

Student Rights & Responsibilities

UCR

**Housing
Services**

Handbook

A Guide
to UCR
Housing
Student
Conduct
Policies

Residence Life Mission Statement

We provide a safe, inclusive learning environment that fosters academic success, individual growth and personal responsibility.

We enhance the co-curricular experience by providing opportunities for leadership development and social support.

We are committed to integrating our diverse identities into engaging and enriching communities.

Letter from the Director

Dear UCR Community Member,

Thank you for choosing to be part of our residential housing community. UCR Housing Services takes pride providing you with a safe and welcoming environment. We strive to continually improve our housing facilities and amenities, in order to provide you with the best possible academic and social setting in your journey toward educational advancement.

Your participation and citizenship in the UCR campus are essential components to creating a thriving community. We look to our students to aid in the development of strong social networks; to be the eyes and ears of our community; and to ensure that our community standards are respected.

Whether you are a first year freshman, a doctoral candidate or a family member residing within our Family Housing area, our expectations for your conduct and your involvement in our community remain consistent. We expect that all members of our community are knowledgeable of their Student Rights and Responsibilities and that students abide by all Housing Student Conduct Policies, both of which are provided within this handbook.

In addition to the Housing Student Conduct Policies outlined, all UCR students are expected to know and follow the University Student Conduct Code regulations. These policies can be obtained at the Office of Student Conduct & Academic Integrity Programs located in 104 Costco Hall or via their webpage (<http://www.conduct.ucr.edu/>).

As citizens within the UCR community and the residential housing environment, it is my hope that you will display your concern for the UCR community by reporting policy violations that may be harmful to fellow students, by being actively involved in campus activities; and by participating in projects which enhance our university campus, as well as the surrounding community.

Please be sure to take the time to review the information enclosed within this handbook, as it will be an invaluable guide to you in partnering with our staff to create a dynamic and enriching community atmosphere. We look forward to your contributions and citizenship within our community!

Sincerely,

Jeanette Bradeen
Director of Residence Life

STUDENT RIGHTS AND RESPONSIBILITIES IN THE UCR HOUSING CONDUCT REVIEW PROCESS

The following are the steps of student conduct review process, which result from alleged violations of UCR Housing policies and community standards. The process is designed to ensure due process but should not be confused with a court of law. Housing conduct decisions shall be based on reasonable conclusion of the information provided in the situation. You are responsible for knowing your rights and responsibilities regarding this process.

1. The Hearing Officer (Resident Director, Peer Review Board Administrator or the Assistant Director for Residence Life) will schedule a meeting with you to discuss the report and behavior that is alleged to be in violation of policy.
2. You will receive notification concerning the alleged incident. This notification will include information about the general nature of the incident, date of the incident, and possible policy(ies) violated.
3. You will be given a minimum of 24 hours notice to attend the Administrative Conduct Review or Hearing.
4. At your conduct review or hearing, you will have the opportunity to review information provided from the Information Report Form and any other relevant source(s).
5. You will have the opportunity to admit to or deny responsibility for violating the policies indicated in the Notice of Meeting.
6. If you deny violating policies, you may be given the option to request a full hearing before the Peer Review Board. When the PRB is not in operation, the case would not be appropriate for PRB, or you do not wish to have the case adjudicated by the PRB, the hearing officer will make a determination of responsibility based on the preponderance of the evidence-that which is more clear, convincing, and/or likely to have occurred.
7. You will have an opportunity to respond to allegations and to present relevant information.
8. All proceedings and meetings are closed. You may have an advisor present with you at your meeting. The advisor must address you only, not the hearing officer. The advisor may not be a person who is involved in the situation. If you chose to have an advisor accompany you, you must inform the hearing officer of your plans prior to your administrative meeting.
9. You will be notified of the final outcome and of the opportunity to appeal the decision. You may file a written reply to the decision(s).
10. You may request an appeal of decisions and sanctions by the Hearing Officer by submitting a written request within three (3) business days after the notice of sanction has been issued. Specific directions for submitting this request for an appeal will be included in the decision letter.
11. If you are found to be responsible for community violations, you will be subject to sanctions. Sanctions may include, but are not limited to: warning, community service, restitution, special projects, fees, fines, residential probation, relocation, and/or contract cancellation (eviction).
12. You may choose to not respond to allegations of misconduct (Note: Exercising this option does not preclude continuation of the conduct process).
13. Failure to attend scheduled student conduct meeting(s) may result in decisions regarding responsibility and sanction(s) occurring without your being present; or, an administrative HOLD being placed on your university records until you attend a conduct meeting.
14. Failure to comply with or complete sanctions by stated deadlines may result in additional disciplinary action or an administrative HOLD being placed on your university records until sanctions are complete.

Section 1. HOUSING STUDENT CONDUCT POLICIES (Revised August 2007)

1.01 Abuse, Threatening Behavior, and Violence

Both direct and indirect forms of verbal and written abuse, threats, coercion, physical or verbal harassment, intimidation, violence against another person or their property, or causing the apprehension of physical or verbal harm are prohibited and will not be tolerated. Conduct that threatens the health and safety of any person (including oneself) will result in UCR Housing disciplinary action, referral for University disciplinary action, and/or possible criminal action.

1.02 Alcohol

No person shall possess, consume, manufacture, distribute, sell, or furnish alcohol except as provided by federal, state, and local law or ordinance and University of California policy as stated below and in the University Student Conduct Code. Residents involved in violations of UCR Housing's Alcohol policy are required to dispose of alcoholic beverages upon request of staff members.

- 1.02.1 **Residence Halls** - Alcohol is not permitted in the Residence Halls or the areas immediately adjacent to them regardless of resident or guest age. This includes both open and unopened containers of alcohol.
- 1.02.2 **Empty Alcohol Containers** - Empty alcohol containers (cans, bottles, kegs, boxes, on which alcohol beverage insignia appears) are not permitted within or on grounds immediately adjacent to Residence Hall facilities. Alcohol container collections and/or displays (empty or unopened) are not permitted.
- 1.02.3 **Public Spaces** – Alcohol may not be consumed in public spaces such as balconies, patios, lobbies, hallways, lounges, meeting rooms, public restrooms, or parking lots in or around UCR Housing facilities.
- 1.02.4 **Common Containers** – Alcohol in common containers is not permitted. This includes any container or device intended to dispense large quantities of alcohol beverages and may include, but is not limited to: kegs, punch bowls, trash cans, etc.
- 1.02.5 **Campus Apartments and Family Housing** – Only residents over the age of 21 may possess and/or consume alcoholic beverages and only within the privacy of their own residence with the door closed. Alcohol is not permitted in residential units in which the assigned resident(s) are under the age of 21, nor may alcohol be consumed in the presence of persons under the age of 21.

1.03 Behavior While Intoxicated

Problematic or disruptive behavior while under the influence of alcohol or any other controlled substance is not permitted. A violation of any other policy while under the influence of alcohol or a controlled substance is considered an additional violation. Inability to exercise care for one's own safety or the safety of others because of alcohol or other controlled substance use is considered a violation of this policy.

1.04 Cleanliness, Health, and Hygiene

Residents are required to make reasonable efforts to maintain proper personal cleanliness and hygiene. Rooms, suites, and apartments must be kept clean and sanitary at all times, including proper disposal of empty food and beverage containers. Students are prohibited from activities that violate any health code. Residents may not violate these regulations or interfere with the safe and clean environment of others.

1.05 Complicity

Residents who have knowledge of a violation of University or UCR Housing policies must either report the violation or take action to discourage the violation. Failure to either report or discourage the violation or, minimally, remove oneself from the area of the violation is considered to constitute permission, contribution, or encouragement of the violation and is not permitted.

1.06 Controlled Substances

The possession, use, manufacture, distribution, sale, or consumption of controlled substances as defined by State and Federal law or regulations, is prohibited. Possession of paraphernalia containing controlled substances or residue of controlled substances is prohibited in Housing and on campus.

1.07 Disorderly Conduct

Disorderly and/or lewd conduct is not permitted.

- 1.07.1 Loud or aggressive behavior or behavior that disrupts the orderly functioning of the University or disturbs the peace and/or comfort of others in the community or in UCR Housing is prohibited.

- 1.07.2 Intentional acts or behaviors that unreasonably interfere with others' normal use of the facilities or privileges are prohibited. This includes but is not limited to pranks, practical jokes or other forms of disruptions, which can escalate into harmful and/or destructive behaviors.
- 1.07.3 Lewd, indecent, or obscene conduct or expression, either oral or visual, and by whatever means within UCR Housing is prohibited.

1.08 Evacuation

All residents and guests are required to leave the building whenever the fire alarm sounds or when directed to do so by UCR Housing or University Emergency Personnel. Residents are expected to report to the designated assembly area and await further instruction and/or information. Failure to do so is a misdemeanor offense and is subject to criminal prosecution as well as disciplinary action. Residents are not permitted to reenter an evacuated building until authorized by UCR Housing or University Emergency Personnel.

1.09 Explosives

Any form of explosive device is prohibited in or immediately adjacent to any UCR Housing facility. This includes, but is not limited to firecrackers, fireworks, ammunition, pyrotechnics, "Cherry Bombs," M-80s, etc. Any explosives found will be immediately confiscated by UCR Housing and/or UCPD.

1.10 False Information

Dishonesty or knowingly furnishing false information or identification to the University, UCR Housing, or any UCR Housing staff member, including furnishing false information for the purpose of gaining unauthorized access into a residential facility, dining facility, or sponsored event, or to gain use of restricted equipment is a violation of this policy.

1.11 Fire and Arson

Causing, attempting to cause, or contributing to the causation of a fire either intentionally or unintentionally within any UCR Housing facility or in close proximity to such a facility is not permitted.

- 1.11.2 Fire Alarms - Activation of a fire alarm when no fire exists is a violation of policy. This includes but is not limited to improper cooking, burning food, use of synthetic smoke machines, smoking indoors, alarms caused by tampering with fire safety equipment, etc.
- 1.11.3 Fire Safety Equipment - Tampering with, disabling, or disarming fire safety equipment or using any such equipment for any purpose or use other than the prevention or control of fire is not permitted. Fire equipment shall include, but not be limited to heat and smoke detectors, fire alarms, fire extinguishers, fire extinguisher boxes, fire hoses, fire sprinklers, and any other fire-fighting devices. No items may touch, obstruct, or be hung from fire sprinkler heads.

1.12 Gambling

Gambling is not permitted in housing facilities.

1.13 Guests

A 'guest' is defined as any person who visits a room, suite, apartment, or residential unit to which he or she is not assigned. All guests should be met and escorted through the building by you. Individuals involved in a violation may be asked to leave by a residence life staff member. Violations of UCR Housing policy by non-resident students may be forwarded to Student Judicial Affairs for review.

- 1.13.1 Residents are responsible for the actions of your guests at all times, both inside the buildings and adjacent areas—including all community standards. Residents may be held accountable for guest behavior while in UCR Housing facilities.
- 1.13.2 There is a limit of 6 (six) guests in a residential unit.
- 1.13.3 Having overnight guest(s) without the approval of your roommate is prohibited. Each resident in the Residence Halls is limited to one overnight guest at a time. In Campus Apartments and Family Housing, there is a limit of two overnight guests per bedroom per night. Individual overnight guests are permitted to stay only in your residential room, not in residential common areas. There is a two-night limit for each guest, per month. "Continual" guests are not permitted and may result in the exclusion of your guest and/or termination of your housing contract.
- 1.13.4 Residents are not permitted to leave guests unattended in residential areas. This includes allowing non-residents entry through locked building, hall, or suite doors.

1.13.5 Persons excluded from UCR Housing facilities may not return as guests.

1.13.6 **Crest Family Housing** – If a unique situation exists in which a guest will need to stay longer than three (3) days, residents are required to obtain prior approval by submitting an Extended Stay Guest Application at the Crest Resident Services Office.

1.14 **Hall Sports**

No person shall play any athletic games or similar activities inside any UCR Housing Residence Hall or Campus Apartment facility except within designated areas or when properly authorized. Similarly, water fights, water guns, water balloons, or other games involving water are prohibited inside and immediately adjacent to UCR Housing facilities.

1.15 **Hazing**

Hazing of any kind will not be tolerated. Hazing includes any act that causes, is likely to cause, or threatens physical harm or personal degradation or disgrace resulting in physical or mental harm to any student or any person. Those people involved in hazing may be referred to Student Judicial Affairs (refer to the University of California Policies Applying to Campus Activities, Organizations, and Students).

1.16 **Identification**

All persons living in or visiting UCR Housing facilities must be able to present valid photo identification upon request.

1.17 **Public Law**

Any act that could constitute a violation of public laws will establish cause for disciplinary action by UCR Housing.

1.18 **Resident Behavior**

Students who display inappropriate behavior or conduct towards themselves or other residents, exhibit an inability to live in a residential hall setting, refuse intervention, and/or are endangering themselves or others in any manner, are subject to administrative or judicial action that may result in relocation or contract termination and/or restriction from residential areas. Behavioral examples include but are not limited to: eating disorders, self mutilation, dependence upon other residents and/or staff for self care, etc.

1.19 **Residential Unit Behavior**

Residents are responsible for all behavior that occurs in their assigned room, suite, apartment, or residential unit.

1.20 **Sanctions**

Failure to comply with terms of sanctions imposed as a result of UCR Housing student conduct action is a violation of community standards.

1.21 **Sexual Misconduct**

Sexual offenses of any nature, including but not limited to sexual harassment and sexual assault, are prohibited. Such violations are grounds for UCR Housing disciplinary action, University disciplinary action, and possible criminal prosecution. See also: University Student Conduct Code (www.conduct.ucr.edu), Riverside Campus Policies and Procedures regarding rape and sexual assault, Riverside campus policy on sexual harassment (<http://www.titleix.ucr.edu>).

1.22 **Smoking**

Smoking is prohibited inside the UCR Housing facilities or within twenty (20) feet of an entrance, exit, ground level air intake structure, or operable window. This prohibition includes smoking on balconies, patios, entrance steps, entrance landings, and entrance access ramps, unless the area is specifically designated as a smoking area. Smoking is only permitted outside in designated areas. Smokers are responsible for properly disposing all smoking materials. Hookahs and other similar devices are not permitted in or on grounds adjacent to UCR Housing Facilities.

1.22.2 **Exceptions** –In Crest Family Student Housing residents may smoke inside their residential unit.

1.23 **Soliciting**

No advertising, recruiting, campaigning, selling, or commercial soliciting is permitted in UCR Housing Facilities or the areas immediately adjacent to them. This includes residents and non-residents. If you encounter a solicitor, notify the Resident Services Office or the RA on duty immediately. Do not ever purchase anything from a solicitor or let anyone into your room/hall. See also Activities Regulations in this chapter.

1.24 **Staff Directions**

1.24.1 Residents and guests are required to comply with lawful requests of staff members performing their duties. For the purposes of this policy, the term staff members refers to but is not limited to residence life, administrative, dining

services, custodial, maintenance, police, and other University staff. Failure to open room doors for staff members upon request can be considered non-compliance.

- 1.24.2 Behavior and/or conduct that obstructs/disrupts University staff members from performing their official duties are prohibited. Being uncooperative or verbally abusive to staff, providing false information, or failing to provide identification and information to staff, or interfering with staff while they are performing their duties, is not permitted.

1.25 Study Environment

UCR Housing Services is committed to providing living environments that complement and foster the academic and intellectual development of UCR students. Students are expected to maintain an atmosphere conducive to studying, especially in the evenings. The following policies have been implemented in an effort to maintain a supportive study and sleep environment.

- 1.25.1 **Noise** - Loud or disturbing sounds (such as but not limited to talking, yelling, stereos, musical instruments, etc.), which interfere with others' ability to sleep or study, are not permitted.
- 1.25.2 **Quiet Hours** - Quiet hours are those times when no noise will be tolerated, so as to allow residents to sleep in their residences. Use of subwoofers is not permitted during sleep hours. 10:00pm-8:00am, Sunday-Thursday; 1:00am-10:00am, Friday-Saturday.
- 1.25.3 **Finals Week Quiet Hours** – beginning at 5:00pm on the final day of instruction each quarter, quiet hours are in effect for the remainder of the academic quarter. During this period of time, any loud or distracting noises are prohibited.
- 1.25.4 **Musical Instruments** - Due to noise volume, musical instruments may only be played in designated music rooms.
- 1.25.5 **Amplified Sound** - Amplified sound is not permitted within or in outdoor areas adjacent to UCR Housing facilities. Residents are not to place stereo speakers in windows or otherwise amplify sound from windows to the outside. Housing Services must approve the use of amplified sound systems for events or programs.

1.26 Theft

Theft or unauthorized use of any property, equipment or resources of the University or other person is prohibited.

1.27 Throwing, Dropping, or Projecting Objects or Materials

Throwing, dropping, propelling, or allowing any object or material to fall from any residence hall window, balcony, railing, or stairwell is prohibited. Similarly, throwing, dropping, or projecting any object or material at or from any building or person is prohibited.

1.28 Trespass

Trespassing includes entering other student rooms, residential units, or normally locked common area without the permission of a resident living in that area, including suite areas and bathrooms. Unauthorized entry into offices, behind the RSO desk, into maintenance closets, etc., is prohibited. Residents and or guests are prohibited from entering the building during break times without authorization. Residents are not to enter or access restricted areas, including the unauthorized opening of emergency exit doors, fire escape doors, attic/roof access doors, and/or unauthorized presence on rooftops, ledges, seismic bracing, fire escapes, attic space, emergency exits, or areas marked or known to be restricted access in any residential facility or construction area.

1.29 University Conduct Code

University regulations and policies regarding student behavior are inherent under the UCR Housing contract. Portions of the University Student Conduct Code (available at www.conduct.ucr.edu) relevant to UCR Housing facilities not otherwise addressed in this handbook will be enforced as part of the UCR Housing Conduct Code.

1.30 Vandalism or Damage of Property

Vandalism, damage, or destruction of University or personal property is not permitted. Tearing down posters, flyers, banners, and door decorations is also prohibited. Bills for the cost of repair will be assessed to the housing account of those found responsible. There is a \$5 minimum charge per person for each incident.

1.31 Weapons

Possession of weapons, including but not limited to the following list, in or adjacent to UCR Housing facilities is prohibited: any firearm, retractable bladed knives, knives with a fixed blade over 2.5 inches, ice picks, air rifles, switchblades, swords, axes/hatchets, spears, nun-chucks, dirks, daggers, hunting equipment, bows and arrows, slingshots, air-powered guns, gas-powered guns, dart guns, BB Guns, Paintball or Pellet Guns, blackjacks, sand clubs, and other weapons (including those used for decoration or display). Also prohibited is the possession of facsimile weapons. Any weapons found will be immediately confiscated by UCR Housing and/or UCPD.

- Students using martial arts weapons for classes must make alternate arrangements for storage outside of UCR Housing facilities. Kitchen knives used strictly for food preparation are permissible in UCR Housing facilities.

Section 2. FACILITIES USE STANDARDS

2.01 Antennas/Satellite Dishes

Items such as private antennas and satellite dishes may not be mounted, attached, or placed on or outside of residential units. In Crest Family Student Housing, these devices require prior approval – please contact the Crest RSO for more information.

2.02 Balconies, Ledges, Trellises, Rooftops

The use of ledges, trellises, and rooftops for any purpose is prohibited. This includes keeping plants or other items on them. Balconies are not to be used to store furniture, bicycles, or other items. Hammocks are prohibited from balconies, patios, or landscaped areas. Interior furniture, clotheslines, trash, mops, and unsightly items are not permitted on the balconies or other exterior areas.

2.03 Barbeques

Personal barbeques are not permitted on or in UCR Residence Halls or Campus Apartments. Gas barbeque facilities are provided for hall events and activities in designated areas of each complex. Such barbeque events must be approved by the Resident Director and scheduled with the Resident Services Office (RSO).

2.04 Bathrooms

Bathrooms are to be used only as designated for men, for women, or gender-neutral. There is a strict limit of one person per bathroom stall at a time.

2.05 Beds

Lifting of beds is permitted only when performed by designated UCR Housing Services staff. Residents may turn in a request at the RSO. Waterbeds are not permitted in UCR Housing facilities.

2.06 Bicycles, Skateboards, Roller Blades, Scooters

Bicycles, skateboards, roller blades, roller skates, scooters, and other similar devices are not to be used inside or within 15 feet of UCR Housing facilities. Residents must dismount these items prior to accessing building walkways, sidewalks or entrances. Trick riding and stunts create a safety hazard and are prohibited on walkways or in other areas within the vicinity of Housing Services buildings.

2.07 Bicycle Storage

All residents must register their bicycles with the University of California Police Department. Registered bicycles must be stored either in a bike rack or in individual rooms. Bicycles may be impounded if found in any other area or if they are not registered. Bicycles may not be left in front of the building or in hallways, or other hall common areas, or be locked up on public/common area railings or poles.

2.08 Businesses

The operation of any business within any UCR Housing residential facility is prohibited. This includes mail order businesses, operation of commercial websites, and any services provided for profit. UCR Residence Hall Association and the UCR Chapter of the National Residence Hall Honorary are exempt.

2.09 Checking In

Residents are required to check in prior to occupying their assigned residential space. Residents will not be permitted to check in prior to the facility's Opening date specified in the Housing Contract. When checking into UCR Housing, residents must fill out and sign a room inventory form upon inspection of the room or residential unit. This must be returned to the RSO within 24 hours of occupancy.

2.10 Checking Out

If you have terminated your housing contract or your contract has expired, you must vacate your room, apartment, or residential unit. To do so properly, residents must contact the Residence Services Office (RSO) or their RA in order to check out. A staff member will check for damages, missing items, and cleanliness. You must sign the inventory form at the time your form is reviewed, and return your key(s) to the staff member. Failure to complete the check out procedure may cause the forfeiture of any refunds to which you are entitled and assessment of additional fees or surcharges.

2.11 Chemicals

Storage or use of toxic, hazardous, or flammable chemical in any quantity is prohibited in UCR Housing facilities.

2.12 Closet/Cabinet Doors

Removing closet/cabinet doors is prohibited. If doors are removed, they will be re-installed immediately and residents assigned to the room, suite, hall, or community will be charged.

2.13 Community Damage

Residents will be held responsible for any damage or theft of University property public areas of the Residence Halls or their residential areas. Charges for damage in public areas and/or additional clean up not readily assessable to a particular individual may be assessed to the residents of the community where the damage has occurred. There is a \$5 minimum charge per person per incident.

2.14 Repairs

Do not attempt to make your own repairs, as they will probably not meet University standards and will result in a more expensive repair bill.

2.15 Decorations

Decorations and materials that are posted in hallways and common areas must be approved by UCR Housing Services. Residents are permitted to decorate their residence hall room doors provided this decoration will not result in damage to the door. Residents may not post personal items in hallways on any surface other than their door. Students are permitted to decorate or post materials inside student rooms, apartments, or residential units. Postings inside rooms or on the inside of exterior-facing room windows or doors may not interfere with the operation of doors or windows or otherwise endanger health or safety. Residents are responsible for damage to doors, windows, and walls caused by decorations.

2.16 Doors/Locks

Doors, doorjamb, door closures, doorknobs, and locking mechanisms are not to be altered or tampered with in any way. Altered locks will result in lock replacement at the expense of the resident. Installation of any additional door locking mechanism (e.g., deadbolt, latch, chain, etc.) is prohibited. Students are strictly prohibited from using or attempting to use items other than a University issued key or access card to unlock doors and gain entry into rooms, hallways, or suites.

For security reasons, residents should not leave residential room doors unlocked when sleeping or not present in room. Residents are not to prop room or hallway doors open nor are they to leave their room unlocked and unattended. Room doors are not to be "bolted" open, as this causes damage to the locking mechanism.

2.17 Elevators

Tampering with, vandalism of, or other misuse of elevators is prohibited, including misuse of switches, alarms, and telephones.

2.18 Entering Rooms

UCR Housing Services respects the right to privacy of individuals. RAs and other housing staff members are not permitted to give any person access into a resident's room. However, authorized University personnel may enter residence halls, houses, apartments, and student rooms as follows:

- For the purposes of health, safety, sanitation, maintenance and inspection or to show vacancies without prior notification
- To stop noises from a stereo, alarm clock, or other appliance that is disrupting the environment for others in the community when the occupants are not available to take action themselves
- To make alterations, improvements or repairs when a work order was completed by the resident
- In case of an emergency
- Pursuant to a court order
- When the room is believed to be abandoned
- For closing periods when a building lock down is required

Occupants will be notified in advance whenever possible. If an unscheduled entry is made there will be two staff members in the room except in case of an emergency and entrants will leave a notation of when and why they entered the room.

Student rooms may be searched only by law enforcement agencies with a legal search warrant or probable cause, with permission of the resident, or in an emergency (crime in progress, health and welfare check, etc).

2.19 Fire Hazards/Flammables

Open flames (including candles, potpourri, flame starters, sternos, and incense), combustible decorations and chemicals, multiple ("octopus") electrical adapters and ungrounded electrical appliances are prohibited in student rooms. Power strips with minimum 1449 UL listed surge suppressor with sufficient joule capacity should be used for protection of computers and other electrical equipment.

2.19.1 **Flammable Materials** - Possession, storage, or use of flammable substances including gasoline, propane, butane, kerosene, candles, or any item with an open flame in UCR Housing facilities is strictly prohibited.

2.19.2 **Appliances** - Open element appliances (hot plates, indoor grills, immersion heating coils, and heaters) are also prohibited. Torchiere Halogen lights are not permitted in UCR Housing Facilities. Never leave any appliance (including microwave ovens and common area kitchens) unattended while in use.

2.19.3 **Holiday Decorations** - "Live cut" trees (such as Christmas Trees) or other combustible decorations are prohibited in the residential facilities. Any permissible holiday decorations in the residence halls/suites must be made of fireproof materials and be UL (Underwriters Laboratory) List-approved for the intended use.

2.20 **Furniture**

Furniture may not be removed from student rooms of original assignment without proper authorization from Housing Services. Furniture may not be altered from original design in such a manner that creates violations of health and safety codes and/or results in damage to Housing property. Furniture in common areas (lounges, study rooms, lobbies, etc.) is not to be removed to resident rooms. Personal items of furniture (couches, sofas, chairs, etc.) may not be stored in common areas. Personal furniture (couches, sofas, chairs, etc.) kept in resident rooms must be fire rated and approved by the campus fire marshal.

2.21 **Grounds Care Standards – Crest Family Student Housing**

Residents in Crest Family Student Housing are required to abide by all Grounds Care Standards as articulated in the Crest Family Student Housing Handbook. Failure to do so may result in disciplinary action.

2.22 **Hallways, Walkways, and Lounges**

Hallways, walkways, and stairwells are to be kept clear of furniture, equipment, trash, and any other obstacles that might obstruct passage. Viewing of sexually explicit materials on hall lounge or common area televisions is not permitted.

2.23 **Insurance**

The University is not responsible for loss in campus housing due to fire, theft, water, or other causes. Residents need to provide their own personal insurance. If you need personal property insurance, you may contact College Student Insurance Agency, Inc. at <http://www.collegestudentinsurance.com/html/studentorder.html> or National Student Services, Incorporated at <http://www.nssinc.com> CSI and NSSI specialize in student personal property insurance.

2.24 **Keys/Cards**

2.24.1 **Key or Card Use** - Keys/cards are not to be duplicated, loaned, or furnished to any other person. UCR Card is not transferable and no one else is allowed to use your card. Having a replacement key made for a friend's use will result in severe disciplinary action and may result in termination of your housing contract.

2.24.2 **Lost Keys or Cards**- Lost and missing keys will result in lock replacement at the expense of the resident. A charge of \$60.00 will be assessed for any core change. In addition, the cost for replacement keys is \$20 for each room, mailbox, or hall entrance key. If a lost key is found within thirty days, return the new key to the Resident Services Office for a refund. Failure to turn in your keys/cards at checkout time will result in a \$50 per key/card fine, plus the cost to have new keys/cards made. Lost UCR Cards need to be reported immediately to the Resident Services Office. Your lost card will be deactivated so that it cannot be used for meals or building access. A replacement card must be obtained at the UCR Connection Card Office immediately or on the next business day.

2.24.3 **Lockouts** - Excessive lockouts can result in additional disciplinary action.

Loft Safety (See Policy 2.36)

2.25 **Mail/Mailboxes**

Residents are responsible for regularly checking their mailbox (at least once every 72 hours). The University and UCR Housing Services utilizes the residence hall mailboxes as the primary means of communication with residents. Residents should report any difficulty with their mailboxes to the Resident Services Office (RSO). Residents are prohibited from pushing unwanted mail through the mailbox onto the mailroom floor.

2.26 **Motor Vehicles**

A parking permit is needed for all motorized vehicles (including mopeds and motorized scooters). They may be parked in designated parking areas only. No motorized vehicle may be parked or stored inside or adjacent to UCR Housing facilities. Improperly stored vehicles will be removed and costs or fees will be assessed to the owner. Pocket motorbikes are not street-legal and are not to be used on UCR streets, roadways, sidewalks or parking lots.

2.27 **Pets**

Residents are not permitted to keep pets in the Residence Halls, with the exception of fish in an aquarium (30-gallon size maximum). Visiting pets are not permitted inside UCR Housing Facilities.

2.27.2 **Crest Family Student Housing** – In addition to fish, pets in cages (small rodents and birds) are permitted. Dogs,

cats, and other animals not specifically permitted in this policy are prohibited. Please do not feed stray animals in the complex. If stray animals are observed, contact the Crest RSO.

2.28 **Public Areas**

UCR Housing meeting rooms and other common areas are not available to campus clubs, organizations, or departments. This includes meeting rooms, hall lounges, lobby areas, parking lots, and surrounding grounds. No "informal" gatherings are allowed. Facilities are paid for by the residents, and are kept for their use and for Housing sponsored activities. For room use questions and fees, contact Conference Services at 2-6500. Please refer to Activities Regulation 5.04 in this chapter.

2.29 **Refrigerators**

Personal refrigerators are not allowed in Residence Hall facilities, as UCR Housing provides MicroFridges® in each room. You may not place your MicroFridge® in a closet or other enclosed area. MicroFridges® must be emptied and unplugged during the winter and spring breaks and upon checking out at the end of the year.

2.30 **Room/Bedspace Availability**

If there is an unoccupied space in a residential unit, the current resident(s) may not take over that space with their belongings. Residents are required to keep their room in such a state that a new roommate could move in with little or no advance notice. In addition to disciplinary action, fines may be assessed for non-compliance.

2.31 **Room/Suite/Apartment Changes**

Residents who wish to change their room assignment must make proper arrangements with their Resident Services Office prior to moving. All room changes require Resident Director approval and a room change fee may apply. Unauthorized room changes are prohibited and may result in fines.

2.32 **Security and Emergency Doors**

Jeopardizing, tampering with, or interfering with the safety and security systems of UCR Housing facilities, including propping open, tampering with, or unauthorized use of emergency and exterior doors, surveillance cameras, parking gates, "EXIT" signs, lights, and other security mechanisms is prohibited.

2.33 **Sidewalk Chalking**

Writing on sidewalks is prohibited unless approved by UCR Housing Services.

2.34 **Trash**

All trash must be disposed of using the trash chutes or in other designated areas. Contact a staff member regarding location of chutes or disposal locations near you. Using public area (lounge, bathroom, common area) trash receptacles to dispose of trash from your room is prohibited. If trash from your room is found in non-designated areas or has accumulated to unsanitary levels, you may be held accountable for the appropriate disposal and all financial costs associated with its removal.

2.35 **Windows**

2.35.1 **Entering/Exiting** - Entering or exiting the building through a window, or balcony entrance is prohibited. Residents may not use windows to bring items in or out of residence hall rooms. Scaling walls is not permitted.

2.35.2 **Screens** – In areas where screens are present, window screens may not be removed at any time. Residents will be charged to replace any missing screens in rooms.

2.35.3 **Hanging Items** - Items are not to be hung out windows. Air-conditioners or other non-standard items may not be applied to or installed in windows.

2.35.4 **Covering Windows** - Hallway, door, or suite windows are not to be covered or visually obstructed. Such windows are in place for safety and security purposes.

2.36 **Loft Safety**

2.36.1 **Furniture** – Furniture may not be relocated or stored in lofts. No furniture is permitted onto the loft with the exception of two mattresses, a small TV, a night light, and/or an alarm clock.

2.36.2 **Maximum Occupancy** - No more than three average weight residents can occupy the loft space at any one time.

Section 3. DINING HALL USE STANDARDS

3.01 Dining Hall Behavior

The Dining Halls are an extension of UCR Housing Services and residents are responsible for abiding by the policies and procedures of the Dining Facilities. Damage to dining hall or private property, misuse/alteration of meal cards, theft (food, utensils, etc.), food fights, or other inappropriate behavior will be cause for disciplinary action by Housing Services and/or Student Judicial Affairs. Policies also apply to special event meals and BBQs where appropriate.

- 3.01.1 **Food**—No food may be taken out of a Residential Dining facility unless it is a “to-go” item. You may eat as much as you like inside the dining halls, but take only what you will eat to reduce the amount of waste.
- 3.01.2 **Busing Trays**—You are responsible for taking (busing) your own tray to the dish returns area at the end of each meal. Failure to bus your tray will result in disciplinary action.
- 3.01.3 **Disturbances**—Disturbances in the dining hall, including food fights, the throwing of any objects and the destruction of property are prohibited. Instigators of food fights will be held responsible for all related damages and costs including, but not limited to, clean up, food waste, property damage, and will have to go through the Housing and/or University Conduct process.
- 3.01.4 **Dress Code**—Shoes and shirts are required in the Dining Halls (State Health Code).
- 3.01.5 **Entry and Re-Entry**—Unauthorized (non-paying) guests are not permitted to enter a dining hall. Re-entry into these dining halls is not permitted, neither is any other duplication of meals including entering a dining hall after making alternative arrangements for the meal in question. Students using his/her meal plan may only use one “swipe” each meal, depending on meal plan. Additional entries or guests must be purchased with Dining Dollars or Cash Credit on UCR Card.
- 3.01.6 **Dining Services Equipment**—No dining service equipment, including plate ware and silverware, may be removed from the dining room.
- 3.01.7 **Card Use**—Your UCR Card must be shown at all meals in such a manner that the photo is clearly visible to the checker. This card is not transferable and no one else is allowed to use your card. Meal plan holders may not pass, loan, or sell meals or their ID card to anyone for any reason. It may be necessary for a Manager or Supervisor, in the performance of duties, to see your ID card after you’ve entered the dining hall. Please assist our supervisory staff by responding promptly when this request is made of you.
- 3.01.8 **Chairs**—Chairs need to be pushed in when you leave the table. This is to prevent aisle ways from being blocked.
- 3.01.9 **Code of Conduct**—All other standards stated in Housing and University Codes of Conduct apply.
- 3.01.10 **Staff Directions**—Please refer to General Conduct Standard 1.25 in this chapter.
- 3.01.11 **Backpacks**—Book bags, backpacks, oversized handbags, tumblers, sipper bottles and thermoses are not permitted in the residential Dining Halls. Token operated storage lockers are provided adjacent to each of these locations. Tokens are available at the RSO from 8am-11pm Monday through Friday. On the weekends or Holidays they are available at the Dining facility, see the cashier.

Section 4. COMPUTING FACILITIES/CONNECTION USE STANDARDS

Use of UCR Housing Computing (ResNET) facilities and networks is a privilege and requires users to act responsibly. Users are to respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Information regarding ResNET can be viewed at <http://resnet.ucr.edu>. Information on University of California computing policies are accessible at <http://cnc.ucr.edu/policy.htm>.

4.01 General Computer Use

- 4.01.1 You are responsible to take precautions for securing your computer, your account and/or account passwords.
- 4.01.2 E-mail spamming and other forms of abuse or harassment are not allowed or tolerated on UCR Housing ResNET.

- 4.01.3 Do not tamper with others' systems, files, passwords, or accounts. No hacking/cracking into other systems for any purpose.
- 4.01.4 Attempting to circumvent data protection schemes or uncover security loopholes is prohibited within the ResNET network or other networks connected to ResNET. This includes but not limited to port scanning, packet sniffing, and others. Respect the privacy of others.
- 4.01.5 Masking the identity of an account or machine is prohibited.
- 4.01.6 Do not perform operations which are designed to limit network service or that of another user's system.
- 4.01.7 Policies stated in the "Terms of Service" agreement upon activating a room port or computer lab account are inherent under this policy code.
- 4.01.8 Unauthorized distribution and reproduction of any U.S. copyright law protected material, including software, video and audio, is prohibited (this includes but is not limited to MP3s, Feature Films, etc.).
- 4.01.9 UCR Housing Services/ResNET reserves the right to immediately suspend computing privileges if a user and/or user's machine is operating in a manner that violates acceptable use policies. Student will be notified upon disconnection. Connection may not be reinstated until investigation is complete and/or determination is made that reconnection would not jeopardize network integrity. Permanent suspension may apply as part of disciplinary sanction.

4.02 Computer Lab Behavior

- 4.02.1 Computer Labs are to only be used by residents living in UCR Housing facilities.
- 4.02.2 Residents are responsible for properly using the provided equipment, and for promptly reporting any mechanical failures to ResNET.
- 4.02.3 Residents are to respect the rights and needs of others using the facility and behave in a manner conducive to studying. Any damage to the computer equipment or facilities will be assessed to the responsible resident through his or her student account.
- 4.02.4 No food or drink is allowed in the Computer Labs.
- 4.02.5 Academic work takes priority over non-academic work.
- 4.02.6 You may not install any hardware or software on the Lab computers.
- 4.02.7 Viewing of sexually explicit materials in the labs is not permitted.
- 4.02.8 Other policies as posted in the computer labs are included in this policy code.

4.03 In Room Connection Behavior

Excessive Bandwidth Usage is not permitted. Port usage may not exceed the following guidelines:
Each week you are allowed to download up to 5GB and upload up to 2GB.

- 4.03.1 Violations of these aggregate bandwidth limits will result in automatic disconnection to the internal network for a week. Repetitive bandwidth violations will result in additional disciplinary action.
- 4.03.2 You can monitor your own bandwidth usage at <http://www.resnet.ucr.edu>. Information on how to reduce bandwidth usage and to maintain acceptable limits can be found at <http://www.resnet.ucr.edu>.
- 4.03.3 You may not use your in-room Ethernet connection for any commercial use.
- 4.03.4 You may not establish an unauthorized server or website on the network.
- 4.03.5 All machines on the Residential Network (ResNET) must use DHCP (Dynamic Host Configuration Protocol); failure to use DHCP will result in immediate disconnection.

4.03.6 Resident must use the IP address supplied by ResNET. Static or manual IP addresses are prohibited.

4.03.7 Use of routers is not permitted.

Section 5. ACTIVITIES REGULATIONS

The following policies have been established for student organizations and services in advertising activities in UCR Housing facilities and to protect our residents' right to privacy. UCR Housing facilities include Residence Halls: Aberdeen-Inverness, Lothian, Pentland Hills and Campus Apartments: Bannockburn Village and Plaza, Canyon Crest Student Family Housing, International Village, Glen Mor, Falkirk and Stonehaven Apartments.

5.01 Posting

All materials for posting or distribution must comply with activity guidelines put forth by the Office of Student Life and the UCR Housing Services posting guidelines listed in the guidelines below. All registered student organizations with the UCR Office of Student Life and University offices/departments are eligible to submit materials for posting in UCR Housing Facilities. The sponsoring organization's name shall clearly appear on all printed materials. Off-campus businesses or organizations and private parties are not eligible to post material in UCR Housing facilities, unless the material is part of a specific UCR Housing sponsored event. All postings should be for non-commercial purposes. UCR Housing staff will remove and discard signs by non-campus sponsors. Allow at least five (5) working days for all posting requests.

In compliance with state fire laws, flyers/posters/banners may cover no more than 25% of any wall space. In addition, no postings will be allowed in public areas or common areas unless they are laminated, created on fire retardation material, placed on bulletin boards or placed in designated posting areas.

UCR Housing reserves the right to refuse the posting of any materials, mailbox stuffers, or other forms of advertisements that do not meet the specifications listed above. **Violations by student groups may result in suspension of posting privileges and referral to the Student Life Office/Student Judicial Affairs. UCPD will be contacted for possible trespass by non-campus persons.**

Flyers: To post flyers in each housing complex, please leave the following number of flyers at the locations noted and adhere to specific guidelines for each area:

Deliver flyers to the Resident Services Office in each of the following areas:

Aberdeen-Inverness: 21 flyers

Bannockburn and University Plaza (via Bannockburn K-101): 10 flyers

Crest Family Housing: 10 flyers

Glen Mor (via Pentland Hills RSO): 5 flyers

Lothian: 21 flyers

Pentland Hills: 24 flyers

Deliver flyers to the front desk of each of the following areas and ask the staff to forward to the mailbox of the Assistant Resident

Director:

Falkirk: 5 flyers

International Village: 5 flyers

Stonehaven: 5 flyers

Housing staff will post flyers only on designated bulletin boards, with the exception of housing events and emergency housing announcements, which may be posted in designated areas within housing facilities.

Posters: Due to space limitations and fire regulations, banners are not to exceed a maximum of 4 feet by 3 feet. Banners must be left at the Resident Services Office of each building for approval and posting. Banners will be posted in designated posting areas. Due to limited space, non-housing related organizations will be allowed only one banner per building, per event. Banners will be posted up to 10 days prior to the advertised event. Please do not use orange or yellow paints as these colors may bleed through to the walls.

Mailbox Stuffers: The maximum size of stuffers is 8 1/2 inches by 11 inches. To stuff all the mailboxes please submit 3070 copies in the Residence Halls, 1200 copies in Campus Apartments, and 100 in International Village. Due to the labor involved, there is a \$30.00 stuffing fee for Residence Halls, \$25.00 stuffing fee for Campus Apartments and \$5.00 stuffing fee for International Village. Make checks payable to "Regents, UC" and pay for Residence Hall stuffing at the Pentland Resident Services Office, for Campus Apartments and Family Housing, pay at the Bannockburn Resident Services Office (Bannockburn K-101), and for International Village, pay at the Front Desk of International Village. Campus departments will need to provide FAU numbers for direct recharge. After paying for this services, you will be responsible to bring the stuffers along with your proof of payment to each Resident Services

Office. Total copies needed for each area are as follows: A-I: 900 staffers; Lothian: 1,020 staffers; Pentland Hills: 1150; Campus Apartments and Family Housing: 1200 staffers; and International Village: 100 staffers. Extra staffers will not be saved.

Residential Restaurants: Posting in the Residence Hall Dining Halls is reserved for Residence Life-sponsored and Residence Halls Association-sponsored activities only. No banners, table tents, etc. are permitted.

Space Limitations: Due to limited posting space, priority of posting materials will be based on the following order: UCR Housing and Dining Services; UCR Housing Student Government (RHA, SHRA, etc.); Academic Departments; University Administrative Units; officially recognized University organizations and clubs.

Posting Authorization: All posters, flyers, and table tents must be authorized and stamped by UCR Housing Services. The stamp indicates review of the posting by UCR Housing Services and approval to post; it does not indicate an endorsement of content. In most cases, posting is restricted to the promotion of campus-related activities. The posting should display the time, date, location and sponsor of the event, as well as a telephone number or email where additional information concerning the program or sponsoring organization may be obtained. Additionally, printed material publicizing programs or workshops must include a description of the program and subject matter to be discussed. Advertisement of off-campus functions will not be authorized unless the event is sponsored by a registered student organization or a University department. Unauthorized materials will be removed and discarded. Violations may result in suspension of posting privileges and referral to the Student Life Office/Student Judicial Affairs.

5.02 Soliciting

5.02.1 **Residential Areas** - All areas other than the building lobbies and dining halls are considered private living areas and solicitation is strictly prohibited. This policy prohibits all forms of posting, door-to-door sales or recruitment, distribution of flyers or other materials, or any other form of solicitation.

5.02.2 **Tabling** - Registered UCR student organizations and recognized departments may request a table outside the Lothian or Aberdeen-Inverness Residential Restaurants or in the main lobbies in these buildings. Requests for tabling may be made at the A-I and Lothian Resident Services Offices at least five (5) business days prior to the requested date. Only one group is allowed per evening per building.

- Only passive soliciting is allowed, meaning you may have a sign at the table and interested residents will approach you. Tabling should in no way obstruct the free flow of traffic into the dining facilities or through the lobby area. You are not to approach the residents. If there is an issue regarding group or group members' behavior, the group may be asked to leave immediately and the matter forwarded to Student Life and/or Student Judicial Affairs for review.

5.03 Products or Services

Selling of products or services is prohibited in or around public areas of UCR Housing facilities unless it is part of an UCR Housing sponsored event. Advertising and promotion of non-university goods, services, or organizations is allowed in UCR Housing facilities only with approval from the Director of Residence Life or as part of an UCR Housing sponsored event.

5.04 Meeting Spaces and Facilities

Residence Halls meeting rooms are not available to campus clubs, organizations, or departments. This includes meeting rooms, hall lounges, lobby areas, parking lots, and surrounding grounds. No "informal" gatherings are allowed. Facilities are paid for by the residents, and are kept for their use and for Housing sponsored activities. For room use questions and fees, contact Conference Services at 2-6500. Unauthorized use of meeting rooms by a campus group will result in the group being asked to leave. Violations may result in suspension of posting privileges and referral to the Student Life Office/Student Judicial Affairs.

5.05 Research Projects

University approved research projects must be conducted according to specific guidelines and prior approval of UCR Housing Services. For more information please contact the Director of Residence Life.

Questions?

How do I report an infraction of Housing Student Conduct Policy?

If you have witnessed an incident which you believe is a violation of the UCR Housing Student Conduct Policies, you have a responsibility to report this incident to UCR Housing staff members. You can report infractions of our Housing Policies to any of the following contacts:

In an emergency situation:

UC Police Department #(951) 827-5222 or 911

In a non-emergency situation:

For your prospective housing community:

Your Resident Advisor

Your Resident Director

Your Residence Services Office

(see our website at housing.ucr.edu for specific contact information for each housing area)

Or, you may contact one of the following individuals:

Audrey L. Pusey

Assistant Director for Residence Life, Judicial

Lothian Residence Services Office

#(951)827-4252

Jeanette Bradeen

Director of Residence Life

Housing Services Office

#(951)827-6500

UCR

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Services