

2012-2013 University of California, Merced Housing & Residence Life Handbook

Housing & Residence Life Offices:

Terrace Center

The Summits

Monday - Friday 8:00 AM to 11:00 PM

Weekends and Holidays 1:00 PM to 11:00 PM

Terrace Center Office Phone: (209) 228-4663/209-CAT-HOME

The Summits Office Phone: (209) 228-2293

E-mail: housing@ucmerced.edu

<http://housing.ucmerced.edu>

After-hours RA on Duty: (209) 756-3296 - Sierra Terraces
(209) 756-3972 - The Summits
(209) 224-7553 - Valley Terraces

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Principles of Community

The University of California at Merced is committed to learning, teaching and serving the people of the San Joaquin Valley, California, the nation and the world through excellence in education, research and public service. We strive to provide educational opportunities for all. Our founding principles of community guide both the individual and collective behaviors of students, faculty and staff. The university expects all of its members to emulate these fundamental principles as individuals and as a community.

- We celebrate the spirit of academic excellence and strive to promote our university and its strengths through our daily interactions with students, staff, faculty and the community at large.
- We maintain a working and learning environment based on integrity, fairness, cooperation, professionalism and respect.
- We are a community comprised of people from multiple cultures, with varying lifestyles and beliefs. We celebrate this diversity for the breadth of ideas and perspectives it brings.
- We value creativity among students, staff and faculty, and acknowledge both their individual and collaborative achievements.
- We encourage health and wellness, and strive to develop a sense of environmental responsibility and stewardship among all the members of our community.
- We are committed to achieving tolerance in our community. All persons – faculty, staff and students
- Regardless of background or lifestyle, should participate and work together in a collegial atmosphere that we strive to make free of any and all acts of discrimination or harassment.
- We respect, support and value the civil and respectful expression of individual beliefs and opinions.

Note: These are the Founding Principles of Community of the University of California at Merced. In the years ahead, they will undoubtedly be reviewed and modified by UC Merced faculty, students and staff.

Approved: January 2003

Welcome from the Director

Dear Resident Student,

Congratulations on deciding to live with us on campus during the 2012-2013 academic year.

We are thrilled to have the opportunity to work closely with you. No experience compares to what you are about to encounter as a resident student. There is nothing better than being surrounded by friends and staff who are here to support and help guide your journey towards success. Don't just sit back in your room or suite – get out there, meet new people and take advantage of the many events and opportunities that will make this a hallmark experience.

As an on-campus housing community, we strive to create an atmosphere where residents know and respect one another and their environment. We also work to ensure our facilities are safe and secure and provide opportunities for residents to grow as young adults. We strive to live our Principles of Community, and depend on our residents to partner with us to achieve this goal.

Year after year, the most talked about change residents experience is independence. With your new-found liberty comes responsibility, not only to yourself but to the community in which you live. It's important to make good decisions for yourself. Are you going to go to class? Should you tell your suitemates that toothpaste left in the sink grosses you out? Are you secure enough in your values not to give in to peer pressure?

Here are some things to consider when making independent decisions:

1. Will my decision help me be a successful student?
2. Will my decision impact others' ability to be successful?
3. Will I benefit from knowing someone whose values and beliefs are different than mine?
4. Will things get better if I don't say anything?

Student staff, including, Resident Assistants, Programming Assistants and Office Assistants serve as excellent resources. As peer student leaders they have needed to make these kinds of decisions in the past. They go through extensive training to learn how to facilitate communication among residents, develop positive learning communities, coordinate workshops and events to offer you more information and tools to succeed, and enforce policies designed to facilitate a harmonious community.

We strongly encourage you to seek out your RA should you face a dilemma and need guidance with your decision making.

The Housing & Residence Life staff and Resident Housing Government (RHG) are committed to helping you create a hallmark experience for yourself. Let's keep lines of communication open. If everybody works to do their part, together we can create an awesome year. Feel free to stop by the office anytime to get your questions answered or simply to say hello.

Sincerely,
Leslie Santos

The Housing & Residence Life Handbook serves as a resource and reference guide for residents to successfully navigate the on-campus experience. Knowledge is power. Here are some resources to help empower your success.

The Residence Life Team

Professional and student staff members are available in housing 24 hours a day to help residents. Professional Staff offices are located in the Terrace Center and The Summits offices.

Student Staff and Leaders

Office Assistants (OA) & Lead Office Assistants (LOA) – The student Office Assistants, who work the Terrace Center and The Summits Housing & Residence Life Offices, provide services and assistance to the community. They assist with mail, resident lockouts, answer questions and can refer you to the appropriate campus resources.

Programming Assistant (PA) & Lead Programming Assistant (LPA) – Programming Assistants develop and implement activities and educational opportunities for residents.

Resident Assistant (RA) & Lead Resident Assistant (LRA) – The LRA/RAs live in the residence halls and are assigned to serve a group of residents. They facilitate programs and activities to develop life skills, build community, and enforce policies to help ensure the safety and well being of the residents. In addition, there are designated RAs available for after hours assistance.

Resident Housing Government (RHG) – The purpose of the Resident Housing Government is to represent the residents by advocating on their behalf, serve as a bridge of communication between residents and staff, fund and coordinate programs, and collaborate with campus departments to ensure that residents' needs are met.

Professional Staff

In addition to the Housing and Residence Life administrative and business staff, we have professional staff members who supervise the various student staff and advise the student leaders. The **Residence Life Coordinators (RLC)** supervise the Lead RAs and RAs and live on campus. The **Programming Coordinator (PC)** works with the Programming Assistants to develop and implement programs for all residents. The **Leadership Coordinator (LC)** is responsible for the selection and training of student staff and leaders. The Coordinators provide after-hours support and adjudicate residence hall policy violations. The **Office Manager (OM)** supervises the Lead OAs and OAs as well as attends to the daily operations of both offices.

The Associate Director of Residence Life supervises the Coordinators and Office Manager and reports to the Director of Housing and Residence Life. The Director of Housing and Residence Life is responsible for overseeing all aspects of the department including Housing Operations, Residence Life Program, and Facilities Management. The Director is also the appeals officer for residential conduct decisions regarding violations of the policies outlined in this handbook.

Theme Communities

Academic Excellence

As a resident and member of the Academic Excellence themed hall community, residents commit to working hard towards achieving academic success. Residents agree to maintain a safe and quiet learning environment, as well as be academically supportive of their peers, and abide by extended quiet hours.



Continuing Student Experience Program

The Continuing Student Experience Program is a common experience for continuing and new transfer students living in the Valley Terraces. This program is designed to encourage residents to take full advantage of what UC Merced offers while preparing for the next steps after graduation.

Fiat Lux Scholars Program

The Fiat Lux Scholars Program is designed to serve first and second year students who meet eligibility requirements related to family education history, income, and ethnic background. Fiat Lux provides a variety of resources to students who participate in the program to enhance their academic performance and assist with the adjustment to UC Merced.



First Year Experience Program

The First Year Experience Program is designed to assist incoming freshmen in identifying and accessing additional support while making the transition into the university environment. All freshmen living on campus will participate in this exciting program. The Residence Life staff focuses its efforts on teaching our incoming first year students the basic life skills needed to cope with their transition and build strong communities within our residence halls.



Gender Inclusive Program

The Gender Inclusive Program brings together individuals as part of an open and inclusive community. Residents participating in this community will have the option of sharing a room and suite that accommodates multiple gender identities and expressions regardless of biological sex.



Residential Management Program

The Residential Management Program (RMP) brings together Management majors and minors to further explore the field of management. Management students bring their vitality and creativity to this community by participating in activities which explore their widely divergent interests, foster intellectual growth and discussion, develop student and faculty contacts, and challenge them to broaden their horizons.



Housing & Residence Life Services

Computer Lab - Computers are located in each housing community for resident use. Bring a USB drive or a CD to save your work. Printers are also available in The Summits and Terrace Center computer labs and students can use their Cat Cards to purchase printing options.

The Claw - Channel 36 has been designated as our movie and Housing & Residence Life information channel. Movies are selected one month in advance by the Resident Housing Government (RHG). Contact RHG to get involved with selecting movies.

The Den - The Den is a great place for residents to hang-out and relax. There you will find pool, ping pong, air hockey tables, a big screen TV, and some comfortable seating. Equipment for the games can be checked out from the Terrace Center Office.

The Housing & Residence Life Offices – The Summits and Terrace Center are open Monday - Friday between 8:00 AM and 11:00 PM, and on weekends and most holidays between 1:00 PM and 11:00 PM. This is the place to get your questions answered, pick up packages, sign out spare keys, help you learn how to complete maintenance requests and find professional staff members. Valley Terraces and Sierra Terraces residents can also request refills for toilet paper and cleaning supplies from the main office in The Terrace Center.

Laundry Room - A laundry facility is located in the Terrace Center for Valley Terrace and Sierra Terrace residents daily between 8:00 AM and 1:00 AM. The Summits residents have a 24-hour laundry facility in their building. It costs \$1.25 to wash (\$1.50 for super cycle) and \$.75 to dry. Residents can add money on their Cat Card for laundry service. Residents can check the availability of washers from their rooms via Internet. The machine to add money to your Cat Card is located in the entryway to the Terrace Center laundry room near the vending machines and at The Summits Office. A limited number of machines will take cash. Please time your loads accordingly to complete a laundry cycle before the facility closes and notify the Housing Office if any of the machines are not working properly.

Mail - One mailbox and combination is assigned to each room (shared by roommates). Student mail is delivered to the mailbox in the Housing & Residence Life Office in the late afternoon each weekday. If an item is too large to fit in your box, a package slip is placed in your mailbox informing you to stop by the Office to claim it. Please bring a picture ID to claim your package. The mailroom will occasionally close to facilitate the quick delivery of mail to residents.

Important Notice: “Overnight Delivery” will only ensure that our campus receiving facility will have a package the next business day. Please anticipate a delay in the personal delivery, as our campus receiving facilities services our entire campus including departments off site.

Students should check their mail regularly. The university often uses this address to correspond with you. The Housing & Residence Life Offices will forward first-class mail ONLY for 30 days. After that, mail is returned to the sender.

The proper format for your UC Merced Housing & Residence Life address is:

Mailing Format:

Your Name
Community name
COMPLETE Hall Name and Room #
5200 N. Lake Road
Merced, CA 95343

For Example:

John Smith
The Summits
Cathedral 101-A
5200 N. Lake Road
Merced, CA 95343

To operate mailbox combination lock: (for Valley and Sierra Terrace residents only)

- a. Rotate to the LEFT three full turns. Continue to the LEFT and stop at the first number.
- b. Rotate to the RIGHT. Pass the second number of your combination once, stop on that number the second time
- c. Rotate to the LEFT, stopping on the last number of your combination the first time you hit it.

Before moving out of housing, residents must:

- a. Change address directly with senders (bank, credit card, etc.) and
- b. Provide the housing office with a forwarding address.

Resident Learning Center – The Calvin E. Bright Success Center provides peer tutors for various courses that meet in the Resident Learning Center located on the first floor of Tenaya in The Summits. All residents are welcome to take advantage of this service.

Study Room - There are dedicated study rooms available in the Den, the first floor of Mariposa, Tuolumne and Tenaya Halls. Rooms are available to residents for individual and group study. There are lounges throughout the Sierra Terraces and The Summits, as well as the suite living rooms in the Valley Terrace. . The Study Rooms are also used for peer tutoring, academic advising, and programs with an academic purpose. During finals, the California and The Summits meeting rooms are available for additional study space.

Maintenance Work Requests - If you need a repair done in your room or suite, please submit a work request online at <http://fmhelp.ucmerced.edu/home.html>. Residents are expected to submit a work request if something is not working properly.

Keys - You will be issued a metal key that operates both the suite door (if applicable) and your bedroom door. To protect you, your personal belongings and those of your room/suitemates, keys cannot be loaned or given to another person. Students should take their keys with them whenever they leave, and close and lock the doors behind them. Spare keys are only available at the Housing Office for residents to sign out (30-minute maximum) should they lock themselves out. Students who have more than three lockouts during the year will be charged for the service. When the office is closed, please contact the RA on duty. Residents must report lost or stolen keys to the Housing Office immediately. A key replacement fee of no more than \$145.00 will be assessed. Students in the Summits are also issued a key for their mailbox and there is a \$5 fee to replace mailbox keys.

Elevators in Sierra Terraces

The elevators in the Sierra Terraces are open for public use only at selected times throughout the year. If students need to use the elevators for access (temporary disability, permanent disability, access for guests with disabilities, etc.) they will need to request an elevator key from the Terrace Center Housing Office.

Meeting Room and Space Reservation

Several community amenities throughout housing are available for resident use. Some require advance reservations and others are available on a first come first serve basis.

The kitchens in Mariposa and Tuolumne, music practice room, and the dance/exercise studio located on the ground floor of The Summits' Tenaya Hall can be reserved in advance or simply stop in the office to see if it's available.

Other larger programming spaces including the California and The Summits meeting rooms, The Summits BBQ area, and the Cat Quad are available by reservation only.

Please visit “Meeting Spaces” at our website, housing.ucmerced.edu, to learn more about the request process and check the calendar to see if your preferred space is available.

Safety and Emergency Procedures

Residents are expected to keep safety at the forefront when living on campus and utilizing the available resources. Please report any unsafe items or behaviors to the office immediately.

After-Hours Duty

There are two levels of staff on duty when the office is closed: RAs and Coordinators (RLCs). The RAs on duty are trained for emergencies and serve as our first line of response. The RAs can be reached by calling (209) 224-7553 – Valley Terraces, (209) 756-3972 – The Summits, and (209) 756-3296 – Sierra Terraces. The Coordinators are full-time professional staff who respond to more serious situations.

Blue Emergency Phones

Emergency phones are placed strategically throughout the campus. In an emergency only, simply press the button on the phone and it will connect you directly to the university 911 dispatch.

Community Service Officers (CSO)

Under the supervision of the UC Merced Police Department, student Community Service Officers – commonly known as CSOs -- serve as additional eyes and ears for the Police Department. At no charge for students, the CSOs will provide safety escorts to take anyone between buildings or to parking lots on campus. Anyone who needs to request a safety escort should contact Police Dispatch at (209) 228-2677 (CAT-COPS). Safety Escorts are available Monday through Friday from 6 PM until 1 AM and on weekends until 2 AM. On Saturday and Sunday the CSO's are available for safety escorts starting at 11 AM. The CSOs are in constant radio contact with the Police Department.

Fire Safety

Emergency procedures and evacuation maps are posted on the back of each bedroom door.

In the Summits, Tenaya Hall and Cathedral Hall, there are evacuation assistance locations for persons that may have difficulty evacuating the building. The locations are identified with signage and shown on the emergency evacuation map posted in each bedroom. Instructions on how to summon assistance are posted in the evacuation assistance locations.

Mass Notification

The Summits (Tenaya Hall and Cathedral Hall) are equipped with a Mass Notification System (campus wide paging system). This system is used to notify the campus of an emergency situation that may require specific instructions and could be used during a severe weather event, natural disaster, or other emergency event. Amber strobe lights will flash and a pre-tone will sound pending an announcement. Do not evacuate the building unless instructed to do so. Remain in your location and listen for further instruction. Strategically placed Bluelight standards equipped with Blue Phones are capable of amplified announcements in conjunction with the Mass Notification System.

The Higher Education Opportunity Act Annual Fire Safety Report for Housing

The Higher Education Opportunity Act Annual Fire Safety Report can be accessed at <http://ehs.ucmerced.edu>.

Safety and Maintenance Inspections

Housing staff may enter your living spaces to conduct safety and maintenance inspections. You will be informed via UC Merced e-mail and postings on your door at least 24 hours in advance of these inspections. We will look for safety infractions (unauthorized pets and appliances), dangerous wiring,

general cleanliness for health reasons, and maintenance concerns. Infractions will be communicated in writing, with any damage charges and/or instructions to remedy the situation. A re-inspection may be conducted after a specified date.

Security Cameras

Security cameras are placed in strategic locations in many of the public areas of Housing & Residence Life.

UC Merced Police

The housing staff works very closely with the UC Merced Police Department, which is available 24 hours a day, 365 days a year. As a resident student, you will see police officers quite frequently walking through our community. Feel free to stop any officer to chat or ask questions. For both emergency and non-emergency matters, feel free to contact the dispatcher at (209) 228-2677. Use the Blue Phones for emergencies only. The Campus has developed a website that contains information on “Your Right to Know” that contains important safety information and can be found at <http://www.ucmerced.edu/right-to-know/students>

Assignments and Contracts

Housing & Residence Life will make reasonable efforts to accommodate your room type and roommate preferences. However, it’s important that the Housing and Residence Life Office knows where all residents are living. **Residents may not move to another room without Housing Office approval.**

ROOMMATE AND SUITEMATE AGREEMENTS

Immediately after move-in, residents are expected to talk and agree to guidelines for living together as roommates and suitemates. Students should discuss topics such as noise, study and sleep times, general uses of the common areas, cleanliness, use of personal belongings, guests and overnight guests, etc. It is important for everyone to have a say and reach a compromise. Your RA is available to help facilitate these conversations. Residents are welcome to revise these agreements at any point and should revisit them whenever a new room/suitemate moves in.

Developing positive relations with your roommate and suitemates is one of the most rewarding on-campus living experiences. This relationship requires flexibility and the willingness to communicate in an honest, yet tactful manner. The Roommate and Suitemate Agreements encourage residents to dialogue around the topics over which conflicts most commonly arise.

ROOM CHANGE REQUESTS

Early in both Fall and Spring Semesters residents will have the opportunity to participate in a room change process. Changes will be approved as long as all affected parties are in agreement.

Room changes outside of the room change process may be honored in extreme circumstances and must be approved by the Residence Life Coordinator before a move takes place. We recognize that having these conversations can sometimes be difficult but are extremely important to your success as a resident. Communication is the key to the success of roommates. Before a room change is considered, the following steps must occur:

1. The residents will need to attempt to resolve matters between themselves.
2. If the residents are not successful, their RA and/or LRA will attempt to help mediate.
3. If mediation doesn’t work, the RLC will facilitate a formal mediation.

The decision to honor a room change request will be evaluated at this point. The Residence Life Coordinator may determine who in the conflict will need to relocate.

HOLIDAY BREAK CLOSINGS

The residence halls are closed and the locks are changed at Winter and Spring Breaks. Residents are required to leave and are not allowed to access their room during these periods. Residents are instructed to take special care to make sure they have everything they need (medicine, passports, plane tickets, etc.) as they will not be allowed in once the locks have been changed.

REQUESTS FOR CONTRACT CANCELLATION

The terms for contract cancellations can be found in section 13 of the “UC Merced Student Housing Contract.” Request for Contract Cancellation Forms are available at <http://housing.ucmerced.edu> and must be submitted in writing. They require the signature of the resident and a guardian if the resident is under the age of 18. Requests for Contract Cancellations will be approved in extreme verifiable circumstance. Examples of these circumstances include a loss of eligibility or disassociation with the university (transfer, withdraw, marriage) or extreme medical or financial hardship occurring after the contract was submitted. In all cases, written documentation of one’s situation is required, and a liquidated damages/contract cancellation fee up to \$250 is assessed.

Housing & Residence Life Contracts, Policies, and Behavioral Standards

The University of California, Merced Housing & Residence Life policies and behavioral standards are established to provide a clear understanding of expectations in order to maintain a safe harmonious community for you and others to live. Upon signing the Housing & Residence Life Contract, you agreed to abide by all university policies and information as contained in the *UC Merced Student Handbook: Policies Applying to Campus Activities, Organizations, and Students and the Housing & Residence Life Contract*. You are encouraged to familiarize yourself with these policies and behavioral standards and make responsible choices. As a member of this community, it is important that you consider the effects your choices and behaviors will have on others around you. Understand that you may be held accountable for a policy violation based on a preponderance of evidence. You may also be accountable for your guest’s behaviors and policy violations occurring on campus. We look forward to working closely with you, our resident students, to create a vibrant and respectful living learning community.

ADMINISTRATIVE POLICIES

AP 01 Administrative Agreement: Upon signing the Housing & Residence Life Contract, you agreed to abide by all university policies and information as contained in *UC Merced Student Handbook: Policies Applying to Campus Activities, Organizations, and Students and the Housing & Residence Life contract, and Student Housing & Residence Life Handbook*.

AP 02 Roommate/Suitemate Agreements: To help facilitate a respectful and harmonious living arrangement, roommates/suitemates are expected to meet to discuss and document some basic living agreements using the roommate/suitemate agreement by the end of the second week after move-in. By establishing these baseline agreements early on, many minor disputes will be avoided altogether. Violations of this agreement may result in a conduct meeting.

Roommates/suitemates are welcome to revisit and revise these agreements at any time during the year and are expected to do so anytime a new resident moves into the room or suite. Residents must abide by the agreement unless and until it is revised and agreed upon by all parties. Housing & Residence Life staff reserves the right to facilitate revisions of the agreements.

AP 03 Appliances: For safety and sanitation reasons, the use and storage of electrical cooking appliances is not permitted in the residence halls. One Energy Star rated Micro-fridge no larger than 4.2 cubic feet, or one microwave oven operating at no more than 900 watts and one compact refrigerator not to exceed

4.2 cubic feet. Specific examples of non-permitted appliances include, but are not limited to, coffee pots (including auto shut-off), toasters, electric grills, toaster ovens, hot plates, rice cookers, hot water kettles and space heaters. For questions regarding appliances, please contact your Residence Life Coordinator.

AP 04 Assignments and Room Changes: Housing & Residence Life is responsible for making room assignments and reserves the right to reassign residents to another room/suite during the term of the Housing & Residence Life Contract. Residents will only occupy their designated space in their assigned room. A resident may not sublet their space. Roommates/suitemates are expected to be prepared to welcome new room/suitemates at any time after a vacancy occurs. Creating an unwelcoming environment for a new or potentially new resident is considered unacceptable behavior.

Anyone considering a room change must first discuss their situation with their Resident Assistant. Resident Assistants will make themselves available for mediation and problem solving assistance according to their schedule. In extreme circumstances room change requests may be considered outside of the allotted period for room changes. Residents moving without approval jeopardizes the possibility of the request being granted and may be required to move back into their original room.

AP 05 Bicycles, Motorized Vehicles and Skateboards: Bicycles and motorized vehicles must be stored outside of the buildings using the bike racks provided throughout the community. For safety reasons, do not store bikes on railings, near doorways, under stairs, or anywhere that may impede the safe egress of individuals during a fire. For safety reasons, please walk bicycles and skateboards through the courtyards and sidewalks in housing. Bicycles may only be stored indoors during extended breaks and must be stored out of the path of egress.

AP 06 Bunk Beds/Lofts: For safety reasons, bunking beds, lofting, or the use of bed lifting mechanisms (e.g. bricks, wooden structures, etc.) is prohibited. To request a loft/bunk in Sierra Terraces or The Summits, submit a work order.

AP 07 Community Bathrooms: Residents must use bathrooms as assigned, or utilize bathrooms designated gender-neutral. Except in the case of caregivers providing assistance, there is a limit of one person per toilet stall and shower stall at a time. The Summit's residents are expected to do their part in keeping the restrooms clean which includes storing personal items in cubbies and not on countertops or shower stalls. Summits residents are responsible for removing personal trash from the bathroom and must take their room trash to the trash chutes.

AP 08 Contract Termination Initiated by the University: The university, at its own discretion, may serve a 3-day notice to pay room and board, comply with the terms of this contract, or quit, whichever is applicable, for any of the following:

- a. Any breach of this contract, including but not limited to failure to pay fees when due; or
- b. A change in resident's admissions status or a failure of resident to remain a full-time, regularly enrolled student at university; or
- c. Any failure by resident to abide by the regulations and or policies outlined in the *UC Merced Student Handbook*, which is incorporated herein by reference, and/or resident's engaging in conduct detrimental to himself or herself or the welfare of others; or
- d. Any violation of state or federal law; or
- e. Any other reason allowed by law

AP 09 Cleanliness, Damage, and Room Condition: Residents are expected to respect their environment and maintain their room, suite, common bathroom, and public areas (e.g. kitchens, lounges, lobbies) in a clean orderly condition. To avoid unnecessary damage billing, please report all incidents of damage and vandalism to the Housing & Residence Life Office immediately.

- a. **Cleanliness:** Regularly remove all trash and recycling items from your suite (room/bathroom) into the appropriate dumpsters located outside of the buildings or into The Summits trash chutes.
- b. **Damage and Destruction:** Residents will be held financially accountable for damage and destruction to university common areas. Unless the individual responsible for the damage is identified, damages will be divided equally among roommates for bedroom damage and suitemates for suite common area damages. Damages in the common areas will be divided amongst the appropriate floor-mates, or by all the residents of the building.
- c. **Room/Suite Condition:** To document the original condition of your assigned space, residents will have the opportunity to review their Room Condition Report (RCR), within 72 hours of move-in to bring forth any concerns. Please review the form carefully and have your RA add any additional damages you may find prior to signing the form. As part of the check-out process, this form will be used as the basis for comparison and any new damage will be billed to the assigned resident(s).

AP 10 Community Living Standards: Members of this community agree to respect the rights of other residents and to conduct themselves in a manner conducive to a respectful living environment. As a contributing member of this community, you are encouraged to report all safety concerns, dangerous activities, and policy violations to the Housing & Residence Life Staff or the UC Merced Police.

AP 11 Decorating and Personalizing your Room/Suite: In Housing & Residence Life we encourage students to decorate and personalize their space and ask that you select materials that will not cause permanent damage to the property. Facilities staff assumes responsibility for painting, and therefore, residents are not allowed to paint their rooms. When selecting your decorating materials please use adhesives that are designed to be removed without residue such as painters tape, non-oil based wall putty, small picture hooks or nails no larger than #18, and tension rods. Some examples of unacceptable materials include, but are not limited to, double-sided tape, large nails and screws. Any personal furniture must be made of fire retardant materials and must be agreed upon by all roommates/suitemates. Feel free to consult with your Resident Assistant if you have any questions about acceptable materials.

AP 12 Electrical Safety: Only UL approved items are permitted in Housing & Residence Life. Residents must use power-strips with surge-protectors. All extension cords must be heavy duty, single plug, and be UL approved. Altering or adapting electrical outlets and equipment and overloading circuits jeopardize human safety and thus is not permitted. Cords must be used in a safe manner and should never be covered by rugs, or stretched across the main walking path of a floor causing a trip hazard.

AP 13 Entering Student Rooms: Housing & Residence Life will make reasonable effort to provide written notice, normally 24 hours in advance, prior to entering a room/suite. The university reserves the right to enter a room/suite for any reason including: allowed by law, in case of an emergency; to make necessary or agreed upon inspections, repairs, alterations, or improvements, or supply services required to maintain the building; when a resident has abandoned or surrendered the room; to show a vacancy to a prospective resident; and/or pursuant to Court Order. By submitting a maintenance work request, you are authorizing university personnel to enter the room/suite to make necessary repairs. University staff will enter a room/suite to conduct safety inspections periodically and at closings.

AP 14 Furniture: Each resident is provided a bed, desk, chair, drawers, closet space, and window coverings. Suite living room furniture is the shared responsibility of suitemates and is furnished with soft seating, a table, and chairs. All university furniture must remain in the assigned room/suite/lounge and is the responsibility of the resident(s). Waterbeds are not permitted. All other personal furniture brought into Housing & Residence Life must be made of fire retardant material and must be removed at the conclusion of the contract term. A charge will be assessed for missing or damaged furniture or any personal furniture left behind. Special needs accommodations will be determined in conjunction with Disability Services.

AP 15 Guests: Residents are responsible for their guests' behavior and, therefore, agree to inform their guests of university policies and expectations. You may be held accountable if your guest violates any policies. Because guests infringe on the space of others, overnight guests may stay for up to three nights within a two-week period, but only with the written approval of roommate/suitemates. Residents who feel their roommates/suitemates are violating this policy should first inform their roommate/suitemate. If the response is not satisfactory the Resident Assistant should be notified. Overnight guest agreement forms are available at the Housing & Residence Life Offices.

- a. The needs of roommates/suitemates to sleep, study and otherwise be free from interference and disruption as well as the right to privacy are paramount, and supercede the right to host a guest. Roommates reserve the right to reasonably refuse guests at any time.
- b. For safety and security reasons, guests must be escorted at all times and in all areas of the residence by his/her host of the building.
- c. During the course of their visit, guests are expected to behave in a way that positively contributes to the residence community, showing respect and consideration for others and for property.
- d. Guests who are acting inappropriately may be asked to leave the residence halls.

AP 16 Identification: Residents and guests are expected to carry official identification such as a Driver's License, State ID or UCM Cat Card on their person at all times and to show it to university personnel upon request. The UCM Cat Card hosts your meal and possible vending accounts, provides access to buildings, and serves as collateral when borrowing items from Housing & Residence Life Offices. For security purposes, do not loan your Cat Card to others. Report lost or stolen UCM Cat Cards to the Cat Card Office immediately.

AP 17 Keys: You will be issued a key for your room and your UCM Cat Card will give you access to your assigned residence hall and certain common spaces. To protect you, your personal belongings, and that of your roommate/suitemates, your UCM Cat Card and/or key may not be loaned or given to another person. Residents must report lost or stolen keys to the Housing & Residence Life Offices immediately. A key replacement fee will be assessed. Residents are expected to lock their doors and carry keys with them when not in their room. Report lost or stolen UCM Cat Cards to the Cat Card Office immediately.

AP 18 Network and Internet Access: The network is provided to facilitate the sharing of knowledge and information. Residents shall abide by all university, state, and federal laws and regulations regarding the network, and will be held accountable for any inappropriate activity originating from their computer. Illegal downloading and file sharing, and the use of the network for commercial purposes are not permitted under this policy. For more specific details about this policy please refer to <http://it.ucmerced.edu/policies>. Serious violations (including repeated minor violations) may result in the temporary or permanent loss of access privileges or the modification of those privileges and/or referral to University Judicial Affairs for further action.

AP 19 Personal Property: Resident should maintain personal property insurance available through private companies. The university, its employees, and agents assume no liability for the loss, theft, damage, or destruction to personal property kept in the resident's room/suite or any other location on the premises.

AP 20 Posting Policy: Registered campus organizations are welcome to post in designated posting areas within Housing & Residence Life. All flyers must be approved by the Terrace Center Housing & Residence Life Office prior to posting and in accordance with the Housing & Residence Life Office posting policy. Expired postings must be removed by the sponsoring group within 24 hours after the event. The Posting Policy and Guidelines are available in the Terrace Center Housing & Residence Life Office.

BEHAVIORAL POLICIES

BP 01 Alcohol: The university condones the responsible use of alcohol by those 21 or older; however any student found misusing alcohol will be held accountable.

- a. The possession and use of alcohol is permitted by those 21 or older in the privacy of their room/suite (room/suite front door must be closed to be considered private). The possession and use of alcohol is not permitted by anyone under the age of 21.
- b. No one under 21 may be in the presence of opened alcohol.
- c. Everyone in the presence of an alcohol violation may be held accountable for violating the policy.
- d. Alcohol may be stored by those of legal drinking age in a bedroom and not in the common areas of the suite.
- e. Alcohol container displays, beer containers over thirty-two (32) ounces, and kegs are not permitted.
- f. Staff reserves the right to direct residents to dispose of alcohol during a violation.
- g. Students will be held accountable for inappropriate behavior in the residential areas while under the influence of alcohol regardless of where the drinking occurred.

Please be advised that hosting an event that violates the alcohol policy may result in removal from residence/contract termination. For more details, please refer to the University of California, Merced Alcohol and Other Drug Policy found in the *UC Merced Student Handbook: Policies Applying to Campus Activities, Organizations, and Students*

BP 02 Ban on Business: No business or commercial enterprise of any kind may be conducted nor operated within Housing & Residence Life. The university network is provided to support the educational mission of the university and may not be used for commercial purposes.

BP 03 Cooperation with University Officials: Residents are expected to work cooperatively with others and to assume responsibility for their actions. Residents are expected to comply with the directions of university officials or other public officials acting in the performance of their duties while on university property or at official university functions. Violations of this policy include, but are not limited to failure to provide identification when requested, or resisting or obstructing such university or other public officials in the performance of or the attempt to perform their duties. Verbal abuse of university officials is prohibited. Residents cannot deliberately provide false information to university officials.

BP 04 Dining Facilities: The Yablokoff-Wallace Dining Center and Marketplace are open to and shared by all university affiliates and their guests and as such everyone is expected to conduct themselves in a respectful manner so as not to infringe on the rights and comfort of others. Food fights, theft, and leaving dirty trays and items on the tables for others to address is contrary to this goal and is therefore not permitted. Removal of Dining property such as dishes and silverware is considered theft.

BP 05 Disruptive Behavior: Residents and their guests are expected to consider the impact of their behavior on others and conduct themselves accordingly. Disruptive behavior constitutes any behavior that negatively impacts another's right to study, sleep, or feel safe in their living environment. Examples include but are not limited to, food and water fights, throwing objects which may physically harm another, cause litter, or damage property. Pranks although typically intended for fun, often get out of hand and result in damage and discomfort to others and are therefore not permitted. Residents are responsible for their guests' behavior and, therefore, agree to inform their guests of university policies and expectations.

BP 06 Drugs: The possession, use, manufacture, and/or sale of unlawful drugs or controlled substances under either federal or state law, or misuse of legal drugs are prohibited and are grounds for Contract

termination and referral to Judicial Affairs and the UCM Police for follow-up. In addition the possession, use, distribution, sale, or consumption of medicinal drugs and/or hallucinogenic substances (including but not limited to salvia and legal hallucinogenic mushrooms) is prohibited. Drug paraphernalia containing residue is also not permitted. Requests for the use of Medical Marijuana must be directed to Disability Services. For more details, please also consult the university Alcohol and Drug policy found in the *UC Merced Student Handbook: Policies Applying to Campus Activities, Organizations, and Students*.

BP 07 Firearms and Weapons: Possession, use, storage, and/or manufacture of firearms, fire bombs, explosives, weapons, and destructive devices are prohibited and are grounds for contract termination and referral to Judicial Affairs and the UCM Police Department. Examples of prohibited weapons include but are not limited to stun guns, tasers, retractable bladed knives, knives with a fixed blade over 2.5 inches, nun chuck, sling shot, bows and arrows, air guns (paint, BB, etc.), or any device which closely resembles a firearm. Any item used aggressively or for violent purposes may be deemed a weapon. Mace and pepper spray may not be misused. Exceptions may be granted for athletic equipment such as bows and arrows on pre-arrangement with the Residence Life Coordinator.

BP 08 Fire Safety: Residents are expected to be aware of fire safety at all times. All fire safety violations are considered very serious and may result in removal from Contract termination. The tampering with or misuse of any fire equipment or fire alarm, including activation of the fire alarm system in a nonemergency situation, could result in a \$1000 fine and/or jail time.

- a. Tampering with fire detection or safety equipment including disabling smoke detectors, falsely activating the fire alarm pull stations, misusing fire extinguishers and elevators is prohibited.
- b. Hanging anything from the fire sprinkler heads and smoke detectors located on the ceilings of the residence halls is prohibited.
- c. Anytime a fire alarm sounds, everyone must evacuate the premises and report to your assigned meeting area immediately and may not re-enter until approved by a university official.
- d. The use of candles, incense, fireworks, smoke/fog machines, hookah or other flame producing devices is strictly prohibited.
- e. The storage of flammable explosives such as propane tanks, gas cans, lighter fluid, etc. is not permitted in the residence halls or adjacent areas.
- f. Grills may not be stored or used in the residence halls. Charcoal grills are available to residents in the courtyard near the Dining Center and a gas grill in The Summits.

BP 09 Harassment: Sexual, racial, and other forms of harassment, defined as follows: Harassment is defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to University programs or activities, that the person is effectively denied equal access to the University's resources and opportunities on the basis of his or her race, color, national or ethnic origin, lineage, sex, religion, age, sexual orientation, gender identity, marital status, veterans status, physical or mental disability, or perceived membership in any of these classifications.

BP 10 Hazing: Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person is not permitted.

BP 11 Noise: Housing & Residence Life strives to create an environment conducive to study and sleep. As such, residents shall cooperate immediately with all requests for quiet. If there are repeated infractions of this policy, in addition to other sanctions, the university may require the removal of disruptive instruments, stereos and/or other amplified sound equipment or reassign residents to another room/suite as appropriate.

- a. Quiet hours are in effect as follows:

Sunday – Thursday 11:00 PM to 8:00 AM
Friday and Saturday 1:00 AM to 8:00 AM

Academic Excellence and Fiat Lux Scholars communities have extending quiet hours that both residents and guests must adhere to and are as follows:

Sunday – Thursday 10:00 PM to 8:00 AM
Friday and Saturday 12:00 AM to 8:00 AM

- b. Quiet hours may be increased by a community consensus and must be adhered to by community members and guests.
- c. During final exams, Quiet Hours will be extended up to 24 hours a day. Infractions during finals exams will be treated more severely and may result in contract termination.
- d. Courtesy hours are in effect 24 hours a day, including times not designated as quiet hours. Residents are expected to be respectful of community members ability to study and sleep by not participating in activities with excessive noise. Residents have the right to confront others regarding unreasonable noise level, and residents confronted for noise must comply with the request for quiet.
- e. The use of musical instruments in Housing is considered a privilege and as such residents are expected to be sensitive and respectful to others need for quiet.
- f. Excessive outdoor noise including noise in the courtyard will be addressed by university staff.

BP 12 Pets: Fish in a tank no larger than 10 gallons are the only pets permitted and only with the prior written approval of room/suitemates. For the safety and well being of other residents and the pets themselves, no other pets are permitted. Please submit a Request for Disability Accommodation to Housing & Residence Life to arrange permission for service animals.

BP 13 Propping Doors: Propping doors, tampering with door locking mechanisms, unhinging hydraulic door closures, or engaging the deadbolt so as to prop open a door inhibits fire safety protections and jeopardizes the safety of community members and their property. Staff will close and lock all propped doors. Please take the initiative to properly close all propped doors and report any repeated occurrences to the Housing & Residence Life Office.

BP 14 Safety: Safety and well-being is of utmost importance to us therefore we ask residents and their guests to use common sense and be mindful of their actions. Behaviors that jeopardize the safety of yourself or others are not permitted. To prevent broken windows and persons being hit by equipment; conduct all sports and ball playing outside at a safe distance away from the buildings. Removing window screens, accessing rooftops, climbing in or out of windows, or on ledges, and skateboarding or in-line skate stunts are a few clear examples of unsafe behaviors. Please report any dangerous behaviors or concerns for a person's well being to Housing & Residence Life immediately.

BP 15 Smoking: Smoking is prohibited in UC-owned and UC-leased occupied buildings. The smoking of legal substances is, however, permitted in designated outdoor smoking areas. These designated areas include all parking lots at least 20 feet away from building entrances and exits. There are also designated areas marked outside Stanislaus and San Joaquin Halls, on Muir Pass near Mariposa, and near the bike barn at The Summits. Hookahs are not permitted in the residence hall areas. To demonstrate respect for our campus, smokers shall properly dispose of cigarette butts and not litter the campus.

As of October 6, 2011, the Federal Drug Administration (FDA) expressed concern that e-Cigarettes may contain ingredients that are known to be toxic to humans, and may contain other ingredients that may not be safe. Until the FDA forms a conclusive ruling, e-Cigarettes may only be used

in designated smoking areas. These designated areas include all parking lots at least 20 feet away from building entrances and exits. There are also designated areas marked outside Stanislaus and San Joaquin Halls, on Muir Pass near Mariposa, and near the bike barn at The Summits. More FDA information can be found at: <http://www.fda.gov/newsevents/publichealthfocus/ucm172906.htm>.

The University of California intends to implement a smoke free policy beginning in 2014.

BP 16 Solicitation: To honor the privacy rights and safety of our residents, solicitation and door to door canvassing is not permitted. Should a resident be approached by solicitors, please direct them to leave the premises and take the initiative to notify the Housing & Residence Life Office or UC Merced Police immediately.

BP 17 Theft: Theft of another's property including that of the university is prohibited. Violators may also be referred to the UC Merced Police department for civil action.

BP 18 Unauthorized Entry: Residents are not allowed in any other bedroom, suite, common area, or residence hall unless escorted by the assigned occupant of that specific bedroom or suite. Residents are not permitted in mechanical rooms, on roofs, or ledges of any Housing & Residence Life property. Residents are also prohibited from entering constructions sites and must adhere to safety instructions and signs.

BP 19 University Property: The defacement and misuse of university property is strictly prohibited.

Housing & Residence Life Conduct Philosophy

Living on campus affords a resident many opportunities for learning. One goal is to learn the value and meaning of "community" and what it means to live and study together with others who may have different backgrounds and values. Another is how individual autonomy (what you would like to do regardless of others) meshes with and impacts the community in which you live. Upon signing the Housing & Residence Life Contract all members of this community have agreed to abide by the policies and information contained within the Contract as well as the *UC Merced Student Handbook: Policies Applying to Campus Activities, Organizations, and Students* and the *Housing & Residence Life Handbook*.

Community behavior standards are designed to encourage residents to take responsibility for their actions and to ensure that the rights of all members of the community are respected. UC Merced Housing & Residence Life has designed a conduct process to address violations of university policies outlined herein, other relevant policies, and any inappropriate or illegal behavior or actions. It is important to note that any university conduct procedure may take place prior to or concurrently with criminal processes.

Housing & Residence Life Conduct Process

The conduct process begins with an informational report, generally filed by a Resident Assistant, indicating an alleged violation of Housing and Residence Life and/or University policy. While Resident Assistants are instructed to document apparent violations of policy, not all informational reports result in conduct action or sanctions. The informational report provides the designated Conduct Officers with information from which to decide if a conduct meeting with the resident is necessary. Informational reports are kept in Housing & Residence Life files for a period of five years or longer if necessary.

Should a conduct meeting be necessary, you will receive written notification concerning the alleged violation of policy. This notification will request your attendance at a conduct meeting with a designated Conduct Officer(s).

In most cases, you will be given 72 hours advance notification of the time and date of your conduct meeting. If you are unable to attend a scheduled meeting due to a class conflict or employment, you may contact the designated Conduct Officer indicated in your conduct notification letter, to reschedule. During this meeting, you will have the opportunity to discuss the incident. After the case is heard, a decision will be rendered and accountability sanctions may be imposed if you are found to be responsible for a policy violation. Please note that if you fail to attend a conduct meeting, the conduct process will proceed without your input.

DUE PROCESS RIGHTS

At the University of California, Merced, the general standards of due process are based on reasonable rules which are fairly, judiciously, and equitably applied. Due process for students appearing before a Conduct Officer will include the right:

1. to be presumed not responsible until found responsible by the preponderance of evidence of unacceptable behavior outlined in the UCM Housing & Residence Life Policies;
2. to be informed of his/her Due Process Rights;
3. to have complete written notice of the charges;
4. to have a fair disposition of all matters as promptly as possible;
5. to be informed of the format and procedures of the housing conduct structure;
6. to decline to make a statement;
7. to provide additional relevant information to be considered. Relevancy of evidence shall be determined by the Conduct Officer;
8. to be informed of all decisions within a reasonable amount of time;
9. to appeal the decision and be informed of the criteria and procedures to be followed.

SANCTIONS

The following alternatives or combination thereof may be exercised when students have been found in violation of university policies and regulations. The appended list is not to be considered inclusive or complete, and other sanctions may be imposed at the discretion of the appropriate Conduct Officer. Also, the decision may place some additional restrictions on facility access, organizational membership and/or participation in activities representing the university.

1. **Warning:** An official letter of reprimand or censure.
2. **Community Restitution:** The requirement to provide service within a specified amount of time as restitution for behavior that distracted from the order of the community.
3. **Restitution:** The requirement to make financial restitution for damage, destruction, or the replacement of property.
4. **Educational Project:** A required project related to the violation designed to help a resident better understand behaviors that impact the community and/or learn from the experience.
5. **Disciplinary Probation:** Official notice that further violation of Housing & Residence Life policies and/or behavior standards and/or the *UC Merced Student Handbook: Policies Applying to Campus Activities, Organizations, and Students* may result in serious consideration being given that the individual not be permitted to reside in or visit any on-campus housing facility.
6. **Contract Termination Held in Abeyance:** The violations were serious or pervasive enough to terminate the housing contract. However, they are being given an opportunity to remain in Housing & Residence Life. Any further violation will result in the immediate termination of the Contract.

7. **Contract Termination:** The university will initiate the cancellation of the Housing & Residence Life Contract and the resident will be required to vacate the premises within a specified amount of time.
8. **Housing Ineligibility:** The student will be prohibited from residing in any university managed housing facility for a specified amount of time. The student will be informed of this status in writing.
9. **Referral to the UC Merced Police Department:** In some situations the incident may be referred for civil/criminal actions.

You are responsible for adhering to the behavioral standards outlined in the Housing & Residence Life Contract, UCM Housing & Residence Life Handbook and *UC Merced Student Handbook: Policies Applying to Campus Activities, Organizations, and Students*.

STANDARD OF EVIDENCE

Formal rules of evidence are not applicable to the designated Conduct Officer. If a resident denies responsibility for an alleged policy infraction, the designated Conduct Officer must make a decision based upon the preponderance of the evidence. After weighing all of the available evidence, including the credibility of evidence, the designated Conduct Officer will decide, more likely than not, that the resident is responsible for the policy violation(s).

APPEAL PROCESS

The Director of Housing & Residence Life is the designated Appeals Officer for conduct decisions. To appeal a decision rendered by a Housing & Residence Life Conduct Officer the resident must submit to the Director, a request in writing within the designated timeframe indicated in the sanction letter, typically five (5) business days from the date of the letter. The resident must specify on which ground(s) the sanction is being appealed and provide written justification. Sanctions may be stayed pending appeal.

GROUND FOR APPEAL

Disagreeing with the decision is not grounds for appeal. The appeal grounds are as follows:

1. Incongruity of sanction with the offense;
2. Unfairness in the proceedings;
3. Newly discovered important evidence not known at the time of the conduct meeting.

APPEAL REVIEW PROCESS

The designated Appeals Officer will first determine if the resident appropriately presented grounds for an appeal. The Appeal Officer will make the final determination as to the outcome of the appeal. Only written materials pertaining to the case, including any additional written material supplied by the resident, will be reviewed unless otherwise determined by the Appeal Officer. Using the three (3) criteria established for the consideration of appeals, the Appeal Officer will determine whether:

1. The finding and recommended sanction of the original Conduct Officer should be upheld;
2. The finding of the Conduct Officer should be upheld but the sanction reduced eliminated, or changed;
3. The case should be referred back to the Conduct Officer or to a different Conduct Officer for further investigation;
4. The case should be dropped and the charges dismissed.

It is expected that appeals will generally be considered and final decisions made within fifteen (15) working days following receipt of the student's written request. Decisions made by the Appeal Officer are final.

UC Merced Residence Hall Cable Television Channel Lineup

UCM	Channel	Fresno Local Channel
7	KMPH - Fox	26
8	KGPE - CBS	47
9	KFRE - CW	59
10	KFSN - ABC	30
11	KSEE - NBC	24
12	KVPT - PBS	18
13	BET	
14	SyFy	
15	USA	
16	TNT	
17	TBS	
19	History	
20	Bravo	
21	A&E	
22	Animal Planet	
25	Discovery	
26	ESPN	
27	TLC	
28	Food Network	
29	FX	
30	Lifetime	
31	Fox News	
32	CNN	
33	Disney	
34	ABC Family	
35	MTV	
36	The Claw – <i>Housing & Residence Life Channel – Sponsored by RHG</i> <i>Schedule: http://housing.ucmerced.edu</i>	
37	VH1	
38	Nickelodeon	
39	Spike	
40	Cartoon Network	
41	Comedy Central	

To access TV Guide listings for the cable system, search for zip code 95344 and select Lamont TV – UC Merced.

Problems should be reported to helpdesk@ucmerced.edu.