

INTER-RESIDENCE HALL COUNCIL provides projects and services for residence hall students who have an interest in campus living. For more information, contact Leslie Loase at extension 4025. Also, see **RESIDENCE LIFE**.

PROPERTY INSURANCE The University does not insure student personal possessions. The University cannot replace any property loss due to theft, fire, water, etc. Therefore, the student whose family does not have a homeowner's insurance policy with a student provision may wish to purchase a policy that offers this protection.

SECTION 3

LIVING@CAL U: THE SUITE LIFE

Living@Cal U offers a variety of options for students, all designed to fit your lifestyle from the first year of college through graduate school. University housing was designed with significant input from students, resulting in facilities and services tailored to your changing needs. Six suite-style residence halls on the lower campus house 1,496 students who are primarily freshmen, but also include a mix of upper-class students to promote community development and sharing campus traditions. Since the first year of college typically involves numerous academic, personal and social transitions, our staff's emphasis is on support and building community so you feel connected to Cal U, adjust to your new home and succeed academically. As you mature and want to branch out on your own to more independent living, our garden style apartment complex, Vulcan Village is the place for you. Fully-equipped apartments that house 770 students just 1.4 miles from the lower campus give you the increased freedom and independence you're ready for. Staff is still available to assist you, but take a less proactive role as transitional issues have generally been resolved by this time. Because of the emphasis on first-year student support, adjustment and success, the information that follows in this section applies specifically to university housing on the lower campus. Information about living at Vulcan Village is available from the community office as well as in the lease.

THE SUITE LIFE ON THE LOWER CAMPUS

The on-campus residence life program at California University serves your needs as a residential student, and is designed to create a stable living and learning environment based on the university's core values of *Integrity*, *Civility* and *Responsibility*. Here, the halls are more than a place to sleep; they are a learning experience. For many of you, coming to college is your first opportunity to be away from parents, siblings, and life-long friends. Residential living encourages you to develop a sense of independence and to build new relationships with a variety of people, often resulting in long-lasting friendships.

Each semester, our staff works with you to plan activities and programs that promote learning outside the classroom and help create a sense of community within the halls. In addition, hall living can also be a cultural learning experience because you will be living and interacting closely with a wide variety of students. This interaction helps to dispel myths and stereotypes about people and their backgrounds.

The university has six co-ed residence halls, all of which are completely smoke free and are made up of suites in various configurations. Fully air-conditioned and carpeted, the Suite Life provides the most popular amenities students requested during construction planning. Each residence hall has a computer lab, community room, TV area with large screen TV, a kitchen, vending and recycling area, full CalCard use and digital video cameras. Each floor also has lounge and study rooms, and a laundry room, while each suite provides free local telephone service, TV cable and high-speed internet connection. There are many opportunities for student governance, including Hall Council, Inter-Residence Hall Council, and Inter-Residence Hall Conduct Board.

If you take advantage of the full experience offered by residence hall living, you will learn about yourself as you gain hands-on experience in applying what you learn in class, develop your communication and leadership skills, and create life-long friendships.

Each student accepted into the residence halls is assigned a space. However, this space remains the property of the university and regulations apply for its use. These regulations are discussed later in this section, and you are expected to abide by them. Throughout the year,

student committees and the university may publish additional rules. Failure to abide by set regulations may result in disciplinary action. If your behavior indicates that you are not suitable for the residence hall environment, the university has the authority to take possession of a given space at any time, **without refunding fees.**

University Core Values in Residence Life

The Department of Residence Life supports the university's core values of *Integrity, Civility* and *Responsibility*. You are expected to act consistently with these values by treating other residents, staff members, and guests with civility; accepting responsibility for your actions, as well as those of your guests; and acting with integrity when making decisions. Using these values as a basis for behavior means taking others' needs and comfort into consideration, realizing how your actions can affect others, and respecting the opinions, attitudes and decisions of others. We aspire to create residence hall communities that consist of residents who respect and attempt to live by these values.

Expectations for Learning in Residence Life

Residence Life is committed to creating and enhancing learning opportunities, particularly by helping you make connections between what you learn in the classroom and what you learn in the residence halls and through co-curricular activities. Residence hall services and activities are structured to have an impact in the areas of values, morals and ethics; purpose and vocational competence; self-awareness; interpersonal development; physical development; preparation for lifelong learning; and leadership and citizenship.

Housing Availability and Contract

Housing on campus is not guaranteed for everyone. A majority of on-campus spaces are reserved for incoming first-year students, who are assigned on a first-come, first-served basis, so it helps to apply as early as possible. Each year, a percentage of the spaces available are set aside for upperclassmen and when demand exceeds available space, a lottery is held to determine who can contract for on-campus housing. First-year students not selected in the lottery must fulfill the remainder of their four-semester residency requirement at Vulcan Village, as **university policy states that all first-time freshmen who continue enrollment are required by the university to reside in university-related housing (either on-campus halls or Vulcan Village) for the first four semesters of their college career. Remember that the housing contract is binding and includes both the fall and spring semesters of an academic year.**

Your Suite

As you move in and begin to personalize your suite, it takes on your character and becomes your home away from home. Standard suites are equipped with desks, chairs, extra long twin size mattresses, dressers, closets, telephone jack, basic TV cable service, computer jacks, carpeting, air conditioning and window treatments. Bathrooms include a counter with sink, toilet, shower and shelves. Suites with expanded living areas add living room furniture including a sofa, arm chairs, coffee table, bookcase and TV stand. You provide the rest.

When you move in, you and your roommate(s) must review and sign a room condition report. The condition and contents of your suite must be the same at the end of the semester. If there are any damages, you and your roommate(s) will assume financial responsibility for the repairs. Although we encourage you to personalize your space, all furniture must stay in the suite and no permanent changes to the area are allowed.

You are strongly encouraged to purchase renter's insurance or determine if you are covered under your parents' or guardian's homeowners policy. The university is not liable for any claims for personal or property damage. You and/or your roommate(s) will be held liable for all damages arising from accidental or purposeful discharge of the fire suppression system (sprinklers).

You and your roommate(s) are responsible for general cleaning in your suite, including the bathroom. You must follow university recycling policies in disposing of your trash in the trash room located on each wing. The hall custodial staff is responsible for general cleaning in common areas and for moving trash to the outdoor disposal areas.

Your Key and CalCard

The residence halls are locked 24 hours a day, making your key and CalCard extremely important. You are responsible for both. Your key will open your suite and bedroom doors, computer labs, and the residence hall front door when the CalCard system is deactivated. If you lose your key, report it to the residence hall office or staff member on-call as soon as possible. If you lose your CalCard, report it to the CalCard Office at the Student Center Information Desk, or to Public Safety when the Information Desk is closed. You will also be issued a holder for your CalCard, which you must show to the desk attendant when entering the building to verify your residency. Remember to lock your door at all times and always carry your key and CalCard so you don't lock yourself out of your suite or hall. There is a significant charge for lost keys due to replacement and/or re-coring expenses, and there is also a charge for lost CalCards or CalCard holders.

Your Mail

You will receive a combination for your mailbox. Mail is delivered to the residence halls Monday through Friday when school is in session, with the exclusion of national holidays. The time that the mail will be available in each hall varies with the class schedule of the student worker who delivers it. Outgoing mail service and stamps are available at the Student Center Information Desk. UPS and FedEx deliveries are made directly to the hall and you will have to sign for them at the office. Correspondence from the university is also sent to your campus mailbox, so you should check your mail regularly.

Your mailing address is:

Your Proper Name
Building and Room Number or Box Number
California University of Pennsylvania
250 University Avenue
California, PA 15419

Your correspondence must include your complete proper name (no nicknames) and the building, room number or box number. If the sender does not include your proper name, room number or box number, we cannot guarantee that you will receive your mail. If you change rooms, you should notify anyone from whom you receive mail.

Over the semester break, first class mail only will be forwarded to the permanent address listed in the Student Information System, so please make sure your permanent address is listed correctly with Academic Records. If your address changes when you are on campus, you need to notify the Academic Records and Housing offices. If you want your mail sent somewhere other than your permanent address over break, you must notify the Housing Office before that break. Any government-issued checks cannot be forwarded. Veterans' checks will be sent to the Assistant Dean for Veterans Affairs. All other government checks will be returned to the sender.

Specialty Housing

Residence Life offers you the opportunity to live in a community consisting of students who share interests or concerns for similar issues. Current special interest housing, offered when there is sufficient demand, includes wellness, quiet, limited visitation, single gender, and the university Honors Program. The Housing and Residence Life Office encourages groups of students interested in creating other specialty housing around common interests to contact us.

Special interest housing is limited and you must complete a separate contract and go through a screening process to be assigned. Although we will do our best, we cannot guarantee requested accommodations, particularly if there is not sufficient demand to offer a particular type of area.

- *Wellness* For students who are personally opposed to the use of alcohol, tobacco and drugs, and who choose to live with those who do not use them. Residents share a concern for healthy living. (The possession or use of alcohol or illegal

drugs is strictly prohibited on *all* university property, and the residence halls are completely non-smoking)

- *Quiet* Quiet areas extend typical residence hall quiet hours for students who require or prefer a quieter atmosphere. Floor residents vote to implement a limited daily number of relaxed courtesy quiet hours on a semester basis.
- *The Honors Program* The Honors Program provides an opportunity for an enhanced educational experience. Students admitted into the Honors Program can request to live together in Residence Hall A, which includes the Honors Program office, a resource/study room, computer lab and classroom for Honors students. This environment allows you to explore and participate in scholarly, professional, and artistic experiences outside the classroom.

Living With A Roommate

Living with another person can be one of the most rewarding and demanding experiences of your time at Cal U. We believe that learning to identify your values, communicate clearly, compromise and problem-solve to build and maintain a respectful, mature relationship with your roommate(s) is one of the most valuable experiences you can have in the residence hall. We will provide you with the tools and coaching to succeed and believe that when conflict inevitably arises, room changes are not the automatic answer. We will help you develop an approach to communicating about problems or mediate a discussion if agreed on by both/all roommates, but our role is not to artificially “solve” a problem by approaching a roommate or arranging for a room change. Becoming a mature person means having the integrity to acknowledge differences and deal with your roommate(s) honestly and openly, accepting responsibility for your actions and role in the relationship, and conducting disagreements in a civil manner.

To help you begin the communication and compromise you will need to build a successful relationship with your roommate(s), your Community Assistant will guide you through the Roommate Agreement packet after the first floor meeting. After reviewing our statement of Roommate Rights and Responsibilities, you will complete a short Roommate Survey and then work with your roommate(s) to complete a Roommate Agreement that can be renegotiated at any time.

Room changes are made only in extreme cases when all other options have been exhausted and **if space is available**. The Residence Hall Director must approve all moves before they happen. All housing assignments are made and room changes approved at the discretion of the university through the residence directors.

Living In Community

To give you responsibility for creating a community that meets your needs, we operate the residence halls by a community standards model. Beyond the broad parameters of university and residence hall safety and management policies, you and your fellow residents are free to agree upon basic principles that will guide your community. You are responsible with them for determining the social contract that will govern your relationships with one another and for holding one another accountable for adhering to it. The staff person’s role is that of a facilitator who is accountable to Residence Life administrators for ensuring health, safety and minimum behavior standards. He or she facilitates community development by taking a leadership role in terms of communication, programming and acting as a resource person, not by being the person designated to “fix” problems or deal with misbehavior. Your staff person will coordinate a meeting early in the semester and facilitate a discussion that will result in a Community Agreement that all residents agree upon. In a healthy and productive community this contract is not a static one, but will continue to evolve as you and your community learn and mature. Whenever residents find difficulties with the current Agreement, they should call for a floor meeting to discuss the issues and revise the Agreement.

Staff and Services

Residence Hall Directors (RDs) are the university employees responsible for overall supervision of each residence hall. RDs are specialized professionals with a master's degree

in a field related to education and student development and live in one of the halls they supervise. Ensuring that your living and learning experience is comfortable, productive and safe is their primary responsibility and includes such things as advising students and student groups, encouraging community development, promoting academic involvement and success, handling hall student conduct issues, supervising student staff and acting as the liaison for facilities issues. Residence hall offices are open from 9:00 a.m. – 3:00 p.m. Monday through Friday, with additional evening hours that vary by semester.

Graduate Hall Directors (GHDs) are graduate students employed by Housing and Residence Life who live in a residence hall and are responsible for its overall supervision. GHDs are mature graduate students with leadership and supervisory experience who are in the process of earning a master's degree. They fulfill the same responsibilities as the RDs, noted in the paragraph above.

Assistant Hall Directors (AHDs) are graduate students who serve as assistants to the professional RDs. They live in the residence hall and assist the RD with community development, programming, advising hall government, operating the front desk and supervising CAs. As student leaders, they are a resource for you and are available at the hall office as well as the on-call system.

Community Assistants (CAs) are students (either graduate or undergraduate) who live on designated floors in the residence hall, assisting the RD or GHD in its overall operation. As leaders and facilitators for their floor communities, CAs dedicate considerable time and effort to developing community within the hall. As resources to you, they will help you understand and comply with university and residence hall rules, work with you to plan programs and activities to meet your needs, and help you make the most of your residence hall and university experience. CAs are available through an on-call system 24 hours a day, with schedules and contact information posted throughout the building.

Desk Assistants (DAs) are student employees who work scheduled hours at the front desk of each residence hall. They carry out administrative duties, assure that sign-in and escort procedures are followed, and assist in emergencies.

Custodians are university employees responsible for the cleanliness and upkeep of all public hall areas such as restrooms, laundry rooms, recreation rooms, lounges, vending areas, offices, hallways, and stairways. You are responsible for cleaning your own suite, including bathrooms, and must follow the university recycling policy by properly disposing of all trash in central recycling areas. We remind you to be considerate of custodians when disposing of trash or using residence hall common areas.

Hall Organizations

Residence Hall Councils exist in each building to promote a positive hall atmosphere, provide activities, work closely with the hall staff, and serve as the voice for residence hall students. Each hall council meets regularly and is composed of officers and residents from each floor. We encourage you to become involved in your hall by attending hall council meetings.

Inter-Residence Hall Council is a group that represents the interests of students who live on the lower campus. With elected officers and funding from S.A.I., Inc, the Council provides a forum for residence life issues and makes policy recommendations to improve campus living. Its members plan and provide an extensive variety of residence hall activities and services for residents, including its annual tradition of sponsoring a campus spring semi-formal on the Gateway Clipper. All campus residents are urged to take an active part in the Inter-Residence Hall Council.

Inter-Residence Hall Conduct Board is a body of residence hall students with the responsibility to assist university officials in the conduct process. The board's function is to discipline and educate fellow residents who have difficulties with or who have violated residence hall rules and regulations. After meeting with their residence hall director concerning violations or problems with policies, residents have the option of accepting the hall director's decision on responsibility and sanction or request a formal meeting of the Conduct Board. The Board will decide appropriate educational measures and sanctions to aid in adjusting to hall living. If you're interested in helping with this process, contact your RD.

Community Safety

Staff and residents share the responsibility for building security. You should report all accidents, incidents, thefts, lost keys, or suspicious individuals to hall staff.

A state-of-the-art fire suppression and smoke detection system ensures prompt response to fire emergencies. When the fire alarm sounds, you must exit the building immediately according to the evacuation plan in each room. Failure to leave the building will result in fines and/or disciplinary action. You may not reenter the building until told to do so by the fire department, Public Safety personnel or the Residence Life staff. Smoke and heat sensors, sprinklers, pull stations, and fire extinguishers are located in each residence hall. Tampering with or activating any fire equipment in the absence of an actual fire will result in disciplinary and possible legal action.

A digital video camera system is used at lobbies, exit doors, and computer lab areas. Recordings may be reviewed by Residence Life staff or Public Safety for investigation of alleged Code of Conduct or legal violations, and may be used as evidence.

Use of entrances/exits other than the main one is prohibited except in emergencies. The residence halls are locked at all times. Only residents or staff using their CalCards have unrestricted access. Guests must call a resident for entrance, be signed in and be escorted at all times. It is your responsibility to make sure that the door latches and that unauthorized people do not follow you into the building. Do not let non-residents into the building and do not prop the doors open. Doing so compromises the safety of your entire community.

Always take your key and lock your door when you leave your suite, even for a few minutes, and keep your room locked when sleeping. Do not lend your key to anyone.

Your CalCard ID is for personal use only, and is valid only for the currently enrolled term. Falsification or transfer of the card to anyone else is prohibited. Any person on university premises or in buildings supervised by the university is required to produce identification at the request of a university staff member.

When you enter your residence hall, you are required to show your CalCard in its color-coded holder to the front desk attendant. Particularly when you enter the hall in a group, doing so allows you to verify your residence in the hall if you have not swiped your CalCard, and confirms that you do not need to be signed in and escorted by a resident.

Residence Hall Rules, Regulations and Policies

As a student, you are a representative of the university and are expected to model our core values of *Integrity*, *Civility* and *Responsibility* and act in accordance with the Rights and Responsibilities. Harassment or uncooperativeness towards staff or other students will result in disciplinary action. If you participate in any disruptive conduct you are subject to legal action by the Commonwealth of Pennsylvania and the local government and to disciplinary action by the university.

In addition to the university Rights and Responsibilities and general behavioral standards applicable across campus (see Student Code of Conduct), the following rules and policies apply in the residence halls in order to maintain a safe environment that promotes education and personal development. Any questions about these items should be directed to a member of the Residence Life staff.

Students alleged to have violated residence hall rules or regulations will meet with their residence hall director concerning possible violations. At this meeting, residents have the option of accepting the hall director's decision on responsibility and sanction or may request a meeting of the Residence Life Conduct Board.

Visitation Policy

Guests are allowed in the residence halls 24 hours a day, subject to these provisions:

- A guest is defined as any individual who does not live in the residence hall they wish to enter.
- Residents may host up to three guests at one time.
- Residents are responsible for the actions of their guests.
- All residence hall guests, regardless of gender, must be signed into and out of the residence hall by the resident they are visiting.

- All residence hall guests, regardless of gender, must be escorted at all times by the resident they are visiting.
- The same guest is not permitted to stay overnight in the residence hall for more than three days during a seven-day period. Those who violate this policy may be billed, removed and/or banned from the residence hall.
- Any non-University guest under the age of 18 must provide written parental permission and contact information to visit in the residence halls.
- All guests, regardless of gender, who wish to use common area facilities (laundry, vending, TV room, study room, etc.) must be escorted by a resident.
- The University does not condone or permit cohabitation.
- Roommates must agree to the presence of guests in the room. The rights of the resident who does not wish to have a guest take precedence.
- Guests may be asked to leave and residents may lose visitation privileges if guests are disruptive or violate policies.
- Residence Life staff may temporarily suspend visitation privileges from any suite, floor or area to ensure the safety, security or well-being of residents or in response to policy violations.

Lockout Policy

You are expected to lock your door and carry your key whenever you leave your suite. As an emergency service, if Community Assistants are available they can access a master key to open your suite. This service is offered as a courtesy only, and may be refused for abuse or excessive requests. Access will be given only to the certified resident of a particular suite, or bedroom within a suite. You may be asked to provide your CalCard to verify your identity.

Room Privacy and Search Guidelines

The Department of Residence Life is committed to ensuring the privacy and security of its residents and their belongings. The department, however, reserves the right to enter occupied rooms under certain conditions in order to promote a safe, well-maintained and orderly community. In light of this, the following circumstances must be present and procedures must be followed in order for Residence Life staff members to enter and/or search an occupied room. Entrance by Physical Plant, Public Safety and other University personnel must adhere to the established, applicable procedure for their department. **Third parties not covered below will not be permitted to enter occupied rooms without the residents' permission.**

Circumstances appropriate for keying into a suite/room

- Request by a resident of the room who is locked out.
- In order to conduct a health or safety inspection of the room or if reasonable suspicion exists that a hazard is present in the room.
- In order to ensure compliance with required evacuation procedures during a fire alarm or drill or in response to a potential life-threatening situation.
- In response to a nuisance complaint from other residents such as excessive noise, on-going alarm sounding, offensive odors, etc.
- While escorting Physical Plant personnel in order to conduct repairs or to assess potential physical problems.
- In order to ensure compliance with break or semester closing instructions such as unplugging appliances and closing windows.
- In order to ascertain location of resident due to extenuating circumstances such as request by parent or university official who has not been able to locate resident for a period of time.
- If a reasonable suspicion exists that a code of conduct violation is occurring at that time and the residents refuse to cooperate and open the door, and the exigency of the circumstance is such that time does not exist for obtaining of administrative search authorization or criminal warrant.
- Following the issuing of an administrative search authorization by the Vice President for Student Development or designee.

Staff members will make every effort to knock, announce themselves and warn that a room is being opened before keying in. A reasonable effort shall be made to have a witness present when a room is keyed into, except where emergency conditions make this inadvisable.

Room Searches

Occupied rooms may be searched only under narrow circumstances, and an effort will be made to enter rooms for extenuating circumstances when at least one resident is available. Banned or illegal items observed in plain view by a staff member while in a room under one of the legitimate reasons above may be used to file an incident report concerning the situation. Staff members may also file incident reports on code violations observed through an open door or if invited into room.

Administrative search authorizations may be issued if there is reasonable suspicion that items in, or actions occurring in, a residence hall room are in violation of the code of conduct. Search authorizations may be requested from the Vice President of Student Development or designee on the appropriate form outlining the reasons for the request, names of the proposed searchers and the area to be searched. These authorizations will be valid for a specific period of time indicated on the form and the searches should be conducted with at least one resident present. Searches may be conducted without administrative search authorizations with consent of the residents or if it is believed that the delay in searching to request the authorization would result in the items being removed or the actions are being stopped. Any violations found during an appropriate search may be used, without limitation, in university conduct proceedings or in providing information to Public Safety to obtain a search warrant.

Searches of personal items or areas in which they are stored such as refrigerators, footlockers, boxes, closets, or desks may be conducted only with the consent of the resident owning the items or pursuant to warrant or appropriate administrative search authorization where facts exist establishing probable cause for such a search. Residence Life staff may also be present and serve as witnesses for searches conducted by Public Safety officers under consent or warrant.

Room Inspections

Residence Life staff will conduct periodic inspections of suites and bedrooms to ensure compliance with health and safety guidelines. They also will inspect units at hall closing for break periods to ensure that all closing instructions were followed.

Residency Period and Breaks

The residence halls close at times when classes are not in session, including Thanksgiving, winter, spring and Easter breaks. You must check out of the residence hall during these periods. Requests for exceptions for students participating in sanctioned university events or international students must be made to the residence hall director before the break begins. Details and deadlines will be included on the break posting. There will be a daily charge to anyone granted permission to stay in the residence hall during times it is officially closed.

There is a finals week at the end of each semester, and you are required to vacate the residence hall after completing your last exam.

Residency Appeal Process

The university housing policy requires first-time freshmen to live in university-related housing (either on lower campus or at Vulcan Village) for the first four semesters at Cal U. You must complete a housing contract for lower campus housing or a lease for Vulcan Village to be placed at either location to fulfill the policy requirement. Both of these agreements commit you financially for a specified time period. Any request for exemption from the housing policy or to break the lower campus housing contract must be submitted to the Housing and Residence Life Office, where it will be considered on an individual basis. Unless you receive written approval for exemption from the residency requirement and/or release from the housing contract, you will be held financially responsible for all charges. The request and appeal process is:

Request Made

You must submit a written request with supporting documentation, if necessary, for exemption to the residency policy to the Associate Dean for Residential Facilities/Conferences, who will investigate the request.

Administrative Decision

The Associate Dean will send you a written response to your request. If it is denied, you have the right to appeal the decision and have your request heard by the Housing Contract Review Board. You must file a written appeal with the Associate Dean within five (5) working days of your denial. If you do not appeal within 5 days, the decision is final.

Stage One Appeal

Appeals filed with the Associate Dean within 5 days of the original notification will be heard by the Housing Contract Review Board. The Board will reevaluate the Associate Dean's recommendation and inform you in writing of their decision. If they deny your request, you have the right to appeal the decision and have your request heard by the Vice President for Student Development or his/her designee. If you do not appeal within 5 days, the decision of the Board is final.

Stage Two Appeal

The Vice President for Student Development (or designee) will review all previous recommendations and inform you of his/her decision in writing. The decision of the Vice President for Student Development is final.

Room Personalization Policy

Your suite is your home-away-from-home. Arranging the décor of your space is an extension of your desire to express yourself and to make yourself and/or your room comfortable. We allow you to decorate or individualize your rooms so long as you adhere to university guidelines, do not create a fire hazard, damage university property or make periodic maintenance impossible. Residents of the suite are responsible for any damage caused by such things as nails, tacks, tape, etc. Specifically, marker boards, if used must be removed upon your departure. Any damage caused by its removal or damage caused by the marker will result in a bill to the resident(s). Damage to any residential space will be dealt with through the residence hall conduct system and/or the Residence Life Office and the responsible student(s) will be billed accordingly. You remain responsible for all original furniture in your suite. Space limitations prohibit furniture storage outside your suite. No items can obstruct the proper functioning of such items as doors, smoke sensors and sprinkler heads.

Holiday Decoration Policy

All electrical decorations should bear the UL label. All decorations should be located so as not to obstruct exits, fire hoses, fire extinguishers, fire alarm pull stations, sprinkler heads, or any heating device. Make sure there is a clear path to the door of your suite from your bedroom or sleeping area at all times. Central hallways and doorways must also be clear. No decorations of any kind shall be suspended from heat pipes, fire or electrical systems. Doors shall not be gift-wrapped. Because they can constitute a fire hazard, the university does not permit cut Christmas trees in the residence halls.

Approval for Posting Signs and Flyers

Bulletin boards on residential floors are reserved for the exclusive use of the Residence Life staff. Any other signs may be posted on designated bulletin boards, generally in lobby areas, after approval by Residence Life staff. All postings without stamped approval or hung in unauthorized locations will be removed. Postings may not promote or advertise parties, alcohol/drug use or contain obscene language or graphic content.

Directory Information Policy

Residence Life personnel follow these guidelines when they are asked for directory information:

1. Directory information is defined as home address, residence hall, room number, and residence hall telephone number.
2. This information will be given out only in response to specific requests (i.e., asking for a specific person's address, room number, or telephone number).
3. You have the right to request that directory information not be released to non-university personnel. This request may be made at any time, and should be directed to the Residence Hall Director. In addition, phone numbers or rooms, depending on availability, may be changed to avoid problems arising from information being given out.

Chemical Substances

Consuming or possessing alcohol on state-owned property (which includes the entire campus as well as the residence halls) is prohibited even if a person is of legal age. Using or possessing narcotics, hallucinogens or other controlled substances except with a medical prescription is prohibited on campus. Smoking is not permitted in the residence halls, as it is prohibited on campus.

Paraphernalia connected with drug or alcohol use (beer tap, bar, pipes, bong, empty containers, etc.) is prohibited in the residence halls.

No event that includes the serving or consumption of alcohol may be advertised in the residence halls.

Violation of any drug or alcohol policy may result in, but not be limited to, referral to alcohol/drug screening and assessment, mandatory participation in alcohol education, probation, movement to another residence hall, dismissal from the residence halls without refund of fees, and possible legal action.

Alcohol or drug use can also lead to interpersonal violence, noise violations or vandalism, which increases residence hall costs. All of these activities also merit sanctions and/or legal action.

Noise

Both courtesy and quiet hours ensure a resident's right to be able to sleep or study at any time without undue interference from noise. Courtesy hours are in effect at all times in the residence halls and we expect you to be considerate of others' needs or requests.

Quiet hours are set with your participation as a part of the Community Standards process and posted for each community area. We encourage you to help create the atmosphere necessary for your academic success. During quiet hours, noise (music, conversation, TV, etc.) from your room should not be able to be heard in the hallways or outside the building. Guests as well as residents must follow the policies in effect in each residential community. Guests who violate quiet hours will be asked to leave, and continued problems from a resident may result in being moved to another area.

Damages

Students are responsible for the condition of their rooms/suites and all university furnishings. The room condition report completed by staff and that you sign at check-in will be used as the basis for all damage billing. Damage assessments will be done when you move out of your room/suite or when it is noted by staff. Residence Life staff periodically conduct informal room inspections for health and safety and will address any damage noted.

Damages to common areas (lounge areas, hallways, etc.) will be billed to those responsible for the damage. If responsibility is not determined, charges will be distributed among all members of the appropriate community (wing, floor, or building).

Prohibited Actions

The following activities are not allowed in the residence halls:

- Gambling in any form
- Playing sports
- Riding any kind of vehicle
- Rollerblading/skateboarding
- Splicing or tampering with TV cable
- Solicitation
- Moving furniture from your room or lounges
- Throwing or hanging objects out the window, including Homecoming banners

Prohibited Items

The following items are not allowed in the residence halls:

- Firearms, knives, or other weapons, including BB guns, pellets guns and paintball guns
- Water beds
- Antennas that extend outside the suite

- Pets of any kind, except for fish in a maximum 10 gallon tank
- Metal tip darts and dart board
- Motorcycles or bicycles, other than those locked at designated bicycle racks
- Anything that produces an open flame or explosion, such candles, incense, and fireworks
- Any electrical appliance involving hot oil or open elements, such as deep fryers, oil popcorn poppers, stoves, hot plates, and indoor grills
- Tubular halogen desk or torchiere lamps
- Flammable materials hung from ceiling or walls
- Air conditioners or space heaters
- Fog or smoke machines

RESIDENCE LIFE TECH SUPPORT

Residence Hall Computer Labs

California University provides a computer lab with a printer in each residence hall for residents' use. The labs are fully integrated into the university's network. You have access to any of the network services on campus, including Manderino Library, other State System libraries, students' email and web space, the Internet, and other services. All labs are available 24 hours a day during the school term and are accessed by using your room key. The residence hall labs are available for you and your guests with a valid ID (residents have priority). Rules posted by Residence Life staff must be followed. Each lab has a laser printer, but you must supply your own paper.

Personal Computers

If you bring your own computer, all residence hall rooms provide Cat-6 network connections at no additional cost. There is no need to use a modem or contract with an outside Internet provider. You need an Ethernet cable and an installed and operable 10BaseT Ethernet card. The university does not provide or install the Ethernet card or cable. You must have your computer scanned for the proper antivirus software for service and review the acceptable use policies. For more information, visit: <http://resnet.cup.edu>, or call Tech Support at (724) 938-1575.