

Housing & Residential Life

2012-2013 Resident Handbook



Your Guide to Living in the Residence Halls

California State University | Stanislaus

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Housing and Residential Life Staff

The Housing and Residential Life staff is here to help make your stay a positive living and learning experience. Please do not hesitate to bring your concerns or suggestions to the attention of a staff member.

Professional Staff

(Housing Office Main Line 209-667-3675)

Annabelle Bautista, Coordinator, Resident Engagement and Community

Soseh Geer, Coordinator, Residential Life Programs

Renee Giannini, Coordinator, Student Accounts

Adrian Gonzalez, Maintenance Mechanic, Village I

Rebekah Gregory, Coordinator, Resident Academic and Career Support

Jennifer Humphrey, Director, Housing and Residential Life

Hilda Hurst, Lead Custodian, Village I & II

Taylor Marcell, Ph.D., Department of Kinesiology, Faculty-In-Residence

Andrea Martin, Coordinator, Summer Conferencing/Housing Services Specialist

Eddie Montano, Custodian, Village III

Juan Pulido, Lead Maintenance Mechanic, Village II & III

Christine Snyder, Coordinator, Business Support Services/Office Manager

Paraprofessional Staff

Community Leads

Eric Meneses, Upper-class and Interest Communities, Room 347, ext. 4866

Katie Billiet, Freshman Community, Room 322, ext. 4127

Freshman Resident Advisors

Melissa Vaca, Room 110

Ainsley Oliphant, Room 204, ext. 4508

Steve Silva, Room 212, ext. 4135

Rafael Jimenez, Room 309, ext. 4513

Anna Ramos, Room 114, ext. 4517

Danielle Gibson, room 217, ext. 4318

Interest Community Resident Advisors

Jordan Holmes, Sports & Fitness, Room 129, ext. 4126

Armando Garcia-Olvera, Pop Culture & Outdoor Adventure, Room 227, ext. 4384

Stacey Griffin, Global Connections & GLTB and Allies, Room 330, ext. 4245

Upperclass Resident Advisors

Arun Dharan, Room 141, ext. 4503

Mike Crosby, Room 231, ext. 4542

Mackenzie McMillan, Room 246, ext. 4662

Martin Bocanegra, Room 336, ext. 4822

Farm Saevang, Room 155, ext. 4553

Jose Diaz Leon, Room 355, ext. 4123

Residential Services

Cleaning of Rooms/Suites/Apartments

All public areas in the Village are cleaned each weekday and sporadically on weekends. Residents are expected to maintain their living quarters to a reasonable standard of cleanliness and to also uphold a reasonable standard of personal hygiene.

University housing staff will provide complimentary light cleaning of suite/apartment bathroom and kitchen floors throughout the year. In order for the courtesy cleaning to be performed the suite/apartment must be in a general state of cleanliness with all the items picked up off the floor. Rooms which are excessively dirty may be assessed a cleaning charge in the event the unit presents a health and/or safety risk.

Vacuums, brooms, mops and dustpans are available for resident checkout at the Community Center. Lack of cleanliness in resident units over the course of the entire year often results in the assessment of damages at year-end. This is primarily due to the accumulation and buildup of grime on floors and carpets. As a resident, you are strongly encouraged to regularly maintain your unit. This is a great way to prevent damage/cleaning fees at year-end.

Disabled Students

Several rooms in the Village are equipped to accommodate the unique needs of students who are differently abled. Students with disabilities are encouraged to notify the University Disability Services office of any special accommodations necessary. They will contact the Housing Office to coordinate individual arrangements.

Heating and Air Conditioning

The heating and air conditioning are controlled by the thermostat in each unit. We encourage you to conserve energy and use moderation in the use of these items. When running the heat or air be sure to keep your windows closed. When the sun is beating through your window you are advised to close your blinds to keep the heat out. Please contact the Housing Office in the Community Center if you experience problems.

Residents with windows that receive little winter sunlight should not consistently cover their windows with towels or other materials. This prevents air flow and can create a moist environment where mold grows along the window sill. To prevent this, frequently air out the window areas and wipe down the window sill as needed.

Residents should also be aware that Housing and Residential Life reserves the right to switch heat and air conditioning based on the needs of the overall community. While residents will retain control of air flow within units, the overall system for heat or air conditioning is set by housing staff.

Housing Facebook Page

The housing Facebook page is a great source of information and provides a means for residents to let the Housing Office know of any suggestions or concerns they have about our programs and services. Through the site, you can:

- Chat with other residents
- Look at the resident program calendar
- Visit the campus dining website
- Visit the photo galleries of previous resident events and activities
- Get important campus dates and deadlines

Key Control and Lockouts

Residents are responsible for the security of assigned keys, including gate, mail and unit keys. A non-refundable fee of \$45 per key will be charged to replace any lost or missing keys. As a courtesy, Housing and Residential Life will assist residents with lockouts up to two times. An escalating fee will be assessed per lockout after two courtesy lockouts. Residents requesting assistance with a lockout must come to the Housing Office for identity verification before a lockout will be completed. Safety protocols prohibit Housing and Residential Life staff from opening a unit or bedroom door for a friend or guest of a resident.

Mail and Packages

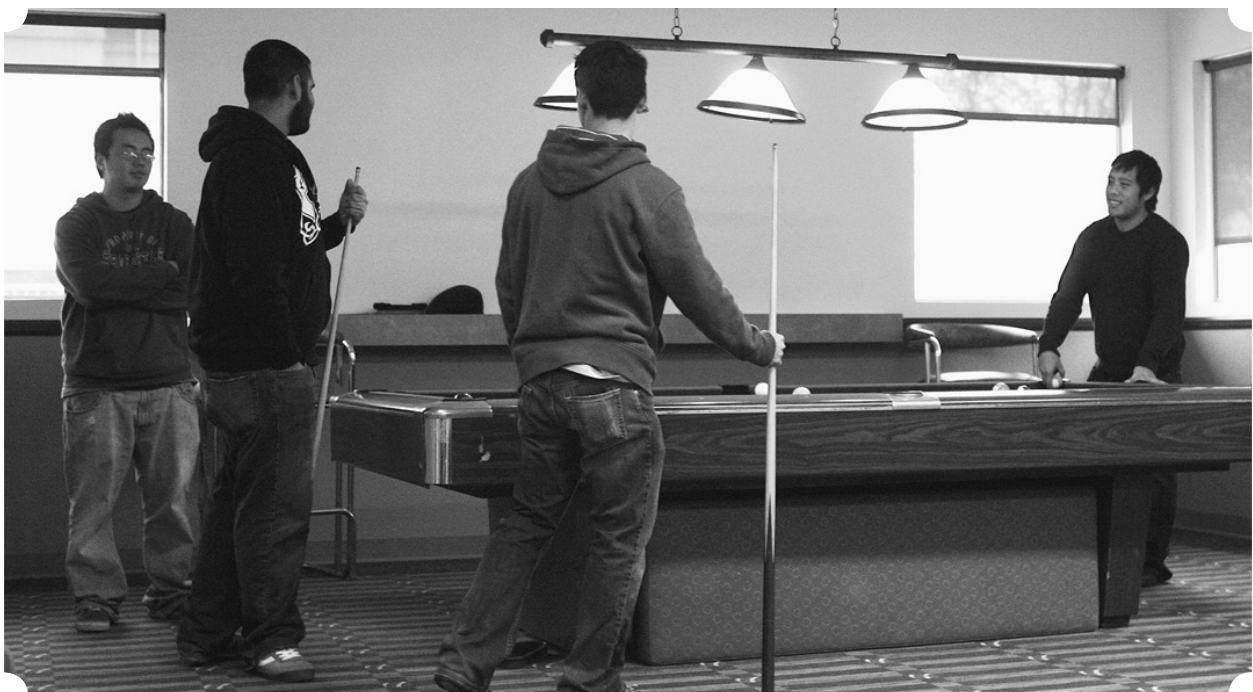
Postal mail is received mid-morning Monday through Friday and is typically in mailboxes by early afternoon. The department receives morning and afternoon package deliveries, and residents will receive a slip in their mailbox if they have received a package. Residents must present the package slip and their ID card in order to pick up a package.

Outgoing mail may be placed in the outgoing mail slot next to resident mailboxes. Mail is not processed on weekends or holidays.

Resident Advisor Duty Hours

Resident Advisors (RA) are on duty within the Village Complex from 4:45 p.m. to 8 a.m. every weekday and around the clock on weekends and holidays. During some holiday periods the schedule may vary, but residents will be notified in advance.

Every RA has weekly "house call" and "open door" hours, in addition to their regularly scheduled duty coverage. RAs also provide office desk support on Friday evenings and every weekend. During the week they can be found in their rooms, around the complex, or visiting their residents during "house calls." Residents can always call the main housing line at (209) 667-3675 to contact the Resident Advisor on duty for the evening.



Resident Dining

Residents may use their meal plans at several campus dining locations, including:

Main Dining

Monday-Thursday 7:30 a.m. – 2:30 p.m.

Friday 7:30 a.m. – 1:30 p.m.

Warrior Grill *(Closed weekends)*

Monday-Thursday 7:30 a.m. – 10 p.m.

Friday 7:30 a.m. – 5 p.m.

Mary Stuart Rogers Café *(Closed weekends)*

Monday-Friday 7:30 a.m. – 2 p.m.

Pop's Convenience Store *(Closed weekends)*

Monday-Thursday 10 a.m. – 10 p.m.

Friday 10 a.m. – 5 p.m.

Village Cafe

Monday-Friday Dinner – 5 p.m. – 8 p.m.

Saturday-Sunday Brunch – 10:30 a.m. – 1 p.m.

Dinner – 5 p.m. – 7:30 p.m.



Telephone and Internet Service

All bedrooms have a telephone line which may be activated by calling Campus Telephone Services at (209) 667-3719. Residents are responsible for the activation and termination of the phone line, as well as the monthly service cost. Wireless and hard line Internet service is provided as part of your housing package. The Internet is serviced and monitored by the Office of Information Technology. Residents experiencing a problem with their Internet service may file a work order with OIT by filing a work order at <http://www.csustan.edu/oit/Contact-HelpDesk.html>, emailing helpdesk@csustan.edu or calling (209) 667-3687. Work order response time for Internet troubleshooting ranges from two to four days.

University Email

Housing and Residential Life considers email one of our official communication methods with our residents. It's a fast, convenient and easy means of communication. Best of all, it saves paper and helps the environment.

Housing uses your official campus email address to send out information about room assignments, balances, check-in/check-out notices and much more. We've learned that for many of our residents, email is actually preferred over the traditional mailed letter. Therefore, residents are expected to read the emails that are sent to them.

You are responsible for regularly checking your university email account. Information sent to you through it is considered official university mail and is important and could be time-sensitive. Failure to check email, forwarding errors, undeliverable addresses, full mailboxes, spam blockers, etc., are not acceptable reasons for missing official university communications.

It's simple. Check your university email account or forward this mail into your personal email account. Just keep in mind that you'll need to periodically check your university inbox to ensure that the mailbox isn't full.

Vending Machines

Vending machines are available in the laundry room of the Community Center, in the Village Café and in exterior areas around the Village. No change is available in the office. Housing and Residential life is not the vendor for this service but acts as a liaison in the event of a problem.



Facilities

The Community Center

The Community Center is the hub of the Village. Here you will find the administrative offices for Housing and Residential life, mailboxes, the computer lab, laundry facilities, game room and the TV lounge.

The Community Center is open from (8 a.m. – 11 p.m.) Monday through Friday and (11 a.m. – 11:00 p.m.) on weekends. Special building hours will be posted in advance of each holiday period.

Computer Lab

The resident computer lab has PCs and a printer. This lab is open to all residents and can be accessed by using your gate key to open the door. The lab hours coincide with established hours for the Community Center. All personal work must be saved to a disk or thumb drive and cannot be saved to the hard drive of any lab computer. Residents utilizing the facility for educational purposes have priority over those engaged in recreational activities. Residents are asked to self-monitor their use of paper when printing and to limit their printing to 100 pages per month. Excessive use of paper will result in a \$.05/page charge to the resident. Non residents are not permitted to use this lab and will be charged \$.05/page for all their printing. Residents may use their university ID and password to log onto computers.

Housing Office

The Housing Business Office is located in the Community Center and is open for business from 8 a.m. to 5 p.m. Monday through Friday with the exception of selected holidays. The main telephone line for the Housing Office is (209) 667-3675.

Laundry Room

Community Center laundry room hours are (8 a.m. to 11 p.m.), Monday through Friday and (10 a.m. to 11 p.m.) on weekends. Village III laundry rooms are open 24/7. Residents may purchase and/or reload their laundry cards in the main laundry facility located in the Community Center, and at the first floor laundry room on the north side of Village III.

Items left in the laundry machines after closing will not be accessible until opening time the next day. Residents using the Community Center laundry room may use the Laundry Alert system to remotely monitor the status of their laundry. The system allows residents to monitor the status of their laundry online. Using this system, residents may also request that they be sent an email when their laundry is almost complete. Visit www.laundryalert.com and enter the phrase CSUS2580 to access the system.

Residents using laundry machines without Laundry Alert should stay in the immediate area when doing laundry. This reduces the risk of theft and minimizes the wait for others at peak use times. Please notify the desk attendant in the office of any problems with washers and/or dryers so that they can request repair by our vendor. When notifying the office, please indicate the machine number for faster service. NOTE: Housing and Residential Life is not responsible for missing items from laundry rooms.

Recreation Room

Residents and their guests can use the recreation room in the Community Center whenever it is not reserved for a special event. Pool, ping-pong and foosball equipment may be checked out from the office. A university ID card or driver's license must be left as collateral when borrowing equipment. Residents using equipment are asked to restrict their games to 20 minutes when other residents are waiting.

Repairs and Maintenance

Please report any room or common area repairs needed to the Housing Office as soon as possible. Residents can file a work order online through the housing website or by contacting the Housing Office. Repair work orders are organized in priority order, but generally you can expect a response within 48 hours. Any emergency, such as a plumbing problem or anything that impacts health and safety, should be identified as urgent by the person requesting the work order.

With the density of the population in the Village, one of the most common problems is that our water conservation toilets are easily stopped up with an excess of toilet paper and/or personal hygiene products. Residents are advised to dispose of items in the trash rather than flushing hygiene products in the toilet. Plungers are available in each suite and apartment bathroom if the problem is minor. Otherwise, call the duty line for immediate assistance.

TV Lounge

The TV lounge is available for resident use whenever the Community Center is open. The remote control may be checked out through housing desk in exchange for collateral, such as a student ID card.



Residential Life

The success of our residential life program depends on your involvement and support. We encourage you to become involved and participate in the organization, planning and implementation of all aspects of campus life.

Residents are assessed an annual program fee, which is refundable upon request within two weeks of check-in. All residents are entitled to participate in resident programming, but priority for attendance will be given to residents who have paid the activity fee. In exchange for this \$40 fee, residents have access to hundreds of dollars of free on-campus and off-campus events, ranging from overnight camping to attending theater productions and visiting museums.

Community and Floor Meetings/Notices

Community meetings are held monthly to disperse information and answer questions. Residents are strongly encouraged to attend such meetings. Failure to attend community meetings is not justification for being uninformed about housing policies, schedules, events, activities, etc.

Periodically, the Housing Office will place important and time-sensitive notices into resident mailboxes or on the front doors of living units. Residents are asked to read all mail and to post the information on their suite/apartment informational board so that all occupants of the unit may view the notice. Residents are encouraged to regularly check mailboxes. Failure to retrieve mail does not constitute a release from deadlines.

Resident Responsibilities/Community Standards

Residents are assigned a Resident Advisor upon move-in. The role of a Resident Advisor (RA) is to assist students in their adjustment to living on campus, provide peer support and to enforce university and housing policies. Although your RA will serve as a vital resource for you and is available to assist in a variety of ways, his or her role is to help you resolve conflicts, not to solve them for you. This is especially the case in the event of roommate conflict.

In such an instance your RA can help to facilitate a meaningful discussion where all roommates will have the opportunity to share concerns and jointly solve problems.

Housing policy does not attempt to define every acceptable and/or unacceptable form of behavior. In situations not covered by special policies, residents are expected to use common sense and conduct themselves in a mature and responsible manner at all times.

Room/Roommate Changes

Should you desire to change your living situation you must first speak to your RA about the difficulties you are having within your living situation. He or she will serve as a liaison between all the roommates in order to try to mutually resolve the conflict. If that effort is unsuccessful, you may then meet with the Coordinator of Resident Engagement & Community to formally request a room switch. Any approved change must go through the appropriate administrative process, including a meeting with the Student Accounts Coordinator to complete the paperwork necessary for a formal room reassignment. There is no guarantee of a room change, and all changes are based on the availability of bed space. No room changes will be considered until the start of the third week of each semester.

Winter Holiday Shutdown

Housing fees for the academic year contract do not cover the periods when the University is not in session. Residents must vacate the housing facilities no later than 3 p.m. Dec. 20, 2012, and may return starting at 11 a.m. on Jan. 2, 2013. Residents will not have access to their units during these dates.

Residents do not have to remove their personal belongings during this period, but should take proper security precautions to protect their valuables, as Housing and Residential Life assumes no liability for residents' personal items. Housing staff will conduct a final room check in advance of the closure to ensure that proper security measures are in place and that all garbage has been properly discarded. All garbage removed by housing staff will be subject to a disposal fee or a minimum of \$25 per bag if the garbage must be collected and bagged.

Housing and Residential Life will distribute information to residents during the fall semester about the winter shutdown. Residents on a year round contract are permitted to stay in their assigned rooms for the duration of the holiday shutdown. A Resident Advisor will be on-site during this time.

Resident Dining Committee

The resident dining committee is comprised of volunteers who represent each living community. The purpose of the committee is to review menus and offer suggestions for improving residential dining services. Meetings are held monthly. Ask the Housing Office or your RA about meeting dates and times.

Programming and Activities

On campus living offers residents a variety of programs and support services. These programs encompass a broad range of areas, including social and recreational fun, health and wellness, educational support and community involvement.

Resident Programs and Events



Social and Recreational Programming – Housing residents enjoy dozens of programs ranging from camping and hiking trips, to music and theater events, to sporting events and arts and crafts projects. Students are always invited to join in the planning of these events. Not only do these students decide on events for the entire community, but they further develop and hone their skill sets in the areas of event planning, communication and networking.

Floor Programming – Every month, Resident Advisors plan an activity for members of their floor. These events offer an opportunity for students to mingle, talk and have fun in a group setting.

Academic Wellness Programming – Academic success is important; and the Village offers an expansive support network for students. Some of these include academic wellness workshops, study groups and study nights, tutoring and major-related programming. The Resident Peer Mentors work to provide helpful and motivating programs and activities meant to focus academic support skills in the areas of time management, stress management, test anxiety and much more. Don't forget that members of the residential community also have full access to the Coordinator for Academic and Career Support, Rebekah Gregory, who can help with choosing a major or exploring your interests and how they might apply to a future career field.

Health and Wellness Programming – Going to college is not only about getting a degree, it's about having fun while you work toward your degree. With this in mind, the Village Wellness Peers work to sponsor events and activities that promote a healthy lifestyle. By providing innovative, creative and educational programming, outreach and one-on-one interaction opportunities, the Village Wellness Leaders serve as a resource, referral agent and role model for their peers. Programs and events sponsored by peers range from de-stressing activities to information on healthy eating habits and the benefits of routine exercise.

Sustainability “Green Team” Activities and Programs – Housing students care about their environment and the planet and act on their commitment through a variety of programs and activities. Activities range from something as simple as participating in the community recycling program to sponsoring an event on reduction of our carbon footprint. Residents who participate in this program help educate their fellow residents about food waste, global warming and ways that they can “green” up their own lifestyles.

Peer Conduct Review Board (PCRB) – The Village is a community of students who all live together in pursuit of a common goal, a university degree. As a community, residents hold each other accountable for behavior that is harmful to either the individual or community. Residents who serve on the PCRB serve as a board of peers who review allegations that the actions or behavior of fellow residents may violate the rules that govern the community. Through this board, the residential community establishes acceptable behavior amongst the community in a consistent, fair and impartial manner.

The housing community offers residents a multitude of support systems and ways to participate or become involved. Events and activities provide residents the opportunity to explore new ideas and concepts, meet new people and explore the world around them.

Village Regulations

Governing policies of the Village are listed in the 2012-2013 Housing Administrative Policies and Regulations posted on the housing website (<http://www.csustan.edu/housing>). Referenced below is a summary of the most pertinent sections of this document. Please consult the full text for an exhaustive list of all of our policies.

Actions That Will Result in Termination of Housing License Agreement

There are many actions that threaten the safety and welfare of community members and represent behavior that cannot be tolerated in the Village. Participating in these behaviors will subject a resident to immediate removal from the Residential Community. Other behaviors can also lead to removal, such as repeated violations of any of the regulations listed in this guide, housing facility regulations, or any behavior that is life-threatening or dangerous. Actions that lead to immediate termination of the license agreement are:

1. Possession of bulk alcoholic beverages. This includes kegs (whether empty or untapped) or other amounts of alcohol that would be considered excessive under the circumstances of personal use.
2. Possession, use or sale of illegal drugs, restricted drugs, and/or narcotics.
3. Possession of paraphernalia that would indicate an intent to sell illegal drugs.
4. Tampering with fire equipment, e.g. fire alarms and extinguishers, and public area smoke detectors. Violations of this include, but are not limited to, removing a fire extinguisher from its prescribed location, fully or partially discharging a fire extinguisher for any purpose other than putting out a fire, tampering with smoke alarms located in public areas, taping smoke alarms in bedrooms, setting off false fire alarms, or removing or damaging exit lights and starting fires.
5. Discharging firecrackers, fireworks, projectiles or any explosive device. Violations of this include, but are not limited to, discharging or in anyway attempting to discharge types of manufactured or homemade fireworks or flaming projectiles including cannons or bottle rockets inside or adjacent to the Village. The size of the explosive is irrelevant.
6. Possession/use of firearms or use of a deadly weapon. Violations of this include possession of any device deemed "deadly weapon" by the California Penal Code 12020, including use of any pistols, BB guns, paint ball guns, air guns, pistols, revolvers or other objects that resemble firearms or use of other deadly weapons in a manner intended to harm. Deadly weapons include: blackjacks, sling shots, billy club, sand club, sandbag, metal knuckles, any dirk, dagger, switchblade, ice pick or knife having a blade longer than 2 1/2 inches, any razor with unguarded blade, any metal pipe or bar used or intended to be used as a club. Standard kitchen knives are an exception unless used in a manner intended to harm.
7. Acts of sexual aggression, including, but not limited to, rape, attempted rape, sexual battery and assault.
8. Causing physical or psychological harm and/or the fear of harm (i.e. fighting) to any person and/or group.
9. Deliberate vandalism and/or destruction of Village property.

Alcohol

The primary purpose of the university community is to promote academic success and personal development. Alcohol abuse and the subsequent consequences have a significant negative impact on campus life and mar individual clarity and thought, verbal and perceptual acuity, and mental alertness. Members and guests of the community are expected to take responsibility for their drinking behavior and for the consequences of alcohol consumption. The following are regulations that pertain to alcohol:

1. Alcohol is not permitted in suites or freshman apartments. Consumption, possession or storage of full or empty alcoholic beverage containers by residents under the age of 21 is prohibited. No alcohol is permitted within common areas of apartments where any resident is underage. Individuals who are 21 or older who live with someone who is underage must consume, possess or store alcohol in their personal bedrooms. Alcohol may be consumed in common areas of apartments where all assigned residents are over the age of 21 as long as no underage parties are present. This policy applies to

alcohol that may be brought, stored or consumed by guests.

2. Alcoholic beverages in opened or visible containers (cups, cans, bottles, cases/boxes, etc.) are not permitted outside the privacy of apartments. This includes any Village lounge area, hallway, stairway, recreation room, dining hall, pool/spa or patio area, elevator or within the general Village grounds.
3. Residents of legal drinking age may consume alcoholic beverages in apartments only. Alcohol may not be visible from outside the apartment. Doors and blinds must be closed if alcohol is present in the apartment.
4. Alcoholic beverage insignia and/or empty alcohol containers may not be displayed in windows of apartments or suites or in public areas outside suites or apartments.
5. Possession of bulk alcoholic beverages. This includes kegs (whether empty or untapped) or other amounts of alcohol that would be considered excessive under the circumstances of personal use.
6. Items used to facilitate the rapid consumption or distribution of alcohol are not permitted in the Village, regardless of a resident's age. Additionally, alcohol may not be manufactured or produced in any housing facility.
7. All residents should be aware of the following statement from the Alcohol Beverage Control Act: "Every person who sells, furnishes, gives or causes to be sold, furnished, or given away any alcoholic beverage to any person under the age of 21 years is guilty of a misdemeanor" (Business and Professions Code 25658A). Residents who are not in compliance with this law are in violation of the housing regulations.
8. Underage residents who are intoxicated in the Village (even if alcohol is consumed elsewhere) are in violation of the law and university policy.

Bicycles, Skateboards, Rollerskates and Rollerblades

Bicycles must be stored in racks or in a resident's room. Riding bicycles, skateboards, rollerblades or rollerskates in the Village, the Café, recreation room or courtyard is prohibited. After an appropriate amount of time and resident notification, abandoned bicycles left in the Village will be disposed of according to the campus abandoned item policy.

Check In – Room Inventories

You and your roommate(s) are responsible for the condition and contents of your room at all times. After check-in, you will have 72 hours in which to complete your online Room Condition Report. Check your room carefully and write down any damage you might notice in the room. This includes: wall nicks, carpet stains, etc. Before clicking on the submit button, please be sure to do a final walkthrough of the unit with all of your roommates to ensure that all of you are noting the same damages for the common areas.

This document will be a determining factor when finalizing the year-end room condition report, so it is vital that it be as accurate as possible. **Room damage that was not identified upon move-in may impact how much of your deposit will be returned to you at the end of the year.** If you need help, ask your Resident Advisor. There will be additional checks by the housing staff throughout the academic year to assess any health and safety hazards or excessive damages. The final review and inventory will be conducted in the week after the move-out period.

Decorating and Renovating Room Structure, Furnishings or Grounds

Personal items or furniture brought into Housing and Residential Life living quarters must meet a documentable fire safety standard rating of 4 or 5. Furniture must either have a manufacturers tag

physically on the furniture or the resident must have some other form of documentation by the maker of the furniture. Only one extra piece of furniture (couch, chair, etc.) may be brought into a single living unit (suite/apartment). Roommates will be asked to remove extra furniture.

All furniture in a room must stay in the assigned room for the whole year, as there is insufficient storage space to be able to store these items in another location. Room furnishings should remain in their designated locations as found at move-in or be reset to their original location upon check-out.

Residents should read the 2012-2013 Administrative Policies and Regulations for additional information on permissible decorations, as well as items that are strictly prohibited. Information relating to holiday trees, use of tacks, nails or screws, hanging of curtains, etc., are all detailed in this document (posted on the housing website at <http://www.csustan.edu/housing>).

Drugs

1. The presence, storage or use of drugs or other illegal substances within residential units, the Village complex, or area within a resident's control is prohibited. In most cases, University Police will be called to respond to such violations. Because of the serious nature of such violations and the expected sanctions, allegations of drug use or possession will normally be referred to the university conduct process. A finding of responsibility for drug use or possession under the Student Code of Conduct (listed earlier in this guide) will result in automatic termination of a housing license agreement, without a release of your housing charges. Other law enforcement actions may also be taken as a result of an incident involving illegal drugs.
2. The university interprets possession under the Student Code of Conduct to include a resident's bedroom or any other area or property reasonably under control of the resident, even if guests are responsible for the drugs.
3. Possession or use of drug paraphernalia is prohibited. Drug paraphernalia includes bongos, pipes, needles and/or other devices that may be used to facilitate consumption of illegal drugs.
4. Residents are forewarned that the odor of marijuana will create a reasonable presumption of drug use and will result in an investigation by Housing staff and/or University Police.

Guests

Occasionally, residents may wish to have a family member or friend visit or stay with them overnight. Overnight guest visitation is restricted to no more than one person at a time for three days within a two-week period. No children can be overnight guests in the Village. Each resident is responsible for the behavior of their guest for the duration of his or her visit. The host must be a current resident and must receive permission from his/her roommate(s), in the case of a double or triple occupancy room, and suitemates/apartment mates prior to inviting guests. Guests may not sleep in common areas of suites or apartments. Any situation involving disruptive behavior or frequent visits will be considered a policy violation and addressed as such. Visitors who cause a disruption or violate policies are the responsibility of their host. Housing maintains the right to restrict specific individuals from being guests if they have been disruptive or have violated housing or university policies. All residents are expected to respect the rights of people with whom they live.



Loft and Bunk Beds

Only beds bunked or lofted by Housing staff and approved by the Director of Housing and Residential Life are permitted within the Village. Requests to raise or lower the mattress height of a bed frame are considered a low-priority work order and will be processed in accordance with a prioritized work order schedule. The exception to this shall be instances where the request is a documented medical necessity.

Noise

At all times, noise must be held at an acceptable level and not be disruptive. Residents must take corrective action when requested to do so by another resident, a village staff member, a university police officer, or other appropriate university official. In all instances, the right to quiet supersedes the right to make noise.

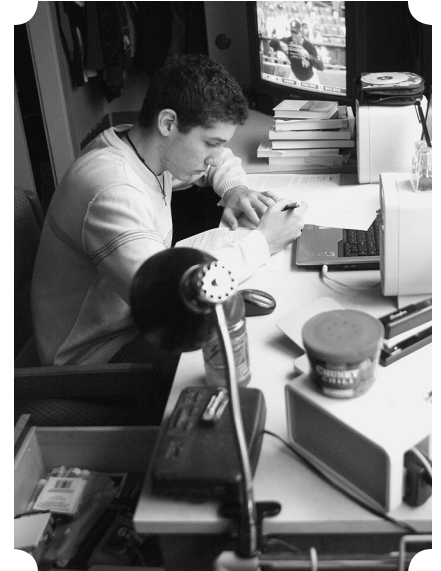
Quiet Hours

- Sunday – Thursday:
11 p.m. until 8 a.m.
- Friday and Saturday nights:
1 a.m. until 8 a.m.
- After classes end until the end of finals week: 24 hours a day

During these times, noise should not be so loud as to be heard from outside the suite or apartment.

Courtesy Hours

Any resident may request that any other resident or group of residents cease any activity which is interfering with his/her ability to study, rest or quietly enjoy the community. When requested to be quieter in one of these situations, a resident shall comply. A radio, stereo or television that can be heard in other rooms or outside the unit may be considered too loud.



Parties

A party in a university housing facility is defined as a gathering in which there are six to 10 people in the suite/apartment. Parties with more than 10 people are prohibited. Violators of this will be subject to sanctions ranging from loss of party privileges to revocation of their housing license. Parties are absolutely prohibited when 24-hour quiet hours are in effect.

Personal Property

The university is not liable, directly or indirectly, for the personal property of residents and guests in the event of loss by theft, damage by fire, damage by water, or any other cause. Refer to the 2012-2013 Housing Administrative Policies and Regulations for additional information on renter's insurance, etc.

Pets

Fish in aquariums (limited to 5 gallons) are the only pets allowed in resident suites or apartments. All other aquarium pets such as, but not limited to, turtles, spiders, snakes and frogs are prohibited. Special accommodations will be made for residents with a documented disability that requires a service animal. Pre-arrangements with the campus Disability Services Office, as well as the Housing Office, are required.

Professional staff, including the Coordinator for Resident Engagement and Community and the Faculty-In-Residence (FIR) are permitted to have one designated pet, subject to compliance with a Pet

Agreement.

Posting Policy

According to the University Posting Policy, materials may only be posted on approved kiosks and bulletin boards. Posting on trees, lamp posts, phones, benches, buildings, windows or any other permanent structures not specifically designated for posting is prohibited. The Director of Housing and Residential Life or designee(s) must approve any posting within the Housing and Residential Life facility.

Only housing staff or authorized housing organizations may post within the Village. Posting violations will be removed. People found posting in violation of the Housing Posting Policy may be sanctioned within the Village peer conduct review process or referred to the University Conduct Process. Private gatherings in housing facilities may not be advertised to the public. It is the responsibility of residents to read all postings. Residents will be held responsible for posted information. A copy of the complete campus Posting Policy may be found at the CSU Stanislaus University Police Department.

Recreation Areas/Swimming Pools and Spa

NO lifeguard is provided for the Village pools or spa. Hours of use coincide with quiet hours and are 8 a.m. to 11 p.m. Sunday through Thursday night and 8 a.m. to 1 a.m. on Friday and Saturday. If swimmers become too noisy, the pool will close immediately. Use of soap or bubbles is prohibited. Glass, alcohol and tobacco are prohibited in the pool or recreation areas. Basketball and volleyball and other such recreational games are permitted until quiet hours or until noise becomes a problem.

Right of Entry

According to the license agreement you signed, "The university shall have the right to enter the premises occupied by the licensee for the purpose of emergency, health and safety, maintenance or management of applicable rules and regulations, or for any other lawful purpose. The university shall exercise these rights reasonably and with respect for Licensee's right to be free from unreasonable searches and intrusions into study or privacy." Health and wellness room inspections are done approximately once a month at random times by Resident Advisors.

Window Screens

Each window has been equipped with a window screen for your safety and convenience. Use of any window for an entrance or exit is not permitted. Removal of or damage to screens will result in a minimum charge of \$20, with disciplinary action taken as well.

University Conduct Process

Residents who violate the California State University Student Conduct/ Discipline Code (California Code of Regulations) will be referred to the Coordinator for University Discipline. Serious violations of housing policy may also be referred for university judicial action.

The university is committed to maintaining a safe and healthy living and learning environment for students, faculty and staff. Each member of the campus community must behave in a way consistent with this commitment. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.



Student Responsibilities

Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon themselves and the university, to be civil to one another and to others in the campus community, and to contribute positively to student and university life.

Unacceptable Student Behaviors

The following behavior is subject to university disciplinary sanctions:

1. Dishonesty, including:
 - a. Cheating, plagiarism or other forms of academic dishonesty that are intended to gain unfair academic advantage.
2. Furnishing false information to a University official, faculty member or campus office.
3. Forgery, alteration or misuse of a university document, key or identification instrument.
4. Misrepresenting oneself to be an authorized agent of the university or one of its auxiliaries.
 - a. Unauthorized entry into, presence in, use of, or misuse of university property.
 - b. Willful, material and substantial disruption or obstruction of a university-related activity or any on-campus activity.
5. 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.
6. 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.
7. Disorderly, lewd, indecent or obscene behavior at a university related activity or directed toward a member of the university community.
8. 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.
9. Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051:
 - a. "Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions.
 - b. A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
10. 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.
11. 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.
12. Theft of property or services from the university community or misappropriation of university resources.

13. Unauthorized destruction or damage to university property or other property in the university community.
14. 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.
15. Unauthorized recording, dissemination or publication of academic presentations (including handwritten notes) for a commercial purpose.
16. Misuse of computer facilities or resources, including:
 - Unauthorized entry into a file, for any purpose.
 - Unauthorized transfer of a file.
 - Use of another's identification or password.
 - Use of computing facilities, campus network or other resources to interfere with the work of another member of the university community.
 - Use of computing facilities and resources to send obscene or intimidating and abusive messages.
 - Use of computing facilities and resources to interfere with normal university operations.
 - Use of computing facilities and resources in violation of copyright laws.
17. Violation of a campus computer use policy.
18. Violation of any published university policy, rule, regulation or presidential order.
19. Failure to comply with directions of, or interference with, any university official or any public safety officer while acting in the performance of his/her duties.
20. Any act chargeable as a violation of a federal, state or local law that poses a substantial threat to the safety or well being of members of the university community, to property within the university community or of disruption or interference with university operations.
21. 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 a 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.
 - h. Encouraging, permitting or assisting another to do any act that could subject him or her to discipline.

Procedures for Enforcing This Code

The chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the university imposes any sanction for a violation of the Student Conduct Code.

Application of This Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the university is within the jurisdiction of this article regardless of whether it occurs on or off campus. Nothing in this code may conflict with Education Code Section 66301, which prohibits disciplinary action against students based on behavior protected by the First Amendment.

Housing Conduct Process

In addition to University Student Conduct/Discipline Regulations, there are additional behavior standards for residents who occupy campus housing. The Housing Administrative Policies and Regulations are a legal part of the Student Housing License Agreement. The Office of Housing and Residential Life handles the conduct process for violations of policy within the Village. Should disciplinary action become necessary, the student will receive written notification concerning the alleged violation of a policy. This notification may request that the student meet with one of the following:

Housing Disciplinary Sanctions

Housing disciplinary sanctions include, but are not limited to:

Educational Sanctions:

- Drug and alcohol education classes
- Community service hours
- Other projects and reading/writing assignments

Administrative Sanctions:

- Fines and financial restitution for damages
- Mandatory room change
- Verbal warning
- Written warning
- Resident probation
- Termination of your Housing License Agreement without release of financial obligation
- Referral to university student disciplinary process
- Confiscation and/or destruction of personal property related to the violation

Resident Engagement and Community (REC)

For more serious violations, violations requiring an investigation, or if the student chooses to adjudicate the violation with the Coordinator for Resident Engagement and Community, a resident will meet with Coordinator REC in order to determine whether he or she is responsible for a violation. It is the student's responsibility to attend requested meetings regarding disciplinary investigations.

Village Peer Conduct Review Board

For low-level violations, the case will be referred to the Village Peer Conduct Review Board. Here, the person who is alleged to have violated the policy will appear in front of a panel of students and their advisor, who will determine the level and scope of resident responsibility for the violation. Students found by their peers to have violated Village policy will be referred to the Coordinator of Resident Engagement & Community for appropriate sanctioning; including administrative and/or educational sanctions.



Definition of Conduct Terms

Resident Probation

Probation is given when severe policy violations occur, and signify that a student's choices are in conflict with the values of the residential community. Residents placed on probation are warned that any other violation of policy could result in the revocation of his or her Housing License Agreement without release of associated financial obligations.

Termination Of License Agreement

License agreements are terminated when residents fail to follow the University or Housing Regulations. A resident's agreement can be terminated for one offense (as listed under Actions that Will Result in Immediate Termination of Housing License Agreement) or for several policy violations, which may include Written Warning or Resident Probation. Residents who have had their license terminated must vacate the premises by their designated deadline. Residents who have their license terminated will also not be allowed to visit within the Residential Community for a period of at least one year from the date of termination and will not be eligible for another housing license without the approval of the Director of Housing and Residential Life.

Appeal Process

Students found responsible for violating policies and issued sanctions may appeal the decision by the given deadline. Appeals must be made in writing and should include the reason for appeal. Appeal of sanctions can only be submitted based on the following:

1. Lack of due process.
2. Sanction too severe for the violation.

The Director of Housing and Residential Life or a designee will hear appeals. The hearing will usually occur five to 10 business days after the student has submitted the appeal request. Any additional violations of policy prior to the appeal hearing may result in the immediate termination of the resident's Housing License Agreement. Residents facing immediate termination of their Housing License Agreement will have a 24 hour period in which they must completely vacate the Village. Appeals of Campus Housing Disciplinary Decisions should be submitted to the attention of the Director of Housing and Residential Life.



In Case of an Emergency

For Fire Inside or Outside of Your Room

1. Do not try to put the fire out yourself!
2. Vacate the room and close the door behind you.
3. Go to the nearest alarm box and pull the alarm handle.
4. Depending on your location, proceed to one of the following three evacuation zones:
 - Phase I – Village parking lot #7 (at the circle)
 - Phase II – Grass area south of the Village (at the pergola)
 - Phase III – Village parking lot #7 (at the tennis courts)
5. Contact a Resident Advisor and/or emergency personnel.



What to Do if the Alarm Sounds

1. If your exit door is hot to the touch, do not open the door. Instead, seal the bottom of your door with a towel or other material to keep smoke out. Stay low, retreat and back away from the door toward your window. Wait in your room for help to arrive. Exit by your window only if absolutely necessary, and if you are instructed to do so by emergency personnel.
2. If the door is not hot, open it cautiously, proceed to the nearest exit, and go to an identified evacuation area.
3. Contact a Resident Advisor and/or emergency personnel. Under no circumstances are you to re-enter the building unless authorized by housing or emergency personnel.

During the Quake

1. If you are inside a room, take cover under a table or desk or stand in the doorway. Avoid falling objects and/or breaking glass.
2. If you are outside or exiting a building, stay outside and proceed to a designated evacuation zone. Be sure to avoid and keep clear of buildings and power lines.
3. Do not use elevators when leaving the building.



After the Quake Stops

1. Do not light a match or turn on a light switch.
2. If it is safe, exit the building, proceed to the designated evacuation zone, and contact a resident advisor and/or emergency personnel.
3. If it is not safe to exit, wait in your location for emergency personnel to arrive.
4. If you know of a disabled or injured person needing assistance, notify emergency personnel.

Evacuate the Area Immediately

1. Proceed to a designated evacuation area.
2. Call 9-1-1 and let emergency personnel handle the situation.



Important Campus Numbers

General Information 667-3122

Advising Resource Center.....	667-3304	International Education.....	667-3117
Admissions and Records	667-3152	International Students	667-3158
Associated Students, Inc.	667-3833	KCSS Radio.....	667-3203
Athletics	667-3016	Liberal Studies.....	667-3749
Box Office, Theatre Dept.....	667-3166	Library – Hours & Information.....	667-3761
Campus Bookstore.....	667-3161	Library – Interlibrary Loan	667-3236
Campus Dining.....	667-3634	Library – Periodicals	667-3135
Campus Tours	667-3811	Library – Reference	664-6558
Career Services.....	667-3661	OIT Call Center.....	667-3687
Cashier’s Office	667-3406	Payroll Office	667-3310
College of Arts, Letters and Sciences	667-3959	President’s Office	667-3201
College of Business Administration	667-3288	Public Safety/University Police.....	667-3114
College of Education	667-3652	Service Learning	667-3311
Counseling Services.....	667-3381	The Signal (newspaper)	667-3410
Dean of Students	667-3177	Stockton Campus	467-5300
Disability Services	667-3159	Student Affairs Office.....	667-3177
Educational Opportunity Program	667-3108	Student Employment Services	667-3334
Enrollment Services – Registration	667-3264	Student Financial Services.....	667-3050
Enrollment Services – Records/Transcripts	667-3264	Student Leadership & Development.....	667-3778
Facilities/Event Scheduling Office.....	667-3062	Student Outreach & Recruitment	667-3070
Faculty Mentor Program	667-3021	Student Union	667-3776
Financial Aid and Scholarships.....	667-3336	Telephone Services	667-3085
Graduate School	667-3129	Testing Services	667-3157
Student Health Center	667-3396	Tutoring Center	667-3642
Honors Program	664-6670	University Advancement.....	667-3131
Housing and Residential Life	667-3675	Writing Center	667-3465



Housing and Residential Life

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email: housing@csustan.edu

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