

UNIVERSITY HOUSING RESIDENT HANDBOOK

RESIDENCE HALLS AND VULCAN VILLAGE APARTMENTS

University Housing 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 residence halls on campus house 1,377 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 apartment complex, Vulcan Village, is the place for you. Fully-equipped apartments that house 770 students just 1.4 miles from campus give you the increased freedom and independence you're ready for.

The Residence Halls

The university has six co-ed residence halls made up of rooms in various configurations. Our residence halls provide the most important amenities to meet our student's needs. Each hall has a computer lab, community room with large screen TV, game room with a pool, ping pong and foosball table, a community kitchen, vending and recycling area. Other amenities include access to HDTV cable and wireless internet. Each floor of each building also has lounge and study rooms, and a laundry room. There are many program opportunities for student governance, including Hall Council and Inter-Residence Hall Council.

The Vulcan Village Apartments

The university has a garden style apartment complex consisting of ten buildings. Each apartment offers private bedrooms, fully furnished shared living space, fully equipped kitchen and laundry room with a free washer and dryer. The apartment complex has several community amenities that help students feel at home. Residents will find a computer lab, conference room, study lounge, fitness center, clubhouse community room, basketball court, volleyball court, picnicking pavilion and small take out style dining facility.

All University Housing facilities are completely smoke free. Students residing in University Housing facilities receive free HD cable TV and high speed internet (both wired and wireless). Telephone service is also available upon request.

Each student accepted to University Housing 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 university housing environment, the university has the authority to take possession of a given space at any time, without refunding fees.

Property Insurance Student possessions are not insured by University Housing. 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.

UNIVERSITY HOUSING PROGRAM

The residence life program in university housing 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, university housing is more than a place to sleep; it is a living, 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. In addition, living in University Housing 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.

If you take advantage of the full experience offered by University Housing 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.

University Core Values in University Housing

University Housing 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 communities that consist of residents who respect and attempt to live by these values.

Expectations for Learning in University Housing

University Housing 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.

Specialty Housing

University Housing offers you the opportunity to live in a community of students who share interests or concerns for similar issues. Themed housing options vary each year depending on student interests and demand, but examples include healthy living, freshman floor and gender inclusive housing. Groups who share common interests and would like to live together should contact University Housing to discuss special interest housing options.

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 Smith Hall, 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 university housing. 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 and your Resident Director will guide you through the Roommate Agreement. Anytime there is a change in roommates, residents will be asked to fill out a new Roommate Agreement.

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. All housing assignments are made and room changes approved at the discretion of the university through the Resident Hall Directors or Vulcan Village Directors.

Living in a 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 university housing 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 CA 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.

Residence Halls

Staff and Services

Residence Hall Directors (RDs) are the university employees responsible for overall supervision of each residence hall. RDs are specialized professionals that live in one of the halls. 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.

Community Assistants (CAs) are students (either graduate or undergraduate) who live on designated floors in the residence hall, assisting the RD 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.

Graduate Assistants (GAs) also 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.

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

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 the Student Association, Inc. (SAI) 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.

Vulcan Village

Staff and Services

The Community Manager (CM) is responsible for all departments and community staff. The CM’s responsibilities include all administrative, maintenance and supervision of student staff and full-time employees. The CM is responsible for overseeing the daily operation of the community.

The Assistant Community Manager (ACM) works with the CM to assure smooth and prompt action in all areas of operation. The ACM assists in developing residence life/student development programs that promote the student’s educational, physical/environmental, social and recreational objectives. The ACM is a live-in position.

The Leasing & Marketing Manager (LMM) is responsible for developing and coordinating the sales and marketing strategies and campaigns for the community. The LMM's primary focuses involve the overall development of the marketing plan and budget, the supervision of the leasing staff, and the establishments. The LMM is always available to answer questions about your contract terms and agreements.

The Maintenance Manager (MM) maintains the facilities and grounds, responds to maintenance requests, provides general upkeep of the units and supervises the maintenance team.

The Maintenance Technician (MT) assists the MM with all mechanical operations and physical upkeep of the community. The MT handles service requests and repairs in a timely and accurate manner. There are two MT on staff.

House Keeping – The Vulcan Village Apartment community provides custodial services for all shared facilities (clubhouse, fitness center, breezeways and grounds). Residents are responsible for the cleaning and upkeep of their unit. Trash and recyclable dumpsters are located throughout the property. Residents are responsible for taking their trash to them.

Common Area Facilities and Amenities

The Clubhouse/Community Building - This is the best place to go for great amenities. Most of the events and activities in the community are hosted in and around the clubhouse.

Conference Room – With in the clubhouse is a smart style conference room that accommodates approx. 12 guests.

Computer Lab – With in the clubhouse is a computer lab for residents to use. A printer is also available; however residents must supply their own paper.

Fitness Center - A fitness center equipped with free weights, selectorized weight machines, and cardio equipment is available for residents in building 10.

Television Room – A large screen television with theater-style sound is available in the clubhouse. It may be reserved for movie or sport event viewing. It can also accommodate console game play.

Sports Courts and Swimming Pool – A basketball/hockey court, sand volleyball and tetherball play areas are available for residents. A swimming pool is also available for seasonal use depending on weather.

Community Safety

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

Personal Safety Tips:

- Do not walk alone after dark.
- Do not prop open any doors for friends or roommates. Do not open doors for strangers.
- When you leave your room or apartment, always lock your door.
- If your key/safelok card is lost or stolen, please report it to staff immediately so your lock may be changed. There may be a charge associated with this.
- Use the one-way door viewer before opening the door to let in a guest.
- If you see an unsafe feature, (light is out, trip hazard, etc..) please notify staff immediately.

Auto Safety Tips:

- Always lock windows and doors of vehicle.
- Never hide a spare key in or under vehicle.
- Never leave personal items or other valuables in plain sight.
- Carry your key ring in your hand while walking to your car, whether in daylight or dark.
- As soon as you get in vehicle, lock doors
- If someone is in your car or loitering around it, call the police or staff. DO NOT confront them.

Aiding and abetting – you are personally responsible if something is happening in your unit that you know of, are present for, or assist in. This also applies anywhere on campus if you are present during a policy violation. You are equally as responsible for the violation if you fail to report any violation. (ex: pets, drugs, squatter, etc.).

To avoid being in violation, you need to immediately report any and all violations. Remove yourself from any potential situation and report it to staff.

A 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 and assemble where directed by staff. 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, California University Police or the staff. Smoke and heat sensors, sprinklers, pull stations, and fire extinguishers are located in each building. Tampering with or activating any fire equipment in the absence of an actual fire will result in disciplinary and possible legal action.

A digital camera system is in use in common areas and the grounds. Recordings may be reviewed by staff or California University Police for investigation of alleged Code of Conduct or legal violations, and may be used as evidence.

Always take your key and lock your door when you leave, even for a few minutes, and keep your room locked when sleeping. Do not lend your key to anyone. Your key is for your personal use only, and cannot be loaned or given to anyone else.

Your CalCard ID is for your 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.

The residence halls are locked at all times and use of entrances/exits other than the main one is prohibited except in emergencies. Only residents or staff using their Cal Cards have unrestricted access. When you enter your residence hall, you are required to swipe your CalCard and/or show other identification issued to you to verify your hall of residence 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 and confirms that you do not need to be signed in and escorted by a resident. **Guests must call a resident for entrance, be signed in with photo ID and escorted at all times.**

Rules, Regulations and Policy

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 university housing 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 staff.

Students alleged to have violated university housing rules or regulations will meet with a staff member concerning possible violations.

Guests and Visitation Policy

All guests are required to comply with the policies in the University Housing Resident Handbook. The resident is responsible for the behavior of all their guests and will be held accountable for their behavior. Guests should in no way become a nuisance to the neighbors/roommate(s). A roommate(s) has the right to object to future visits and staff will mediate any concerns regarding the presence of guests. **Guests are allowed only with the permission of all roommate(s) and must be signed in with a Photo ID and must be escorted at all times.**

Guests are allowed 24 hours a day, subject to these provisions:

- A guest is defined as any individual who does not live in the room/apartment they wish to enter.
- Any non-university guest under the age of 18 must provide written parental permission and contact information to visit. Also must have a two week prior approval from the Resident Director.
- All guests, regardless of gender, who wish to use common area facilities (laundry, vending, TV room, computer room, fitness center, study room, etc.) must be escorted by a resident.
- Residents may host up to three guests at one time. Roommates must agree to the presence of guests in the room or apartment. The rights of the resident who does not wish to have a guest take precedence.
- The same guest is not permitted to stay overnight for more than three days during a seven-day period. Those who violate this policy may be billed, removed and/or banned.
- The University does not condone or permit cohabitation.
- Guests may be asked to leave and residents may lose visitation privileges if guests are disruptive or violate policies.
- **Staff may temporarily suspend visitation privileges from any building or apartment or other 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 keys, safelok card and CalCard whenever you leave. As an emergency service, if Community Assistants are available they can access a master key to open your room or apartment. This service is offered as a courtesy only, and you will be charged for lock-out service beyond three requests a year. Access will be given only to the certified resident of a particular unit, or bedroom within a unit. You will be required to provide your CalCard or some form of photo identification to verify your identity.

Room Privacy and Search Guidelines

University Housing and 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 unit/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 Facilities Management, University Police 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 unit/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 Facilities Management and Maintenance 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 Affairs 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 unit are in violation of the code of conduct. Search authorizations may be requested from the Vice President of Student Affairs 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 University Police 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 University Police officers under consent or warrant.

Room Inspections

Staff will conduct periodic inspections of units 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.

Semester and Holiday Breaks

Residents residing in the Vulcan Village Apartments DO NOT have to vacate over breaks. This is a perk of residing in a more independent apartment setting with fully equipped kitchen facilities.

The residence halls close at times when classes are not in session, including Thanksgiving, winter, spring (when on academic calendar) 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 is a finals week at the end of each semester, and you are required to vacate the residence hall within 24 hours of completing your last exam.

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 wing, suite and bedroom doors, computer labs, and the residence hall front door as needed. 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 California University Police when the Information Desk is closed. 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. Keys and CalCards are for the sole use of the person to whom they are issued and may not be loaned or transferred to any other person. To do so is a policy violation addressed through the student conduct process.

UNIVERSITY HOUSING RESIDENCY POLICY

All first-time freshmen who continue enrollment are required by the university to reside in university housing for the first FOUR SEMESTERS at Cal U, with the following general exceptions:

- Students commuting from the residence of their parents or legal guardians, which is within 50 miles of California University (Housing agreements are academic year agreements; mid-year termination fees may be accessed).
- Married students
- Students who are 21 or older by the date of enrollment to the university
- Other (Active Military, Student Teaching, Internship, Studying Abroad, Transferring and Graduating)

You must complete a housing contract to reside in University Housing to be placed at either location to fulfill the residency requirement. A housing contract commits you financially for BOTH spring and fall academic terms. Vulcan Village Apartments also offers a separate contract for summer terms.

University Housing Residency Policy Appeal Process

Any request for exemption from the residency policy must be submitted to the University Housing Office, where it will be considered on an individual basis. Unless you receive written approval for exemption from the residency requirement, you will be held financially responsible for all charges. The request and appeal process is:

Request Made

You must submit a Request for Exemption from the University Housing Residency Policy with supporting documentation, if necessary, to request an exemption to the residency policy to the Director for Residential Facilities, who will investigate the request.

Administrative Decision

The Director for Residential Facilities will send a written response via email to your request. If it is denied, you have the right to appeal the decision. You must file a written appeal with the Housing Director within five (5) working days of your denial. If you do not appeal within 5 days, the initial decision is final.

Stage One Appeal

Appeals filed with the Housing Director within 5 days of the original notification will be considered. Upon the Housing Director's reevaluation of the recommendation of the Director for Residential Facilities, you will be informed in writing of the decision. If your request is denied, you have the right to appeal the decision to the Associate Vice President for Student Affairs. If you do not appeal within 5 days, the decision of the Housing Director is final.

Stage Two Appeal

The Associate Vice President for Student Affairs will review all previous recommendations and inform you of his/her decision in writing. The decision of the Associate Vice President for Student Affairs is final.

***This appeal process is not applicable if you have a signed housing contract. The housing contract commits the student to a financial obligation for the length of the contract and may not be broken.**

Room Personalization Policy

Your unit 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 unit are responsible for any damage caused by such things as nails, tacks, tape, etc. 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 billed on a student's account accordingly. You remain responsible for all original furniture in your unit. Space limitations prohibit furniture storage outside your unit. No items can obstruct the proper functioning of such items as doors, smoke sensors, wireless access points and sprinkler heads.

Residence Hall Room

As you move in and begin to personalize your room, it takes on your character and becomes your home away from home. Standard rooms are equipped with desks, chairs, extra-long twin size mattresses, dressers, nightstand, closets, telephone jack, HD Cable TV service (co-ax cable not provided), computer jacks, carpeting, air conditioning and window treatments. Bathrooms include a counter with sink, toilet, shower and shelves. Rooms with expanded living areas add living room furniture including a sofa, armchairs, coffee table, bookcase and TV stand. You provide the rest.

Vulcan Village Apartment

All furnished units are to remain furnished, with beds on the frames and furniture on the floor. (e.g., no beds on top of desks or dressers, no desks or dressers stacked or turned on end). For safety reasons, cinderblocks or other means of raising furniture is not permitted. Furniture may be rearranged in your unit provided it is returned to its original position prior to check-out.

The following must be adhered to:

- No loft style or waterbeds are permitted
- Bunking of beds is only permitted in Residence Halls, as the beds may accommodate. Just request bunking pegs from CA or RD.
- No construction, wall partitions, paintings, or any similar structures are permitted.
- Dartboards are not permitted due to potential for damage to walls and doors
- Any alterations or modifications that pose a threat to safety, health, physical unit damage, comfort of others, etc., are not permitted
- No items are permitted on the ceilings. This includes nails, stickers (reflective stars), bottle caps, tape and poster putty.
- No additions to the original surface are permitted on the doors, windows, blinds or furnishing.
- All decorations must be temporary so as not to permanently deface or damage unit furnishings.
- Only official community documents may be posted on the interior and exterior of the entrance door.
- For fire safety reasons, candles, incense, space heaters, hot plates, and other combustibles are not allowed in the units.
- No vaping permitted
- No decorations are permitted on the windows, including posters, lights and flags.
- Curtains may be hung on the windows provided that a white background (or the provided blinds) face the outside of the building.

The last day to switch between Vulcan Village and Residence Halls will be in conjunction with the University's add/drop date per semester.

Holiday Decoration Policy

All electrical decorations should bear the UL label. All decoration 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 room 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. Because they can constitute a fire hazard, the university does not permit cut Christmas trees in university housing.

Use of Community Bulletin Boards

Bulletin boards in the Residence Halls and Vulcan Village Apartment are reserved for promoting University or SAI sponsored organizations and events. Please see your Resident Director if you have questions about whether an event or an organization is University or SAI sponsored.

Directory Information Policy

University Housing 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.

Mail

Residence Halls

You can retrieve your mailbox assignment and combination by visiting the mailroom in Dixon Hall. Mail is delivered to the residence halls Monday through Friday when school is in session, with the exclusion of national holidays. Outgoing mail service and stamps are available at the Student Center Information Desk. UPS and FedEx deliveries are made to the campus mailroom and you will have to sign for them there. 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 on record, so please make sure your permanent address is listed correctly with Academic Records and on your online account. If your permanent address changes when you are on campus, you need to notify Academic Records and update your online account.

Vulcan Village

Each resident is assigned a mailbox. Mailboxes may be shared by multiple residents. Mail is delivered daily except Sundays and holidays. Notification of packages and special deliveries will be emailed to your calu.edu email address. The post office mail place a special numbered mailbox key to retrieve a box/package in that numbered large mail kiosk box. The key should be left in that special large mailbox lock after you retrieve your package.

Your mailing address is:

Your Proper Name
Apartment Number
Building Address - California Road
Brownsville PA 15417
Building 5 – 265 California Road

Building Addresses are as follows:

Building 1 – 257 California Road	Building 6 – 267 California Road
Building 2 – 259 California Road	Building 7 – 247 California Road
Building 3 – 261 California Road	Building 8 – 249 California Road
Building 4 – 263 California Road	Building 9 – 251 California Road
Building 10 – 253 California Road	

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, rooms above, below or beside you, 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

Residents 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).

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.

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. All campus buildings are smoke free in compliance with the Pennsylvania Clean Indoor Act. Therefore, smoking is not permitted in the residence halls or Vulcan Village Apartments, the breezeways or within 25 feet of the buildings. This includes e-cigarettes, vape pipes, hookah pens or similar devices.

Paraphernalia connected with drug or alcohol use (beer tap, bar, pipes, bong, empty containers, etc.) is prohibited. No event that includes the serving or consumption of alcohol may be advertised in university housing.

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 increase residence hall costs. All of these activities also merit sanctions and/or legal action.

Prohibited Actions

The following activities are not allowed in the residence halls:

- Gambling in any form
- Playing sports
- Riding any kind of vehicle including segways
- 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
- Vaping

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

- 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
- Anything that produces an open flame or explosion, such as 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 touchier lamps
- Flammable materials hung from ceiling or walls
- Air conditioners or space heaters
- Fog or smoke machines
- Hover boards

ROOM CONSOLIDATION PROCESS

The University Housing Office strives to always have each room filled to capacity whenever possible. However for a wide variety of reasons, housing vacancies occur. When vacancies exist, the Housing Office strives to assign or consolidate those vacancies to have vacant rooms rather than vacant bed spaces. This process allows us to extend campus housing opportunities to the largest number of students or to be used in the event of an emergency situation. The University reserves the sole right to assign or reassign rooms when necessary.

If after the first 15 days of any semester, a student assigned to a double room is without a roommate, they will be provided the following options by the Residence Hall Director (RD):

* Pay the additional cost of a single and stay in the current room.

* Find a student that is in a similar circumstance within the allocated time period.

Students should begin looking immediately for a possible roommate. The RD will supply each student with a list of potential roommate candidates. Your RD will do everything possible to make the process comfortable, but whether you move, or the other person does, someone must relocate. Any individual who has not satisfactorily completed the process on the last day of Room Consolidation will be relocated at the discretion of the Residence Hall Director. That relocation is not subject to appeal.

Only those students who pay for a single may reside in a single. Because singles incur additional cost, a student must demonstrate the ability to pay before final approval will occur. Depending on your personal circumstance, The Office of Student Accounts may indicate that payment is required before approval. For others, payment may be deferred against available financial aid. *That decision is made by the Office of Student Accounts and not by the Housing Office.*

Vacancies occurring during the summer or winter recess: Prepare for an administrative assignment. The University Housing Office reserves the right to consolidate empty spaces or make reassignments when vacancies occur during the summer and winter recess.

The last day to switch between Vulcan Village and Residence Halls will be in conjunction with the University's add/drop date per semester.

UNIVERSITY HOUSING Tech Support

By connecting to and/or using the California University network connection in your residence, you agree to abide by the University policies. Violations of the Acceptable use Policy will be adjudicated by staff and/or the University and/or law enforcement officials as appropriate. Network privileges of any user may be temporarily suspended while suspected violations are being investigated or adjudicated, even if it affects network services of roommates.

Computer Labs

California University of Pennsylvania provides a computer lab with a printer in each residence hall and one in the club house of Vulcan Village Apartments 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 staff must be followed. Each lab has a printer, but you must supply your own paper.

Personal Computers

If you bring your own computer or mobile device, all units provide Cat-6 network connections. To use wired connections, you will need an Ethernet cable and an installed and operable 10BaseT Ethernet card. (The university does not provide or install the Ethernet card or cable.) In addition, wireless is available in all Cal U academic buildings and residence halls, as well as in the Natali Student Union, Manderino Library, Convocation Center and all other facilities. Coverage extends to outdoor areas including the grounds at Vulcan Village, Campus Quad, Roadman Park, Adams on football stadium, the Phillipsburg soccer complex, SAI Farm and even the campus parking lots.

You must have your computer scanned for the proper antivirus software and operating system updates and review and accept the Acceptable Use Policy (AUP) in order to access the network. For more information, visit <http://www.calu.edu> and enter *Tech Support* in the search window, or call Tech Support at 724-938-5911.

Emotional Support Animals

In order to receive approval to have an emotional support animal in University Housing, the student must successfully complete the approval process with the Office for Students with Disabilities (OSD). **Do not bring emotional support animal until the Office for Students with Disabilities (OSD) and Housing confirms approval.**