



**HOUSING &  
RESIDENTIAL  
EDUCATION**

C H A N N E L  
I S L A N D S

# **Resident Handbook**

# Resident Handbook

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## Academic Year 2020 - 21 Introduction

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The CSUCI community must work together to help ensure the safety of all campus community members. Therefore, all residents are expected to follow current and future University, local, state, and federal COVID-19 related laws, ordinances, and safety precautions listed in the Resident Handbook. Please note that all COVID-19 related changes or additions are noted in red.

In Housing & Residential Education, we want all students to have an enjoyable experience while residing on campus. To achieve this goal, we will continue to provide students with opportunities to build community and become more connected to the University. However, we need your help! All individuals staying or visiting housing, when permitted, must behave in a manner that contributes to the safety of all community members. Resident students must avoid creating or contributing to an environment that could result in health or safety implications for any member of the housing community. Resident students and their guests whose actions oppose those provided by the University are subject to University and disciplinary actions, which could affect their CSUCI conduct record and their HRE license continuation.

## **Housing & Residential Education**

### **Anacapa, Santa Cruz, Santa Rosa, & Town Center**

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#### **Welcome!**

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

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

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

This Resident Handbook contains nearly everything from A to Z that you will need to know about living in Anacapa, Santa Cruz, or Santa Rosa Villages, and Town Center. Included are the expectations we have of all students who live in HRE communities so the community as a whole 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,

Dr. Cindy Derrico  
Associate Vice President for Student Affairs  
Housing & Residential Education (HRE), and Associated Students, Incorporated (ASI)  
California State University Channel Islands

## Mission Statements

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

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

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

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

### **Housing & Residential Education**

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

## Notice of Non-Discrimination

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California State University (CSU) Channel Islands is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. We embrace and encourage our community differences in age, disability, race, color, ethnicity, gender, gender identity or expression, nationality, religion, sexual orientation, Genetic Information, Veteran or Military Status, and other characteristics that make our community unique. All individuals have the right to participate fully in CSU programs and activities free from discrimination, harassment, and retaliation on the basis of any protected category. The CSU prohibits discrimination and harassment of any kind on the basis of age, disability, gender (or sex), Genetic Information, gender identity, gender expression, marital status, medical condition, nationality, race or ethnicity, religion or religious creed, sexual orientation, and Veteran or Military Status in the programs and activities that it operates, and is required by federal law not to discriminate.

The prohibition on harassment includes sexual harassment, as well as sexual misconduct, dating and domestic violence, and stalking. For more information regarding CSU Channel Islands' commitment to fostering an educational environment free of discrimination or harassment on the basis of gender or sexual orientation, including dating violence, domestic violence, sexual assault, and stalking, please contact the Title IX Coordinator or visit <https://www.csuci.edu/titleix/>.

The following people have been designated to handle inquiries and address reports or complaints regarding the University's non-discrimination policies, which can be accessed at <https://www.csuci.edu/titleix/> and <https://www.csuci.edu/inclusion/>.

Angela Portillo  
HR & Employee Relations Manager  
Interim Title IX Coordinator and Interim Discrimination, Harassment and Retaliation Administrator  
Phone: (805) 437-8423  
Office: Lindero Hall 2801  
Email: [angela.portillo@csuci.edu](mailto:angela.portillo@csuci.edu)

Laurie Nichols  
ADA Coordinator  
Phone: (805) 437-8425  
Office: Lindero Hall 2801  
Email: [laurie.nichols@csuci.edu](mailto:laurie.nichols@csuci.edu)

Questions may also be addressed to:  
Office for Civil Rights  
U.S. Department of Education  
50 United Nations Plaza  
Mailbox 1200; Room 1545  
San Francisco, CA 94102  
Telephone: (415) 486-5555  
FAX: (415) 486-5570; TDD: (800) 877-8339  
Email: [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)

### **Distribution Plan for Notice of Non-Discrimination**

In accordance with the Resolution Agreement, California State University Channel Islands (CSUCI) will publish the notice of nondiscrimination in the following locations:

- Inclusion at CI: <https://www.csuci.edu/inclusion/>
- The Employment Policies and Resources at Inclusion at CI: <https://www.csuci.edu/inclusion/employment-policies-resources.htm>
- Resident Handbook for Housing & Residential Education: <https://www.csuci.edu/housing/resources-forms.htm>
- Procedures and Policies for the Division of Student Affairs: <https://www.csuci.edu/studentaffairs/procedures-policies.htm>
- University Policies for the Dean of Students office: <https://www.csuci.edu/campuslife/student-conduct/university-policies.htm>
- New Employee Processing: <https://www.csuci.edu/hr/new-employee/new-employee-checkin.htm>
- University Catalog: [http://catalog.csuci.edu/content.php?catoid=46&navoid=2910&hl=discrimination&returnto=search#Non\\_discrimination\\_Policy](http://catalog.csuci.edu/content.php?catoid=46&navoid=2910&hl=discrimination&returnto=search#Non_discrimination_Policy)
- CSUCI will post hardcopy notices at various bulletin boards around campus, including Lindero Hall, Bell Tower and within Housing & Residential Education buildings.
- At the beginning of each academic year, a global email is sent to all CSUCI staff regarding mandatory training. This email will include the updated notice of nondiscrimination.



## Housing & Residential Education Staff

### Main Office

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<b>Dr. Cindy Derrico</b> <b>Associate Vice</b> <b>President for Student</b> <b>Affairs</b>	<b>Associate Vice President for Student Affairs – Housing &amp; Residential Education (HRE) and Associated Students, Incorporated (ASI)</b> is the chief administrator for on-campus housing. Associate Vice President is responsible for the oversight, administration, and direction of all housing functions, including Residential Education, Management and Operations, and Conference and Guest Housing. They also serve as the official HRE representative for the University.
<b>Cassandra Silic</b> <b>Assistant to Executive</b> <b>Director</b>	<b>Assistant to Executive Director</b> provides administrative support to the Associate Vice President. They also manage the human resource functions of the department for both student and professional staff.
<b>Rachel Tafoya</b> <b>Interim Director,</b> <b>Housing Services &amp;</b> <b>Operations</b>	<b>Director of Housing Services &amp; Operations</b> oversees the facility operations and business administrative functions of HRE, ensuring that the buildings and grounds are developed and maintained and that all student business functions are handled effectively. The business side deals with student housing contracts, resident assignments, and budget monitoring. The facilities side is responsible for maintaining the facilities, ensuring they are safe and clean, making physical repairs, and upgrades to the facility.
<b>Coming Soon</b> <b>Associate Director,</b> <b>Housing Services</b>	<b>Associate Director of Housing Services</b> is responsible for the administrative functions and implementation related to housing applications, contracts, and assignments.
<b>Britney Huard</b> <b>Occupancy Analyst</b>	<b>Occupancy Analyst</b> is responsible for supporting the administrative functions related to housing applications, contracts, and assignments. Also supports the facilitation room changes during the year and handles student housing-related account adjustments.
<b>Diana Venegas</b> <b>Occupancy Clerk</b>	<b>Occupancy Clerk</b> provides administrative support regarding the student application process, assistance with posting of charges, review of student account inquiries, occupancy functions for the department, and processing of key-related work orders. They also coordinate the key and lock encoding tasks for student housing.
<b>Tanya Yancheson</b> <b>Conference Services &amp;</b> <b>Marketing Initiatives</b>	<b>Lead Coordinator of Conference Services &amp; Marketing Initiatives</b> 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.
<b>Laurita Franklin,</b> <b>Operations Analyst</b>	<b>Operations Analyst</b> provides the first line of service to students with administrative or billing questions and concerns. They also are responsible for the completion of work requests and bookkeeping.
<b>Madison Malear</b> <b>Facility Coordinator</b>	<b>Facility Coordinator</b> ensures our facilities are ready for residents to occupy and in operational working condition.

## Housing & Residential Education Staff

### Residential Education

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**Dr. Gary C Gordon, II**  
**Director, Residential**  
**Education**

**Director of Residential Education** oversees the implementation of programs and initiatives that facilitate student development and living within the student housing community. The DRE is responsible for supervising all live-in professionals and student staff and serves as the chief judicial officer for issues that occur within student housing.

**Venessa Griffith First**  
**Year Communities**  
**Coordinator**

**First Year Communities Coordinator** is a full-time live-in professional staff member responsible for the development of a dynamic Learning Community experience at the University and in the Villages. The FYCC also serve in rotation as the emergency Staff On Call (SOC) 24 hours a day, 7 days a week.

**Ray Muñoz**  
**Assistant Coordinator**  
**of Residential**  
**Education**

**Assistant Coordinators of Residential Education** (ACREs) are full-time, live-in professional staff members for supporting the development of a dynamic residential experience, as directed by the CRE in their respective village. This includes a range of programmatic and service functions including advising P.O.D. Squad, assisting in resident conflict mediation, facilitating academic support initiatives, supervising Resident Assistants, and serving as HRE Student Conduct officers. In addition, ACRE's also rotate as the SOC 24 hours a day, 7 days a week.

**Zoie Woishnis-Gilman**  
**Residential Education**  
**Operations Assistant**

**Residential Education Operations Assistant** provides administrative support to the Residential Education Team (Director, CREs, ACREs, and CCP). They are also responsible for the staffing and organization of the Anacapa, Santa Cruz, Santa Rosa, and Town Center Village Offices, supervising the Desk Assistants (DAs).

**Jenna Skala &**  
**Araseli Navarro**  
**Senior Community**  
**Advisors**

**Senior Community Advisors** serve in a leadership capacity within the RA team. They have at least one year of experience as an RA. Their primary role is to help build community and serve as peer counselor, advisor, mentor, and friend to residents. They do this by planning social events that help residents get to know each other; providing programs to facilitate individuals' academic pursuits and success; facilitating an environment that is inclusive and respectful of different experiences and cultures; enforcing housing policies and serving as emergency on-call staff; and advising students on campus culture and resources. Their secondary role is to serve as a mentor to new and returning RAs.

**Resident Advisor**

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

Area	RA
Anacapa Village	Alyssa Garcia
	Darla Rowley
	Jessica Coompson
Santa Cruz Village	Jacquelyn Iniquez
	Anthony Canales
	Nereida Leanos Mendez
	Tracey Canales
	Noeline Asencio
Town Center	Alma Cornejo
	Yasmine Wyatt
Santa Rosa Village	Facility temporarily unoccupied

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

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

## Housing & Residential Education Staff

### Facility Services

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**Maintenance, Custodial, and Grounds Staff:** These staff members report to our Facility Services 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:

- Jeff Millott, Facility Manager
- Jesus Miranda, Maintenance Mechanic
- Jose Lopez, Facility Worker
- Gus Gonzalez, Facility Worker
- Joel Racine, Lead Groundswoker
- Shawn Barilone, Groundswoker
- Danny McDougald, Lead Custodian
- Irma Gonzalez Barajas, Custodian
- Joe Jacquez, Custodian
- Marco Navarro, Custodian
- Juan Magana, Custodian
- Maria Miranda, Custodian
- Walter McDougald, Custodian

## Important Contact Information

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### HRE Contact Information

The following table provides the primary HRE contact area and telephone number. **Please note that all village operations and numbers, excluding the Main Housing office, will be forwarded to Santa Cruz Village office until further notice.**

Contact	Telephone Number
Anacapa Resident Advisor On-Duty	(805) 824-4522
Anacapa Village Office	(805) 437-3346
Santa Cruz Resident Advisor On-Duty	(805) 312-0752
Santa Cruz Village Office	(805) 437-3343
HRE Town Center Office	(805) 437-3345
Town Center Resident Advisor On-Duty	(805) 377-1910
Santa Rosa Village Office	(805) 437-3848
Santa Rosa Resident Advisor On-Duty	(805) 427-1657
Housing & Residential Education's Main Office	(805) 437-2733
University Police Department	(805) 437-8444

### HRE Staff Email and Telephone Number

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

Name	Email	Telephone Number
Dr. Cindy Derrico	cindy.derrico@csuci.edu	(805) 437-3340
Dr. Gary Gordon	gary.gordon@csuci.edu	(805) 437-3235
Rachel Tafoya	rachel.tafoya@csuci.edu	(805) 437-3233
Laurita Franklin	laurita.franklin@csuci.edu	(805) 437-3335
Cassandra Silic	cassandra.silic@csuci.edu	(805) 437-3344
Diana Venegas	diana.venegas@csuci.edu	(805) 437-3561
Venessa Griffith	venessa.griffith@csuci.edu	(805) 437-3996
Britney Huard	britney.huard@csuci.edu	(805) 437-8577
Zoie-Woishnis-Gilman	zoie.woishnis-gilman804@csuci.edu	(805) 437-3659
Ray Muñoz	ray.munoz@csuci.edu	(805) 437-3670
Tanya Yancheson	Tanya.yancheson@csuci.edu	(805) 437-3342
Madison Malear	Madison.malear@csuci.edu	(805) 437-3990

### HRE Social Media Information

HRE is active on social media. Residents are encouraged to view to get information, view pictures, and learn about involvement opportunities.

Facebook: [facebook.com/cihousing](https://facebook.com/cihousing)  
Instagram: [instagram.com/ci\\_housing](https://instagram.com/ci_housing)  
[instagram.com/cihousingevents](https://instagram.com/cihousingevents)  
Twitter: [twitter.com/CI\\_Housing](https://twitter.com/CI_Housing)  
Pinterest: [pinterest.com/csucihousing/](https://pinterest.com/csucihousing/)  
YouTube: [youtube.com/channel/UCeELgU7555FlzRheArhz58g](https://youtube.com/channel/UCeELgU7555FlzRheArhz58g)

## Campus Contact Extensions

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University offices may be reached by dialing area code 805, pre-fix 437, and the four-digit extension. Included are the more frequently used University contacts and their corresponding extension.

Contact	University Extension
Admissions and Recruitment	8520
Campus Recreation	8902
Associated Students Inc. (ASI)	2622
ASI, Student Government	2759
ASI, Student Programming Board	2756
ASI, <i>CSUCI View</i> Student Newspaper	2753
ASI, <i>The Nautical</i> Student Yearbook	3121
Broome Library	8561
Career Development Services	3270
Educational Access Center	3331
Educational Opportunity Program	8939
Educational Talent Search	3172
Financial Aid	8530
Information Technology Help Desk	8552
Learning Resource Center	8409
Intercultural Services: Multicultural and Women's & Gender Student Center	8407
New Student, Orientation and Transition Programs	3160
Counseling and Psychological Services (CAPS)	2088
Student Business Services	8810
Student Health Services	8828
Student Leadership Programs	3141
University Writing & Multiliteracy Center	8934
University Outreach	3155
University Police Department	8444

## Housing Services Information

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Many services and functions are coordinated through the Housing & Residential Education (HRE) main office located in Santa Cruz Village, building E, in room E150. Housing Services include housing contract/licensing information, room assignments, housing fees, payments, work orders, and information center.

### 1. Cancellation of Housing Contract

The Housing & Residential Education License Agreement, or your housing contract, is binding for the entire academic year. The provisions for obtaining a contract release are outlined in your license agreement and provided below. All requests for release from your housing license must be accompanied by a *Request for Release from Student Housing License Agreement* form which is available on our Housing website at [www.csuci.edu/housing](http://www.csuci.edu/housing), from the HRE main office, or via signing onto myCI and selecting Student Housing.

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 2020-2021 academic year, this is on or before July 22, 2020. For those who join the residential community, and sign a license agreement only for spring semester, the cancellation deadline is December 22, 2020.
- 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, extenuating **COVID-19 related circumstances**, or financial hardship – a situation which, in the judgment of the University, represents a significant change from the time the student entered the contract that makes it extremely difficult or impossible for him/her to meet the terms of the license. *Hardship cancellations will require supporting documentation from objective sources to demonstrate the hardship. The documentation required will vary depending upon the hardship circumstances. Students will need to provide any information they believe will prove that their hardship is significant and was unforeseeable at the time they signed the licenses.*

If a resident student falls into one of the above listed categories, they will need to fill out the *Request for Release from the Student Housing License Agreement* form located on the Student Housing Portal labeled Cancel Application. Students must electronically attach a letter which describes their circumstances and any additional documentation which verifies their 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 Dr. Cindy Derrico, Associate Vice President for Student Affairs – Housing & Residential Education.

*Please note that these provisions are reprinted and explained here for informational purposes. The official cancellation provisions and limitations are outlined in the license agreement. Ultimately, the governing authority is California Education Code governing CSU Student Housing – Title 5, Division 5, Chapter 1, Subchapter 5, Article 5: Housing, and Article 6: Meals. These articles can be accessed via the following link (press CTRL key and click link):*

<http://weblinks.westlaw.com/toc/default.aspx?Abbr=ca%2Dadc&Action=ExpandTree&AP=I67417180D48311DEBC02831C6D6C108E&ItemKey=I67417180D48311DEBC02831C6D6C108E&RP=%2Ftoc%2Fdefault%2Ewl&Service=TOC&RS=WEBL11.07&VR=2.0&SPa=CCR-1000&pbcd=DA010192&fragment#I67417180D48311DEBC02831C6D6C108E>

## 2. Check In/Out

Students are required to return their apartments and suites in the same condition they were in when they took occupancy, regardless of when check out occurs. Reasonable wear and tear are acceptable. Students are required to remove all personal property at the end of their occupancy, thoroughly clean their room, and share in the cleaning of the suite/apartment. Any property left in the room will be viewed as abandoned, and the University may take possession and dispose of such property. **Single occupancy students are required to clean and sanitize all accessible spaces in their living accommodation.**

### A. Check-in

All necessary paperwork and payments must be completed prior to move-in. Residents who have missing items will be notified. Prior to move-in all resident must read the Resident Handbook, and complete Alcohol Edu. **Residents must complete a COVID-19 Health Assessment before moving into their assigned housing accommodation for the 20-21 Academic year.**

### B. Important forms

- a. **Room Inventory Inspections** are essential for all residents to review upon move-in. After check-in, residents should inspect their room, suite or apartment to record the condition of the their living area at the time of move-in. Residents must complete this inspection within 72 hours of receiving their room key. Follow the below steps to find and complete the inspection
  - i. Log on to your myCI and under Self-Service select Student Housing.
  - ii. Select the Inventory tab on the top bar.
  - iii. The Inventory page reflects two sections.
    1. The section titled Inspections is for your room.
    2. The second section is titled Shared Inspections and includes areas that you share with your roommates (kitchen, bathroom, hallway etc.). **Single occupancy residents will independently inspect personal and shared areas of the apartment or suite.**
    3. **Note:** if you are in a double room there is only one Shared Inspection section.
  - iv. Start with inspecting your room (unless you share a room in which case skip to step v.).
    1. Select the room to highlight in blue and then select Review. On this page you will see the entire Inventory for your room. Review every item and make comments if you do not agree with the conditions listed; also, make comments if something is broken or missing.
    2. Once you've reviewed each item select the Agree box on the right side.
    3. Once you've reviewed the entire inventory select Save & Continue.
    4. You will receive a Confirmation page to your myCI email address indicating that your room inspection is complete.
  - v. The Shared Inspections are for shared rooms. **Note:** only one person can review and fill out the Shared Inspection inventory information. We suggest that you wait until all or most of your roommates are together to review shared space.
    1. Select the room you want to start with first then select Review.
    2. On the next page you will see all the inventory items for the area. Look over every item and make comments if you do not agree with the conditions; also, make comments if something is broken or missing.
    3. Once you've reviewed each item select the Agree box on the right side.
    4. Once you have reviewed the entire inventory select Save & Continue.
    5. You will receive a Confirmation page to your myCI email address indicating that your inspection is complete.
- b. **Check-out Cleaning Agreements** are completed by roommates to indicate who will be responsible for cleaning common spaces, and to indicate responsibility for damages to common areas. All residents must complete this form for spring check-out. Students who vacate a space before spring should email their village Assistant Coordinator of Residential Education any damage they caused to the

room, suite, or apartment. A student who does not submit the cleaning contract or complete proper check-out paperwork will be held financially responsible for what HRE deems to be their portion of the cleaning and repair of the entire apartment. **Single occupancy residents are responsible for any damage or uncleanliness not noted on the Room Inventory inspection.**

### C. Check-out

Prior to vacating it is important to review all check-out procedures and consult with your RA, ACRE, or an HRE main office staff member if there are any questions. The check-out process includes:

- If vacating mid-semester, you must confirm your departure with the HRE main office to ensure you have obtained the proper permissions and completed the necessary release paperwork prior to leaving.
- Complete a check-out form and submit all issued keys at any Village Office, or the HRE main office. **Santa Cruz Village Office (G150) and the HRE main office are the only offices open for assistance until further notice.**
- Adequately cleaning and otherwise restoring the room to its condition upon move-in, including bunking beds, regardless of when check out occurs.
- Completing all appropriate checkout paperwork, including the Check-out Cleaning Agreement.
- Returning room key and ensuring the mailbox key is in the appropriate place in the bedroom, suite, or apartment.

If a student moves out without written notice to HRE, the student will be considered to have abandoned their license, which will not relieve them of the financial terms of the license. HRE may recover and take possession of a room if it determines that it has been abandoned.

Residents who leave their apartment in poor condition upon move-out may be subject to one or more of the follow consequences:

- Assessed charges for damages and cleaning
- Student housing sanctions including revocation of future residency privileges
- Referral to the Dean of Students for disciplinary action.

When students move out of HRE, a staff member will inspect their room, apartment, or suite and note damages. Any damages beyond normal wear and tear not previously indicated on the Room Inspection Inventory will be assumed to have occurred during the student's residency and charged to the student's account. Final assessment of damages will be determined by professional staff after all students have vacated. If no individual claims responsibility for damages in shared areas, HRE will split the charges between all residents in the assigned space.

### 3. Minimum charges

Outside of normal wear and tear, residents are expected to return their room and furniture in the same condition as move-in. Below are descriptions of some common charges, please note these are the minimum amounts charged.

- Replacement of bed: \$580
- Replacement of mattress: \$150
- Replacement of bookcase: \$185
- Repair/replacement of blinds: \$75
- Replacement of chair: \$150
- Replacement of drawer: \$155
- Replacement of file cabinet: \$225
- Replacement of desk: \$240
- Repair/replacement/cleaning of stained carpet: \$50 and up
- Repair/replacement of a closet door: \$100



- Missing Brita pitchers: \$25
- Replacement of a mini fridge: \$300;
- Replacement of a Micro Fridge: \$450
- Repair/replacement of door jamb: \$60
- Repair/replacement of couch, chair, or table (Anacapa and Town Center only): \$50 to \$500 based upon on severity
- Ceiling fan damage: \$50
- Wall/ceiling repair of holes: \$25 per hole less than a quarter size; \$50 per hole larger than a quarter size; \$100 per hole larger than a fist size; pinhole: \$2 per hole
- Unremoved 3M hook or command strip: \$10 each
- Damage caused by a 3M hook or command strip: \$10 per damage less than a quarter size; \$25 per damage larger than quarter size
- Tape/Sticker Removal: \$25 per sticker
- Wall Guard or baseboard damage: \$25
- Repair/ replacement of medicine cabinet including mirror damage: \$100
- Painting per item (e.g. one wall and room door would be \$200): \$50 an hour
- Repair/replacement/cleaning of window screen: \$40
- Repair/ Replacement of window: \$100
- Missing Shower Curtain: \$10
- Missing plungers: \$15
- Smoke Detector damage: \$60
- Kitchen & bathroom trash can/ recycle bin replacement: \$15 each
- Missing/ Damage to cable box or related amenities (Town Center only): \$150 cable box, \$25 remote, \$15 power cord, \$15 coax cable, \$15 HDMI cord
- Appliances not clean (e.g., refrigerator, microwave, dishwasher, range, oven): \$50 an hour
- Room Cleaning (including bedroom and common spaces): \$50 an hour, up to \$150 is average (based upon severity)
- Personal trash left in room/suite/apartment: \$25 per bag
- Missing hard Key: \$150 subject to increase
- Missing key card: \$25: subject to increase
- Missing mailbox key: \$25: subject to increase
- Furniture not returned to original position: \$50 per hour
- Replacement of two surfboard racks and two locks: \$345

#### **4. Eligibility for Housing**

Eligibility for on-campus housing in Anacapa, Santa Cruz, and Santa Rosa Villages, and Town Center 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. A student's license agreement may be revoked by the University if they fail to meet or maintain these minimum requirements. However, enrolling in less than the nine units is not be grounds for contract release if there is adequate space to accommodate the student.

#### **5. Fees Not Covered by Room and Board**

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

Description of Fee	Minimum Fee
Guest, after two nights, per night: <b>Note: currently guests are not permitted in Student Housing</b>	\$45
Improper check-out (includes not submitting a check-out form)	\$150
Late payment	\$25
Lock-out charge (after 2 <sup>nd</sup> re-entry per semester)	\$10
Key card replacement	\$25
Hard key replacement	\$150
Mailbox key replacement	\$25
Tampering with fire safety equipment	\$500 and State Fire Marshal fine
Room change	\$50

#### Notes on Charges:

- Guest fee applies to the third and all subsequent nights a guest remains in housing.
- Improper check-out includes failing to complete a checkout form at the end of occupancy.
- Charges are billed according to the cost of labor and supplies required to return the apartment, suite, or room to move-in condition.
- Charges are split evenly between all roommates when there is a discrepancy on individual responsibility for damages.
- Removal of trash and the hauling of items are billed based on administrative and labor charges.
- Maintenance charges are billed on a one-hour minimum, or \$50 per hour, per person, plus supplies. If emergency after-hours maintenance is required, the minimum amount is \$160 an hour per person, plus supplies.
- Where there is evidence that a student harbored a pet or smoked in their room, the student will be billed for steam cleaning of all furniture, carpet, and other items in the unit, all applicable cleaning charges, and for professional air treatment for smoke, odor, and allergen removal.
- Charges to replace other missing or damaged items is the cost of the item plus installation labor.
- Charges are subject to change due to increases in materials or administrative costs.

## 6. Housing Payment Options and Terms

For specific Student Housing information, please refer to your Housing & Residential Education License Agreement, <https://www.csuci.edu/housing/accommodations-rates/documents/2020-21-licenseagreement.pdf>.

We are proud to offer excellent facilities and programs at a rate that is competitive with living accommodations off campus that do not offer the same convenience and social and educational experiences. Your housing payment includes access to all HRE facilities and the following:

- Your bed space: private or shared room.
- Furniture: bed, dresser/stackable drawers, file cabinet, desk and chair, bookshelf; living room furniture in Town Center and Anacapa apartments, and dining room furniture in Anacapa.
- All utilities: trash and recycling, 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: to make living on campus a fun, educational, and memorable experience. Most programs and activities are 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

To ensure the availability and provision of a comprehensive meal program for all resident students and to contribute to the development of an effective residential community, CSUCI requires all resident students to

purchase a board plan as a part of the HRE license agreement. A student's Village assignment determines their minimum required board plan. The minimum meal plan required for Anacapa Village is the Basic 60 Plan; the minimum required plan in Santa Cruz and Santa Rosa Villages is the Basic 160 Plan; the minimum plan required in Town Center is the Basic 30 Plan. An enhanced or premier board plan is also available for students who desire additional meals each semester. Fees are subject to change.

- **Town Center Basic 30 Plan:** Student is credited 30 meals each semester in Islands Café, an all-you-care-to-eat dining program. This plan also provides \$392.50 Flex Cash each semester to use at participating campus eateries on a declining balance basis.
- **Anacapa Basic 60 Plan:** Student is credited 60 meals each semester in Islands Café, an all-you-care-to-eat dining program. This plan also provides \$125 Flex Cash each semester to use at participating campus eateries on a declining balance basis.
- **Apartment Enhanced 75 Plan:** Student is credited 75 meals each semester in Islands Café, an all-you-care-to-eat dining program. This plan also provides \$125 Flex Cash each semester to use at participating campus eateries on a declining balance basis.
- **Apartment Premier 90 Plan:** Student is credited 90 meals each semester in Islands Café, an all-you-care-to-eat dining program. This plan also provides \$125 Flex Cash each semester to use at participating campus eateries on a declining balance basis.
- **Santa Cruz and Santa Rosa Basic 160 Plan:** Student is credited 160 meals each semester in Islands Café, an all-you-care-to-eat dining program. This plan also provides \$300 Flex Cash each semester to use at participating campus eateries on a declining balance basis.
- **Enhanced 224 Plan:** Student is credited 224 meals each semester in Islands Café, an all-you-care-to-eat dining program. This plan also provides \$200 Flex Cash each semester to use at participating campus eateries on a declining balance basis.
- **Premier 304 Plan:** Student is credited 304 meals each semester in Islands Café, an all-you-care-to-eat dining program. This plan also provides \$50 Flex Cash each semester to use at participating campus eateries on a declining balance basis.

Dining Plans	Meals per Semester	Flex Cash per Semester	Avg. # of Meals per Week	Cost per Year	Santa Cruz and Santa Rosa Options	Apartment Options
Basic 30	30	\$392.50	1.9	\$1,400		Town Center minimum
Basic 60	60	\$125	3.8	\$1,410		Anacapa minimum
Enhanced 75	75	\$125	4.7	\$1,680		X
Premier 90	90	\$125	5.6	\$1,960		X
Basic 160	160	\$300	10	\$3,630	Minimum	X
Enhanced 224	224	\$200	14	\$4,500	X	X
Premier 304	304	\$50	19	\$4,920	X	X

- All resident meal plans are tracked via the DolphinOne ID Card. Students must carry their DolphinOne ID Card on their person at all times for identification and to access their meal plan.
- Students who choose the enhanced meal plan may elect to convert to the basic meal plan on or before September 4, 2020, for fall semester, or February 5, 2021, for spring semester. At any time, students may add money to their meal card, or upgrade from the basic plan to the enhanced meal plan by contacting the UAS Food Services office in Islands Café and/or utilizing the kiosk to add dining dollars to their existing meal plan. Kiosks are located in Broome Library 1350 T&I Help Desk, or Town Center Market on the wall

between the deli and Freudian Sip. **Until further notice, students can make online deposits towards dolphin dollars at by navigating the following user guide,** <https://www.csuci.edu/cardservices/docs/dolphinone-card-online-user-guide.pdf>.

- Islands Café is an all-you-care-to-eat dining facility. A meal credit will be deducted from the student's account each time student enters to eat. Student agrees to take food for their own personal consumption only while dining in Islands Café. Only food provided in to-go containers may be taken from Islands Café. University Auxiliary Services To-Go Agreement must be completed and submitted before being authorized to take food from the Islands Café location.
- Meals at Islands Café and Flex Dollars are non-transferable and are for the personal use of the student only. Students may not use meal credits or Flex Dollars to purchase food for others.
- **Until further notice, all meals will be delivered via the Freudian Sip located adjacent to the Broome Library.**

Meal credits expire on the last day of the semester. Unused Flex Dollars will roll-over from fall 2020 to spring 2021 semester and will expire on May 21, 2021. Unused meal credits and Flex Dollars are non-refundable. Students are strongly encouraged to maximize the use of their meal plan benefits to obtain its full value.

#### **Important Notice to Students:**

- Check your financial status on a regular basis through your myCI account and review correspondence sent to your Dolphin email account. Individual bills and payment reminders will not be distributed.
- Your housing accommodations will be in jeopardy for the semester if you are dis-enrolled for not paying your registration fees by the deadline.
- To be in compliance with the Family Educational Rights and Privacy Act (FERPA), the University is not allowed to release information to anyone other than the student, which includes financial information, without a housing issued release form. It is your responsibility to provide account balance information and due dates to the necessary party paying your account.

### **7. 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-hour notice to the licensee. Notice shall be served personally to the licensee or at the discretion of the University; notices may be posted in some suitable place upon the apartment. Reasons for termination of a License Agreement include, but are not limited to:

- Nonpayment of fees.
- Failure to maintain CSU Channel Islands student status.
- An emergency in which the peaceful and orderly operation of the University or the health and safety of any person is jeopardized.
- HRE Student Conduct Process (see Community Standards section).
- Administrative necessity of the University.

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

### **8. Room Changes**

A great deal of attention is given to assigning residents based on their living and roommate preferences, and room changes are to be infrequent and based on exception. Should a conflict arise, all residents assigned to a space where conflict is present are expected to make their best efforts to resolve the problem, with the assistance of their Resident Advisor (RA) and the Assistant Coordinator of Residential Education (ACRE). HRE reserves the right to temporarily or permanently relocate a student to resolve a conflict. If a student is

experiencing exceptional circumstances and wishes to change their housing assignment, the following guidelines apply:

- a. Individuals interested in a room change must first communicate existing issues to their respective RA, and with their assistance, work toward a resolution.
- b. Residents should communicate with their RA to inform them why they desire to move and obtain a Room Change Request form. Once the form is completed, and signed by the RA, the resident can take their form to their village's front desk. If approved, the village ACRE will contact the resident within 10 days to discuss their request and initiate the change.
- c. There is a \$50 per person administrative charge for approved room changes. Changing rooms involves updating Room Inventory Forms (RIF), HRE databases, any records, creating new keys, necessary cleaning, and other important items. Exceptions to this charge is typically for extreme cases and will be determined by the Director of Residential Education.
- d. Housing fees could increase or decrease based on the new location and room type.
- e. Residents changing rooms must follow all check-out (including re-bunking beds), and check-in processes for their new and former assignments.
- f. Once issued keys to a new space the resident has 24 hours to move and check-out of their former location. Residents must formally check-out of their previous location to avoid charges.
- g. Changing apartments, bedrooms (even within the same suite or apartment), or buildings without written authorization from the ACRE constitutes an Improper Room Change violation (see Community Living Standards) and an improper check-out, which may result in a \$150 charge.
- h. Unauthorized room changes may require residents to return to their original room.
- i. Room changes are not permitted during the first and last two weeks of fall and spring semesters.
- j. Until further notice, room changes will be minimal and, when possible, based on extenuating circumstances.

## 9. Town Center Apartments

To accommodate all students desiring to live on campus, HRE works collaboratively with the Mission Hills Apartment Homes to offer student housing within the Town Center. All students who reside in Town Center are considered Housing residents and must follow all rules and guidelines within the HRE License Agreement, any license addendums, and this Handbook.

- a. Town Center provides apartment-style living to returning and transfer residents. Residents who are locked out or needs assistance should visit the Town Center Village office when open and call the Town Center RA on duty if the office is closed.
- b. Until Further Notice, Town Center residents' mail will be delivered to Santa Cruz Village. Each mailbox key is located on the apartment refrigerator.
- c. Residents will receive a key card that provides them access to the Anacapa, Santa Cruz, and Santa Rosa Village gates and common spaces. HRE residents will not have access and are not permitted to use University Glen or Mission Hills Apartment Homes recreation areas (i.e. pool and fitness rooms).
- d. Town Center residents have special amenities in their apartment, such as a washer and dryer, and air conditioning. Residents must employ energy-saving actions to avoid excessive energy consumption. Residents are financially responsible for any monthly utility charges (gas and electricity) over \$100. Excessive energy consumption is also a violation of the Energy Conservation Community Living Standard and may affect students university and housing conduct status.
- e. Town Center units have cable and internet service, and include a cable box, remote, power cord, coax cable, and HDMI cord. Note: TC residents are not permitted to purchase movies through cable internet service.
- f. Residents with a vehicle on campus are required to purchase a Student Housing (SH) parking permit. Student Housing permits are valid in parking lots, SH1, SH2, and SH-UG. Unless apprised otherwise by Transportation & Parking Service, SH parking permits are not valid in other campus parking lots. Student Housing Parking Permits will be valid in parking lots SH1 and SH-UG. SH2 will not be available to residential students.

## Facilities and Maintenance

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### **Housing & Residential Education's facilities include three villages, and Town Center**

Santa Rosa Village (SRV) houses approximately 657 first-year first-time college students. SRV offers double and triple occupancy bedrooms, with shared gender-specific bathrooms, one all-gender restroom per pod, furnished bedrooms, including a cube size mini-fridge. Each floor has wireless internet access, a study room, and a furnished family room with a TV, refrigerator, microwave, and sink.

Santa Cruz Village (SCV) houses approximately 484 sophomore and upper-division residents. SCV offers two-bedroom, one-bath, furnished suites shared by four students. Each furnished suite has cable TV access and wireless internet access.

Anacapa Village (AV) houses approximately 476 upper-division residents. Each of the 87 apartments shared by four to six students offer a nicely appointed living room, dining room, and kitchen in addition to four bedrooms and two shared bathrooms.

Town Center (TC) apartments are located east of the library, and is comprised of 58 furnished apartment style units, housing approximately 115 residents. Residents enjoy special amenities in their apartment, including a washer and dryer, air conditioning, living room furniture, bar stools, and a full kitchen that includes a microwave and refrigerator.

**Note:** Until further notice, housing facilities will only be available as permitted by public health and university officials. Please call or visit the Santa Cruz Village office for more information about reserving or using HRE common spaces.

### **1. Caring for Your Suite or Apartment**

It is important to regularly clean your room, suite, or apartment to avoid damage, and insects and rodents. The following are important guidelines to use in caring for your area:

#### **A. Furniture**

- Furniture may not be disassembled. Please submit a Work Order via the Housing website for any furniture concerns.
- Do not use harsh abrasives on wooden furniture. Note: a damp towel or wood furniture polish will work well and help keep the furniture in good condition.

#### **B. Stove/Oven**

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

#### **C. Floors**

- Sweep, mop, and vacuum on a regular basis (we recommend at least once a week).

#### **D. Trash**

- Take out the trash regularly (we recommend daily, minimally twice a week).
- Note: Housing residents should never accumulate bags of trash in any room or common space or leave garbage outside of a room, suite, or apartment door.

#### **E. Dishwasher**

- Use only dishwasher soap in your dishwasher – do not use regular dish soap.
- Run your garbage disposal with water running before using your dishwasher.
- Scrape food off dishes into the trash and rinse them before filling the dishwasher.

- Only place dishwasher safe items in the dishwasher. Hand wash light weight plastic, glass, and crystal items that may melt or break in the dishwasher (check item for manufacturer's notation as to whether it is dishwasher safe).
- F. Garbage Disposal and Sinks
- Never put any food down the drain; scrape food directly into the trash.
  - Bathroom sinks should not be used to wash dishes or to dispose of food.
  - Do not use a plunger in the sink; submit a work order for malfunctioning appliances.
  - Do not use chemicals to unclog a drain. If a sink backs up, fill out an online HRE work order.
  - Run your garbage disposal only when the water is on. **Note:** only use cold water.
  - Do not pour oil and grease down the drain. They can damage the plumbing and make the sink drain more slowly. **Note:** put leftover oil in a jar or plastic container when cool and dispose of full containers into the dumpster.
  - Do not put anything hard like bones, vegetables, fruit or eggshells, metal objects, etc. in the garbage disposal.
  - Regularly clean and disinfect all sinks using a non-abrasive cleaner (we recommend once a week).
- G. Microwave Oven
- Clean your microwave often with a cloth or sponge and soap and water.
  - Don't put anything metal or metallic in the microwave, such as silverware, foil, teabags with staples attached or pots.
  - Don't run the microwave when there is nothing inside, as this will burn out the motor.
- H. Toilet
- Use a plunger and borrow a mop from the village office should your toilet overflow. Be sure to mop the area around the toilet dry in order to avoid slipping. **Note: Until further notice, mops will not be available for checkout.**
  - Turn off the water at the back of the toilet if your toilet is about to overflow.
  - Clean the toilet regularly with a non-abrasive cleaner and a toilet brush (we recommend once a week).
  - Don't flush anything other than toilet paper in the toilet. Disposable wipes, feminine hygiene products, and plastic and cardboard applicators can seriously damage the septic system and should never be flushed.
  - Do not use chlorine or cleaning tablets in the toilet tank.
- I. Bathroom
- Regularly clean and disinfect the tub and all surfaces using a non-abrasive cleaner (we recommend once a week).
  - Use glass cleaner to clean mirrors and fixtures.
  - Do not use harsh/rough abrasives such as a kitchen scrubber or steel wool for cleaning the sink and tub as it may scratch the surface.
  - Do not modify the plumbing, which includes the showerhead.
  - If the bathroom drain becomes plugged, check out a Zip-It from the Village office to remove the debris. Please submit a work order if the problem persists.
- J. Light Fixtures and Ceiling Fans
- Submit a work order to replace burned out light bulbs that are beyond reach. Anacapa residents may obtain light bulbs from Anacapa Village office. **Note: until further notice, please visit the Santa Cruz Village office for assistance.**
  - Do not install lightbulbs exceeding 60-watts



K. Doors

- Refrain from hanging any items onto or over the door as this compromises the fire rated doors and jambs.

2. Common Areas in the Villages

We are proud to offer excellent spaces for student use for a variety of purposes. Every student who lives on campus has access to these spaces with their room key during the times listed below. Please refer to the Community Living Standard, Care of Common Areas and Property, regarding guidelines for use. **Until further notice, common areas will only be available for checkout. Please call or visit the Santa Cruz Village Office between 8 a.m. and 10 p.m. or the Main Housing Office between 8 a.m. and 5 p.m. for more information on available rooms or the checkout process.**

- A. **Barbeque:** To use Housing's built-in barbeque, located by Anacapa's pool area, check-in with Anacapa Village office to have the propane turned on and to obtain the various utensils you will need for your barbeque. Residents are responsible for cleaning the utensils, surrounding area, and up after themselves. When finished, turn off the barbeque and check-out through the Anacapa Village office.
- B. **Community Living Room:** If furniture in The Common's and Santa Rosa's Community Living Room need to be temporarily moved, care should be used not to damage the furniture and the floor. Furniture should never be dragged across the floor. Chairs should never be placed on the wood divider by the ping pong table in Santa Rosa.
- C. **Computer Labs:** There are computer labs located in Anacapa, Santa Cruz, and Santa Rosa Villages. Labs are equipped with internet connections. There is a two-hour limit when there are residents waiting for a computer. HRE staff is not trained to provide computer advice or assistance, but you may report problems to the Village front desk, or T&I Help Desk in Broome Library. Printers are available; however, residents need to supply their own paper and should not print out any online books (to conserve ink).
- D. **Family Rooms:** Each Santa Rosa pod has a community family room, and the condition of the family room is the responsibility of the 40 residents assigned to the pod. Trash and recycling needs to be discarded by 10 p.m. every night. Dishes must be cleaned after each use. The carpet should be vacuumed minimally once a week. Do not use food that does not belong to you. Turn lights and TV off when not in use. Windows must remain closed while the air conditioner is in use. Do not cover hallway windows.
- E. **Kitchens:** There is one community kitchen in The Commons, two in Santa Cruz, and one in Santa Rosa. Dishes must be washed and placed back into the cupboards. Do not take food from the refrigerator that does not belong to you. Clean up after yourself. **Until further notice, community kitchens must be reserved and limited to use by one resident at a time. Sanitation protocols between uses must be adhered to at all times.**
- F. **Secret Garden:** To participate in Housing's Secret Garden, located on south end of building H, submit your request via <https://cidsa.wufoo.com/forms/secret-garden/>, and agree to the mutual agreement, which includes: illegal plants are illegal and not permitted, refrain from looking in windows, respect other's privacy, respect other's plants and planters, don't take what isn't yours, put tools away after use, clean up after yourself, keep area free of hazards and debris, access is available seven days a week from sunrise to sunset, respect quiet hours, wash and rinse well.
- G. **Surfboard Storage Room:** We can store up to 39 surfboards in our surfboard room. Residents may lock their surfboard in our C248 storage area, which also has a sink to rinse off wet suites. Submit your request to HRE via <https://cidsa.wufoo.com/forms/surfboard-storage/>.
- H. **Vending Machines:** Vending machines are located near the Anacapa swimming pool, and the B building laundry room in Anacapa Village, outside of building G in Santa Cruz Village by the laundry facilities, and in Santa Rosa Village toward the L building courtyard. Persons who lose money in vending machines should report the loss to the Village front desk. Shifting or moving vending machines is dangerous and prohibited. Refunds will be left at the front desk at the time of repairs.

The following table includes the common area names, locations, and the corresponding day and time that these areas are open for use:



### Anacapa Village

Amenities	Location	Hours
Anacapa Commons	Anacapa Commons	Unavailable until further notice
Anacapa Village Office	Across from the Anacapa Commons	Unavailable until further notice
Barbeque, BBQ, bar-b-que	Adjacent to Anacapa courtyard	Sunday: 10 a.m.-11 p.m. Monday-Thursday: 8 a.m.-11 p.m. Friday: 8 a.m.-1 a.m. Saturday: 10 a.m.-1 a.m.
Conference Room	A105	Unavailable until further notice
Laundry Rooms	A107, B130, C148	Daily 7 a.m.-midnight
Pool and Spa	Adjacent to Anacapa courtyard	Unavailable until further notice
Presentation Room	B233	Unavailable until further notice
Residence Hall Association Office	A305	Unavailable until further notice
Study Rooms	A205, B133, B333, C146, C246, C346	Unavailable until further notice
Surfboard Storage Room	C248	Daily 24 hours, securely store your surfboard, <a href="#">submit a request</a>

### Santa Cruz Village

Amenities	Location	Hours
Art Room	E240	Unavailable until further notice
Computer Lab	E138	Unavailable until further notice
Conference Room	E136	Unavailable until further notice
Dance Studio	E137	Unavailable until further notice
E1 Lounge	E130	Unavailable until further notice
Exercise Fitness Room	E230	Unavailable until further notice
Game Room	G230	Unavailable until further notice
G1 Lounge	G130	8 a.m. - 10 p.m.
Main Housing office	E150	Monday-Friday: 8 a.m.-5 p.m.
Laundry Room	G140	Daily, unavailable between the hours of 5a.m. -7a.m.
Music Practice Rooms	E241, E243, E235	8 a.m. - 10 p.m.
Secret Garden	H south	Daylight hours, <a href="#">request your plot</a>
Study Room	G239	Unavailable until further notice
Video Gaming Room	G238	Unavailable until further notice
Santa Cruz Village office Lobby	G150	8 a.m. - 10 p.m.

### Santa Rosa Village

Amenities	Location	Hours
Community Living Room	K165	Unavailable until further notice
Family Room	Accessible to assigned pod	Unavailable until further notice
Community Kitchen	K160	Unavailable until further notice
Laundry	K170	Unavailable until further notice
Study Rooms	Accessible to assigned pod (K1 uses K2)	Unavailable until further notice

Santa Rosa Village office	K180	Unavailable until further notice
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Town Center		
Commonly Referred to	Location	Hours
Town Center's Office, Town Center's Programming Room, Town Center Community Space	Town Center Building B, 103 1B, facing Rincon Dr. parking lot	Unavailable until further notice

### 3. Custodial Staff

Our custodian staff is responsible for light maintenance and for keeping public areas of housing facilities clean. This staff does not clean occupied resident rooms or common kitchen areas or dishes. In Santa Rosa Village, custodians will clean bathrooms. Items left behind will be discarded. Please support the efforts of this staff by cleaning common spaces after use, properly disposing of trash in dumpsters or down trash chute and alerting the HRE or Village offices about any damage or mess. **Custodial staff will perform daily sanitization of all housing common spaces.**

### 4. Elevator

Passenger elevators located within the buildings are provided for use by residents, their guests and staff. Activities in the elevators are recorded at all times. **Until further notice, elevators are limited to one resident at a time, unless the resident requires assistance.**

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. Do not attempt to force open the doors or to get out of the elevator. The person trapped in the elevator should remain calm and respond to the direction of University and emergency personnel.

### 5. Equipment

The Village offices provide a variety of games, recreational equipment, vacuums, brooms, and mops, which may be checked-out through the village front desks in exchange for the resident's ID. All equipment may be checked out for up to a half hour, then needs to be returned to the Village front desk. If student housing equipment becomes damaged, the last person to return the equipment will be charged. Students need to provide their own cleanser and cleaning supplies. **Please check with the Santa Cruz Village front desk to see what is available this year.**

### 6. Keys and Lock-outs

Always carry your key with you and lock your doors. Propping doors open, providing your key to another person, or keeping doors unlocked increases the likelihood of unwanted guests into your residence, and is a Community Living Standard violation. If your key is lost or stolen, immediately submit a Replacement Key Request online via Housing's website under **Maintenance & Key Requests** or in person at the Main Housing office in Santa Cruz Village (E150). A police report for a stolen key is required to avoid a key charge. The replacement charge for a lost key card is \$25 and is not refundable once a resident submits the replacement key request.

Students will receive two fee free lockouts every semester. Every lockout after that will result in a \$10 charge billed to the student's account. Students locked out during Village office hours should visit their Village office front desk. Students locked out after the office has closed can call their village's RA on Duty telephone number. **Note: until further notice, please visit the Santa Cruz Village office for lock-out assistance.**

## 7. Landscaping

The landscaping throughout the Villages has been professionally planned, installed, and maintained. Residents shall assist in the maintenance by using the sidewalks and walkways at all times. Housing's grass areas are mowed on Monday beginning at 9 a.m. The beautiful native California Sycamore trees drop leaves November through March, and we need to blow off the courtyards on a weekly basis. During this time, we recommend that residents close their windows. Recycled water is used for irrigating lawns and landscapes on campus. Purple signs, irrigation pipes, and sprinkler heads indicate areas of recycled water use. Do not drink recycled water.

## 8. Laundry

Laundry rooms are provided for use by all residents and are subject to quiet hours. Laundry rooms are located on the first floors in each Anacapa Village building, in building G next to the Santa Cruz Village office, and building K in Santa Rosa Village. **Until further notice, Santa Rosa Village Laundry Rooms are closed; please visit the Santa Cruz Village office for laundry card assistance. Santa Cruz Village laundry rooms are limited to use by five residents at one given time; Anacapa Village laundry rooms are limited to two residents at one given time. Social and Physical distancing protocols must be adhered to all times and face coverings are always required within this shared space.**

- a. Laundry cards are required in Santa Cruz and Anacapa Villages and may be purchased at the Add Value machines. 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.
- b. The Santa Rosa Village machines only accept debit or credit cards.
- c. Residents must provide their own detergent, fabric softeners, etc.
- d. Residents who lose money in a washer or dryer should contact their Village front desk to complete a Refund Request.
- e. Problems or maintenance concerns can be reported at [www.washlaundry.com](http://www.washlaundry.com).
- f. Laundry should be removed from the machines as soon as the cycle ends, and residents are responsible for monitoring their laundry and belongings.
- g. In Anacapa and Santa Cruz, we offer a laundry alert system that lets you know which machine is available and when a cycle is finishing. Sign in as **CSUCI**.
- h. Hours of operation include:
  - Anacapa's laundry rooms close at midnight, located on the first floor of each building in Anacapa.
  - Santa Cruz' laundry room is open 24 hours, located in G140, east of Santa Cruz Village office.
  - Santa Rosa's laundry room is open 24 hours, located in K170.

## 9. Maintenance

If a student notices something in their room or in the common areas which requires repair, they may submit a work order online. Under **Maintenance & Key Requests** select **Submit a Work Order**. For emergency repairs, such as a broken water pipe, please call (805) 437-2733 or go to your Village Office. Listed below is the procedure for submitting a work order and what occurs when HRE receives one:

- a. Work orders will be verified by an HRE staff person to ensure the nature of the problem before sending facility workers or trades staff to address the concern.
- b. Roommates should communicate any work orders to each other so that duplicate requests are not completed and miscommunication with the facility staff is avoided. If you would like to check on the status of your request, you may call (805) 437-2733 or email [student.housing@csuci.edu](mailto:student.housing@csuci.edu) for an update.
- c. Residents will be charged for damages when it is clear that the situation is the result of misuse or intentional damage, or for charges incurred when facility workers respond to a request of a personal nature, such as retrieving a contact lens from a sink drain, or keys dropped down the elevator shaft.
- d. Facility workers work between 6 a.m. and 4 p.m. on weekdays and in order to facilitate a quick response, maintenance work is done as staff is available and cannot be scheduled for a specific date

and time. Normally, facility workers will not enter student rooms until after 9 a.m. unless absolutely necessary for an emergency maintenance concern. When a facility worker must enter an apartment when no one is home, a card will be left in the room listing the type of work completed, when it was completed, and who completed it.

- e. In Santa Rosa and Santa Cruz Village, light bulbs are replaced by maintenance staff through the submission of a work order. In Anacapa Village, residents may obtain 60-watt light bulbs from their Village office or submit a work order.
- f. Students who discover insect problems should report them to their Village front desk and check out bug spray. Students should keep their rooms and food preparation and storage areas clean to prevent pest problems. Opening windows and doors without screens will allow insects into rooms.
- g. **Note: Residents must complete a health assessment and immediately inform housing if they demonstrate any COVID-19 related symptoms before housing proceeds with addressing any maintenance concerns.**

## 10. Mail

The U.S. Postal Service will provide mail delivery service to the University Mail Room once to twice per day, excluding Saturday, Sundays, and holidays observed by the University. Mail is then delivered each day to Village offices and distributed by Village staff to resident mailboxes. Only current residents are eligible to receive mail in HRE. Mailboxes are shared with your roommates. Mailbox keys for Anacapa, Santa Cruz, and Santa Rosa residents are located in their bedroom. Mailbox keys for Town Center residents are located on the refrigerator. Resident mailboxes are located near the Village front desk areas for Anacapa, Santa Cruz, and Santa Rosa villages, and by the elevators for Town Center, are accessible 24 hours a day. Anacapa, Santa Cruz, and Santa Rosa residents will receive a notification email 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 Village front desks. For outgoing mail, mail slots are provided in the student mailbox areas. **Until further notice, all residents must visit the Santa Cruz Village office to retrieve packages or mail too large to fit into their assigned mailbox.**

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

### **Anacapa, Santa Cruz, and Santa Rosa residents:**

(Your First and Last Name)

(Insert Village Name) Building & Room #\_\_\_\_(ex. A101a)

CSU Channel Islands

One University Drive

Camarillo, CA 93012

### **Town Center residents:**

**Your Name**

**Santa Cruz Village, TC Apt. #\_\_\_\_\_**

**CSU Channel Islands**

**One University Drive**

**Camarillo, CA 93012**

Anacapa, Santa Cruz, and Santa Rosa residents will find one mailbox key per bedroom, which is located on the back of your bedroom door. Town Center residents will find one mailbox key per apartment on your refrigerator. Mail is distributed by the United States Postal Service.

Lost mailbox keys should be reported immediately to HRE via [www.csuci.edu/housing](http://www.csuci.edu/housing), select **Maintenance & Key Requests**. A \$25 charge will be applied to the student account of the responsible party to replace it.

## 11. Parking

Parking permits are required for all vehicles to park on campus, including Housing residents. Permits are available for purchase online from CSU Channel Islands' Transportation & Parking Services (TPS). 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 semester. Parking complaints or concerns may be directed to TPS during normal business hours at (805) 437-8430 or (805) 437-8950. Parking problems encountered after business hours may be directed to the CSU Channel Islands Police Department at (805) 437-8444 or (805) 437-8888. More information is available on the CSU Channel Islands website.

### Student Housing (SH) Parking

All resident vehicles must display a CSU Channel Islands' SH parking permit. The SH parking permits are available for purchase online from TPS. Students authorized to park at the University overnight will receive an SH permit. The SH permit is valid only in the SH1, SH2, and SH-UG parking lots. SH-UG is located in Town Center's parking lot facing building C and D. Park only in appropriately marked areas. There is no grace period to park on campus without a parking permit. **Until further notice, SH permits are only valid in SH1 and SH-UG parking lots.**

### Daily Parking Permits

Temporary daily parking permits are available in the yellow dispensers located in Lots A1, A2 or A4. These permits are valid only in the A parking lots. Vehicles with a daily parking permit are not permitted to park overnight.

### 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 by 10 p.m. 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. Overnight parking is only valid in permitted in the in A10 parking lot and expires at 9:00 a.m. Vehicles in violation of parking rules and regulations will be cited, instructed to leave the premises, or towed at the vehicle owner's expense. **Until further notice, guest, and thus overnight guest parking is prohibited in student housing.**

## 12. Recycled Water

- A. Look for purple signs, irrigation pipes, and sprinkler heads indicating areas of recycled water use. This water is provided by the local water reclamation facility and used for landscape irrigation.
- B. Recycled water is safe for irrigating lawns, landscapes, decorative fountains, fire protection, dust control and other non-contact uses.
- C. Recycled water is not safe for consumption, filling pools and spas or any other body-contact uses, cooking or drinking, irrigating vegetables and herbs (unless a drip or bubbler system is used).
- D. Recycled water can reduce stress on California's drinking water supplies, reduce the use of drinking water where it is not needed, reduce diversion of water from delicate environmental areas, reduce water pollution, reduce disposal to water bodies, which helps the ocean, and saves energy.
- E. Recycled water is regulated and monitored to ensure only high-quality water is distributed. Decades of experience show recycled water is a safe and reliable water source.
- F. Always wash your produce regardless of the water source.

## 13. Right of Entry into a Suite or an Apartment

- A. The University honors the privacy of residents and will take reasonable steps to provide and protect it. It is, however, occasionally necessary for the University to exercise its right to room entry as outlined in the License Agreement. No student's room, suite or apartment should be entered without knocking. University officials will provide residents sufficient time to open the door following a knock. Rooms may

be entered in the absence of the occupant(s). The established procedures are designed to ensure reasonable use of the right of entry.

**B. In essence, the procedures state that a University staff member may enter a room on the following conditions:**

- At the invitation of the resident.
- To provide maintenance (this includes repair at the request of a student, necessary repair identified by the University, and preventative/routine maintenance).
- If there is cause to believe that a violation of University safety regulations exists (e.g., failure to evacuate during a fire drill).
- If an emergency exists or is believed to exist which requires immediate entry to preserve life or property.
- For monthly Health, Safety & Occupancy checks.
- Reasonable suspicion of a drug, alcohol, or concerning Community Living Standard violation.

**C. Entry by Facility and Service Personnel**

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

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

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

**Until further notice, when work orders are being performed in resident rooms, residents will be required to wear a face covering and exit the room until repair work is completed. Notification of work will be communicated with residents according to scheduled repair of work order.**

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

Each month, HRE staff members will enter rooms to conduct a primarily visual scan of each room, apartment, or suite for Health, Safety, & Occupancy Checks. Residents are expected to return the room in excellent condition at the end of their occupancy, and these checks provide mid-term inspections to aid in this process. These checks, which will have prior notice, allow staff to survey rooms for safety and security to ensure:

- Fire and safety regulations are not being violated (e.g., presences of candles, hot plates, use of excessive/improper extension cords, etc.),
- Leaks (e.g., cabinets will be opened around sink area, mini-fridge, refrigerator, microwave, freezer, shower, toilet, etc.),
- Rooms are reasonably clean and in good order, and operational (not damaged, or requiring repair),
- To verify occupancy.

**Note: Residents must complete a health assessment and immediately inform housing if they demonstrate any COVID-19 related symptoms before housing proceeds with addressing any Health, Safety, & Occupancy Concerns.**

**E. Life Safety Equipment Check**

Around the 20<sup>th</sup> of each month Facility Services staff tests the smoke detectors, checks fire extinguishers, and dust the fan blades in each room and common area.

## F. Non-University Searches

All entries and searches by non-University staff will be coordinated with the University Police. An HRE staff member will usually accompany the personnel as an observer. Unless one of the situations 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 legal search warrant entitles the name holder to search the area designated for specific item(s).
- 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.

## 14. Room Alterations

Residents are liable for any room alterations or damages and will be charged for damage or unapproved alterations. 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 accommodation the following year. Please note that satellite dishes are not allowed.

Residents are responsible for all repair and cleaning charges associated with not returning their space to its move-in condition. Note: required repairs due to apparent destruction or vandalism may prevent students from returning to student housing the following year.

- **Painting:** Rooms have been painted according to designer specifications. Painting of individual rooms is not allowed. Any damage resulting in painting or repairs will be completed by a professional, and the student(s) will be charged for all associated materials and labor.
- **Wall Hangings:** Students are encouraged to decorate their rooms; however, caution should be used to prevent damage. Postings that block windows or doors are prohibited. Damage resulting from nails, screws, tape, stickers, glue, or tacks will be repaired by University facility workers, and student(s) will be charged to repair any damages. Students should not attempt to repair damages to avoid complicating the repair process and additional charges.
- **Showerheads:** All showers have water efficient showerheads and may not be removed or replaced.

## 15. Trash/Recycling

The University maintains a contract with a private firm for the removal of all trash and recyclables. Trash and recycle bins, and compactors in courtyards, and common areas are not for suite or apartment trash or recycle. Residents must take their suite or apartment trash and recycle to dumpsters. We recommend daily, minimally twice a week. Please take the proper steps to avoid garbage leakage when carrying your trash and recyclables to the dumpster. **Note:** we recommend using a bag to reduce the need to clean your trash and recycle bin at the end of the year.

- In Anacapa, trash and recycling containers are located in the SH1 parking lot by building A and C.
- In Santa Cruz, trash and recycling dumpsters are located near the H building exit gate, off Ventura Street.
- In Santa Rosa, trash and recycle chutes are on floors 2-4, near the elevator. Do not force items into the trash/recycle chutes, but rather take trash/recycle to the dumpsters on the first floor. Residents on the first floor need to take their bins to the dumpster on the first floor.
- In Town Center, trash and recycling containers are located in the parking lots.
- Feminine products should be wrapped in toilet paper and placed in a trash can to be discarded at the end of the day. Due to our sewer lift stations, feminine products should NOT be discarded by flushing down the toilet, even biodegradable.

## 16. Utilities

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

## Safety Information

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1. **Disaster Preparedness:** The University has a comprehensive disaster preparedness plan for emergencies such as earthquakes and fires. To be prepared, all residents are encouraged to bring an extra blanket, a flashlight, enough non-perishable food, water for three days, and a first-aid kit. Students are advised to thoroughly review evacuation instructions posted on the back of their room doors upon arrival.
2. **Emergencies:**
  - A. In the event of an emergency, call 9-1-1. The University Police Department will be notified immediately as well as other necessary agency services.
    - i. If possible, call from the emergency phone located on each floor, or a land-based phone line, as this will produce quicker assistance.
    - 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. HRE provides a Staff member On Call (SOC) for all of student housing, and an RA On Duty in each village after business hours.

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

3. **Emergency Evacuations and Drills:**
  - A. In the event of an emergency (i.e. fire, earthquake, etc.) or a periodic emergency drill, immediate compliance with directives given by the staff is required. Failure to comply with the reasonable request of a University official during an emergency or drill could jeopardize the safety of yourself, others, and staff, and will result in disciplinary action.
  - B. All emergency evacuation drills are timed and must be repeated if completion time does not meet safety standards. It is essential that everyone in an apartment or suite, or any other area of housing, respond promptly in an emergency situation for their safety and the safety of others. This same compliance is required of guests.
  - C. **Emergency Evacuation Procedures.** All residents are required to follow the fire and safety regulations listed below:
    - a. Periodic fire drills may be required to ensure that residents know what to do in the event of a fire. Residents should be familiar with the fire instructions. All residents and visitors are required to evacuate the building when the housing complex fire alarm is sounded.
    - b. In the event that the alarm sounds:
      - Remain calm.
      - Leave the building at once using the nearest visibly safe stairway exit. Depart the room, apartment, or building immediately. Emergency evacuation maps are located on the back of every front door, and in the hallways for Santa Rosa, and Town Center.
      - Go directly to the nearest official gathering spot for your Village.
        - Anacapa
          - A building evacuates to the lawn between A and SH1.
          - B building evacuates to the A5 parking area in front of Arroyo Hall, Recreation Center.
          - C building evacuates to the lawn between C and SH1.



- **Note:** Should emergency response warrant it, residents will be re-directed to the back end of SH1 to accommodate fire and police personnel.

Santa Cruz, evacuate to South Quad for buildings D through G and the lawn south of Anacapa Village (by SH1 and A building) for building H.

Santa Rosa, evacuate to the South Quad or SH2 parking lot.

Town Center evacuate to the parking lot side nearest your building. Do not stand in the center of the Town Center.

- Never use an elevator while an alarm is sounding.
  - If you are away from your room when the fire alarm sounds, do not return to your room.
  - Do not return to the building until given the all-clear signal by a University official, even if the alarm stops sounding.
- c. In the event of an actual fire:
- Remain calm.
  - Contain the fire, if possible, by using provided fire extinguishers or closing the door.
  - Contact University Police if fire personnel are needed by dialing 437-8444 or 9-1-1.
  - Notify HRE staff or your RA immediately. Fire alarm pull stations are located in each stairwell.
  - Leave the building via the stairwell.
  - Close the room and apartment/suite doors behind you. No matter how small the fire, and even if it is already extinguished, report it to the front office staff or your RA immediately.
  - Do not return to the building until given the all-clear signal by a University official, even if the alarm stops sounding.

- Emergency Occupancy:** Please note that in emergency situations (such as fires, earthquakes, flooding, etc.) Housing & Residential Education reserves the right to add additional roommate assignments to any room or apartment for a limited period of time.
- Missing Student:** As a community member it is important you watch out for your neighbors. If you suspect a friend, roommate, or suite/apartment mate is missing, you should immediately notify CIPD at (805) 437-8444. CIPD will generate a missing person report and investigate. Before reporting a community member missing, please speak with your other room, suite, or apartment mates to see if they have been in contact with that person, and you may utilize your RA. If HRE staff suspects a community member is missing and is unable to contact them, CIPD will be contacted.
- 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:
  - follow current and future University, local, state, and federal COVID-19 related laws, ordinances, and safety precautions
  - Keep your front door locked at all times. Do not bypass the locking system, thereby allowing open access to any door or gate in the Villages.
  - Lock your bedroom door when you leave your suite/apartment.
  - Use provided door viewers or peep holes when someone knocks on the door. These viewers are provided for your safety. Never open your door to people you do not know.
  - Close and lock windows, particularly in first floor units, when you leave your room or use window locks to limit window opening and prevent intruders from accessing your room via an open window.
  - Report suspicious behavior to the University Police at (805) 437-8444 and contact your Village office.
  - Never confront a suspicious individual. Get to know your neighbors and other students who live in the Villages so you will be able to identify strangers more easily and have a feel for who would normally pass through your building or floor.
  - When on campus during evening or early morning hours, walk with a friend or use the University escort service; do not walk alone.

- I. Do not invite acquaintances that you do not know well to the campus or to your room.
- J. 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.
- K. Program an emergency contact (EC) number in your cell phone. This number should be for a friend or family member that you would want contacted in the event of an emergency.
- L. Program the contact names and telephone numbers, included in the following table, into your cell phone for easy access when needed.

Contact	Telephone Number
University Police Dispatch	(805) 437-8444
Anacapa Village Office	(805) 437-3346
Santa Cruz Village Office	(805) 437-3343
Santa Rosa Village Office	(805) 437-3848
Town Center Office	(805) 437-3345
Anacapa RA on duty	(805) 824-4522
Santa Cruz RA on duty	(805) 312-0752
Santa Rosa RA on duty	(805) 427-1657
Town Center RA on duty	(805) 377-1910

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

If you have been the victim of a rape, if you choose, you can report the incident immediately to the University Police. Contacting the police can help ensure you get any needed medical attention and allow for evidence to be gathered, in the event it will be needed later. Our HRE staff is also dedicated to your health and wellbeing and will assist you in any way possible.

Any reports of sexual discrimination, assault, harassment, or rape to a student or professional staff member will be handled with care to the reporter's privacy, although confidentiality cannot be guaranteed. Typically reports to an RA or other HRE staff member will be shared with their supervisor, the Director of Residential Education, the Associated Vice President for Housing & Residential Education and Associated Students Incorporated, the Campus Title IX Coordinator, and the Dean of Students. The purpose of sharing information along reporting lines is to ensure the student(s) involved receives appropriate support and resources. In recognition that these reports are delicate in nature, extreme care is taken to assist the reporter in feeling comfortable and informed.

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 for details.

The following table includes on-campus contacts and telephone numbers to assist sexual violence victims.

Contact	Telephone Number
University Police Department	(805) 437-8444
• 24-hour emergency number	9-1-1

Sexual Harassment Counseling <ul style="list-style-type: none"> <li>• Student Health Services</li> <li>• Counseling and Psychological Services</li> </ul>	Student Health Services: (805) 437-8828 Counseling and Psychological Services: (805) 437-2088
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A. **Title IX Notice of Non-Discrimination:** The California State University does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence.

B. **Who to contact if you have complaints, questions, or concerns:** Title IX requires the University to designate a Title IX Coordinator (known as the Title IX Inclusion Officer here at CSUCI) to monitor and oversee overall Title IX compliance. Your campus Title IX Coordinator is available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the University's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus, and other related matters. ***If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.***

Title IX requires that the CSU adopt and publish complaint procedures that provide for prompt and equitable resolution of sex discrimination complaints, including sexual harassment and violence. CSU Executive Order 1096 <http://www.calstate.edu/eo/eo-1096-rev-6-23-15.html> is the system wide procedure for all complaints of discrimination, harassment or retaliation ***made by students*** against the CSU, a CSU employee, other CSU students or a third party.

Inquiries concerning the application of these laws to programs and activities at CSU Channel Islands may contact the following on-campus resources:

- **Manager of Inclusion and Equity, Deputy Title IX Coordinator:**  
Name: William Nutt  
Email: [william.nutt@csuci.edu](mailto:william.nutt@csuci.edu)  
Phone: (805) 437-2077  
Report forms can be found on CSU Channel Islands' Diversity and Equity webpage at:  
<http://www.csuci.edu/hr/diversityandequity.htm>.
- **University Police:**  
Phone: (Emergency) 9-1-1  
Phone: (non-emergency) (805) 437-8888  
Email: [police@csuci.edu](mailto:police@csuci.edu)
- **U.S. Department of Education, Office for Civil Rights:**  
Phone: (800) 421-3481  
Online: [ocr@ed.gov](mailto:ocr@ed.gov)  
Complaint form can be submitted online with the OCR via:  
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

C. **Safety of the campus community is primary:** The University's primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment, or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol, or other university policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Student Conduct Code.

**D. Information regarding campus, criminal, and civil consequences of committing acts of sexual violence:**

Individuals alleged to have committed sexual assault may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, employees and students may face discipline/sanctions at the university. Employees may face sanctions up to and including dismissal from employment, per established CSU policies and provisions of applicable collective bargaining unit agreements.

Students charged with sexual discrimination, harassment or violence will be subject to discipline, pursuant to the California State University Student Conduct Procedures (see Executive Order 1073 <http://www.calstate.edu/eo/EO-1073.pdf>) and will be subject to appropriate sanctions. In addition, during any investigation, the university may implement interim measures in order to maintain a safe and non-discriminatory educational environment. Such measures may include immediate interim suspension from the university, required move from university-owned or affiliated housing, adjustment to course schedule or prohibition from contact with parties involved in the alleged incident.

**E. Additional Resources**

- CSU's Sexual Violence Prevention and Education Statement (including facts and myths)
- U.S. Department of Education, regional office  
Office for Civil Rights  
50 Beale Street, Suite 7200  
San Francisco, CA 94105  
(415) 486-5555  
TDD (877) 521-2172
- U.S. Department of Education, national office  
Office for Civil Rights  
(800) 872-5327
- Know Your Rights regarding Title IX  
<http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html>
- California Coalition Against Sexual Assault  
1215 K. Street, Suite 1850  
Sacramento, CA 95814  
(916) 446-2520

The following table provides crisis centers and hotlines that offer intake reception and counseling services:

Crisis Center or Hotline name	Contact phone number	Location
Safe Harbor East	(805) 526-3900	Simi Valley Ventura
Safe Harbor West	(805) 641-4430	
Coalition Sexual Assault Hotline	(800) 656-1111	
Spanish Speaking	(800) 300-2181	
Santa Paula Hospital	(805) 525-7171	Santa Paula Oxnard
St. John's Reg. Med. Center	(805) 988-2500	
Interface	(800) 339-9597	Camarillo Northridge
Rape/Sex Assault Treatment	(805) 485-6114	
Valley Trauma Center	(818) 886-0453	
The Women's Center	(818) 677-2780	Ventura Oxnard
Ventura Medical Center	(805) 652-6000	
National Rape Hotline	(800) 656-4673	Oxnard
Domestic Violence Hotline	(800) 799-7233	
Rape Crisis Center	(805) 983-6014	Oxnard

## 8. University Police

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

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

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

## Residential Education

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Education at CSU Channel Islands extends well beyond the classroom and includes your residential environment. Residential Education provides services, programs, and leadership opportunities for students that aim to enhance their CSUCI experience and make CSU Channel Islands a true home away from home. **Until further notice, most campus resources will be available in a virtual capacity. Please visit each area's website for hours of operation and accessibility to services.**

### 1. Campus Resources:

- a. **Career Development Services (CDS):** The University provides a centralized employment service for students who desire part-time jobs to supplement their educational expenses. Career Development Services is a part of Student Life that assists students in securing jobs on and off campus, résumé writing, interview training, and internship assistance. Additionally, CDS hosts career and graduate school fairs and provides other preparatory workshops and services designed to help students enter the work force. It is never too early to start acquiring skills and knowledge necessary to enhance professional marketability. Visit the Career Center located in the Bell Tower 1548 or at (805) 437-3270 to set up an appointment. Website, <https://www.csuci.edu/careerdevelopment/index.htm>
- b. **Counseling and Psychological Services (CAPS):** The University provides counseling services for students through the Student Health and Counseling Center. CSU Channel Islands **Counseling and Psychological Services** is a free short-term individual counseling resource committed to supporting students in their development, assisting them with navigating any life circumstance, and much more. Students visit CAPS for a variety of reasons, which may include:
  - Adjusting to university life.
  - Academic and general life stress.
  - Difficulties with motivation or decision making.
  - Relationships with friends, families, partners, roommates, and so forth.
  - Test or performance anxiety.
  - Sexuality issues.
  - Sexual orientation.
  - Thoughts of suicide.
  - Eating or drinking disorders or concerns.
  - 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) 437-2088. Website, <https://www.csuci.edu/caps/>

- c. **Disability and Accommodations:** The California State University does not discriminate on the basis of disability in admission, access, treatment, or employment in its programs and activities. Section 504 of the Rehabilitation Act of 1973, as amended, the regulations adopted therein, and the Americans with Disabilities Act of 1990, prohibit such discrimination. Inquiries concerning compliance may be directed to Michelle Resnick, Director of Disability Accommodations & Support Services at (805) 437-3177. <https://www.csuci.edu/dass/>.

Housing & Residential Education is fully compliant with the Americans with Disabilities Act. All students who reported a disability on the student housing application should have completed a request for special accommodations by designated application deadlines via completion of the following form reviewed by Disability Accommodations & Support Services, [https://csuci.qualtrics.com/jfe/form/SV\\_5AsrY4QImiOp1j](https://csuci.qualtrics.com/jfe/form/SV_5AsrY4QImiOp1j).

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

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

- e. **Multicultural Dream Center:** The purpose of the Multicultural Dream Center (MDC) is to provide an environment for students, faculty, and staff where they can receive and offer support for the development of a truly diverse learning community at CSU Channel Islands. CSU Channel Islands supports diversity as a source of renewal and vitality. For information concerning hours of operation and events, call the MDC at (805) 437-8407. <https://www.csuci.edu/mdc/>

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

- f. **Student Leadership Programs:** Student Leadership Programs provides programs and services designed to develop students who will lead with excellence and integrity while they build community, personally flourish, and act in a positive and socially responsible manner.

Student Leadership Programs seek to achieve the following aims through the delivery of programs and services:

- To provide resources, training, and information for student leaders and advisors of clubs and organizations regarding leadership development
- To facilitate user-friendly, accessible, and responsive processes for clubs and organizations to function
- To inform campus constituents of the importance and availability of leadership, involvement, and experiential and service-learning opportunities
- To collaborate with the campus community to facilitate the development of student leaders in curricular and co-curricular endeavors
- To recognize the co-curricular achievements of student leaders

Student Leadership Programs is housed in the Student Engagement and Applied Leadership (SEAL) Center located on the first floor of the Bell Tower. Student Leadership Programs includes three programmatic elements: the SEAL Center, Student Organizations, and the Leadership Certificate Program (currently under development). At CSUCI, there are eight types of student organizations including: academic, cultural, faith-based, honorary, political, service, special interest, and sports clubs. <https://www.csuci.edu/step/studentleadership/>

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

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

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

3. **Events and Activities:** HRE provides numerous events and activities, which are great opportunities for learning and building relationships. Our aim is to promote student learning by utilizing HRE's DOLPHIN Needs Model, which addresses key individual and community development needs of our residents.

The following table describes the DOLPHIN acronym:

D.O.L.P.H.I.N	Need	Need Description
<b>D</b>	<b>Diversity Awareness &amp; Education</b>	A multicultural perspective is a pillar of the University and is essential to individual and community success in the Villages, University, and global communities. Diversity Awareness and Education focuses on oppression reduction through events that develop self and social awareness on areas such as race/ethnicity, spirituality, sexual orientation, socioeconomic status, ability, and gender.
<b>O</b>	<b>One's Self Awareness</b>	Through a better understanding of one's self, individuals become empowered to make positive changes that build on their areas of strength, while also allowing reflection on areas of improvement. Increasing self-awareness involves exploration of personality type, value systems, beliefs, ethical decision-making, self-esteem, and emotional intelligence and expression.
<b>L</b>	<b>Life &amp; Career Planning</b>	Developing confidence, purpose, and goals focused on career development, life skills, and personal interests are an important part of the college experience. Career planning is a process in which individuals identify where they excel, how one's skills, talents, values, and interests translate into a fulfilling career, and how to take steps toward pursuing



		that career post-graduation. Life planning supports this effort in covering some of the important 'basics' such as time and money management, caring for a home or vehicle, information management, intellectual capacity, and other related areas.
<b>P</b>	<b>Personal Citizenship</b>	Citizenship focuses on developing and promoting the ideals of intellectual honesty, democracy, sustainability, civic engagement, and social justice. Events that focus on developing residents into engaged citizens will help prepare them for leadership roles and positive community membership beyond the university experience. This area will assist residents in exploring their role as a member of multiple communities, and what it means to be a socially responsible citizen.
<b>H</b>	<b>Healthy Living</b>	To be healthy and well is a requirement for students to reach their full potential and thrive. Wellness is a holistic process that encompasses physical, mental, emotional, and spiritual health. For college students it is important for them to understand how their lifestyle choices affect their overall health. Additionally they must be given the tools to confront issues such as: substance abuse, sexual health, stress management, grief, and changes in mental health, appearance issues, and physical exercise.
<b>I</b>	<b>Interpersonal Relationships</b>	Interpersonal relationship skills involve recognition of how an individual's actions affect others, developing an appreciation of and sensitivity to the needs of others, a capacity for intimacy, and the ability to relate and communicate effectively. In the residential college environment, the ability to navigate interpersonal challenges is important to each resident's satisfaction, and well-being.
<b>N</b>	<b>Neighborhood Connections</b>	Having a real connection to the residential community can have a profound impact on a student's overall educational experience. Providing intentional activities in which residents can meet, share, and build connections with their neighbors enhance feelings of community and belonging not only in a particular floor or building, but within the larger CSUCI community as well.

These events are located either in the Villages or other locations on campus. The majority of events and activities are free to residents. If an event has a fee associated, it will be clearly identified on all advertisements. Residents have opportunities to meet and interact with peers and learn new skills while having fun. However, some of the most rewarding events are those initiated by residents themselves. We encourage residents to contribute ideas for events and activities, which can be done through speaking with an RA, Residence Hall Association member, Graduate Student Assistant, Assistant Coordinator of Residential Education, or Coordinator of Residential Education.

4. **Floor Meetings:** RAs will conduct mandatory floor meetings that are designed to keep residents aware of important information and upcoming events. Attendance at these meetings is very important, and not attending could result in disciplinary action. If you know you cannot participate in a scheduled meeting, please notify your RA in advance. **Note: Until further notice, RAs will facilitate all floor meetings virtually; however, meeting attendance is still mandatory.**
5. **Immunization Requirements:** Hepatitis B immunization requirements for all new students 18-years old or younger attending CSUCI are posted at the [Student Health Services Website](#). Please be sure to read this information and other health immunization requirements as it may affect your ability to register for future semesters.



Meningitis (Meningococcal) immunizations are strongly encouraged for all students living on campus in the event a fellow student contracts meningitis. Meningitis is a very serious condition which is highly contagious and living in close quarters increases vulnerability. Please read the Meningococcal disclosure found on the HRE website.

**FLU vaccinations are strongly encouraged for all students living on campus.**

6. **Lost and Found:** The University Police operates a lost and found service on campus. All found items are to be reported and turned over to the University Police within 24 hours.
7. **Residence Hall Association:** The Residence Hall Association (RHA) provides residential programming and serves as the representative governing body for residential students to assist residents in taking an active role in shaping their residential communities. RHA is an excellent outlet that presents the students' opinions about residential life in Anacapa, Santa Cruz, Santa Rosa, and Town Center to HRE and areas in the Division of Student Affairs staff. All residents are members of RHA and are encouraged to actively participate. RHA weekly meetings serve as a platform for students to proactively voice concerns and recommendations. RHA is also a student programming arm of the residence halls.

Students are given many opportunities to participate in student housing programming and government through multiple venues. Each building and floor will elect individual representatives to provide assistance to students through a variety of events and activities, while also serving as the students' voice to Residential Education staff. Each floor community will also have one or two floor representative who assist with event coordination and affect positive change within HRE. If you are interested in learning more about RHA opportunities, please contact your Resident Advisor (RA).

8. **Roommate Mediation and Conflict Resolution:** Roommate conflicts often stem from a lack of communication between roommates. To avoid breakdowns in communication, be proactive and strive for effective communication methods. Unfortunately, there are times when you and your roommates/suitemates may have difficulty resolving issues. However, allowing frustration to reach its highest point is not the answer. With respect, care, and an open mind, your chances of developing a solid roommate relationship can increase dramatically. Facilitated correctly, it can be one of the most rewarding aspects of living on campus.
  - Think about using the following suggestions if conflict arises:
    - **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 in less of a defensive position. People listen better when they don't feel attacked.
    - **Don't argue right when a disagreement occurs.** Your chances increase of saying things you may regret. Allow yourself to gather your thoughts, which will help to be 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.
    - **Do not use your white board or Post-it notes as a form of conflict-related communication.** Communicate in person if you have a problem to discuss. Things are more likely to get better if you take the time to meet face to face. Written messages may result in miscommunication due to a misinterpretation of information.
    - **Your RA can help.** If you and your roommate cannot resolve an issue peacefully, ask your RA for assistance. RAs receive hours of training each year on topics like roommate conflicts, conflict resolution and mediation, emergency response, and cultural awareness. RAs can be effective mediators and are qualified to help resolve the common roommate problems.
  - Please note: prior to any room change due to a roommate conflict, mediation with the RA must take place. For more information refer to the Room Changes section of this handbook.

## **Housing & Residential Education**

### **Student Conduct Procedures and Process**

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#### **Student Conduct Overview**

Housing & Residential Education is 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, which is one reason why living on campus is such an integral part of the college experience! At the same time, it requires responsibility, consideration, and mutual respect so that community members can live together in harmony. Standards for on-campus living have been developed to promote an environment where students can live together with freedom and flexibility while respecting the needs and rights of others. We ask everyone to accept the responsibility of living effectively in a community and maintain awareness and responsiveness to how their actions affect their neighbors and roommates. The responsibilities that students have as on-campus residents are outlined in the HRE Community Living Standards below. Further, all students of the CSU are responsible for abiding by the CSU Student Conduct Code, (Title V, Section 41301). Standard violations are addressed by HRE staff or the Dean of Students office through the student conduct process.

Moreover, as residents of the State of California, we are required to know and adhere to all state laws, which are outlined in the California Penal Code and the California Vehicle Code. Violations of these laws could result in legal consequences, which on campus, are most often addressed by the University Police Department. When there is an overlap of Community Living Standards and state law, students are accountable to all three entities: Housing & Residential Education, the University, and the University Police. Each of these offices work cooperatively with each other, and at the same time are authorized to adjudicate alleged violations independently.

#### **The Conduct Process**

Housing & Residential Education's conduct process is based on a system that incorporates residents involved, the Dean of Student's Office and Residential Education staff. The system is designed to provide students with awareness of their status in the conduct process. Conduct officers are required to act reasonably and responsibly consistent with HRE's procedures but are not required to prove guilt beyond a reasonable doubt. The CSU defines responsibility for a violation when the evidence suggests that the student charged is more likely than not responsible for the violation based on the information reasonably available from all sources, which is also known as a preponderance of evidence, and is how higher education student conduct cases are most commonly adjudicated.

When a conduct officer receives a case, it is their responsibility to meet with all involved resident(s) to review the information reasonably available and make a decision about whether a student is responsible for the alleged violation(s). Each confirmed violation includes a housing administrative sanction ranging from a formal warning to license cancellation and an accompanying university sanction ranging from a formal warning to expulsion.

A resident's conduct record is based on the severity of the Community Living Standard violation(s), which is 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 all result in a license cancellation, which is terms for removal from Housing. Additionally, due to the common severity violations that result in license cancellation, they are often reported to the University Police Department.

## The Conduct Process and Associated Responses

The following table reflects possible administrative sanctions and its corresponding meeting.

<b>Housing Sanctions</b>	<b>Required Meetings</b>
Formal Warning	Meets with: Assistant Coordinator of Residential Education, Student Conduct Specialist, or the First Year Communities Coordinator
HRE Probation	Meets with: Assistant Coordinator of Residential Education, or the First Year Communities Coordinator
Notification of Removal	Meets with: Director of Residential Education or designee Notification of removal at the end of the semester and denial of student housing eligibility in subsequent academic years
Termination of License	Meets with: Director of Residential Education or designee Immediate removal from student housing and denial of student housing eligibility in subsequent academic years
<b>Dean's Office Sanctions</b>	<b>Required Meetings</b>
Formal Warning	Meets with: Assistant Coordinator of Residential Education, Student Conduct Specialist, or the First Year Communities Coordinator
Disciplinary/ University Probation	Meets with: Associate Dean of Students, Director of Residential Education, or designee
Suspension	Meets with: Associate Dean of Students and the Director of Residential Education or designees
Expulsion	Meets with: Associate Dean of Students and the Director of Residential Education or designees

## Student Conduct Reporting, Meetings, and Review Process

We are committed to providing due process for all students, promoting student growth and learning, and addressing student conduct concerns and their impact in student housing and the University community. Our process is designed to promote responsibility and effective community living through fair and reasonable accountability. Students are encouraged to enter this process honestly and openly to effectively resolve concerns and gain the most from the experience. Please note that violations of the community living standards are subject to termination of your housing license agreement and may be a violation of the student conduct code

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

1. An incident report (IR) is submitted to HRE. While IRs are most frequently provided by student staff, reports may also be submitted by students or other university staff who are impacted by a potential violation.
2. Incident reports are primarily reviewed by the Director of Residential Education (DRE), Lead Coordinator of Residential Education (CRE), Assistant Coordinators of Residential Education (ACRE), Graduate Assistant of Residential Education, and the Residential Education Operations Assistant (REOA). If these reports contain sufficient information to warrant a conduct meeting or an educational discussion, a letter requesting a student meeting with the appropriate HRE conduct officer will be generated.
3. Students are expected to immediately schedule a meeting with the indicated conduct officer when they receive the investigation letter. Students are given three business days to schedule this meeting, unless notified otherwise. Meetings may be scheduled via the link in the Investigation letter, at the HRE main office (E150) for the DRE or at any village front desk for the other review officers. Failure to schedule a meeting in the specified timeframe or failure to attend a scheduled meeting may result in additional violations.

4. In the conduct meeting, students will be asked questions based on information from a documented incident report. Students may also provide verbal or written statements of their own account of the alleged incident.
5. The conduct officer evaluates the validity and credibility of the evidence presented from all sources and makes a determination of responsibility based on a preponderance of the evidence. This decision is communicated to the student electronically or in writing during the conference meeting in the form of a resolution letter. The outcome and sanction are final and binding if a student accepts the sanction.
6. In most cases, students may accept or reject the decision of the conduct officer. If a student wishes to reject the decision of the conduct officer, instructions are listed below and provided in the resolution letter. Students who reject a sanction will engage in the University's formal hearing process and will receive notice and instructions on the process within 10 working days.
7. Students on HRE probation or whose behavior results in egregious or severe violations of the CLS will meet with the Director of Residential Education and are at risk of removal from housing. Residents cannot reject an HRE removal decision but may appeal this decision with the Associate Vice President (AVP) for Student Affairs of Housing & Residential Education and Associated Students, Incorporated.

### **HRE Removal Appeal Process**

Any student subject to removal may submit an appeal via email within 3 business days of receipt of their sanctions to AVP Dr. Cindy Derrico. Appeals must be based on at least one of the following criteria and speak directly and substantively to one or more of the following:

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

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

1. Uphold the decision of the original conduct review officer
2. Increase, reduce, or change the sanctions issued by the original conduct review officer, or
3. Find the student not responsible and revoke the sanctions issued by the original conduct review officer.

The AVPs decision of the appeal will be enforced and the student will not receive any additional appeals.

### **Conduct Definitions**

Conduct Meeting: A meeting with a University official who is authorized to review and respond to HRE community living standards and the Student Conduct Code violations. An investigation 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 or in writing delivered to their room. **Until further notice, conduct officers will conduct all meetings via zoom or telephone if students do not have the ability to meet on a video call.**

Conduct Review Officer: A staff member responsible for reviewing and responding to incident reports. The conduct review officer sends the Notice of Investigation meeting invitation to all documented students.

Sanction: A requirement or condition imposed at the discretion of the conduct officer with an educational goal intended. Sanctions may include disciplinary action and associated educational component such as community service projects, an educational program or presentation, educational program attendance, or a research paper/project.

**Resolution Agreement:** An agreement between the University and those engaging the conduct process. Students have the opportunity to accept or reject the conduct officer's finding or proposed sanction. Students who reject the finding or assigned sanction will continue in the conduct process via a University hearing.

### **Administrative Sanctions**

Students found responsible for violating Community Living Standards will receive an administrative or educational sanction. **Administrative sanctions** are a form of cumulative accountability to hold students proportionately accountable for severe and continuous violations. The purpose of an **educational sanction** is to help students learn from personal and peer behavior during an incident. The conduct officer is responsible for determining the sanction that best meets the overall educational goal of the conduct process.

**Administrative: Housing.** The level of responsibility assigned for a violation gives students a better understanding of the incident severity as it relates to their housing status. Below is an explanatory guideline:

**Formal Warning:** This sanction is typically, but not always, the first step in the conduct process for most minor violations. This sanction is a reminder to review the guidelines for resident conduct within the Resident Handbook and commit to abiding by them. With this sanction a written warning is issued to the student that indicates additional violations of University and/or Housing & Residential Education standards will result in further disciplinary action.

**Housing Probation:** This sanction indicates that a student's actions require a more serious response than a Formal Warning, but do not necessarily meet the level of removal from housing. Being placed on Housing Probation means that continued violations of the guidelines and standards within the Resident Handbook may result in further disciplinary action, typically leading to removal from housing. Housing Probation is set for a designated period of time (may cross academic years depending on when violation takes place, i.e. – violation during late Spring semester may lead to probation into the following Fall semester), and will include restitution, educational sanctions, or other specified activities.

**Notification of Removal:** A disciplinary sanction period of observation and review in which a student is formally notified that he/she will be removed, but that this removal is held in abeyance. Specifically, this means that the student will be allowed to remain in student housing through the end of the semester if their behavior does not violate any other community living standards. Should the student be found responsible for behaviors that violate these standards prior to the end of the semester, they will be removed from student housing immediately. Notification of removal may also result in responsibility to pay future housing fees. Title 5 of the California Code of Regulations allows a campus to collect full housing and board fees from a student who breaches their housing license. Housing & Residential Education mitigates these fees in most cases in proportion to the severity of the violation.

*Per Title V of the California Code of Regulations*

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

**Termination of License:** The Director of Housing & Residential Education or designee has the authority to revoke a resident's housing license (contract). Termination of License prohibits the student from continuing to reside in student housing through revocation of their housing contract. Removal will result in forfeiture of monies paid to student housing and will also result in responsibility to pay future housing fees. Title 5 of the California Code of Regulations allows a campus to collect full housing and board fees from a student who breaches their housing license. Housing & Residential Education mitigates these fees in most cases in proportion to the severity of the violation. Termination may also preclude a student from being able to return to student housing for a specified

period of time without permission from the DRE. Once removed the student may not enter any facility or property operated by HRE.

*Per Title V of the California Code of Regulations*

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

**Administrative: University.** The level of responsibility assigned for a violation gives students a better understanding of the incident severity as it relates to their university conduct record. Below is an explanatory guideline:

**Formal Warning:** This sanction is typically, but not always, the first step in the conduct process for most minor violations. This sanction is a reminder to review the guidelines for resident conduct within the Resident Handbook and commit to abiding by them. With this sanction a written warning is issued to the student that indicates additional violations of University and/or Housing & Residential Education standards will result in further disciplinary action.

**Disciplinary/University Probation:** A designated period of time during which privileges of continuing in Student status are conditioned upon future behavior. Conditions may include the potential loss of specified privileges to which a current Student would otherwise be entitled, or the probability of more severe disciplinary sanctions if the Student is found to violate the Student Conduct Code or any University policy during the probationary period.

**Suspension:** Temporary separation of the Student from active Student status or Student status.

**Expulsion:** Permanent separation of the Student from Student status from the California State University system. Expulsion, withdrawal in lieu of expulsion, and withdrawal with pending misconduct investigation or disciplinary proceeding shall be entered on the Student's transcript permanently, without exception; this requirement shall not be waived in connection with a resolution agreement.

### **Educational Sanctions**

As the conduct process is meant to be educational and focus on how one's actions affect the community, whenever possible and appropriate, sanctions will include an educational assignment. Educational sanctions take into account the specifics of the incident and the individual resident. The objective is to help students learn from their experience and make a contribution to the community. A conduct officer may assign one or more educational sanctions. Examples of educational sanctions are listed below but are not limited to:

1. **Community Service Hours:** Students are required to complete a specified number of hours in a specific number of days. Typically students are assigned up to 5 hours per warning. Since the hours are designed to give back to the community, they must be completed with the resident's RA, the Village office, or another area within HRE.
2. **Educational Project:** Students are required to complete a specified educational project. This may include participation in an educational program or activity, writing a paper, or completing a project or task.
3. **No Contact Agreement:** At times, due to notable conflict, students are placed on a behavioral agreement/contract that precludes contact with a specified individual(s). This agreement requires students to keep their distance from each other and proactively avoid additional conflict. If issued, violations of a No-Contact Agreement may result in further disciplinary action.
4. **Restitution:** Students are required to make payment for damages to property of the University or another student.

5. **Housing Relocation:** Students may be asked to relocate or move to another room on campus. The student will be expected to follow room change procedures as outlined in this Handbook and provided by HRE. This relocation must be completed timely according to the sanctioned deadline.

### **Assignment of Administrative Sanctions**

Listed below are some Community Living Standard (CLS) violations and possible associated administrative sanctions, some of which have a range of severity and may be listed under multiple categories. Sanctions associated with standards not listed below will be determined at the discretion of the conduct officer. The conduct review officer will evaluate the information available and decide responsibility for documented violations. A student's conduct record will remain with them unto graduation. For example, a student who receives a lower level Formal Warning their first year living in housing and violate a mid-level CLS during their second year is at risk of a more severe HRE administrative sanction (e.g., probation or greater).

The length of a residents' HRE probation will vary depending on the violation. However, as a guideline, students placed on probation after Spring Break probation could extend through the Fall semester the following academic year. Students placed on probation in May probation can be for the duration of the next academic year. Students who complete the terms of their probation may have the ability to receive an additional warning(s) before they receive a Notification of Removal or a Termination of License.

The following list is meant to serve as a guide and is not a complete list of the infractions and subsequent sanctions. Final decisions are at the conduct review officer's discretion.

#### **Formal HRE Warning and University Warning (low level)**

- Access to Housing: Propping doors and gates
- Quiet and Courtesy Hours
- Care of Common Areas and Property
- Care of Apartments Rooms & Suites: Improper trash disposal
- Non-Compliance: Failing to complete conduct sanctions
- Access to Housing: Use of closed facilities
- Alcohol: Alcohol containers (empty and/or for decoration), minor alcohol violation
- Alcohol Edu: Not completing Alcohol Edu by the due deadline
- Vehicles and Transportation: Riding skateboards/bicycles/etc. within the Villages
- Care of Common Areas and Property, Care of Apartments Rooms & Suites: Improper trash disposal, minor damage
- Fire Safety: Possession of candles, incense, or HRE/University signs
- Floor Meetings: Unexcused absence from a floor meeting
- Furniture: Removing furniture from a common area
- Guests and Overnight Visitors: Failure to register an overnight guest for one night, exceeding the allowed amount of guests (will be charged \$45 per night guest fee)
- Marijuana possession of paraphernalia
- Non-Compliance
- Quiet and Courtesy Hours: A violation during 24-hour quiet periods
- Pets (may have cleaning/damage fees charged)
- Smoking

#### **Formal Warning and University Warning (mid-level)**

- Access to Housing: Climbing gates
- Alcohol: Public intoxication/unable to care for self, violation of alcohol privileges, hosting a gathering where alcohol is present

- Care of Common Areas and Property, Care of Apartments Rooms & Suites: Improper trash disposal, minor damage
- Fire Safety: Failure to evacuate in the event of a fire alarm
- Guests and Overnight Visitors: Excess of 8 overnight guests
- Non-Compliance: Failure to provide identification, being uncooperative or verbally abusive to staff
- Smoking: Possessing a hookah (water pipe)
- COVID-19 related violations (e.g., not wearing a face covering)

#### **HRE Probation and University Verbal Warning or Probation (mid – high level)**

- Alcohol: Providing alcohol to students under the age of 21
- Care of Common Areas and Property, Care of Apartments Rooms & Suites: major damage
- Dangerous Behavior
- Drugs: Possession of drug paraphernalia, being under the influence of a prohibited substance, participating in an activity where drugs are present (regardless of consumption)
- Fire Safety: Disabling/removing a smoke detector
- Harassment
- Marijuana: Possession but not use of, or in the presence of but not using
- Smoking: Smoking inside an HRE facility, includes an electronic cigarette (e-cig, vapor)
- Vandalism
- COVID-19 related violations (e.g., not wearing a face covering while in a small group)

#### **Notification of Removal and University Probation (high level)**

- Harassment
- Fire Safety: Falsely pulling a fire alarm, tampering with fire safety equipment, removing or damaging exit signs
- Theft
- Vandalism
- Marijuana use
- COVID-19 related violations (e.g., spreading germs; not wearing a face covering while in a medium sized group)

#### **Termination of License and University Suspension or Expulsion (severe level)**

- Assault
- Dangerous Behavior
- Drugs: Use, possession, distribution, sales, manufacture/cultivation of an illegal substance
- Harassment
- Marijuana use, distribution, sales, or cultivation
- Theft
- Vandalism - significant property damage
- Weapons
- COVID-19 related violations (e.g., spreading germs; not wearing a face covering while in a medium sized group; intentionally engaging with other students or staff while knowingly ill)



## Community Living Standards

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Living in a community presents many wonderful opportunities for learning and relationships. Living together effectively in a community requires adherence to reasonable community living standards, the University code of conduct, and the laws which govern our state, local area, and campus. You may find information online at [www.csuci.edu](http://www.csuci.edu). All students are responsible for knowing and abiding by CSU policies.

Housing & Residential Education (HRE) offer Medical Leniency whenever there is concern for the health and well-being of a student and there is fear about reporting it to avoid getting their friend in trouble. Medical Leniency is most common when a student is under the influence of alcohol or drugs but could also be the result of an injury due to inappropriate actions. Medical Leniency means that we will review the reported individuals' case leniently because someone present acted responsibly by notifying university officials who could provide assistance or secure medical attention.

Housing & Residential Education Community Living Standards are outlined below. Prior to move-in, all residents must read the Resident Handbook and sign affirming their completion. Knowledge of and adherence to these standards, the Student Conduct Code (Executive Order 1097), and those items listed in the Residential Education, Administrative Services and Information, Facilities, and Safety Information sections is required of all residential students. Not meeting or abiding by the standards within this Resident Handbook may result in disciplinary action.

**1. Dishonesty, including:**

- A. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
- B. Furnishing false information to a University official, faculty member, or campus office.
- C. Forgery, alteration, or misuse of a University document, key, or identification instrument.
- D. Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.

**2. Unauthorized entry into, presence in, use of, or misuse of University property.**

**3. Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.**

**4. Participating in an activity that substantially and materially disrupts the normal operations of the University or infringes on the rights of members of the University community.**

**5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.**

**6. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.**

**7. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.**

**8. Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events.**

Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
10. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
11. Theft of property or services from the University community, or misappropriation of University resources.
12. Unauthorized destruction, or damage to University property or other property in the University community.
13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
15. Misuse of computer facilities or resources, including:
  - A. Unauthorized entry into a file, for any purpose.
  - B. Unauthorized transfer of a file.
  - C. Use of another's identification or password.
  - D. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
  - E. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
  - F. Use of computing facilities and resources to interfere with normal University operations.
  - G. Use of computing facilities and resources in violation of copyright laws.
  - H. Violation of a campus computer use policy.
16. Violation of any published University policy, rule, regulation or presidential order.
17. Failure to comply with directions or, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
18. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or wellbeing of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
19. Violation of the Student Conduct Procedures, including:
  - A. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
  - B. Disruption or interference with the orderly progress of a student discipline proceeding.
  - C. Initiation of a student discipline proceeding in bad faith.
  - D. Attempting to discourage another from participating in the student discipline matter.
  - E. Attempting to influence the impartiality of any participant in a student discipline matter.
  - F. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
  - G. Failure to comply with the sanction(s) imposed under a student discipline proceeding.
20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

- 21. Access to Housing:** The following guidelines are essential to maintaining a safe, secure, and orderly community. Residents may not make unauthorized entry or use of, or misuse, any University property.
- A. Access to common areas: 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. Entering common areas after the space has closed is prohibited.
  - B. Access to residential units: Unauthorized entry into an apartment, suite, room, or building other than the one assigned is prohibited.
  - C. Alternative stay: Residing in HRE without completion and approval of the alternate stay form.
  - D. Entry: Residents must use appropriate doors and gates to enter areas in housing. Climbing in or out of windows and balconies is prohibited.
  - E. Gates: Interior and exterior gates are specifically designed for the security of the residents. Propping or manipulating these gates to provide unauthorized access is prohibited. Residents may only access Housing via key or ID swipe; no other mode of entrance is permitted, such as reaching or jumping over a gate.
  - F. Unauthorized access: Providing access to the Villages to anyone other than a resident or a guest is not allowed. Emergency exits are for emergency use only.
  - G. Restricted areas: Unauthorized presence on rooftops, overhang, ledge, areas underground, or marked for restricted access for any reason is prohibited. Unauthorized entry to restricted areas such as closed buildings, mechanical rooms, data rooms, and custodial closets is prohibited.

**Note:** Violation of this standard is subject to charges.

- 22. Alcohol:** The University is committed to maintaining an environment for students that is predominantly free of alcoholic beverage consumption and strictly adheres with federal and state laws. No student is to report to class, or any University activity, while under the influence of alcohol. The intent of this standard is neither to encourage nor to endorse the use of alcoholic beverages, but to describe the permitted and prohibited use in student housing. Any alcohol violation will result in the disposal of alcohol and alcohol containers present.
- A. Alcohol Privileges: Residents age 21 or older with a valid Alcohol Privilege Card (APC) may only have alcohol in rooms certified as Designated Consumption Zones (DCZ) where alcohol is being stored, consumed, or where alcohol containers are present.
    - 1. Residents with approved alcohol privileges are responsible for their presence or participation during any alcohol violation by another resident or guest, which will result in meeting with a conduct officer.
    - 2. If any member of an apartment loses their alcohol privileges, the apartment is no longer a DCZ, and all residents must immediately remove all alcohol and alcohol containers.
    - 3. Residents with alcohol privileges must carry their APC on them when consuming or in the presence of alcohol and present it to University staff upon request.
    - 4. No person under the age of 21 may be present or admitted into an apartment where alcoholic beverages are being served, consumed, visible, or not appropriately stored (e.g., alcohol containers in a bathtub).
    - 5. Residents with an APC may not consume or be in the presence of alcohol when residents under age 21 are present.
    - 6. Replication, altercation, or misuse of APCs and DCZ Certificates is prohibited.
  - B. Non-housing residents 21 or older, with a valid ID, may possess or consume alcohol in a DCZ. The resident host is responsible for the behavior of their guests and ensuring that their guest abides by all laws, Community Living standards, and policies.
  - C. The distribution, sale, and brewing of alcohol is prohibited for all residents. Possession, consuming, and being in the presence of alcohol or alcohol containers is prohibited for all residents and guests under the age of 21.
  - D. Alcohol containers, whether full or empty, decorative or for recycling, and being in the presence of alcohol or alcohol containers is only permitted for those with an APC in Santa Cruz, Anacapa, and Town Center DCZs. **Note:** residents must always adhere to the maximum amount of alcohol in a DCZ whether containers contain liquid or not.

- E. Residents and guests are prohibited from being intoxicated in any HRE common area. A common area is considered any location outside of a resident's apartment or suite. Residents who exhibit an inability to exercise care for one's safety or the safety of others, which includes causing a public disturbance, are in violation of this standard. If a resident or resident's guest consume alcohol off campus, and either party exhibits threatening behavior (e.g., vomiting, inability to walk, unconsciousness, etc.) upon returning to campus, then the sober or capable party must contact the RA on duty immediately or the police if one requires immediate attention or healthcare. Residents who fail to facilitate care for themselves or their guests (i.e. dropping off an intoxicated resident in a common area or parking lot and leaving) are in violation of the Alcohol Community Living Standard.
- F. Alcoholic beverages and containers are prohibited in all public areas, such as the Anacapa Commons, the pool, the Jacuzzi, recreation areas, balconies, sidewalks, grass areas, etc.
- G. Excessive amounts: Excessive amounts and common sources of alcohol are prohibited in housing. Quantity violations of the Alcohol CLS will result in disposal of alcohol present in the apartment or suite.
  - 1. Residents are permitted to have no more than a six-pack of beer, a 750-milliliter bottle of wine, or a 750-milliliter bottle of spirits per person in a DCZ.
  - 2. Common source or bulk quantities are defined as but not limited to kegs, pony kegs, punch bowls, large mixtures of alcohol with other substances, large serving containers, wine boxes, commercial dispensers, or the amount of alcohol equivalent to a common source alcohol beverage container, whether empty or full. Due to their visual similarity to kegs used for alcohol, root beer kegs are prohibited without written approval from the Director of Residential Education.
  - 3. Devices used or intended for the rapid consumption of alcoholic beverages are prohibited.

**23. Alcohol Edu:** Statistics show that alcohol is a common issue among college students. It is essential for residents to understand the appropriate use of alcohol and the side effects of alcohol usage.

- A. All CSUCI residents are required to complete Part I of the Alcohol Edu online course to maintain alcohol privileges in Housing and Part II 45 days after, which students will receive an email notification.

**24. Assault and Fighting: Violations of this CLS may result in termination of License on First time offense** (See CLS: 7)

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

### A. General Care:

- 1. All roommates are responsible for keeping their apartment/suite/room free of all CLS violations. Any charges incurred will be split equally between all residents of a unit should the University be unable to determine responsibility for damages or loss after appropriate investigation.
- 2. All areas must be cleaned regularly to maintain sanitary conditions, store food properly, and maintain appliances in a clean and safe working condition
- 3. Bags or other collections of trash/recycling should not be left in any student room, or common area in suites and apartments, as it poses a health concern.
- 4. Residents are prohibited from placing trash or recyclables outside an apartment/suite, in a hallway, courtyard or any area other than the trash and recycling dumpsters.
- 5. Residents are prohibited from washing dishes in any bathroom sink or putting food or other items should down those drains to prevent serious clogs. Residents without a kitchen in their space must use a community kitchen to wash dishes.

### B. Winter Break:

- 1. At the end of the fall semester residents are required to clean their apartments to the original move-in condition. **Note:** This does not mean remove all items/move-out, but a cleaning of the area.
- 2. All trash and recyclables must be removed from apartments/rooms/suites before the halls close for winter break.
- 3. Santa Cruz Village residents must defrost and clean their provided mini-refrigerator(s) by the end of fall finals week.

**26. Care of Common Areas and Property:**

- A. Any malicious damage or acts that result in additional clean up in or around the housing buildings, grounds, or other facilities or property is prohibited.
- B. Residents are required to clean the area at the conclusion of using any common area, which includes ensuring trash is picked up, the room is vacuumed, and equipment and furniture are returned to their proper locations.
- C. Residents must not remove any furniture or equipment from common areas.
- D. Residents are prohibited from tampering with electronic (i.e. thermostats) or safety equipment, or misusing game equipment.
- E. The use of spray paint, glitter, or glue on the surfaces of the Art Room is prohibited (i.e. gluing items to surfaces).

**F. Violating any COVID-19 or safety precautions related to common areas and HRE property.**

**Note:** Violation of this standard is subject to charges.

**27. Computer and Internet Use:** Computer and internet usage must be in accordance with the terms noted in the **IT.03.001** Interim Policy on Responsible Use. Refer to <https://policy.csuci.edu/sp/4/sp-04-005.htm> for the full document. (Refer to 41. Wireless Routers.)

**28. Drugs:** The possession, use, sale, manufacture or distribution of any illegal drug or substance, including the possession of drug paraphernalia, is prohibited on the CSU Channel Islands campus, and in all its buildings, including HRE.

- A. Being under the influence of a controlled substance is prohibited.
- A. Organizing activities, participating in associated activities, or being in the presence of controlled substances is prohibited
- B. Possession of prescription drugs not prescribed specifically to that individual is prohibited.
- C. Marijuana: the possession, use, sale, manufacture or distribution of marijuana is prohibited on CSU Channel Islands campus and in all its buildings.
- B. Residents are prohibited from possession of any marijuana paraphernalia or being under the influence of marijuana in any housing facility.

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

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

- A. Smoking in the elevators.
- B. Intentional damage to and/or vandalism of the elevators, such as prying elevator doors open, jumping, graffiti, spilling a drink, dropping food, 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.
- F. Exceeding the current one person per use limit set forth as a safety measure during COVID-19 emergency management.**

**30. Energy and Water Conservation:** As part of the HRE effort to promote sustainability and energy conservation, residents must employ energy-saving actions to avoid excessive consumption.

- A. To ensure proper egress, and due to limited space in the suites, the provided mini-fridge must be stored on the wall next to the closet space.
- B. Additional regular or mini-fridges or microwaves are prohibited.
- C. Cooking devices are not permitted within the suite, which includes a microwave, hot plate, coffee machine, toaster, etc.

- D. Only Energy Star rated appliances are allowed that do not violate the above guidelines.
- E. Air-conditioners and space heaters are not permitted.

**Note:** Violation of this standard is subject to charges for excessive utility usage. For Town Center, excessive usage would be defined as any monthly utility charges totaling over \$100.

- 31. Fire Safety:** Maintaining the safety of the HRE communities is of the utmost importance, and it is imperative all residents maintain a safe environment and report any malfunctioning fire safety equipment (such as exit signs, smoke detectors, etc.).
- A. Art Room: Spray paint and similar art mediums are not allowed in the art room since the over-spray typically set off the smoke detector in the room, and then the fire alarm in the building.
  - B. Egress: All hallways, exits, stairwells, doorways, or areas that are deemed an egress (i.e. windows) need to be free from garbage, bicycles, clutter, furniture, or other items that may or have a potential to limit entry/exit, which include hanging objects over handrails and gates such as towels, wetsuits, etc. Also, all doors and windows must have the ability to be fully opened.
  - C. Evacuation: All persons are required to evacuate the building immediately upon the sound of an alarm. Interfering with emergency services, procedures, or failing to conform to established safety regulations and/or instruction given by emergency response staff is prohibited.
  - D. Fire Safety Equipment: Falsely reporting a fire, tampering with, disabling, blocking access to the fire extinguisher, or misuse of any fire safety equipment (i.e. fire alarms, smoke detectors, fire sprinkler, fire extinguishers, EXIT signs, etc.) is prohibited. Residents are prohibited from hanging any items from a fire sprinkler or smoke detector. Use of fire safety equipment must be reported to HRE immediately, failure to report usage would constitute a violation.
  - E. Candles & Open Flame: Candles, incense and/or any type of open flame within or adjacent to any HRE facility or grounds is prohibited. Torches, such as Tiki Torches, are prohibited. Candles for any purpose (this includes but is not limited to decoration, religious rituals, etc.) are prohibited. If found, such items will be confiscated.
  - F. Combustibles: Possessing or storing gasoline, fireworks, combustible chemicals/fluids and/or fuel-driven engines/appliances (i.e. motorcycles, mopeds, gas/propane grills, charcoal, lighter fluid, etc.) is prohibited.
  - G. Cooking: Cooking and/or cooking equipment such as toaster ovens, electric grills, etc. are to be stored and used in designated kitchen areas of Anacapa, and G building common area kitchens. Cooking in Santa Cruz, Santa Rosa bedrooms or suite areas, and Anacapa and Town Center bedrooms or living rooms is not allowed. Barbeque grills are not allowed in Town Center apartments or balconies. Leaving cooking food unattended in an apartment or common area kitchen is prohibited and a safety risk that can lead to a live fire, damage, and/or injury.
  - H. Decorations: All materials used must not encroach into the hallway but may be in the alcove of the suite or apartment door. All decorations must be non-combustible (i.e. made from fire-proof material) and be UL list-approved for the intended use. Live, or cut down trees and other materials of flammable nature are prohibited. All decorations are to be removed within two days following the holiday or prior to leaving the apartment for the holiday. Only LED string of lights may be used and must be turned off when the room is not occupied.
  - I. Heat source: Heated elements which could be left unattended for long periods of time (such as simmering potpourris or scented light bulb rings) and require heat to release scent are prohibited. Open-coiled electric or heating appliances such as space heaters, hot plates, and sun lamps are prohibited. All must be attended to at all times. Leaving allowed heat source equipment (such as curling/flat irons, glue guns, irons, etc.) on is prohibited. Wax warmers are prohibited and will be confiscated if documented.
  - J. Lamps & lights: Halogen lamps and neon lights are prohibited.
  - K. Plugs & extension cords: Extension cords are never permitted in housing. Power strips/surge protectors without a UL rating are prohibited. Appliances may not be plugged into a power strip. Plugging power strips into other power strips is prohibited.

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

- 32. Floor Meetings:** Approximately twice per month floor meetings are arranged and facilitated by RAs. All residents are required to attend to obtain pertinent information and updates. If unavailable for the meeting residents are required to give their RA advanced notice and schedule a follow-up time to receive missed information.
- 33. Furniture:** Moving any furniture from a common area without the written permission of an HRE staff member is prohibited. Adding additional furniture to student rooms can only be done with written permission from HRE. Waterbeds are prohibited.
- 34. Guests and Overnight Visitors:** The rights and comfort of all residents/roommates must be considered when inviting guests into the apartment or suite. A resident's request for any guest to leave, regardless of the guest's gender or sex, must be honored. The term guest and visitor apply to current CSUCI residents who are not assigned to the space they are visiting. **Until further notice, residents are not permitted to have guests beyond assisting the resident with move-in during the students agreed upon time.**
- A. 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.
  - B. Guests must abide by all HRE and University standards for behavior. Residents are responsible for their guests' and visitors' behavior and for any damage incurred by their guests and visitors. As such, any violations to the resident handbook or to University policy will be charged to the resident as if they were the one to commit the violation.
  - C. The resident host must accompany their guest(s) at all times. This includes the time when a resident is at class. At no time is it allowed for a guest or visitor to be in student housing without the hosting resident present with the guest. Unescorted guests will be asked to leave the premises. Residents may not lend their key cards to anyone, including visitors and guests.
  - D. Residents may have up to three visitors at any one time in their room/apartment/suite. To comply with fire codes, there may be no more than the following (these limits include residents and guests)
    - 1. Santa Rosa Village room: 8 people
    - 2. Santa Cruz Village one-bedroom suite: 6 people
    - 3. Santa Cruz Village two-bedroom suite: 12 people
    - 4. Anacapa Village apartment: 12 people
    - 5. Town Center apartment: 10 people
  - E. Individual room parties or gatherings that create disturbances, damage, excessive noise, cause health or safety concerns, are prohibited. Parties or gatherings that involve more than one room are prohibited.
  - F. Unregistered guests are not allowed in apartments, rooms or suites between 1 and 8 a.m.
  - G. Guests are limited to a maximum stay of two consecutive nights before a \$45 charge is placed on the hosting residents' account for each night exceeding the second consecutive night.
  - H. Each resident may have a total of 8 overnight guests per semester. An individual guest is allowed eight overnight stays per semester and is limited to a maximum stay of two consecutive nights. A \$45 charge will be placed on the resident's account for each night that exceeds their guest's 8 approved overnight stays. This is to avoid an individual guest living in housing through being the guest of different residents (i.e. room hopping).
- Note:** Violation of this standard is subject to charges and loss of guest privileges.
- 35. Identification:**
- A. Residents are required to carry student identification with them at all times, which must be presented upon request from a University official.

- B. All residents must be identifiable by not wearing masks, costumes or anything that obscure one's face (e.g. Halloween related coverings). Should this standard conflict with a resident's religious practices, please schedule a meeting with the Director of Residential Education to discuss an exemption.
- C. Residents and/or guests should not be in the possession of another individual's University identification.
- D. Guests are required to show a valid I.D. when requested.

**36. Improper Check-Out:** Residents are not released from their housing license agreement and associated fees unless their license has been revoked, the terms of their agreement has ended or with an approved contract cancellation.

- A. Residents are required to complete a Check-Out form, sign all necessary paperwork and return issued key card and hard keys before vacating.

**Note:** Violation of this standard is subject to charges.

**37. Improper Room Change:** It is important for the safety and security of residents that they occupy the space they are assigned to. For information on the room change process please refer to page 22.

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

**NOTE:** Violation of this standard is subject to charges.

**38. Keys and Security:** The locking systems in HRE are designed for flexibility, convenience, and security. Each student will be issued appropriate key(s) that allow access to their bedroom, apartment or suite, the security gates, and all common areas with Anacapa, Santa Cruz, and Santa Rosa Villages according to the posted hours of operation.

- A. Residents are prohibited from duplicating, selling, transferring, or lending their key(s) to another individual for any reason, including to gain access to a residence or common area.
- B. Bypassing or tampering with the locking mechanism for any door is prohibited, which includes the propping or taping of any door.

**39. Animals:** To maintain a clean, healthy, and allergen free environment the only type of pet permitted are fish in tanks of 10 gallons or less.

- A. The harboring, feeding, or possession of any animal in or around any housing facilities is prohibited, including visiting pets, which includes gerbils, rats, hamsters, snakes, turtles, lizards, or any other contained animal.
- B. Exceptions are made for support and service animals (as defined by California Law) for students who are registered with Disability Accommodations & Support Services as requiring this accommodation.

**Note:** Violation of this standard is subject to clean-up and sanitation charges.

**40. Service or Emotional Support Animals:** Service and emotional support animals are subject to additional guidelines not listed in the handbook that can be provided upon request from HRE's main office. Contact Disability Accommodations & Support Services to request accommodation. If approved and prior to bringing an animal to housing, HRE requires resident to sign an addendum to the license agreement and will seek roommates' concurrence.

- A. Resident is responsible for maintaining control of the animal at all times.
- B. Animals must always be on a leash.
- C. Animal's waste must be disposed of properly, which does not include flushing down the toilet. Residents must immediately remove feces, or any other form of waste from campus grounds, dispose of them in a sealed plastic bag, and then place that bag directly in a dumpster.



- D. The animal must not interfere with the quality of life of roommate(s) or other residents. Upon confirmation of a concern, it will be the resident's responsibility to address the behavior and rectify the issue.
- E. Handler's must comply with all requests for an emotional support animal to be removed when visiting another resident's accommodation or in a common area within housing.
- F. The animal must be under supervision or secured within an animal kennel at all times.

**41. Pool and Spa:** The Anacapa Village pool is heated and available for use by all residents and their guests. Student housing residents may not use the pools located in University Glen, nor Mission Hills Apartment Homes. **Until further notice, use of the Anacapa Village pool and spa area is prohibited.**

- A. Residents must always accompany their guests
- B. Pets and emotional support animals are not allowed in the pool area.
- C. Service animals are not permitted in the pool or spa water.
- D. All rules must be followed when using the pool.
- E. Glass is not allowed in the pool area.

**42. Posting:** All materials to be posted must be submitted and approved by HRE. Those wishing to post in HRE may contact the Residential Education Operations Assistant.

- A. Public display of obscene matter is prohibited, and under the discretion of University. HRE reserves the right to remove from public view any postings deemed to others as obscene or that are detrimental to the overall goals of the University. Public view includes but is not limited to the external apartment/suite door, windows facing out, areas of an apartment/room that can be seen from the outside, and hallway bulletin boards.

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

- A. Quiet hours are from 10 p.m. to 8 a.m. Sunday through Thursday (and holidays), and midnight to 8 a.m. on Friday and Saturday. During quiet hours, sound from a room, suite, or apartment should not be audible outside the unit door, nor in adjacent rooms, which includes conversations outside, noise in stairwells, slamming doors, and anything that may cause a disturbance to others.
- B. Courtesy Hours are to be observed 24 hours a day seven days a week. Courtesy hours require that noise which can be heard outside your bedroom be kept to a minimum to respect students living in the apartment/suite and those living around you. If you are disturbed by noise in the community, please speak with your neighbors, and for additional assistance contact HRE staff.
- C. Residents are not permitted to play music that is audible from outside of any community space or an individual's room.
- D. HRE may make exceptions to this standard for sanctioned events.

**44. Recording or Photographing Others:** All residents have the right to privacy when in the residence halls. Recording or photographing a person anywhere in a housing facility without their consent is prohibited, which includes within a student's room, suite, or apartment or in any other part of the housing facility. Recording or photographing someone without their consent may be referred to student conduct and/or the Title IX and Inclusion office for review and response.

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

- A. Alterations, changes, modifications, remodeling and/or renovating, including but not limited to, painting of the unit, tampering with the electrical or mechanical fixtures in the unit or public areas, installing in-line water purification systems, or installing a door or area lock without consent of HRE is prohibited.

- B. Use of staples, tacks, nails, screws, tape (masking, duct, or cellophane), stickers, or glue is prohibited on any HRE property, including doors, floors, walls, ceilings, windows, bulletin boards, and any furniture.
- C. Command™ type adhesives are not permitted in Santa Rosa Village.
- D. Staples, tape, and putty are not permitted in HRE provided bulletin boards.
- E. Students are prohibited from repairing damages, as this could complicate the repair process and result in additional charges. Damage resulting from nails, screws, adhesive/tape, stickers, or tacks shall be repaired by University maintenance and charged to the student.
- F. Residents shall not install or place any equipment or construction of any type on the grounds, over the door, or in the buildings, which includes exercise poles, pull-up bars, resistance pulls/bars, or any other type of installed equipment.
- G. Satellite dishes may not be mounted on or outside buildings.

**46. Smoking:** The California State University system have all been designated as smoke and tobacco free campuses. The following will not be allowed anywhere on campus:

- A. Use of any type of smoke-emitting products (i.e. cigarettes, pipes, hookahs, cigars, etc.).
- B. Use of anything that looks or gives the effect of smoking (i.e. e-cigarettes, vapor products, vaping) is prohibited.
- C. Tobacco and nicotine use in any form (except FDA approved smoking-cessation products when used for this purpose) is prohibited.
- D. Hookahs: Hookahs are strictly prohibited from being used, stored, or transported through the villages. Hookahs are not allowed to be brought into the residential halls for any reason including cleaning or storage. Refer to 32. Smoking policy for information regarding use of hookahs outside of the residential areas.

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

**48. Unauthorized Activities:** theft of property or services from the University community, or misappropriation of University resources.

- A. Removing or stealing University property or property belonging to a roommate, campus community member, or guest is prohibited.
- B. The unauthorized use of services and acts of fraud is prohibited.

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

**49. Unauthorized Alterations:** Willful or negligent damage caused to University, HRE, by a resident or guest is prohibited.

- A. Damage includes the removal, defacing, destruction, or tampering with property (including grounds/landscaping).

**Note:** Any areas affected areas may be temporarily shut down from use. Violation of this standard is subject to fines, criminal charges, referral to the Dean of Students, and/or Termination of License on first time offense.

**50. Vehicles and Transportation:** Bicycles, skateboards, roller blades, scooters, or other wheeled modes of transportation may not be ridden within student housing areas.

- A. Bicycles must not obstruct or be parked in public passageways, egress, walkways, or in the housing facility.
- B. Bicycles may not be locked or attached to any gate, pole, tree, or other housing equipment.

- C. Motorized transportation 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.

#### **51. Weapons and Dangerous Items**

- A. Use or possession of any weapon including, but not limited to: rifles, shotguns, handguns, BB guns, air rifles and pistols, paintball guns, bows and arrows, knives, daggers, swords, spears, ninja stars, brass knuckles, torches, and ammunition, is prohibited in housing among all students, faculty, staff, and visitors (except sworn peace officers).
- B. Possession, remodeling, or usage of any item resembling a real weapon, firearm, or explosive is prohibited.
- C. Residents are prohibiting from possessing or using firecrackers, fireworks, explosives, flammable chemicals/materials, or pyrotechnics of any nature.

**Note:** Violation of this standard is subject to criminal charges, referral to the Dean of Students, and/or termination of license on first time offense.

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

- A. Tampering with or removing blinds, windows, or window screens from any part of the building is prohibited.
- B. Students are not permitted on roofs, building ledges, or overhangs.
- C. Throwing objects or liquids from windows, balconies, stairwells, or roofs is prohibited.
- D. Using a balcony to store unsightly articles, garbage or University-owned furniture is not permitted.
- E. Sitting on, perching on, or jumping over balcony railings is prohibited.
- F. Shaking, cleaning, hanging, or placing any articles from or out of the window, outside window ledges, balconies, landings, or on roofs of the building is prohibited.
- G. Shouting or yelling across or from balconies is prohibited.

- 53. Wireless Routers:** Students are not allowed to bring their own internet equipment. The installation of personal wireless routers, ad-hoc networked devices, hubs, and/or other cable TV or Ethernet splitters are prohibited. Personal wireless routers may create interference with the wireless access points and impact the network performance of wireless network users. Additional information is located via:

<https://policy.csuci.edu/sp/4/sp-04-005.htm>

## Community Living Guidelines

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### Alcohol Privileges

All residents are responsible for following the alcohol guidelines at all times. Individuals may earn alcohol privileges independent of the other residents in their apartment. Residents age 21 or older in good judicial standing may only consume alcohol in rooms certified as Designated Consumption Zones if the residents complete Alcohol Edu, the Alcohol Education Program (AEP) online certification, fill out the accompanying APC application, and retrieve their APC from the coordinator or designee.

Designated Consumption Zone (DCZ): Once all residents of an apartment or suite pass the AEP online certification and complete the APC card application, the Lead Assistant Coordinator of Residential Education or designee will generate a DCZ placard for the apartment or suite. Residents who are unable to retrieve their APC and DCZ on move-in day must work with the Lead Assistant Coordinator of Residential Education or designee to retrieve both. Once residents receive their DCZ certification, they may store and consume alcohol in that space in compliance with the HRE Community Living Standards. For verification, residents must always keep their DCZ certification posted on the refrigerator of the approved apartment.

Residents with an APC and non-resident guests 21 or older may only consume alcohol in DCZ apartment or suite with their APC card or valid identification; for residential students, a valid ID will not qualify as a substitute for the APC. Residents who choose to have guests in their DCZ while alcohol or alcohol containers are present assume the responsibility of checking the age of everyone present ensuring their residential guests have an APC and their non-residential guests have a valid form of identification indicating their age. All residents present at the time of an alcohol violation may lose their alcohol privileges. Residents who lose their alcohol privileges must immediately return revoked APCs or DCZs to the appropriate coordinator. Please note that rooms in Santa Rosa Village do not qualify for a DCZ placard and thus all alcohol is prohibited.

### Guests and Overnight Visitors

Visitors are allowed in apartments or rooms from 8:00 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. All residents must register overnight guests by signing into myCI, selecting Student Housing application portal link, selecting Visitor, and then clicking Register New Visitor.

Each resident may have a maximum of three guests at one time. Residents may have guests stay overnight for a total of eight nights per semester. All guests, including family members are limited to a maximum of two consecutive nights and cannot exceed eight overnight stays per semester. A \$45 charge will be placed on residents' account for each night exceeding the second consecutive night. Residents may obtain permission to exceed their guest limit with written permission of the Lead Coordinator of Residential Education at least two business days before extra guests will be present. However, limits regarding maximum people allowed in an apartment/suite still apply.

Guests must abide by all HRE standards and are required to show a valid I.D. when requested. Guests who bring a vehicle to campus can only park in A10 parking lot with a properly displayed temporary University parking permit from Transportation & Parking Services and an overnight permit from HRE. Residents may retrieve the HRE overnight permit through their village office. **Until further notice, residents are not permitted to have guests beyond assisting the resident with move-in during the students agreed upon time.**

### Health, Safety, and Occupancy Checks

Housing & Residential Education will conduct periodic Health, Safety, and Occupancy check (HSOC) s throughout the year. Residents will receive advanced notice of these inspections, as they require entry into every student room. Please note that violations of Community Living Standards or the License Agreement may result in administrative action that affect one's student conduct record and housing status. Residents given notice during

HCOCs to submit a Housing Repair Request Form or to clean their space due to potential health hazards must do so within 3 business days. Follow-up checks will occur with residents on notice, and HRE will take administrative action that can affect one's student conduct record and housing status.

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

Upon Checking-in, residents will have 72 hours to review the condition of their assigned space (including common areas such as the kitchen, bathroom, living room) and note on the Inventory tab of the Student Housing link. Once residents receive their key(s), all roommates are responsible to keep the apartment/suite/room sanitary and free of community standard violations. As a general guideline to maintain sanitary conditions, residents should clean on a weekly basis and regularly dispose of trash, and recyclables to the proper dumpsters.

Residents are expected to maintain reasonable sanitation and safety standards, store food properly, maintain appliances in a clean and safe working condition, and submit an online Housing Repair Request Form to repair damages to a unit. Residents should not wash dishes in any bathroom sink or put food or other items down the drains as it leads to serious clogs and damage. Residents without a kitchen should use the common area kitchens in G130, G230, K1 Community Space, Santa Rosa Village Family Rooms, and the Anacapa Commons, to wash dishes. Residents should also properly, scrape food into trash before rinsing and utilizing the garbage disposals.

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

Common areas and property include, but is not limited to, lounges, study rooms, game rooms, the exercise room, art room, dance studio, media room, stairs, recreation areas, kitchens, balconies, pool, laundry rooms, doors, walkways, fire extinguishers, elevators, exit signs, and lights. All common areas and HRE property are for the use of residents and registered guests only, and thus they are the responsibility of every resident. If equipment is not working or is broken, please assist us and your fellow residents by reporting the issues right away to the Village office, or the RA on duty.

Residents are expected to always and immediately clean up after themselves when in HRE. Residents should take excessive volume of trash to the dumpster and not stack trash on top or next to a trash can. Residents should also properly clean all dishes, cooking equipment, and properly store all food to reduce health risks and vermin within the community. Residents who do not properly dispose of their items agree to the understanding that HRE will dispose of any items left or not properly stored. **Until further notice, use of designated common spaces is authorized under a reservation system, with the exception of Laundry Rooms,**

### **Art Room**

Only paint, markers, or similar art mediums are allowed to be used on floor, ceiling, and walls of the room. Please note that windows, screens, light switch, thermostat, and smoke detector should not be marked or tampered with in any way. **Until further notice, this common space is prohibited.**

### **Community Respect**

As members of a civil community, residents are expected to comply with all reasonable requests for courtesy. Respecting the rights of students to study and use the HRE facilities is important to maintaining a positive University and residential community. Residents should not interfere with the attempts of others to study and should always show respect for community members and housing staff.

### **Marijuana and Other Drugs**

Medical marijuana cards or other cards issued for the purpose of designating an individual's right to possess and use marijuana are not recognized at CSU Channel Islands. At no time will a student, resident, or guest be allowed to possess or use marijuana, marijuana paraphernalia, or be under its influence while in student housing.

Residents can report suspected drug activity directly to the University Police. Residents documented with Marijuana or paraphernalia will result in the confiscation of the paraphernalia and generally the disposal of the marijuana; large quantities of marijuana or any indication of selling will be reported to the University Police Department.

### **Elevator Emergencies**

Elevator evacuations will be handled in accordance with established safety protocols for elevator evacuation. Anyone trapped in an elevator should sound the alarm and wait for help to arrive before attempting evacuation. The person stuck in the elevator should remain calm and always respond to the direction of University and emergency personnel.

### **Energy and Water Conservation**

Please make every effort to conserve energy and water while residing in housing. Residents can be more mindful of their resource use by limiting the length of showers, immediately turning off water when finished, and turning off lights, twinkle lights, fans, and televisions when leaving rooms for extended periods of time (e.g., class, study groups, etc.), and unplugging items from power strips when not in use..

### **Furniture and Amenities**

Housing & Residential Education provides furniture and amenities to assist with residents' living experience but does not provide any additional storage spaces for belongings; students in need of more space must make arrangements off campus. Students interested in decorating their assigned space can only adhere or hang items using approved Dorm Tape, painter's tape, frog tape, white wall putty, Command™ type adhesives, excluding Santa Rosa Village, should all product directions be followed and no damage to the wall occur upon removal.

All furnishings provided are considered state property and are to remain in the designated area (i.e. bedroom, common area, lounges). In common and outdoor areas, the furnishings are for the use of all residents. 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.

Each family room in Santa Rosa Village has a full-size refrigerator, microwave, toaster, blender, and Keurig coffee maker. Santa Cruz Village (SCV) suites have a microwave and mini fridge in the common areas; SCV suites with four or more occupants will have two mini-refrigerators. Anacapa Village and Town Center are furnished with a full-size refrigerator in every kitchen. Town Center apartments may also have centralized air, which should be used sparingly.

### **Fire Safety**

Residents should make every effort to ensure that they are adhering to the HRE standards and all state laws to keep themselves and the community safe from fire related incidents. Residents wishing to barbeque should only use the grill adjacent to the Anacapa pool area. Barbequing outside of the only designated space in HRE is considered a fire safety issue. In addition to cooking, residents should avoid any use of spray type paint indoors. Spray type paint should only be used outdoors, but not on or near pavement or concrete, with care given to the surrounding grounds or property.

### **Improper Checkout**

Residents are required to follow all procedures for checking out of and vacating their space. Prior to vacating all residents must restore the unit to move-in condition, including cleaning and returning furniture to original locations (i.e. beds bunked). Residents who checkout at the conclusion of the spring semester require submission of a Check-out Cleaning Agreement, which outlines which resident is responsible for cleaning and damages. Charges will be split between all residents in rooms where residents do not note damage responsibility or an indication of cleaning responsibilities. Please note that moving out of housing without approved notice or removal from housing for conduct does not release the resident of financial obligations.

## Keys and Security

All keys and key cards are considered the property of HRE, but residents are responsible for their issued key(s) until the end of their license agreement. Residents are encouraged to immediately report a lost, stolen, or missing key, not to exceed 48 hours, to the main HRE office. A non-refundable charge will be assessed for any replacement key(s) issued to the resident during occupancy and for any key(s) lost or not returned upon check-out. Please note that a police report for a stolen key is required to avoid a key charge.

## Non-Compliance

All University staff, including Resident Assistants, are considered University officials for the purpose of this guideline. University officials work to provide students and guests with a safe and secure environment within student housing. It is imperative that students always comply with reasonable requests of University officials to help facilitate the progress of University business. Residents not abiding these guidelines are at risk of violating Community Living Standard 17, and are responsible for fulfilling any associated sanctions.

The following actions impede housing operations and should always be avoided. Residents or guests should never refuse to provide information to a staff member or provide false information, conceal violations from staff (i.e. hiding prohibited items), not answer doors when staff is attempting to make contact, hiding from staff, or interfere with staff while they are performing their duties. Residents assigned educational sanctions as part of the conduct process are expected to complete their assignments.

## Service or Emotional Support Animals

Residents who are approved for a Service or Emotional Support animal is responsible for, indemnify and hold harmless the University, from and against any and all lost liability, expense, claim, costs, suites and damages of every kind, nature and description arising from any property damage or personal injury caused directly or indirectly by animal. To prevent any health and safety concerns, residents are also responsible for their animal's wellbeing included, but not limited to, regular feeding, watering, bathing, grooming, flea/tick treatment, and veterinary care. In addition to ensuring the Service or Emotional support animal is properly secured, HRE also recommends that one not be away from their domicile for more than 24 hours without animal. **In the event the resident were to become ill and require quarantine or isolation, a care taker who does not live on campus should be established to help care for the animal until the owner has been cleared from quarantine.**

## Storm Drains

Only rain water is permitted down storm drains. Reduce and prevent water pollution by: sweeping and raking up debris on surfaces, use less weed and pest control chemicals, avoid over watering, do not dump chemicals or oil down, place pet waste in containers for proper disposal, properly maintain your pool and spa, use a full or self-service car wash that recycles water and uses as little water as possible, use biodegradable cleaning products.

Report improper discharges to the following email address: [fsworkcenter@csuci.edu](mailto:fsworkcenter@csuci.edu). Storm drains: do not drain to the sanitary sewer and storm water is not treated at wastewater treatment plants, are present in developed areas to prevent flooding by transporting water away from development. Storm water is transported by storm drain systems and flows into streams, creeks, lakes, rivers, and the ocean, and pick up many pollutants along its journey such as trash, sediment, and nutrients. All of these can harm wildlife, their habitat, and our drinking water supplies. Common urban pollutant sources include landscape debris, pet waste, soaps/detergents from car washing, illegal dumping or fertilizers, pesticides and herbicides, litter and trash, and leaking vehicles. For more information on ways to prevent storm water pollution visit: [www.vcstormwater.org](http://www.vcstormwater.org).

## Vehicles and Transportation

Resident can only park their bikes in the the designated bike racks in housing. Resident can store their bicycles in their room, but residents should talk with their roommate about keeping the bike in the room.

## Frequently Asked Questions

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### 1. Who do I write my check out to?

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

Please send **all** student housing payments to the Student Business Services office. Sending your payment to Housing & Residential Education may delay payment processing. To ensure proper processing, include your name and your nine-digit student ID number.

### 2. Can I use financial aid to cover housing payments?

Yes, you may utilize your financial aid awards to cover housing expenses. Your financial aid awards cover the cost of tuition fees first. After tuition fees are covered, your financial aid awards are applied to Student Housing and lastly to any outstanding balances on your account. Students must check their account information through myCI or call the Financial Aid office at (805) 437-8530 to ensure that their aid has been posted as accepted. Students are encouraged to apply early for financial aid, and respond quickly to every request for information from the Financial Aid office or from loan providers. Please note financial aid funds 10 calendar days prior to the first day of the semester.

### 3. What do I do if my financial aid does not cover all of my housing expenses?

After your financial aid covers tuition fees, the remaining awards will cover your Student Housing expenses. If your financial aid is not sufficient to cover all of your University and housing fees, you are expected to pay the difference. You are responsible for paying the difference or enrolling in the Housing Installment Payment Plan. All payments must be made until your student account states a zero balance. Once your account reaches zero, your financial aid awards will be sufficient to cover the remaining housing fees. Failure to submit payments by the indicated deadlines may result in late fees, loss of housing preferences, and/or a financial hold on your account. Check your myCI account for information related to your financial aid awards and balance/payment details. Should any information change regarding your anticipated financial aid, such as approval of Parent PLUS loans or additional loans, please communicate such information with our offices as soon as possible.

### 4. How do I request a refund from housing, if I have overpaid?

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

### 5. May I increase my meal plan during the school year?

Resident students may upgrade from the Basic Plan to the Enhanced or Premier Plans at any time during the semester. To request a meal plan upgrade, please submit your request via email to [student.housing@csuci.edu](mailto:student.housing@csuci.edu). Please include your name, student ID number, and the nature of your request. A charge for the increased meal plan will be posted to your student account. Payment is due to the Student Business Services office 30 days after the charge posts to your account.

#### **Can I use Dolphin Dollars/Flex Cash to purchase meals?**

Yes, meals at Islands Café may also be purchased with Dolphin Dollars once the Islands Café meal balance is exhausted. Dolphin Dollars is a declining balance account. Additional funds may be added to your



dolphin dollars balance at any time throughout the year through use of DOCK or fill station, located in Town Center Market or Broome Library. If Islands Café meal account credits are exhausted before the end of the semester, students may use dolphin dollars to purchase meals at the published student meal rate. **Until further notice, resident who elect to add additional funds to their dolphin dollar balance should do so through the following online method, <https://www.csuci.edu/cardservices/docs/dolphinone-card-online-user-guide.pdf>.**

Please note that since the meal plan is required for all resident students, *decreases* to the meal plan are not allowed. Islands Café Meal account balances expire at the end of each semester, so students are encouraged to take full advantage of the plan by spending their meal accounts to a zero balance by the end of each semester. Dolphin dollar balances carry over from fall 2020 to spring 2021 and expire on May 21, 2021.

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

**6. Is parking available for residents?**

There are student housing (SH) parking lots adjacent to all student housing accommodations. Resident Students will need to purchase an SH parking permit online from the Transportation & Parking Services office. If a guest will be parking on campus for a short amount of time, we suggest that they park in metered or visitor parking spots. Parking regulations are enforced at all times. Please know space is limited. Students are encouraged to purchase their SH parking permit prior to moving in, as there is not grace period with parking on campus without a permit.

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

Yes, all students must review and electronically sign a contract (minors will have their guardian sign the contract and submit with a physical signature to HRE), referred to as a housing license agreement, to live on campus. The license agreement outlines all obligations of both the student and the University with respect to living on campus. For your reference, a copy of the full license agreement is available on our Housing website.

**8. Will I have roommates?**

Anacapa Village: Yes. Our Anacapa apartment floor plan includes a four-bedroom, two bath apartment set up to accommodate four to six students. Typically, each apartment has four single person occupancy bedrooms. Some rooms have double occupancy.

Santa Cruz Village: Yes. The majority of our two-bedroom suites are designed for double occupancy accommodations per each bedroom, allowing four students per suite. Each suite has a bathroom. Some suites have triple occupancy.

Santa Rosa Village: Yes. The majority of our bedrooms are double and triple occupancy.

Town Center: Yes, in most apartments. There are very limited single occupancy studios. In one-bedroom apartments there will be a double occupancy bedroom. Two-bedroom apartments are both double occupancy. **Note: Until further notice, residents will not have any room, suite, or apartment mates.**

**9. Who is my roommate?**

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

**Note:** Until further notice, residents will not have any room, suite, or apartment mates.

## 10. What should I bring?

Santa Rosa Village: Your suite is furnished with bedroom furniture, a ceiling fan, and one cube sized mini-fridge. Each family room in Santa Rosa Village provides a full-size refrigerator, microwave, toaster, blender, and Keurig coffee maker. Microwaves, coffee machines, and cooking appliances are not permitted within residents' rooms.

The following are our suggestions of some items you might want to bring.

**Bedroom includes:** ceiling fan, extra-long twin bed and mattress, three stackable drawers, shared closet, lockable file cabinet, desk, and desk chair.

**What to bring:** extra-long twin size sheets, blanket, pillow, study lamp, fan, iron, alarm clock, pad-lock (to lock file cabinet), and personal computer.

**Community bathroom includes:** toilet, toilet paper, shower, shower curtain, robe hook, mirror, counter top, sink, and towel rack. Our custodians will clean the bathrooms/showers. Items left behind will be discarded.

**What to bring:** shower caddy, toiletries, towels, bathrobe, and slippers.

**Family room includes:** Keurig coffee maker, microwave, refrigerator, sink, toaster, blender, can opener, dish rack, and cupboards. Food preparation should only take place in the Community Kitchen and Family Room kitchen area. Dish towels and hot pads will be provided.

**What to bring:** paper plates, bowls, plastic eating utensils, cup, K-cups.

Santa Cruz Village: Your suite is furnished, and includes mini-refrigerator and microwave in the suite's common area. Please note, due to our commitment to sustainability, do not bring an additional mini-refrigerator or microwave. We have a limited number of mini-refrigerators and microwaves allowed in each suite. Please refer to the Energy Conservation Community Living standard for guidelines.

The following are our suggestions of some items you might want to bring, or correspond with your roommates about bringing to your new suite.

**Bedroom includes:** extra-long bed and mattress, three stackable drawers, shared closet, lockable file cabinet, desk, and desk chair.

**What to bring:** extra-long twin size sheets, blanket, pillow, study lamp, fan, iron, alarm clock, television, paddle lock, and personal computer.

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

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

**Storage area includes:** shelving for food storage.

**What to bring:** paper plates, plastic eating utensils.

Anacapa Village: Your apartment will be fully furnished, including all major kitchen appliances. The following are our suggestions of some items you might want to bring, or correspond with your roommates about bringing to your new apartment.

**Bedroom includes:** bed, dresser/stackable drawers, closet, file cabinet, desk, and desk chair.

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

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

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

**Food preparation and storage area includes:** refrigerator, freezer, microwave, stove and oven, cabinets, pantry closet, dishwasher, trash bin and recycle bin, kitchen table, and three chairs.

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

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

**What to bring:** television.

Town Center: Your apartment is furnished, including all major kitchen appliances. The following are our suggestions of some items you might want to bring, or correspond with your roommates about bringing to your new apartment.

**Bedroom includes:** bed, dresser, closet, file cabinet, desk, and desk chair

**What to bring:** extra-long twin size sheets, blanket, pillow, study lamp, fan, iron, alarm clock, television, and personal computer.

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

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

**Food preparation and storage area includes:** refrigerator, freezer, microwave, stove and oven, cabinets, pantry closet, dishwasher, trash bin and recycle bin, washer and dryer.

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

**Living room area may include:** coffee table or end table, sofa or two armchairs, and may include bar stools or kitchen table and chairs.

**What to bring:** television.

## 11. What about decorating my room?

Your room has been professionally designed with decorator paint, floor coverings, and window blinds. You may bring items from home to personalize your space, but remember the rooms will be used for years to come, so please take care in choosing décor which makes it easy to return the room to its original move in condition. Refrain from using pins, nails, tape, glue, etc. We recommend using Dorm Tape. Command™ strips may not be used in Santa Rosa.

For decorating and storage purposes you may want to know the dimensions of your room. Please use these room dimensions as a guide only.

### **Anacapa Apartment approximate measurements:**

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

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

Living room: 11' x 11' 8

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

### **Santa Cruz Bedroom approximate measurements:**

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

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

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

**Santa Rosa Bedroom approximate measurements:**

Suite: 10'2 x 16'6

Accessible bedroom: 9' x 17'

**12. What amenities are provided in Santa Rosa Village?**

Santa Rosa Village has study rooms, family rooms, mail room, laundry room, community kitchen and living rooms. Anacapa, Town Center, and Santa Cruz residents can visit the HRE main office to gain access to Santa Rosa Village common areas.

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

Anacapa Village is home to The Commons, laundry facilities, vending machine areas, a swimming pool, spa, computer labs, study rooms, presentation room, surfboard storage, and built in barbeque.

Santa Cruz, Town Center, and Santa Rosa residents also have access to all common areas within Anacapa Village.

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

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

Residents of Anacapa Village, Town Center, and Santa Rosa also have access to all common areas within Santa Cruz Village.

**15. What amenities are provided in Town Center?**

Town Center has a program room with a printer, lounge area, tables and chairs, and is adjacent to the HRE Town Center front office in 103B, which faces Rincon Drive parking lot.

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

Housing & 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.

Although students are required to move out of student housing when the campus is closed, you may leave your items in your room and only take what you want while you are gone. Students requiring residence during campus closure will need to submit an Alternative Stay request, minimally 14 days prior to winter break. To submit a request, sign onto myCI, select Student Housing link, then select Alternative Stay.

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

The HRE License Agreement is very much like a lease you would sign for an apartment off campus and is binding for the entire academic year. Release from the License Agreement is only allowed in the following situations: end of CSU Channel Islands student status, marriage, and extreme 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. To request a release sign into myCI and select the Student Housing link.

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

We provide students with legitimate cause the opportunity to arrive prior to the academic year, remain on campus during winter break and University holiday periods, and in some cases following graduation.

This is known as an Alternative Stay, and there is an additional charge for this period, which equates to the daily rate of the HRE License Agreement. A request must be completed no later than 14 days prior to the requested extension period. To submit a request, sign onto myCI, select Student Housing link, then select Alternative Stay. Residents approved to reside within housing outside of the license agreement dates may access their assigned bedrooms, apartments and/or suites, and the Village common areas during operational hours.

We also offer summer residency for students who are working on campus at CSU Channel Islands or who desire to stay in the local community. A separate Summer HRE License Agreement is required. To apply for summer license agreement, sign onto myCI, select Student Housing link, then select Summer.

**19. 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 follow the suggestions outlined in the Roommate Mediation & Conflict Resolution section of this handbook. To learn more about the room change process, please refer to page 22 for Room Changes. **Until further notice, room changes will be minimal and, when possible, based on extenuating circumstances.**

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

If your apartment or suite is in need of repair or service, you may submit a work order request online via [www.csuci.edu/Housing](http://www.csuci.edu/Housing), select Maintenance & Key Requests. An individual work order request needs to be filled out for each request. **Note: Residents must complete a health assessment and immediately inform housing if they demonstrate any COVID-19 related symptoms before housing proceeds with addressing any maintenance concerns.**

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

When you move into your apartment, you and your roommate(s) are responsible for validating an online Room Inventory Inspection form within the first 72 hours after check-in. Provide a detailed description of the condition of your room when you moved in, including cleanliness, damage, and furniture.

When you check out, HRE will refer to the Room Inventory Inspection 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 charge will be assessed to the responsible party(s) student account. In the event we cannot determine who is responsible, all residents will be billed equally. A detailed list of damages and charges is provided in this handbook.

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.

**22. Is there anything I can do to decrease my Administrative Sanction**

We strongly encourage residents to use good judgment in their behavior. conduct process is designed to remind students of their responsibility for community living and to discourage repeated violations. On rare occasions the Director of Residential Education will offer the opportunity to lessen the administrative sanction to residents who have received a Notification of Removal. The opportunity for administrative adjustments is not offered to residents who have received probation or less. HRE encourages students to take all policies and potential consequences seriously as they will have a significant impact on one's ability to live on campus. Since the conduct process is designed to be educational, our aim is to increase and improve awareness and accountability to effective community living.