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## Student Handbook

### COMMUNITY LIVING

#### **Living in a Learning Community: Expectations and Opportunities**

Congratulations on your choice to be a member of the UCLA On Campus Housing Community. You have elected to be a part of a special learning community composed of students, faculty and staff who highly value the role of scholarship in our culture and who work to promote academic success through a positive community experience. Leadership and personal growth opportunities are plentiful. You are expected to manage your time wisely and to participate in ways which will support your academic aspirations and help you develop personally.

The residential community experience requires each of us to be thoughtful in what we say and do so as to make this learning environment personally supportive and educationally valuable to all who live and work here. In such a community it is reasonable to expect that we keep open minds so we can better understand and appreciate the life choices and uniqueness of those around us. Each of us must contribute to a community atmosphere of encouragement and mutual respect by giving to others the respect we desire for ourselves. We must each accept responsibility for our behavior and be accountable for our actions.

If you participate positively and effectively it will enhance your educational experience at UCLA and give you many advantages in life after graduation. The student and professional staff are dedicated to helping you develop and succeed within this special learning community. We expect that you will do your part to make this a beneficial time for yourself and for each of your resident colleagues as well.

#### **Programs**

Student Staff plan a variety of programs throughout the year. These programs are designed to build the floor and building communities, to provide leadership opportunities, and to develop you as a person.

#### **Community Programs**

Community Program offerings encompass a broad range of recreational and social programs designed to enhance relationships among residents, develop feelings of community spirit, and maintain an educationally supportive environment. Both structured and unstructured Community Programs provide residents with needed study breaks and opportunities for camaraderie among residents of hall floors, suites, buildings, and sometimes even entire housing complexes. Programs range from Television or Video Nights in someone's room to Mammoth Mountain ski trips. RAs and Student Government Officers are very interested in finding out what kinds of Community Programs residents would like, so don't be shy about making your wishes and opinions known, and don't be afraid to help in getting these programs off the ground.

#### **Leadership Programs**

This program area is designed to facilitate the development of a resident's leadership potential and existing skills. Participants in these programs will learn to recognize and utilize effective leadership techniques and will discover leadership opportunities in the Residence Halls and on the campus at large. Programs in this area are intended to develop leadership techniques and capabilities that may be applied in daily life, both immediately and in the future.

#### **Personal Growth Programs**

Personal Growth Programs are educational programs that enable students to better understand themselves and how to effectively interact with their surrounding world. Some program objectives include: values

clarification, career exploration, physical, mental and emotional competence, and appreciation for differences among others; appreciation of art and cultural expressions; and the ability to respond appropriately to a variety of situations. Topics for these programs are virtually endless and residents are encouraged to suggest ideas for programs. Additionally, money is available to support any resident who wishes to implement an educational program in this or one of the other program areas. Your RA or PA can provide information about how to access these funds.

### **Student Government**

The primary purpose of student government is to help organize programs, activities and services that satisfy many needs and interest of residents. The student governments combined has a program budget of about \$128,000 per year. Student concerns are also represented in the decision making process for policies and procedures through the Policy Review Board (PRB) and the On Campus Housing Council (OCHC).

Opportunities for resident involvement are almost limitless. Floor/suite building/house governments are elected early in fall quarter, and each quarter after that. Representatives from these units join with Cabinet Officers, who were elected the previous spring, to form the Association. Representatives from each Association meet together forming the On Campus Housing Council. The Council and Associations are registered campus organizations of the University and are affiliated through the Office of Residential Life.

In addition to these elected student government positions you will find many more opportunities to participate either in appointed positions or as a member of committees or special projects and task groups. More information about opportunities to participate can be obtained from your Association President, Resident Assistant or Program Assistant.

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## **CONTRACT INFORMATION**

### **Payment Information**

In order for On Campus Housing to meet our financial obligations it is necessary for each student to meet his/her contractual obligations in a timely manner.

All On Campus Housing installment payments are due on the first of each month according to the payment plan that has been selected. When making a payment, please make the check or money order payable to ?U.C. Regents.? Payments may be made in person at the Housing Cashiers Office in the Housing Administration Building next to Rieber Hall.

If payment is mailed, it should be addressed as follows:

UCLA Housing Accounts Receivable Office  
270 De Neve Drive  
Box 951383  
Los Angeles, CA 90095-1383

Accounts for which payment is not received by the tenth day of the month are assessed a \$10.00 late fee. If the 10th of the month falls on a weekend or a holiday, payment must still arrive prior to the delinquency date. Located outside the Housing Administration Building is a night deposit box where payments may be dropped off during non-business hours.

Non payment of housing fees (delinquent accounts) may result in loss of meal privileges and/or academic record restriction. Academic record restrictions prevent access to University enrollment procedures.

### **On Campus Housing In-Room Computing Acceptable Use Policy**

The information presented herein is incorporated into the On-Campus Housing Contract and contains important information about the Student's in-room computer access.

Connecting to the student network gives consent for the University to investigate suspected violations.

1. The University shall: provide On-Campus Housing residents with access to the University's computer networks and the Internet. This service is provided for students' educational, research and incidental personal use.

2. The Student shall: be held accountable for his or her own behavior and for any inappropriate activity originating from his or her room or computer. All passwords should be secure, and the Student is responsible for the activity on his or her computer.

3. The Student shall: abide by all applicable laws (state and federal) and University policies. These include the policies of the Office of Academic Computing and the Office of Residential Life. The Student Technology Center investigates all suspected violations. Primary discipline is handled by the Office of Residential Life or the Dean of Students. Discipline for abuse ranges from warning to dismissal. The Student Technology Center may independently levy the following sanctions:

a. Loss of Computing Privileges

b. Monetary Fines

c. Referral to Law Enforcement for Criminal Prosecution

4. The following are inappropriate behaviors:

a. Using the network for commercial purposes or charging for any service provided across the network.

b. Running an unregistered multi-user system or a server process (contact the Student Technology Center for registration information).

c. Providing access to the student network from off campus or outside the Student's room.

d. Connecting more than one device to a network jack without written consent.

e. Violating copyright, patent, or license agreements (this applies to programs, documents, and images).

f. Interfering with another's use of network or computing resources.

g. Attempting to circumvent security procedures or gain unauthorized access to any system (including scanning systems for security loopholes, user accounts, passwords, etc.).

h. Misrepresenting your identity to avoid accountability (e.g. falsifying your e-mail address).

i. Using another's computer account or identity, or allowing someone to use your account.

j. Using an unauthorized IP name or address.

k. Sending unsolicited mass mailings (chain mail, solicitations, etc.).

l. Reading, copying, changing, or deleting another user's files or communications without permission.

m. Using the computer network to harass another person.

5. The University shall: monitor and test the system regularly. Activities are not considered misuses when authorized by appropriate University officials.

### **Schedule of Charges**

In order to offset the costs associated with infractions caused by an individual or procedures requested by an individual, the following schedule of charges has been established.

Access Violations - \$50.00

Bicycle Improperly Stored - \$20.00

Bicycles chained to non-designated bicycle storage areas such as a light standard or parking meter or handrail.

**Check Out Violation:**

Failure to follow check out procedures when leaving after contract cancellation or at the end of an academic quarter - \$50.00

Failure to leave suites furniture in its original arrangement at check out will result in a furniture rearrangement charge.

**Cleaning Charge:**

For staff to clean an excessively dirty room after check out:

Suites, SV, De Neve - each room per resident \$75.00

Halls - per resident \$75.00

Extra trash cleanup in hallways, elevators, bathrooms, etc. may result in an additional charge to be determined by the Residence Hall Manager.

Trash pick-up from hallway outside room - per occurrence \$50.00

Contract Cancellation Fee \$250.00

Assessment of this fee depends on the circumstances of your contract cancellation

**Damage to Equipment Checked Out at the Front Desk:**

Charge will be the cost to replace the equipment plus a \$20.00 administrative fee.

**Early Arrival:**

Daily rate to those arriving earlier than the date specified in their contract, not including meals \$75.00/night

Authorization from the Residence Hall Manager must be given prior to arrival.

**Late Departure:**

Daily rate to those remain in the hall/suite after check out, not including meal \$75.00/night

Authorization from the Residence Hall Manager must be given prior to late departure.

Failure to Remove Personal Property \$50.00

Failure to vacate a room by the last day of your contract will result in removal of personal property by the staff

Dining Service Regulations Violations \$20.00

Any misuse of a student's meal card or abuse of dining privileges will subject the owner to a misuse fee, possible disciplinary action and the cost of goods or services provided by the department

Illegal Possession of Public Area Furnishings \$50.00

Any student with public area furnishings in their possession will be subject to this fee, for each piece and for each occurrence.

**Key Misuse:**

Charge and disciplinary action determined by the Residence Hall Manager and/or Resident Director.

Tampering with Locking Device on Door - per occurrence \$50.00

**Key Replacement/Lock Change:**

The lock is changed when a key is lost and new keys are issued to roommates

Sunset Village/De Neve Plaza \$60.00  
Suites \$60.00  
Halls \$50.00  
Electronic Locks (per card lost) \$15.00

Late Charge \$10.00

Unless the student, for good cause, obtains a written extension of his/her housing payment the student shall pay a late charge for each late payment

Meal-Change Processing Fee \$20.00

A non refundable charge for all meal change requests submitted after the first week of the Fall Quarter

Misuse/Tampering with Furniture \$50.00

Motorized Vehicles in Building or Parked Adjacent to Building \$50.00

Pet(s) (i.e., dog, cat, etc.) in Room \$50.00

**Preferential Accommodations:**

For residents staying in residence halls between two contractual periods, not including meals. \$20.00/night

Returned Check Fee \$10.00

A returned check fee is charged for each check submitted to the Housing Cashiers Office which is returned by the bank.

Tampering with Fire Safety Equipment: \$100.00

(Violation may also entail exclusion from housing.)

**Unauthorized Room Change**

Changing rooms or suites without following established procedures may result in a \$50.00 charge and/or disciplinary action.

**Windows:**

Repair/replacement of window screen \$50.00

Complete new window screen \$50.00

Return of screen to proper place by staff \$15.00

Violation of screen policy (requiring staff inspection) \$50.00

Opening of or tampering with west facing windows in residential suites \$50.00

Miscellaneous Charges:

Charges for damages and miscellaneous infractions are levied by the Residence Hall Manager. The amount of the charge is directly associated with the extent of the damage along with replacement and labor costs.

NOTE: When any of the aforementioned charges are related to a policy violation, disciplinary action may accompany charges.

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## **SAFETY AND SECURITY**

### **Access Control**

Access Control's main objective is to provide control of entry and traffic flow within specified residential buildings. This is accomplished through an electronic access control system that is operational 24 hours a day. Card readers have been installed in lobby entrances and stairwells that lead to living or restricted areas, and elevators. All building exterior doors are locked and alarmed. In addition, the high-rise lobbies are monitored daily during evening and early morning hours by Access Control personnel.

Your encoded UCLA student ID card enables you to enter secured areas by simply swiping the card through a card reader on the door frame or elevator panel. The lock will automatically release and allow entry into your building, lobby stairwell or elevator. We urge you to help maintain the integrity of the system by not using your card to allow any other individuals except your escorted guests to enter your building's common areas or your living area.

### **Building Access Procedures**

During the evening and early morning hours, Access Control stations are placed in the lobby entrances of each hall for added safety.

Residents of the Hall:

You must present your student ID to the Access Monitor to obtain entry into the building. If you do not have your student ID card, you must fill out an Access Verification Form at the station. The Access Monitor will then verify your residency with the Front Desk. You must remain at the Access Station until your residency has been verified by the Front Desk. You may enter the building only after you have been verified. Failure to adhere to this policy may result in disciplinary actions and fines, including exclusion.

Residents from Other Halls:

You must present your student ID to the Access Monitor to obtain entry to the lobby of the building. The Access Monitor will verify that you live in one of the other halls by using a card reader. If you do not have your student ID, non resident guest procedures will apply. Your ID card will not allow access to the residential area of buildings in which you are not a resident. Although you may access the lobby areas of all high-rise residence halls, you must be escorted by a resident when visiting the residential areas of buildings in which you are not a resident.

Non Resident Guests:

All non resident guests must be met, escorted, and signed into the building by a resident of the building. The resident assumes responsibility for the actions of their guests by signing them in.

## **Personal Safety**

### UCLA Police Services

Remember 911 is a free call from a pay phone. You may also use the blue emergency response phones located around campus.

The UCLA Police Department (825 1491) is located at the corner of Westwood Plaza and Charles E. Young Drive South.

## **Personal Safety Precautions/Suggestions**

### Wherever You Live

- Keep police and emergency numbers near your telephone.
- Lock all doors and windows whenever you leave. Take your keys with you even if you leave for only a short while.
- Keep all doors and windows locked whenever possible.
- Keep house and car keys on separate rings. When leaving your car for service or in a parking lot, leave only your ignition key.
- Do not lend your keys to service people or anyone you do not know well and/or you do not trust.
- Do not attach your address or room number to your key chain.
- Always ask visitors for identification before you let them in.
- If a stranger asks to use your telephone, do not open your door. Instead, offer to call for emergency assistance for him/her.
- Get to know your neighbors so you can help each other.
- Report any suspicious or unusual activity by calling UCPD at 825-1491.

### In Student Residences

- Do not prop open residence doors. Meet visitors at the door.
- Do not sign in people you do not know and don't intend on staying with. You are responsible for the people you sign in.
- Do not tamper with door locking mechanisms. Never use tape, pins, etc. to keep the door from locking shut.
- Think about whether you want to leave notes or signs on your door letting people know you are out of your room for extended periods of time. This can alert potential thieves to your absence. Unfortunately, most thefts are perpetrated by fellow students.
- Always lock your windows when you leave your room.
- Always lock your door when leaving even if only going down the hall or to the bathroom.
- Do not allow strangers to enter your room/apartment unless they are properly identified. If a stranger does enter your room/apartment, demand that he/she leave. If he/she refuses, create a commotion and leave quickly.

- Don't leave large sums of money, jewelry, or valuable items in your room/apartment. Secure valuables elsewhere when on vacation or breaks.
- If you are accosted in a hallway or public area of a residence hall and feel that you are in immediate danger, dial 911 and explain the situation to the police. Be prepared to give the location of the incident if you have left the vicinity. If the danger has passed, call the police at 825 1491 and explain the situation to them. You can also call your front desk to get UCPD or the Duty Resident Director.

### **Fire Safety**

Small fires can turn into large fires. Fire is a serious life-threatening occurrence. You must be prepared in advance for the threat of fire. Have a good working knowledge of the following areas of safety before a fire occurs.

Prepare your emergency exit routes from your home, floor, and work place. Observe and commit to memory where the exit points are located. Fire does not discriminate; the toxic smoke and gases from a fire may harm you before the fire actually arrives. You may become disoriented from the toxic smoke during an actual fire emergency.

Learn the locations of all fire extinguishers, fire alarm pull stations, and fire hose cabinets in your living or working places. Have a good working knowledge of their operational usage. Recognize and memorize the location of the fire protection equipment devices in your area. Report any missing or tampered with fire protection equipment to your Resident Director. Call the Fire Protection Division, Environmental Health & Safety (EH&S) at x68680 or x58674 with any unsafe conditions.

Emergency phone numbers should be posted in close proximity to all telephones. The following phone numbers should be listed: Fire/Police/Emergency Medical Services (EMS)/telephone number 911, the front desk number, your telephone number. Contact the Fire Protection Division, EH&S, at x68680 or x58674 for additional information.

#### **If a Fire Occurs:**

**Do** evacuate all people from the immediate fire area.

**Do** close all doors as you leave the area. This action will confine the fire problem in the immediate fire-involved area.

**Do** activate the nearest fire alarm pull station. An alarm bell will sound. The fire alarm internal code will be transmitted to the UCPD Communications Center.

**Do** report the fire incident, never assume that the fire will be reported by someone else. You should notify the UCLA Communications Center about the fire, police, or medical problem. Dial 911, tell the dispatcher your name, location of the emergency, whether persons are trapped, and any other information the dispatcher requests.

**Do** leave the fire area by the nearest stairway. Never exit the area by using the elevator. Always exit downwards before traveling up. Use the roof access as a last resort.

**Do** assemble in the assigned area outside the building. Never re-enter the building until a fire department official and ORL representatives give the all-clear message.

**Don't** exit the room, area, or building until you have physically felt the top and bottom of the door. If the door is hot or toxic smoke is entering the spaces around the door, do not exit. Keep the door closed, remain calm. Do not panic. Help is on the way.

**Don't** congregate in the stairways. Keep to the right and travel until you are safely out of the building.

**Don't** arbitrarily break windows. Falling glass can be a serious hazard to persons below or fire fighters.

If you should become trapped inside a burning building, follow these guidelines:

1. Call the UCPD Communications Center (Dial 911) and notify the dispatcher of your exact location, they will advise the Los Angeles City Firefighters.



2. If possible wet a blanket or similar item and place under the door opening (while the door is closed). This will help keep the toxic smoke from entering the room and give firefighters a chance to rescue you.

3. Open a window on the street side of the building (if possible). Hang a bright colored sheet or clothing out of the window. This will attract the firefighters and they will rescue you.

**NOTE: NEVER** plan on the fire department rescuing you. If you can exit the building, do so immediately. Do not become a part of the rescue problem. Never jump from any building that is on fire.

### **Fire Hazard Prevention Tips**

Aisles, corridors and other exit pathways must always remain clear of any obstruction

Storage of articles within the corridors, aisles, equipment rooms, under stairwells, rest rooms, and over exit doorways is prohibited.

Corridor doors are made to resist fire. These doors will slow down smoke and the fires progress. Do not wedge them open. This includes stairwell doors and elevator landing doors.

Extension cords, ungrounded plugs, and multiple outlet adapters are prohibited. The use of a multiple plug-in electrical extension strip is permitted when the strip is Underwriters Laboratories (UL) approved and when the strip has an in-line circuit breaker.

Smoking is only permitted outside designated areas.

### **Earthquake Preparedness**

Preparing for an earthquake is everyone's job. Southern California is earthquake country. Counties, cities, business establishments, and universities have earthquake plans--but if they are going to work, everyone has to have their own personal earthquake plan. UCLA's emergency plan depends on people who are not critically impacted in a quake being able to be self-reliant so that resources can go where they are needed most.

Read the following information carefully and call the UCLA Emergency Preparedness Planner (in the Office of Environmental Health & Safety at 206-8611) if you have any questions. Also, contact On-Campus Housing Safety & Security Education Committee for additional questions or resources at [www.orl.ucla.edu/security](http://www.orl.ucla.edu/security).

### **What To Do Before An Earthquake**

Know what the dangers are. Read as much as you can on the subject.

Identify hazards in places where you spend most of your time--tall cabinets and bookcases, overhead lamps and ceiling fans, etc. Move heavy objects from high shelves to lower shelves. Know the danger spots such as glass windows, skylights, brick walls, and unsecured furniture.

Select safe areas in each room--under tables or desks or against inside walls and supported doorways.

Establish an out-of-state telephone contact to call after a disaster and keep the number in your wallet. Instruct your family to use the number to relay information about yourselves among one another.

Keep an emergency kit under or beside your bed. Some of the essentials to include are: first aid items, flashlight, sturdy shoes, extra medication, spare eyeglasses, battery-powered radio, a bottle of water and wrapped snack, a sweater or jacket, and the telephone number of your out-of-state phone contact person.

### **During An Earthquake**

When you first feel shaking, immediately take cover under something sturdy: under your desk, in the hallway; cover your head.

Do not attempt to walk during the quake; you may be thrown to the ground.

Do not try to go outside. The area immediately surrounding any building is extremely hazardous due to

falling objects and breaking glass.

If you are outside when a quake starts, move away from the sides of buildings, overhead power lines, chimneys, antennas, etc. Drop to the ground and protect your head.

Accept that you may be frightened. There will be a great deal of noise and the lights, except for emergency lighting, may go out.

Expect the intensity of the shaking to fluctuate. It may increase and decrease several times before subsiding. Wait a few seconds after the shaking stops before leaving your protection.

### **What To Do After An Earthquake**

Make sure you are wearing shoes to avoid injury from broken glass, etc.

If an evacuation is ordered, use the stairs. Never use elevators during a building evacuation.

Do not re-enter your residence or any building, including parking structures, until they have been examined and declared safe. Remember, there is the likelihood of aftershocks.

University staff (residence hall staff, apartment staff, etc.) or other campus officials will dispense additional information; listen to them and follow their instructions. Your safety may depend on your cooperation, so please comply.

Report to the designated emergency headquarters so that campus officials can account for your safety.

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## **ROOMMATE RELATIONS**

The foundation of a close residence community is built from close and positive roommate relationships. While many of us have had experience building relationships of various types, few of us have had experience living in such close quarters. This can, of course, be quite a challenge.

It is important to recognize that roommates need not be best friends. Yet, building good roommate relationships requires the same courtesy, consideration, understanding, listening and time that building good friendships requires. Whereas friends occasionally have disagreements and misunderstandings, so do roommates.

A good place to start getting to know your roommate(s) is to compare notes on your background and your thoughts about being at UCLA -- a quick overview of where you've been and where you're headed.

You may want to talk about some of the basic issues college roommates face such as, study times, friends vs. privacy, drinking, neatness of the room, etc.

### **Triple Rooms and Suites**

A unique problem with triples is based on the simple fact that three is an odd number.

Two roommates can be tempted to have a conversation and hence disturb the third who is trying to sleep or study. Two roommates can develop a friendship and inadvertently (or purposely) leave out the third roommate. Of course, there will be times when you feel you have more in common with one roommate than the other, but remain conscious of the feelings of the other roommate. Beware of consistently excluding a person from what is happening in his/her room or suite.

Having more than one roommate can be a pleasure, a challenge, or an adventure – depending on your attitude. A sense of being 'crowded' depends on your perspective, as well as your physical surroundings and the people sharing the room.

You can feel crowded with one roommate if you are used to having your own room at home. Naturally, the task of getting organized becomes more difficult as you increase the number involved in the process. That is why communicating and negotiating are essential to living with others. Make sure you fill out your

Roommate Contract with your roommates (see your RA for assistance). This will help facilitate the establishment of open lines of communication among you.

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## **STUDENT CONDUCT**

The UCLA On Campus Housing Community, like any other good community, requires a high degree of cooperation, respect, concern and orderliness among residents. Certain policies and regulations have been carefully developed to preserve and protect the rights of the community without unduly compromising the rights of individual members. These policies and regulations include University Student Conduct Policies and On Campus Housing Regulations. As a member of the UCLA community it is your responsibility to maintain and abide by all policies and regulations.

While in the On Campus Housing facilities, in surrounding property (e.g., grounds, residence hall computer labs, recreation facilities and parking areas), or at University functions held off campus, you are subject to regulations of the University and On Campus Housing, and to the laws of the city and county of Los Angeles as well as the State of California. Violations of these regulations and laws may result in On Campus Housing disciplinary action, University disciplinary action and/or legal actions brought by parties outside the University including City, County or State Prosecutors. Disciplinary action may be applied to residents and other students who violate policies or regulations inside or outside the residence areas and surrounding areas of the On Campus Housing facilities or at official events sponsored by the halls/suites. Disciplinary actions or sanctions imposed by staff may impact upon your ability to live in and/or enter On Campus Housing facilities. Students involved in violations of University Student Conduct Policies may also be referred to the Dean of Students' Office for disciplinary action independent of that imposed by the hall/suite staff. Disciplinary action or sanctions imposed as a result of violation of a University Student Conduct Policy may affect your student status. Additionally, persons involved in violations of laws may be referred to the police for action beyond the disciplinary action imposed by the hall/suite staff and/or the University.

### **University Policy on Rape and Sexual Assault**

(See University Student Conduct Policies, Section 102.09, page 27.)

UCLA will not tolerate sexual assault in any form, including acquaintance or date rape. Where there is probable cause to believe that the campus regulations prohibiting sexual assault have been violated by a student, the campus will pursue disciplinary actions which may include sanctions up to and including Dismissal from the University.

A student accused of sexual assault can be prosecuted under California criminal statutes and disciplined under the campus student conduct policies and regulations. Even if the criminal justice authorities choose not to prosecute, the campus can pursue disciplinary action.

If you have questions concerning rape or sexual assault, please see your Resident Assistant, Resident Director, or Area Director for referral information or visit or call the Center for Women and Men (2 Dodd Hall, 825 3945).

### **University Policy on Sexual Harassment**

(See the University of California Policies Applying to Campus Activities, Organizations and Students Section 102.09.)

#### **What Is Sexual Harassment?**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activity;

Submission to or rejection of such conduct by an individual is used as basis for evaluation in making academic or personnel decisions affecting an individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive University environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record as a whole and to the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incident occurred (University of California Policies Applying to Campus Activities, Organizations, and Students, Section 102.09).

Sexual harassment may include:

- derogatory remarks about one's clothing, body, or sexual activities based on gender
- disparaging remarks, jokes, and teasing based on gender
- verbal harassment or abuse
- subtle pressure for sexual activity
- unwelcome touching, patting, or pinching
- demanding sexual favors

### **Complaint Resolution**

Experience has demonstrated that many complaints of sexual harassment can be effectively resolved through informal intervention. Individuals who experience what they consider to be sexual harassment are advised to confront the alleged offender immediately and firmly.

Additionally, an individual who believes that she or he has been sexually harassed may contact the offender's supervisor and/or a Sexual Harassment Information Center counselor for help and information regarding the Sexual Harassment complaint resolution or grievance procedures. The Office of Residential Life is a Sexual Harassment Information Center.

If you have questions or complaints, please see your Resident Assistant, Resident Director, or Area Director, for additional referral information.

### **University-Wide Student Conduct Harassment Policy**

(See Section 102.11, University of California Policies Applying to Campus Activities, Organizations, and Students)

The university strives to create an environment which fosters the values of mutual respect and tolerance and is free from discrimination based on race, ethnicity, sex, religion, sexual orientation, disability, and other personal characteristics. Certainly harassment, in its many forms, works against those values and often corrodes a person's sense of worth and interferes with one's ability to participate in University programs or activities. While the University is committed to the free exchange of ideas and the full protection of free expression, the University also recognizes that words can be used in such a way that they no longer express an idea, but rather injure and intimidate, thus undermining the ability of individuals to participate in the University community (President Gardner, September 21, 1989). The University of California Policies Applying to Campus Activities, Organizations, and Students (hereafter referred to as ?Policies?) presently prohibit a variety of conduct by students which, in certain contexts, may be regarded as harassment or intimidation.

For example, harassing expression which is accompanied by physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or in connection with official University functions may subject an offending student to University discipline under the provisions of Section 102.08 of the ?Policies.?

Similarly, harassing conduct, including symbolic expression, which also involves conduct resulting in damage to or destruction of any property of the University or property of others while on University premises may subject a student violator to University discipline under the provisions of Section 102.04 of the ?Policies.?

With regard to the ?University Student Conduct Harassment Policy,? complainants should be aware that not all conduct which is offensive may be regarded as a violation of this Policy; and may, in fact, be protected expression. Thus the application of formal institutional discipline to such protected expression may not be legally permissible. Nevertheless, the University is committed to reviewing any complaint of harassing or

intimidating conduct by a student and intervening on behalf of the complainant to the extent possible.

### **Complaint Resolution**

One of the necessary measures in our efforts to assure an atmosphere of civility and mutual respect is the establishment of procedures which provide effective informal and formal mechanisms for those who believe they have been the victim of misconduct.

Many incidents of harassment and intimidation can be effectively resolved through informal means. For example, an individual may wish to confront the alleged offender immediately and firmly. An individual who chooses not to confront the alleged offender but who wishes help, advice, or information is urged to contact any of the Harassment Information Centers. The Office of Residential Life is one of the Harassment Centers. See your Resident Assistant, or Resident Director for additional information.

### **Office of Residential Life Policy Relating to Use and Abuse of Alcohol and Drugs**

(See University Student Conduct Policies, Section 102.17 and 102.18, page 29, and On Campus Housing Regulations, Sections A.1.a-g and A.2. a-d, pages 30-32).

No doubt one of the more perilous matters facing universities and colleges today is the tradition of drug use, including narcotics, and the illegal consumption and abuse of alcoholic beverages among college students. Many college students anticipate the parties, "beer bashes," "drinking songs," and other activities involving alcohol and perhaps, other drugs. Many students also consider this as a "rite of passage," though a potentially destructive one. Unfortunately, the consequences of alcohol and drug abuse may not manifest itself until years later.

Most college drinkers begin drinking in high school, so it appears that the college alcohol problem is often a continuation of a previously existing problem. Other students do not begin drinking until they enter college. Campus culture, opportunities to be independent, the need to conform, and historical family drinking patterns make an entering student particularly vulnerable to alcohol abuses.

The UCLA Student Psychological Services (SPS) provides counseling and referral services to students-in-need who come voluntarily, by referral, or as part of an official University sanction. SPS treats each student as an individual client and strictly adheres to the confidentiality rights of students in accordance with Federal and State laws and University policies.

As of July 1, 2000, students lose their eligibility for all federal financial aid for an entire year if convicted of any drug related offense. If cited for possession of less than an ounce of marijuana and the fine is paid, then one has been convicted of a drug offense and cannot receive any federal financial aid for one year from the date of conviction. The period of ineligibility is even longer if students have more than one drug possession conviction or if they are convicted for sale of a drug.

All applicants for federal financial aid must answer the question on the Free Application for Federal Student Aid (FAFSA) that asks if they have been convicted of a drug related offense. In addition, they must let their financial aid administrator know if they are convicted after submitting the FAFSA. Students will be ineligible for federal financial aid and be required to pay back all of the aid received after the conviction. The federal government will be conducting random audits of students' eligibility status by checking their State and Federal criminal records; if students fail to disclose a drug conviction, they will be ineligible for federal financial aid indefinitely.

Possession of less than an ounce of marijuana is a misdemeanor, even though the only penalty is a fine. In addition to losing financial aid, a conviction will become part of a permanent criminal record, which can affect the ability to attend graduate school, to obtain a State license (i.e., to be a physician, attorney, teacher, or accountant), or secure certain types of employment. If you have questions concerning the legal consequences of receiving a citation, contact Student Legal Services (70 Dodd Hall, 825-9894).

Most UCLA students do not engage in binge drinking or substance abuse. We encourage students to make healthy, responsible choices when it comes to alcohol and drug use. Be mindful of the policies and your health with the choices you make regarding alcohol and drug use.

### **University Student Conduct Policies**

As described in the document, The University of California Policies Applying to Campus Activities, Organizations, and Students, violations of University Student Conduct Policies include the following types of misconduct. Typically, violations of these policies will be referred to the Dean of Students' Office for

disciplinary action. Violations of these policies may result in sanctions ranging from written Warning and unpaid mandatory community service work and participation in educational programs to Suspension or Dismissal from UCLA. While it is impossible to list all possible violations, the following types of behavior or attempted behavior, as well as the previously listed University Student Conduct Policies, are provided as examples of prohibited student conduct:

**Section 102.01** All forms of academic misconduct, including but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty as may be further specified in campus regulations.

**Section 102.02** Other forms of dishonesty, including but not limited to, fabricating information or knowingly furnishing false information or reporting a false emergency to the University or to University officials acting in the performance of their duties.

**Section 102.03** Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.

**Section 102.04** Theft of, conversion of, or damage to or destruction of, any property of the University or property of others while on University premises, or possession of any property of the University or others stolen while on University premises.

**Section 102.05** Theft or other abuse of computing facilities or computer time, including but not limited to: unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or University official; use of computing facilities to interfere with a University computing system.

**Section 102.06** Unauthorized entry to, possession of, receipt of, duplication of, or use of the University's name, insignia or seal. Unauthorized entry to, possession of, receipt of, or use of any University properties, equipment, resources or services.

**Section 102.07** Violation of policies, regulations, or rules governing University-owned or -operated housing facilities or leased housing facilities located on University property. (This means that if you live in On Campus Housing, you must abide by the regulations governing residents as set forth in the On Campus Housing Handbook and in the contract you signed which includes policies related to alcohol, guests, and other conduct.)

**Section 102.08** Physical abuse, including but not limited to, rape, sexual assault, sex offenses, and other physical assault; threats of violence; or conduct that threatens the health or safety of any person.

**Section 102.09** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activity;
- b. Submission to or rejection of such conduct by an individual is used as basis for evaluation in making academic or personnel decisions affecting an individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive University environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record as a whole and to the totality of the circumstances, including the context in which the alleged incident occurred.

**Section 102.10** Stalking behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.

**Section 102.11** The use of fighting words by students to harass any person(s) on University property, or other property to which these policies apply as defined in campus implementing regulations, or in connection with official University functions or University-sponsored programs.

Fighting words are those personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. Such words include, but are not limited to, those terms

widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. Fighting words constitute harassment when the circumstances of their utterance create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim's ability to pursue effectively his or her education or otherwise to participate fully in University programs and activities.

**Section 102.12** Hazing or any method of initiation or pre-initiation into a campus organization or any activity engaged in by the organization or members of the organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

**Section 102.13** Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.

**Section 102.14** Disorderly or lewd conduct.

**Section 102.15** Participation in a disturbance of the peace or unlawful assembly.

**Section 102.16** Failure to identify oneself to, or comply with directions of, a University official or other public official acting in the performance of their duties while on University property or at official University functions, or resisting or obstructing such University or other public officials in the performance of or the attempt to perform their duties.

**Section 102.17** Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in Federal and State law or regulations.

**Section 102.18** Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol which is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations.

**Section 102.19** Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.

**Section 102.20** Except as expressly permitted by law, possession, use, or manufacture of a firearm or other weapon specified in campus regulations.

**Section 102.21** Violation of the conditions contained in the terms of a disciplinary action imposed under these Policies or campus regulations.

**Section 102.22** Violation of the conditions contained in a written Notice of Emergency Suspension issued pursuant to Section 53.00 of these policies or violation of orders issued pursuant to Section 52.00, during a declared state of emergency.

When a student is found in violation of University policies or campus regulations, any of the following types of student disciplinary action may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

Where there is reasonable evidence that a violation of University policies or campus regulations has been committed against any person or group because of the person's or group's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception that the person or group has one or more of those characteristics, the recommendation or imposition of sanctions shall be enhanced, and may result in Suspension or Dismissal.

### **On Campus Housing Regulations**

As an On Campus Housing resident you are responsible for abiding by the University Student Conduct Policies previously described, as well as the following On Campus Housing Regulations. These policies comprise four different types of regulations which include General Conduct Regulations, Facilities Regulations, Dining Hall and Dining Service Regulations, and Activities Regulations and have been carefully designed to benefit individual students as well as the entire On Campus Housing community. Typically, violations of these regulations will be addressed within On Campus Housing by a member of the Residential Life Staff, and violations may result in sanctions ranging from Written Warning to Exclusion from On Campus Housing (see Range of Sanctions, pages 55-56).

## A. GENERAL CONDUCT REGULATIONS

### A.1 Alcohol Policy

Regulations regarding the possession, consumption, or distribution of alcoholic beverages within or on grounds immediately adjacent to the On Campus Housing facilities include the following:

- a. Possession of opened or visible containers (e.g. cups, cans, bottles, cases/boxes, on which alcoholic beverage insignia appear) anywhere within or on grounds immediately adjacent to the On Campus Housing facilities except in an assigned student room when the door is closed and the alcoholic beverage cannot be seen from outside through room windows, is prohibited.
- b. Possession of bulk alcoholic beverages, that is, amounts for storage or use that is excessive under the circumstances for personal use is prohibited.  
  
Indicia which are considered include the number of persons present, the type of beverage, and the existing degree of intoxication. Kegs, cases of beer, and other beverages with an equivalent amount of alcoholic content in any form of container are considered bulk alcohol.
- c. Violation of any other regulation while under the influence of alcohol is considered an additional infraction of On Campus Housing Regulations.
- d. Inability to exercise care for one's own safety or the safety of others due in whole or in part to being under the influence of alcohol is considered an infraction of On Campus Housing Regulations.
- e. Providing, selling, or causing to be sold, any alcoholic beverage to any other person is prohibited.
- f. The hosting of a room gathering (e.g. party, celebration) where there are more than two (2) guests for each resident who is present and where alcohol is being consumed is prohibited.
- g. Hosting of multiple room gatherings, that is, an activity taking place primarily for the consumption of alcoholic beverages where people move from one room to another is prohibited. This regulation applies even if all rooms involved are within allowable guest limits.

### A.2 Controlled Substances Policy

Regulations pertaining to the possession, use or distribution of controlled substances within or on grounds immediately adjacent to the On Campus Housing facilities include the following:

- a. University Student Conduct Policy, Section 102.17, prohibits: Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in Federal and State law or regulations.
- b. Possession of paraphernalia for intended or implied use of controlled substances, or paraphernalia possessing controlled substance residue are prohibited.
- c. Violation of any other regulation while under the influence of a controlled substance is considered an additional infraction of On Campus Housing Regulations.
- d. Inability to exercise care for one's own safety or the safety of others due in whole or in part to being under the influence of a controlled substance is considered an infraction of On Campus Housing Regulations.

### A.3 Disruptive Behavior

Behavior that disrupts the orderly functions in or around the halls/suites and the surrounding community or behavior that results in additional clean-up or repairs in or around the halls/suites is prohibited. Additionally, intentional acts or behaviors that unreasonably interfere with others' normal use of facilities or privileges are prohibited.

### A.4 Explosives, Chemicals, Or Highly Combustible Materials

Chemicals, explosives, or highly combustible materials that are potentially dangerous or damaging to the buildings or their occupants are prohibited inside the On Campus Housing facilities. These include, but are



not limited to, firecrackers, gasoline, vehicle batteries, and/or unauthorized pesticides.

#### A.5 Failure To Comply

Students are required to comply with official requests or directives of On Campus Housing staff members while in the performance of their duties. Interfering with staff while in the performance of their duties is prohibited.

#### A.6 Fire Evacuation

Students are required to evacuate any On Campus Housing facility immediately upon the sound of an alarm and may not reenter until authorized by On Campus Housing staff.

Room doors, fire doors, hallways and stairwells may not be obstructed.

#### A.7 Fire Safety Equipment

Activating false fire alarms or misusing or tampering with fire or safety equipment is strictly prohibited.

#### A.8 Gambling

Illegal gambling in On Campus Housing facilities is prohibited, i.e., activities played for money, checks, credit, or other representative of value.

#### A.9 Guests

Residents are responsible for the conduct of their guests or visitors and may be charged in lieu of the guest or visitor with violating the respective regulations. A guest is any person who accompanies a resident within or around On Campus Housing facilities, and who is not assigned to that facility. Resident hosts are expected to be present with their guests at all times. Residents may accommodate overnight guests pending prior arrangements with their roommate(s). Guests are expected to make access arrangements at the Door Access Station and are limited to staying no more than four (4) nights per month. UCLA housing is provided exclusively for the residents and their guests. Guests, or those wishing to be guests, have no right of entry but are allowed entry by a sponsoring resident. Guests, or those wishing to be guests, may be excluded from On Campus Housing facilities for violation of policies and/or regulations. Persons who have been excluded from University Housing are not permitted to stay overnight. (See also On Campus Housing Regulation B.20 Room/Suite Occupancy.)

#### A.10 Identification

All persons entering UCLA On Campus Housing must present valid photo identification or an authorized On Campus Housing guest pass to University staff upon request. Persons who fail to provide appropriate identification will not be permitted within On Campus Housing or may be considered as trespassing and required to leave. Children under 16 years of age and accompanied by their parents with valid photo identification are an exception.

#### A.11 Noise

Loud or disturbing sounds (such as but not limited to talking, stereos, etc.) which interfere with others' rights is prohibited at any time. Specifically designated quiet hours are 10:00 p.m. - 8:00 a.m. Sunday night through Friday morning and 1:00 a.m. to 9:00 a.m. on Saturday and Sunday. Quiet Hours are extended to twenty two (22) hours daily during the last two (2) weeks of each quarter. Individual floors may designate additional quiet hours at any time. Extended quiet hours shall be observed by all residents and guests of any floor which chooses to designate additional quiet hours.

In addition to these regulations all outside events are also regulated by the University's Outdoor Noise Policy and Neighbor Relations Policy. (Copies of this policy are available from your Resident Director.)

#### A.12 Rooftops, Ledges, and Windows

Unauthorized presence on rooftops or outside ledges of the On Campus Housing facilities is prohibited. Light shows through windows and the positioning or attachment of any materials on outside walls, ledges, awnings, or windows are prohibited. Exiting or entering through windows is prohibited.

### A.13 Safety and Security Systems

Jeopardizing, tampering with, or interfering with the safety and security systems of On Campus Housing facilities, including the propping of doors, is prohibited.

### A.14 Threatening Behavior

Threats of violence (including threats or attempts of suicide) or conduct that threatens the health and safety of self or any other person in or around the On Campus Housing facilities is prohibited.

### A.15 Throwing Objects

Throwing, propelling, dropping, or otherwise causing objects or substances to fall from or at the On Campus Housing facilities is prohibited.

### A.16 Weapons

Weapons, potentially dangerous sporting or recreational equipment, or harmful instruments in or around the On Campus Housing facilities are prohibited. Persons may carry tear gas type devices for the purpose of self defense. Such persons are encouraged to know proper use of the device, and must be duly licensed to possess and use it. The device will be confiscated if the owner fails to produce the proper license upon demand by duly authorized staff. Misuse of any tear gas type device (including pepper spray) is strictly prohibited. Martial arts weapons may not be stored in On Campus Housing facilities.

## B. FACILITIES REGULATIONS

### B.1 Bicycles

Bicycles may not be ridden or stored in buildings except in student rooms or designated storage areas. Bicycles may not be stored in stairwells, lounges, lobbies or hallways or attached to handrails. Check with your front desk for locations of bicycle (and motorcycle/moped) storage areas. All bicycles operated on the UCLA campus must be registered with the state of California. (For more information regarding bicycle registration contact the Community Service Office (CSO) Programs at 825-9800.)

### B.2 Cable Use

Residents may not use or share any cable signal outside the room in which it is provided.

### B.3 Computer Use

Residents agree to abide by the "acceptable use agreement" which they sign when they activate their computer port in their room or when they get a computer lab account. (See also On Campus Housing Contract Information, In-Room Computing Acceptable Use Policy.)

### B.4 Emergency Doors

The second floor doors at the far end of the wings of each building and all first floor doors except the main entrances may not be opened except for emergency purposes only. Exterior building doors must never be tampered with, propped open or used by unauthorized persons. Emergency doors are labeled as such and an alarm will sound when these doors are opened.

### B.5 Fire Hazards

Open flames (including candles and incense), combustible decorations and chemicals, multiple ("octopus") electrical adapters and ungrounded electrical appliances are prohibited in student rooms. Barbecues are permitted only in designated outdoor areas with prior staff authorization. Electrical heating and cooking appliances such as space heaters, hot plates, toasters, toaster ovens, immersible heating coils, and microwave ovens are not permitted. Halogen lamps are not permitted, and for fire safety purposes, any halogen lamp found in a room will be confiscated. Micro-Fridges are permitted. Full sized refrigerators are not permitted. No cooking in rooms is allowed. (See also On Campus Housing Regulation B.15 Refrigerators.)

### B.6 Furniture

Furniture (including mattresses) may not be removed from student rooms of original assignment in the On Campus Housing facilities without proper authorization from the Resident Director or Residence Hall Manager. Furniture may not be assembled atop bricks, bookcases, or other structures not originally designed to support it. Only two beds may be bunked using appropriate connectors. Loft beds must be kept stabilized and appropriately anchored in order to prevent injuries during an earthquake. Elevated beds (i.e., bunks and lofts) may not be located directly in front of a window. Ladders and guard rails for elevated beds are available upon request through the front desk of each residence hall. Armoires in suites must remain secured to the wall in order to prevent injuries during an earthquake.

#### B.7 Hallway Use

For health and safety reasons, hallways and walkways are to be kept clear of furniture, equipment, trash, and any other obstacles that might obstruct passage. Games and other recreational activities are prohibited in these areas as are skateboards. (See also On Campus Housing Regulation B.21 Skateboarding and Roller Skating.)

#### B.8 Inspections

The On Campus Housing staff reserves the right to inspect all rooms in order to ensure compliance with occupancy, maintenance, health, and safety regulations.

#### B.9 Keys and Locks

A room key is the responsibility of the assigned resident. A room key is not to be duplicated, loaned, or furnished to any other person. Doors, door jambs, and locking mechanisms are not to be altered or tampered with in any way, especially in ways that would preclude doors from latching. Lost and missing keys and altered locks will result in lock replacement at the expense of the resident. Installation of additional door locking mechanisms (e.g. deadbolt latches, chains, etc.) is prohibited and will be removed at the expense of the resident.

#### B.10 Lofts

Lofts may not be installed or constructed in a room. Only University bunked-beds and lofts in triple rooms are allowed.

#### B.11 Motor Vehicles

Motorized vehicles may be parked in designated areas only. No motorized vehicle may be parked or stored inside or adjacent to the On Campus Housing facilities. Improperly stored vehicles will be removed and the removal cost, along with any related charges, will be the responsibility of the owner. (If you have questions about mopeds and where they may be parked, especially in the suites, see your RA or the front desk.)

#### B.12 Parking

Permits are required for legal parking of automobiles. Quarterly parking permits are available for purchase on a limited basis through the Campus Parking Service located on the second level of parking structure #8. Daily guest parking permits, valid from 5:00 p.m. to 7:00 a.m. only, are available for purchase at selected front desks and at various kiosks on campus. Parking is allowed in designated spaces only.

#### B.13 Pets

Students may not bring or maintain pets or animals of any kind in residence halls/suites except fish in small tanks not to exceed ten gallons. Roommates/Suitemates must agree to have a fish tank, not more than one fish tank per bedroom and not kept in bathrooms.

#### B.14 Public Area Care

Persons should place waste products in appropriate trash receptacles. Furniture, and other public area furnishings, i.e., floor mats, etc., should only be used in the manner for which it has been designed and must remain in the public areas to which it has been assigned. Residents with public area furniture found in rooms are subject to fines. Sleeping in lounges or other public areas is not permitted. Furnishings which are not officially designated as part of the residential room's accessories may not be moved into resident rooms at any time. Residents who observe facilities being damaged or furnishings being removed have a

responsibility to seek staff assistance. Damage charges not readily assignable to a particular individual may be charged to a group or floor of residents.

#### B.15 Refrigerators

You are allowed to have a refrigerator in your room as long as it does not exceed six (6) cubic feet. All refrigerators must be U.L. Approved, in good working condition, and may not be operated in a closet or other enclosed area. Refrigerators must be emptied and unplugged during the winter recess. One (1) refrigerator is allowed per bedroom (this means a total of two [2] per suite unit). Refrigerators are the sole responsibility of the resident (a refrigerator rental service is available to students during the first week of each quarter. Rental information is available at the Front Desk). (See also On Campus Housing Regulation B.5 Fire Hazards.)

#### B.16 Restrooms

Restrooms on each residence hall floor are to be used only as designated for men or for women.

#### B.17 Room/Suite Behavior

Residents are responsible for all behavior which occurs in their respective Residence Room/Residential Suite.

#### B.18 Room/Suite Changes

Residents who wish to change their accommodations must make proper arrangements with their Resident Director. Occupancy changes include room or suite changes, roommate changes, inter-hall transfers, and termination of housing contracts. All of these changes are regulated by specific procedures. Some changes are limited to certain time periods and some changes require an administrative fee to be paid at the Housing Cashier's Office. Students who participate in unauthorized changes may be subject to disciplinary action and/or an administrative charge. It is important to consult with your Resident Director well in advance of your anticipated occupancy change in order to clarify procedures and receive authorization to initiate the process.

#### B.19 Room/Suite Damages and Cleaning

Room/suite occupants will be required to pay for any damage or excessive cleaning to any part of their room/suite, including but not limited to furniture, fixtures, doors, and screens. Report any damages promptly so that repairs may be made. Access and ability of Housekeeping staff to perform their duties cannot be obstructed.

#### B.20 Room/Suite Occupancy

Unauthorized gatherings of more than twenty (20) individuals at any given time, either in individual rooms or suites or in multiple rooms and suites where people move from one room to another are prohibited. (See also On Campus Housing Regulation A.9 Guests.)

#### B.21 Skateboarding and Roller Skating

Skateboard riding, roller skating, rollerblading and/or use of pedestrian scooters is prohibited within On Campus Housing facilities. Outside, these activities are prohibited for purposes other than transportation from one place to another. (See also On Campus Housing Regulation B.7 Hallway Use.)

#### B.22 Smoking

Smoking is not permitted inside the buildings or breezeways nor within twenty (20) feet of all residence halls/suites. Smoking is not permitted in the courtyards of Sunset Village. All outdoor smoking must be confined to designated smoking areas. See your RA or the Front Desk Staff for the designated smoking areas in your hall.

#### B.23 Telephones

Telephone calls made with intent to annoy or threaten are prohibited. Tampering with telephone equipment, false use of authorization codes and/or calling card codes, and/or misuse of telephone services is also prohibited.

#### B.24 Trash Chutes

Residence Hall trash chutes are locked at 10:00 p.m. to prevent the holding of trash in chutes overnight. Rubbish rooms in the suites are also locked at 8:00 p.m. Residents are directed to empty their trash before this time. Do not use the public area trash receptacles to dispose of your room trash.

#### B.25 Walls, Doors and Vents

Items may not be taped/posted on the door below the door knob or outside the door frame. Only painter's tape can be used to affix stickers, posters, notes, etc. to the door.

Tape may not be applied to walls and doors since its removal damages the paint and varnish. Tape may not be applied to air vents as it causes damage to the heating and cooling controls. Where available, bulletin boards are provided inside student rooms to prevent the use of tape, nails, and screws that damage the walls.

#### B.26 Waterbeds

Waterbeds are not permitted in the residence halls/suites.

#### B.27 West-Facing Windows (Suites)

On Campus Housing is under an agreement with the area residents that all west-facing windows will remain closed. Any west-facing window that is not securely fixed should be reported to the Front Desk immediately. Northern and Southern windows in Buildings A, B, and F have operable, awning-type windows that provide appropriate ventilation. Ventilation will be better if bedroom and hallway doors and living room windows are opened.

#### B.28 Window Screens

Screens are required to be securely centered and in place in all room windows at all times. Lost or damaged screens are the responsibility of the resident. (See also On Campus Housing Contract Information, Schedule of Charges.)

B.29 UCLA Facilities Co-Generation Plant recommends that rooms with air conditioners should set the thermostat to 76o.

### C. DINING HALL AND DINING SERVICE REGULATIONS

#### C.1 Book Bags

Bookbags, backpacks, oversized handbags, tumblers, sipper bottles and thermoses are not permitted in Rieber, Hedrick, Covell and De Neve residential restaurants. Storage lockers are provided adjacent to each of these locations.

#### C.2 Busing Trays

Individuals are responsible for taking (busing) their own tray to the dish belt at the end of each meal.

#### C.3 Disturbances

Disturbances in the residential restaurants, including food fights, the throwing of any objects, and the destruction of property are prohibited.

#### C.4 Dress Code

Shoes and shirts are required in the residential restaurants in accordance with the State Health Code. Revealing sleepwear and swimwear are not permitted in the residential restaurants at any time.

#### C.5 Entry and Re-Entry

Unauthorized (non-paying) guests are not permitted to enter the dining rooms. Re-entry into the dining

halls is not permitted, neither is any other duplication of meals including entering the dining rooms after making alternative arrangements for the meal in question except for 14 Premiere and 19 Premiere meal plan holders. Residents, guests, and meal card holders are allowed to enter the cafeteria to eat only during official operating hours, as posted by each restaurant.

#### C.6 Food and Dining Service Equipment

Food or dining service equipment, including china and silverware, may not be removed from the dining room.

#### C.7 Meal Card Use

Your UCLA photo ID card with proper encoding must be shown at all meals in such a manner that the photo is clearly visible to the Restaurant Host or Cashier. Meal passes are issued for the use of residents only and may be used only by the student whose name appears on the ID card. It may be necessary for a Restaurant Manager or Supervisor, in the performance of duties, to see your ID card after you've entered the dining room. Please assist our supervisory staff by responding promptly when this request is made of you.

### D. ACTIVITIES REGULATIONS

#### D.1 Campaigning

Campaigning is defined as any display on the part of any person for the purpose of convincing another to vote for a candidate, initiative, referendum or recall. Distribution of materials, posting literature, speeches, and debates are examples of campaign activities. Campaigning in the residence halls/suites is limited to resident student governments, and undergraduate and graduate student governments only. Candidates are responsible for their campaign conduct and activities, and they are responsible for the conduct and activities of the others who campaign for them.

Specific campaign activities regulations include the following:

- Campaigning may occur in public areas, except dining areas, and on residents' floors in accordance with procedures determined by the Residents' Association in each hall/suite.
- The public address system and the Front Desk operations may not be used for campaign activities.
- Campaign literature must conform to regulations determined by the appropriate election committee in the hall/suite.
- Campaign posters may be attached by tacks to bulletin boards and other designated areas. Posters may not obstruct views into public areas.
- Posters may not be attached to painted, wooden or carpeted surfaces unless already designated for posting.
- Campaign posters in the public areas may not exceed 50" by 40" in size.
- Candidates must remove campaign materials from the halls/suites within 24 hours after the voting results are reported.
- Campaign procedures within each residence area must apply consistently to all candidates.

Additional campaign activities regulations that apply to undergraduate and graduate student governments include the following:

- Campaign activities are restricted to the public areas of any hall/suite complex, except during meetings upon the specific invitation of the Residents' Association.
- Campaign posters in the public areas must be approved by the Resident Director. Posters will be limited to one per candidate and may not exceed 24" by 22" in size. Campaign posters are not permitted on residence floors, with the exception of resident's door cork boards.
- Use of residents' mailboxes is permitted only through the regular US Mail's postage and distribution

process.

## D.2 Donations

While monetary donations may be requested from program participants, mandatory fees may not be collected from residents and meal card holders only for on-campus events. Off-campus events may involve an expense for program participants.

UCLA funds, properties, and materials may not be donated to charitable or other organizations.

## D.3 Facilities Use Restriction

Use of public areas for student programming requires approval and sponsorship by the appropriate Residents' Association or Council. These Associations and the Council are officially recognized organizations who may not engage in religious worship, exercise, or conversion. Similarly, hall/suite public areas may not be used for political addresses, campaigning, or other political activities, except for those associated with Residents' Associations or UCLA student government.

## D.4 Fund-Raising

Fund-raising activities that comply with UCLA activity guidelines may occur in On Campus Housing. Fund raising activities must be sponsored by the appropriate On Campus Housing student government, must be for a stated purpose, and must be approved by the Resident Director. Fund-raising activities must be fully financed by the sponsoring or approving On Campus Housing student government. The sponsoring government is responsible for all expenses and for maintaining accurate accounting for all funds collected. These funds must be deposited to the sponsor's Association account and used for the stated purpose. The Association does not assume financial liability for the fund raising events of other organizations.

Fund-raising activities in On Campus Housing by campus organizations must be approved by the Center for Student Programs and the sponsoring Residents' Association. The sponsoring Association assumes responsibility to ensure that fund raising requests are made by authorized representatives. Additionally, they must ensure that the program goals are consistent with Association goals, that regulations are followed, and that time, place, and manner requirements are clearly identified.

Residents' Associations may not sponsor fund raising events that are open to non campus participants or fund raising events conducted by non registered campus organizations.

The Center for Student Programs must approve programs and publicity for events conducted outside On Campus Housing.

The sale of items for profit is prohibited in public areas of On Campus Housing. Upon approval of the hall Resident's Association, along with that of the Resident Director, the ASUCLA Student Store or a Resident's Association may sell items in designated areas only. In the latter case, individuals participating in the selling of items for the Resident's Association must be residents.

## D.5 Mailbox Use

Distribution of materials through On Campus Housing mailboxes is regulated by the following conditions:

- a. On Campus Housing Staff, On Campus Housing Council, or Residents' Association related materials, upon the approval of the Resident Director or On Campus Housing Council, may be distributed without names, addresses, or postage.
- b. University units and registered student organizations, upon approval of the Associate Director, may distribute materials personally addressed to residents, but without postage.
- c. Non university organization materials and UCLA campus student government campaign materials not sponsored by On Campus Housing Council require US Mail postage and distribution process.

## D.6 Maintenance

The sponsoring Residents' Association is responsible for compliance with established security procedures as well as prevention of damage to any furniture or equipment at a program. Keys for locked rooms may be issued according to specific procedures at the residence hall Front Desk.

#### D.7 Petitions

Student initiated petitions related to On Campus Housing or the University may be placed in the hall lobby only after approval by the Resident Director.

#### D.8 Posting and Distribution of Materials

All materials for posting or distribution must comply with "UCLA Activity Guidelines." Campus and off campus materials must be approved, stamped and disseminated by the Office of Residential Life, 370 De Neve Drive, and must be received three (3) business days before posting. Housing materials must be approved by the appropriate On Campus Housing Staff or Residents' Association and disseminated by the Resident Director or Residence Hall Manager. The following criteria apply:

- a. Materials may not be posted or hung on ceilings, or on any painted, carpeted, stained, varnished, shingled, or exterior surface unless specifically designated for that purpose. Posting areas include outside bulletin boards, bulletin boards inside the building, specified building entrance areas, and established dining service areas. Posting at Bellagio entrance or at DeNeve/Circle Drive intersections must be authorized by the Office of Residential Life.
  - b. Materials not posted on bulletin boards but on other designated areas in the residence halls/areas must be attached with painter's tape.
  - c. Materials may not be presented in any manner which tend to promote degrading or demeaning social stereotypes based on race, ethnicity, culture, religion, gender or sexual orientation.
  - d. Materials may not contain direct or indirect references to alcoholic beverages or illegal drugs; lewd or sexually explicit conduct; or criminal activity.
  - e. Due to limited public posting space, priority of posting materials will be based on the following order: Office of Residential Life, and Housing & Hospitality Services; On Campus Housing Student Government; Academic Departments; University Units; officially recognized University organizations and clubs; off-campus agencies.
  - f. All postings must have the sponsor visible on the material. Any programs co-sponsored with the Office of Residential Life must list the Residential Life sponsor in a format no smaller than the name, trademark, logo or symbol of the non-Residential Life entity.
- All posted publicity, advertising and promotional materials must be removed within 24 hours of the conclusion of the event.
- g. The maximum duration allotted for publicizing a service is two weeks from the date of posting. The maximum duration allotted for publicizing an event is two weeks prior to the event with the exception of long-term programs sponsored by or through the Office of Residential Life.
  - h. Distribution of materials through mailboxes is restricted to University-recognized offices and organizations. Each piece of mail must be labeled with the resident's name and room number, with the exception of information from the Office of Residential Life, Housing & Hospitality Services, and Residents' Associations. Electronic lists are available through the Office of Residential Life with five days notice for processing.
  - i. The Resident Director of the building must first approve materials placed in lobbies. If approved, the Residence Hall Manager must be contacted to arrange for placement of materials. Placement of materials in the lobby or at the front desk is not guaranteed. The Residence Hall Manager must first approve materials placed at the front desk.
  - j. The Office of Residential Life must first approve table tents placed in the dining halls. The table tents are bound by the same criteria as described in D.8.c - f. A sample table tent must be submitted with the required approval form one week prior to date of distribution. Forms are available in the Office of Residential Life. Table tents remain in the dining halls for one week only.
  - k. Any promotion of events or services other than noted above must be approved by the Associate Director of Residential Life.
  - l. Approval is not required for the posting of Resident's Personal Messages on the special bulletin boards designated for this purpose, if the following regulations are observed:



- Messages may not exceed 8 ?? by 11? in size;
- Messages may not cover other messages;
- Messages may not remain beyond the length of time determined by the appropriate Residents' Association;
- Messages may not be presented in any manner which tend to promote degrading or demeaning social stereotypes based on race, ethnicity, culture, religion, gender or sexual orientation;
- Messages may not contain direct or indirect references to alcoholic beverages or illegal drugs; lewd or sexually explicit conduct; or criminal activity;
- No offensive, libelous or non-resident related messages may be posted; and
- The resident's name and room number or phone number must appear on the message.

#### D.9 Research Projects

University approved research projects must be conducted according to specific guidelines and prior approval of the Office of Residential Life.

#### D.10 Products or Services

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

#### **UCLA On Campus Housing Facilities Media Access Policy**

Media activity may be allowed in on-campus housing facilities with prior approval from the Directors of Residential Life and Housing & Hospitality Services, who will help ensure reasonable media access while protecting the privacy to which each resident is entitled.

***Policy Note:*** *As is true of an individual's home or apartment, UCLA On-Campus Housing facilities -- including dining areas, meeting areas and lobbies -- are places which are not open to the public generally. Recognizing both freedom of the press and an individual's right to privacy, the goal of this policy is to facilitate media coverage while at the same time protecting the privacy of individuals who do not want media contact.*

#### **On Campus Housing Student Conduct Procedures**

When a student is alleged to have violated an On Campus Housing Regulation or a University Student Conduct Policy in the On Campus Housing facilities the student is subject to the On Campus Housing Student Conduct Procedures and may also be subject to the UCLA Student Conduct Code of Procedures. These conduct procedures are implemented according to guidelines established by the Regents of the University of California and outlined in The University of California Policies Applying to Campus Activities, Organizations, and Students Sections 102.01 - 102.22. These procedural guidelines require adherence to due process. This means the accused student has certain rights, such as notification of the charge(s), information about the incident, the right to present a defense, the right to cross examine witnesses, and the right to appeal decisions. The text of the Procedural Due Process Rights follows.

#### ***Procedural Due Process Rights***

(From University of California Policies Applying to Campus Activities, Organizations and Students, Section 100.)

Procedural due process is basic to the proper enforcement of University policies and campus regulations. Chancellors shall establish and publish campus regulations providing for the handling of student conduct cases in accordance with basic standards of procedural due process. Consistent with this requirement, procedures specified in such regulations shall be appropriate to the nature of the case and the severity of the potential discipline.

Where a formal hearing is required, campus regulations shall provide the following minimum procedural standards to assure a fair hearing:

Written notice, including a brief statement of the factual basis of the charges; the University policies or campus regulations allegedly violated; and the time and place of the hearing, within a reasonable time before the hearing;

The opportunity for a prompt and fair hearing, upon the request of the student, at which the University shall bear the burden of proof, and at which the student shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses presented by the University - no inference shall be drawn from the silence of the accused;

A record of the hearing; an expeditious written decision based upon the preponderance of evidence, which shall be accompanied by a written summary of the findings of fact; and

An appeal.

The On Campus Housing conduct process may include five steps; Receipt of Complaint, Initial Interview, Hearing, Imposition of Sanction, and, if appropriate, an Appeal. Shown on page 53 is a diagram which gives a general outline of the On Campus Housing conduct process. Additionally the text following on pages 51 through 59 provides a detailed summary of each step. The information indicates that the process of applying conduct is specific; therefore, it is important that students have a clear understanding of their responsibilities in the conduct process. (It is important to note that certain cases and circumstances may require handling that is different from what is shown in the overview.)

**Step #1 - Receipt of Complaint:**

Although most incidents of student misconduct are reported by Residential Life staff members, any student may register a complaint by filing an Incident Report Form or other written report agreed as a substitute for the form (Incident Report Forms are available from the RA or RD). When writing an Incident Report Form the complainant should be descriptive, detailed, precise, and as objective as possible. The more information provided, the better. The appropriate hall staff member (typically the RD) will respond to the written complaint and attempt to clarify the nature and circumstances regarding the complaint, investigate the incident, and consider alternative resolutions and appropriate action.

**Step #2 - Initial Interview:**

Within a reasonable amount of time after receipt of an Incident Report Form or any other written complaint, the RD will initiate a response process to the complaint by conducting an Initial Interview with the student in question. The RD will summon the student in question to the Initial Interview by sending a Notice of Interview. This notice will include the following information:

- The nature of the conduct in question, including a brief statement of the factual basis of the charges, the time, date, and place it is alleged to have occurred, and the On Campus Housing Regulation(s) (or other policies and regulations as appropriate) allegedly violated;
- That the On Campus Housing Student Conduct Procedures will be followed, and that the student should refer to his or her copy of these procedures;
- That the student has three (3) class days from the date appearing on the Notice of Interview to contact the Resident Director for the purpose of scheduling the Initial Interview or requesting that the case be referred to the Judicial Affairs Coordinator for a Residential Life Student Conduct Hearing; failing which, a HOLD shall be placed on the student's records and registration;
- That the matter may be referred to a Residential Life Student Conduct Hearing;
- That if the student wishes, the matter may be resolved by the RD in an Initial Interview prior to a hearing;
- That the student may contact the RD or Judicial Affairs Coordinator to examine the Incident Report Form and any other relevant documents;
- That the matter may also be referred to the Dean of Students' Office.

During the Initial Interview the accused student is informed of the complaint, specifically the nature and

circumstances of the complaint, the date, time and location of the incident, the specific regulations allegedly violated, and the specific information that supports the complaint. At this time, the student is given an opportunity to respond to the complaint. If the student denies the accusation the incident may then be referred to a Residential Life Student Conduct Board or Residential Life Hearing Officer.

If the student accepts responsibility for the described misconduct and wishes to have the matter resolved by the RD, the RD shall impose or recommend an appropriate sanction as described on pages 55-56 of this handbook.

In the event that the student does not contact the Resident Director within the three (3) day period, the Judicial Affairs Coordinator shall notify the student that a HOLD has been placed on the student's records and registration. Such HOLD will be removed only when the student either schedules and attends an Initial Interview with the Resident Director, or requests in writing that the case be referred to the Judicial Affairs Coordinator for a conduct hearing.

**Step #3 - Hearing:**

In those cases where the student denies any or all accusations of University Student Conduct Policies or On Campus Housing Regulations, or where the student failed to respond to the Notice of Interview, the RD will refer the case to the Residential Life Judicial Affairs Coordinator. The Judicial Affairs Coordinator shall schedule a hearing before the Residential Life Student Conduct Hearing Board. The Residential Life Student Conduct Hearing Board is a student peer review panel which is comprised of students from each residence area. These students are trained to conduct hearings to determine the facts of a case and to report their findings at the conclusion of the hearing (for information regarding application for Residential Life Student Conduct Hearing Board membership, please see your Resident Director). In cases where the Conduct Board is not in session the hearing will be scheduled before a Residential Life Hearing Officer. The hearing will begin within fifteen (15) class days after referral of the matter from the RD. The Judicial Affairs Coordinator shall give written notice of the time and place of the hearing to the student at least three (3) class days prior to the date of the hearing.

Conduct hearings shall be closed to spectators; however, the student may be accompanied by an individual of the student's choice, who is not involved in the case. Evidence may be received of the sort upon which responsible persons are accustomed to rely in the conduct of serious affairs, and is not restricted to evidence admissible under strict rules of evidence of a court of law. No inference shall be drawn from the silence of the accused student. The standard of proof to be applied in these hearings is that of a preponderance of the evidence. The hearing shall be recorded, and the student may review that record at the conclusion of the hearing.

Within ten (10) class days after the conclusion of the hearing, the Judicial Affairs Coordinator shall submit to the RD, with a copy to the student, a written report advising of:

- the outcome of the Conduct Board's or the Hearing Officer's examination of the evidence concerning the alleged misconduct; and
- whether, in the opinion of the Hearing Officer or a majority of the Conduct Board, as the case may be, the student has violated one or more On Campus Housing Regulations or University Student Conduct Policies.

If a student is found to be in violation of one or more policies and/or regulations the RD shall then impose, impose and suspend, or recommend a sanction, as provided for in the Range of Sanctions (pages 55-56).

**Step #4 - Imposition of Sanctions:**

If the student admits responsibility or if such a determination has been made following a conduct hearing, the RD may impose, impose and suspend, or recommend one or more of the following sanctions. Sanctions may be applied to a student only after the student has been found in violation of an On Campus Housing Regulation or University Student Conduct Policy. Regardless of the action taken, the RD shall confirm his or her disposition of the case in a written notice to the student:

**RANGE OF SANCTIONS**

**Warning:** Written reprimand for violation of specified On Campus Housing Regulations, including notice to the student that continued or repeated violations may be cause for further disciplinary action.

**Restitution:** Reimbursement (which may take the form of monetary payment or appropriate service to repair or otherwise compensate) for damage to or misappropriation of University property, or the property

of others, while that property is on University Housing premises or at the place of an official On Campus Housing function. (See Schedule of Charges on pages 6-10.)

**Community Service & Required Program Participation:** The performance of a specific number of hours of unpaid mandatory service to the On Campus Housing community and/or a specific behavior agreement to prevent further problems in the community and/or required attendance at specific programs or workshops. Failure to abide by sanctions noted in this paragraph may be cause for further disciplinary action. Failure to comply with the conditions of mandatory service or required program participation shall result in a HOLD being placed on the student's records and registration. A HOLD on student records and registration will, for example, prevent the student from registering and from obtaining transcripts, verifications, or a diploma from the University until the student satisfies the conditions of the sanction.

**Loss of Privileges:** Exclusion from participation in designated On Campus Housing activities for a specified period of time. Violation of any conditions in the written notice of loss of privileges or violation of On Campus Housing Regulations during the period of the sanction may be cause for further disciplinary action.

**Exclusion from Residence:** Exclusion of the student from residence in University Housing for a specified period of time. This sanction may be imposed when a student has repeatedly violated policies or regulations, or when there is reasonable cause to believe that the student's continued residence in University Housing will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person in University Housing or at official On Campus Housing functions, or other disruptive activity incompatible with the orderly operations of University Housing.

While each incident is considered individually, following are examples of behaviors that may result in Exclusion from On Campus Housing. This list is not all inclusive but refers to some examples of serious violations:

- Physical abuse to others or to self (e.g., assault, sexual assault, hazing, suicide attempts);
- Threats of violence to others or to self (e.g., physical threats sexual harassment, projecting objects from buildings, roof/ledge walking, suicide threats);
- Violation of security system (e.g., use of unauthorized doors, unauthorized building access, propping doors, use of opposite sex restrooms);
- Tampering with fire and safety equipment (e.g., false alarms, smoke detectors, fire extinguishers, elevator emergency systems);
- Possession or use of dangerous weapons and sporting equipment (e.g., guns, knives, swords, blackjacks, ROTC weapons);
- Possession or use of explosives (e.g., fire crackers, rockets, smoke bombs);
- Possession or use of dangerous chemicals (e.g., gasoline, acids, corrosives);
- Possession or use of illegal drugs or bulk alcohol (e.g., kegs, significant amounts of liquor dispensed from one source);
- Significant community disturbances (e.g., uncontrolled parties, unauthorized demonstrations, food fights);
- Theft or damage to individuals' or University property (e.g., stealing money and property, removing building furniture, significant room damages);
- Failure to control the conduct of a guest involved in serious violations;
- Throwing objects from or at buildings; and
- Repeated violation of regulations.

**Area Restriction:** Restriction of the student from entering a specified area of On Campus Housing facilities. This sanction may be imposed when there is reasonable cause to believe that the student's presence will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person in University Housing or at official On Campus Housing functions, or disruptive activity incompatible with the orderly operation of On Campus Housing.

NOTE: If the RD believes that the Exclusion from Residence or the Area Restriction sanction is warranted, he or she shall forward that recommendation to the Area Director or Associate Director of Residential Life, together with a brief written statement of findings in support of the recommended action. The Area Director or Associate Director of Residential Life, as the case may be, shall review information submitted by the RD and determine whether the recommended sanction is warranted. The Area Director or Associate Director of Residential Life may then impose the recommended sanction or impose another sanction. The Area Director or Associate Director of Residential Life shall inform the student, in writing, of the sanction imposed.

Administrative Charge: Fees payable to the University for violation of certain regulations. (See Schedule of Charges, pages 6-9.)

**Step #5 - Appeal:**

The student may appeal either a finding that he or she has violated On Campus Housing Regulations or the sanction. Appeals must be submitted in writing to the Judicial Affairs Coordinator within five (5) business days after notification of the decision. The Judicial Affairs Coordinator will forward the written appeal to the appropriate administrator who is one level higher than the original source of the decision making body. The written appeal must specify the grounds for the appeal and may be made on the following grounds only:

- That the On Campus Housing Student Conduct Procedures were violated, and that the violation resulted in substantial unfairness to the student; or
- That the sanction is thought to be excessive; or
- That relevant new evidence exists which was previously unavailable and would substantially affect the findings or the sanction.

Following a review, the appropriate administrator may affirm the findings or sanction, remand for a full or partial rehearing, modify the sanction, or dismiss the charge(s) against the student.

The administrator shall forward to the student a written notice of his or her decision regarding the appeal within ten (10) business days after receipt of the written appeal.

**Special Administrative Actions**

The following are Special Administrative Actions which may be taken in addition to and apart from the conduct process.

- Relocation:

The Director of Residential Life (or designee) may require residents to move to another room or suite or move to another residence hall/suite within the University's reasonable discretion. (See 2002-03 On Campus Housing Contract, Section 6d.) Reasonable notice shall be given.

- Interim Exclusion and Area Restriction:

The Director of Residential Life (or designee) may exclude any student from University Housing before final determination of an alleged violation. The student shall be restricted only to the minimum extent necessary when there is reasonable cause to believe that the student's residence or presence in a specified area of University Housing will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of that student or any person, or cause disruptive activity incompatible with the orderly operation of University Housing. A student placed in Interim Exclusion and/or Area Restriction shall be given prompt notice of the charges and the opportunity for a prompt hearing. Such administrative action shall be reviewed by the Chancellor or his or her designee.

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**CAMPUS AND COMMUNITY DIRECTORY**

**CENTRAL ADMINISTRATION**

Office of Residential Life 825 3401

Rooms Division 825-7489  
Assignment Office 825 4271  
Housing Cashier's Office 825 6131

**NORTH AREA**

Area Director 825-4765

**HEDRICK HALL**

Front Desk 825 2965  
Resident Director 825 1497  
Residence Hall Manager 825 4677  
Program Coordinator 825 1497

**HITCH SUITES**

Resident Director 206 8193  
Assistant Resident Director 794-4208

**RIEBER HALL**

Front Desk 825 2275  
Resident Director 825 2821  
Residence Hall Manager 825 1709  
Program Coordinator 825 0886

**SAXON SUITES**

Resident Director 206 8098  
Assistant Resident Director 825-6698

**SOUTH AREA**

Area Director 206-7709

**DYKSTRA HALL**

Front Desk 825 5451  
Resident Director 825 2058  
Residence Hall Manager 825 5356  
Program Coordinators 825 5575

**DE NEVE PLAZA**

Front Desk 825-5451  
Resident Director for Cedar Bluff and Dogwood 825 3337  
Residence Hall Manager for Evergreen and Fir 794-9247  
Program Coordinators 825-3295

**HILGARD HOUSES**

Front Desk 794-3758  
Resident Director 794-3759

**CENTRAL AREA**

Area Director 825-4675

**SPROUL HALL**

Front Desk 825 2075  
Resident Director 206 9616  
Residence Hall Manager 825 4045  
Program Coordinator 825 7234

**CANYON POINT**

Front Desk 206-9633  
Resident Director 825-5642  
Residence Hall Manager 825-0274  
Assistant Resident Director 206-3534

**DELTA TERRACE**

Front Desk 206-9633  
Resident Director 206-9285  
Residence Hall Manager 825-0274  
Assistant Resident Director 206-3534

### **CAMPUS NUMBERS**

Academic Advancement Program 825 1481  
College Tutorial, Coll. of Letters & Science 206 1491  
Admissions Office (Undergraduate) 825 3101  
Associated Students (ASUCLA) 825 0611  
ASUCLA Bookstore 206 0785  
ASUCLA Bear Wear 206-0808  
Campus Mediation Service 825 3454  
Community Housing Office 825 4491  
Dean of Students 825 3871  
Financial Aid 206 0400  
Intramurals 206 8699  
Letters and Science 825 3382  
Occupational Safety 794 5964  
Office for Students with Disabilities 825 1501  
Ombuds Office 825 3454  
Placement Center 825 2981  
Recreation Information 825 3701  
Registrar 825 1091  
Student Health Service Information 825 4073  
Student Psychological Services 825 0768  
Tutorial Center 206 1491

### **SAFETY & SECURITY NUMBERS**

24 Hour Emergency Number: Campus Phone - 911  
Campus Information 825 4321  
Community Service Officers 825 9800  
CSO Escort Service 825 1493  
Lost and Found 825 1227  
Police(Crime Prevention Office) 825 7661  
Police (General Business) 825 1491  
Center for Women and Men 825 3945

### **COMMUNITY NUMBERS**

Alcoholic Anonymous (310) 474-7339  
Cocaine Anonymous (310) 216 4444  
HELPLINE (310) 825 HELP  
Poison Control Center (800) 876-4766  
Post Office (800) 275-8777  
RTD (Bus) (213) 922-2000  
LA Rape & Battered Hotline (310) 392-8381  
Rape Treatment Center, Santa Monica Hospital (310) 319 4000  
Suicide Prevention Center (Health Education) (877) 727-4747  
Telephone Installation (310) 825-3775  
University Religious Conference (310) 208 5055

### **UNIVERSITY NONDISCRIMINATION STATEMENT**

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

The University of California, in accordance with applicable Federal and State law and University policy, prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related), ancestry, marital status, or age. The University of California also prohibits discrimination on the basis of sexual orientation, status as a Vietnam-era veteran or special disabled veteran, or, within the limits imposed by law or University policy, on the basis of citizenship.

In conformance with applicable law and University policy, the University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action for underrepresented minorities and women, for persons with disabilities, and for Vietnam-era veterans and special disabled veterans.

Inquiries regarding the University's student-related nondiscrimination policies and equal employment opportunities policies may be directed to The Campus Counsel, 3149 Murphy Hall, UCLA, Los Angeles, CA 90024-1405, (310) 825-4042. Speech and hearing-impaired persons may call TDD (310) 206-6083.

Inquiries regarding Americans with Disabilities Act (ADA) 504 Compliance may be directed to Dr. Douglas Martin, Special Assistant to the UCLA, Los Angeles, CA 90024-1405, Voice (310) 825-2242, CRS (800) 735-2929, TDD/TT (310) 206-3349, Fax (310) 825-3688.