	
29 TLC	56 REALITY	
30 OXYGEN	57 SCIFI	
31 BET	58 HALLMARK	
32 MTV	59 DOCUMENTARY	
33 MTV2	60 TV LAND	
34 VH1	61 ANIMAL PLANET	
35 VH1 CLASSIC	62 TBN	
36 COMEDY CENTRAL	63 ANGEL	
37 E!	64 CSPAN	