

# Welcome

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The UC Merced Residence Education department welcomes you to your new home. We're glad you've chosen to live in the residence halls, and we look forward to a successful and exciting year.

## Mission

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The mission of Residence Education at the University of California, Merced, is to provide clean, safe, student-centered residential communities. We cultivate our living-learning experience to support academic accomplishment, diversity and respect for human dignity and student success.

## Resident Rights and Responsibilities

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As a campus resident of UC Merced, you possess specific individual rights that your roommate and those living around you must respect. These rights carry with them a reciprocal responsibility on your part to ensure that these same rights exist for your roommate, suitemates, and other residents. Your basic rights are listed here; you and your community may choose to add to this list. It is important that these items and the concept of others' rights and responsibilities be discussed throughout the year.

You have the right..

- to read and study in your room
- to have control over your personal possessions
- to access your room [and suite]
- to live in a clean, safe environment
- to sleep and relax in your room
- to confront another's behavior which infringes upon your rights
- to seek the aid of staff in resolving possible roommate conflicts

UC Merced Residence Education neither can, nor does, guarantee you will achieve these rights at all times — you share the responsibility. Help ensuring these rights are upheld through thoughtful discussion and open communication with your roommates, suitemates, and other floor/hall residents. Residence Education staff is available and wants to help you accomplish this goal.

UC Merced campus residents are responsible for their actions. You are expected to show respect for the rights of others and the educational mission of the university. Conditions that are part of your residence hall contract govern acceptable and unacceptable behavior. Residence Education staff will intervene if your actions are contrary to policy or considered a disruption to community standards. Our sincere desire is that students will choose behaviors which support and respect all community members.

Residents must comply with the University of California: Standards of Conduct for Students in the residence halls, and failure to do so may result in disciplinary action.

Disciplinary sanctions include warnings, censure, restitution, probation, loss of privileges, suspension, or dismissal from UC Merced. A student's actions may also subject him/her to criminal or civil liability.

Residence Education staff, while striving to protect due process for individuals, are compelled to act on behalf of the interests of the entire community. Though we prefer to work directly with individuals involved in behavioral problems, students collectively involved in negative behavior can expect to be confronted and may be moved to other halls or have their contracts terminated. You are responsible for your actions and will be held fully accountable.

Remember:

If something is illegal off campus, it's illegal on campus. ***University property does not insulate you from being accountable for all your actions.***

## Principles of Community

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The University of California, Merced is a public, land-grant institution created to serve the communities of the San Joaquin Valley, the State of California, the nation, and the world through excellence in education, research, and public service.

These principles reflect our ongoing efforts to increase access and inclusion and to create a community that nurtures lifelong learning and growth for all its members.

- We recognize and celebrate the identities, values, and beliefs of our community.
- We affirm the inherent dignity and value of every person while cultivating a campus climate rooted in mutual respect and compassion.
- We uphold the right to freedom of expression and encourage a culture of dialogue, understanding, and civility in all interactions. We seek to create a campus where a rich tapestry of ideas is shared, collaboration is embraced, and innovation is promoted.
- We pursue excellence in teaching and learning through contributions from all community members fostering a culture of open exchange.
- We promote opportunities for active participation and leadership in our communities.
- We champion civic engagement, environmental stewardship, research, and teaching that connects theory and practice to learning and doing.
- We take pride in building, sustaining, and sharing a culture that is founded on these principles of unity and respect.

The UC Merced Principles of Community were developed by the Chancellor's Advisory Council for Campus Climate, Culture and Inclusion in collaboration with the campus community. These principles were issued on March 25, 2014.

## Services and Amenities

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**Barbecue Grills** – There are two charcoal grills located in the Cat Quad and one gas grill at The Summits Courtyard for residents to use. Make a reservation by coming to the Valley Housing Office.

**Bike Storage** – Bike racks are located outside each residence hall. Lockable bike storage is available at the Bike Barn located on the Ranchers Road side of Half Dome, outside of Glacier Point, and outside of El Portal. All residents have access to the Bike Barn by swiping their Cat Card. Space is available on a first come first serve basis and in all cases, residents must provide their own lock.

**Cat Quad & Mariposa Lawn** – The Cat Quad is the courtyard area located between the Dining Center and Terrace Center and the Mariposa Lawn is located directly in front of the Mariposa Residence Hall. Residents are welcome to enjoy these spaces however reservations are required for formalized events. Reservations can be made through the University EMS system. Please speak to your Residence Education Coordinator (REC) for more details

**Computers and Printers** – Computer labs are available in specific housing communities for resident use and the priority is given for academic use over gaming use. Bring a USB drive or use a cloud storage solution to save your work. Residents are welcome to utilize the printers located in the Terrace Center Den computer lab. Like all printers on campus, residents will use their Cat Cards to purchase printing options. Residents assigned to Cathedral, Half Dome and Tenaya have Cat Card access to the first floor of Tenaya Hall to use the computer lab and study rooms. Report a printer and computer issues to [helpdesk@ucmerced.edu](mailto:helpdesk@ucmerced.edu)

**Dance & Music Room** – A 24-hour dance room is in Tenaya Hall near the Summits Alpine Room and is available for those residents who want to exercise or practice their dance moves. The Dance Room comes furnished with a wooden dance floor, 2 pianos, mirrored wall and audio sound system to plug into. Black soled or hard shoes like taps will ruin the floor and therefore are not allowed. Please be courteous of other residents who would like to access the space and limit your usage to 2 hours at a time. Notify the Valley Housing Office or your RA if there are any issues with the facility. *(Note: dance room availability may be affected by interim campus policies. Please obey posted signs.)*

**The Den** -The Den is a common space for residents and their guests to use and can be reserved for Residence Education events only. Non-residents must be escorted at all times by a resident and must comply with all Residence Education policies. Residents can check out equipment from the Valley Housing Office for the games in the Den. *(Note: the permitted occupancy of the Den may be affected by interim campus policies. Please obey posted signs and do not move or relocate any furniture.)*

**Elevators in Sierra Terraces** (Mariposa and Tuolumne) - The elevators in the Sierra Terraces are open for public use only at selected times throughout the year. Elevator access for residents with temporary or permanent disability, can be requested through the [accommodations process](#). If temporary access is needed for family or guests, access can be requested through your RA.

**Half Dome Game Room** – A 24-hour game room is located on the first floor of Half Dome is available for all residents to use. *(Note: the permitted occupancy of the Half Dome Game Room may be affected by interim campus policies. Please obey posted signs and do not move or relocate any furniture.)*

**Alpine Room** – The Alpine room in Tenaya is available for reservation through UC Merced EMS system. For more details, speak with your community REC. *(Note: the permitted occupancy of the Alpine room may be affected by interim campus policies. Please obey posted signs and do not move or relocate any furniture.)*

### **Residence Education Offices** – Valley Housing Office

Located in Terraces Center of Valley Terraces. This office currently services ALL residents living on campus. The front desk staff will be able to assist you with general housing questions, picking up your mail/packages, signing out spare keys, submitting work orders, etc. Residents may also visit the office to request refills for toilet paper, trash bags and cleaning supplies, dependent on the hall in which the reside.

**Internet Access** – Wireless access is available within the residential facilities. Please be advised that wireless routers negatively interfere with everyone's wireless experience, so please deactivate these devices. Additional resources are available for residents at <http://it.ucmerced.edu/campus-wide-internet-access/>.

If you are having trouble with your internet connection, please report an incident at <http://it.ucmerced.edu/> or contact the IT Help Desk at Classroom Building 1.

**Kitchens** – Kitchens are located throughout the community for residents to use during specific operating hours. Anyone using a kitchen is expected to clean up after themselves and to be courteous of other's by limiting usage to 2 hours at a time. Residents of Glacier Point, Granite Pass, El Portal, Sentinel Rock, Half Dome, Mariposa and Tuolumne will have 24-hour access to the kitchen within their building. *(NOTE: kitchen use is restricted to one resident at a time and kitchens may not be available due to campus COVID policies)*

**Laundry Room** – Landry rooms are for resident use only. Residents have 24-hour access to the laundry facilities located within their building. It costs \$1.25 to wash (\$1.50 for super cycle) and \$1 to dry. Residents are encouraged to set up a "Housing Resident Laundry account" by adding money on their Cat Card. The machine (CSVT) to add money to your Cat Card is in the entryway to the Terrace Center laundry room near the vending machines for Valley/Sierra Terraces residents as well as on the 1<sup>st</sup> Floor of Tenaya for Summits/Half Dome residents. A limited number of washers and dryers will take coins. Notify your RA if any of the machines are not working properly or complete a work order. Clothes left in the room for more than 48 hours will be removed as abandoned property.

**Mail** – Student mail and packages are delivered to the Valley Housing Office

between each weekday, and distributed among resident mailboxes after being sorted, typically an email will be sent to your UC Merced email account, informing you to collect your mail or package. Please download the Smiota app to your phone for timely notifications and efficient access to packages. Please bring a photo ID to claim your package.

Students are responsible for picking up their mail from the Valley Housing Office regularly. The Residence Education will attempt to contact you to retrieve your package; however, packages left uncollected will either be returned to sender (USPS only) or to surplus. All perishable items left unclaimed will be disposed at the discretion of Residence Education staff.

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

Your Name  
Building Name and Room #  
5400 N. Lake Road  
Merced, CA 95340

For Example:

John Smith  
Cathedral 101-A  
100 Valley Terrace Center  
5400 N. Lake Rd  
Merced, CA, 95340

Your mail or package will be returned to sender if the name does not match the information our office has on file. If you would like to change the email or phone number the notification is being sent to, please update it at myUCMerced or with the Registrar's Office at Kolligan Library 12 (Phone: 209-228-7178; Email [registrar@ucmerced.edu](mailto:registrar@ucmerced.edu)) Our office pulls all information from myUCMerced when sending these notifications.

Students are responsible for checking their mail regularly. Before moving out of housing, residents must:

- Change address with senders (bank, credit card, etc) and
- Provide the housing office with a forwarding address. Valley Housing Office will forward first-class mail for 30 days. After that, mail is returned to the sender
- Change voter registration  
(Visit <https://www.co.merced.ca.us/1572/FAQs> )

Our office uses smart lockers to assist in the delivery of mail to residents. How it works:

1. Carriers deliver packages to our mail room.

2. Smart Lockers are located in the Mailroom (Pod 3) next to the Valley Housing Office and at the Den outside of the Den Laundry Room (Pod 1 and 2)
3. Our mail staff scan each package and assign them to our smart lockers.
4. Mail staff delivers the packages to their assigned smart locker location.
5. You will get an email notification directly to your phone/computer etc. For this reason, it is important that you check your UC Merced email and we have your correct cell phone number.
6. The email you received will have the information about your package and how to pick up your package/s.
7. You can pick up your package using the Smiota app or QR code in your email, or text, or a number code that you can punch in the Smart Locker system.
8. Pick up your package at your convenience! We would like you to pick up your packages.

[Download the complete instructions for using smart lockers via Smiota PoDS.](#)

**OnTrac and FedEx only drops off packages to the housing office, no pick-ups. Residents can drop off their outgoing packages directly at Shipping & Receiving if they choose to do so; Facilities Building A Room # 150**

**Please contact our office at [hrloa@ucmerced.edu](mailto:hrloa@ucmerced.edu) or 209-228-4663 if you have any additional questions**

**Study Room** – There are dedicated study rooms available on the first floor of Mariposa, Tuolumne and Tenaya Halls, as well as Half Dome. Residents of the Valley Terraces often use their living room for study. These study rooms are available to residents for individual, group study, and at times peer tutoring, academic advising and academic programs are held here. Always remember that in a designated study room, the right to quiet supersedes. All residents in The Summits (Cathedral, Half Dome and Tenaya) have Cat Card access to use the Tenaya first floor study room at the same times the offices are open. During finals, the Meeting Rooms in housing are often made available for additional quiet study space. (*Note: the permitted occupancy of the study rooms may be affected by interim campus policies. Please obey posted signs and do not move or relocate any furniture.*)

**Maintenance Work Requests** - If you need a repair done in your room or suite, please submit a work request online at <http://facilities.ucmerced.edu/>. Please select Guest Log in to complete the Work Order. Residents are expected to submit a work request if something is not working properly. If you have questions or concerns about maintenance or custodial work, please contact Housing Services at [housing@ucmerced.edu](mailto:housing@ucmerced.edu) or 209-228-2293 (business hours)

**Important Building Features for Glacier Point, Granite Pass, El Portal, and Sentinel Rock** - The Operations and Maintenance team for south campus is Johnson Controls, Inc. (JCI). JCI holds the 35-year maintenance contract for the

2020 buildings. If you need something to be fixed or have a building concern, submit a work order to [fmhelp.ucmerced.edu](http://fmhelp.ucmerced.edu), click "guest login", choose South Campus and then the building. **Please do not attempt any do-it-yourself projects in this building.**

### **Need help?**

View the [Guide to Submit Work Request for Granite Pass and Glacier Point](#)

**Custodial services, Lock and Access and Grounds** services are still provided by the University Facilities Management department and a work request can be submitted via the link listed above.

**Dorm room windows** have window sensors that will cause the heating and air conditioning to stop functioning if you open the window. If you find your heating/air conditioning is not working, please ensure the window is completely closed before submitting a work request.

**Electrical outlets** are AFCI (Arc Fault Circuit Interrupter) equipped and will trip if overloaded. These can be manually reset by pressing the RESET button at the center, or a work request can be submitted.

Trash chutes will open when you wave your hand in front of them when the chute is clear to use. If the chute light does not turn green, please do not force it open with the handle. Use another trash chute door and/or submit a work request.

Exit signs, fire extinguishers/alarms, sprinkler heads and smoke alarms are for the safety of all occupants. Any tampering with the life safety devices can cause unknown damage and/or safety risk to all occupants, visitors and staff.

**All items to be hung** may not use any nails, interior fixtures or pipes, sprinkler heads or window frames.

**Work requests submitted in the middle of the night** that are considered urgent may require a JCI technician to respond in the middle of the night. Please be ready for a phone call or an in-person visit.

**Your RA/Residence Education Coordinator (REC) is your best resource** for questions.

**Piano Locations** – Residents can play piano at the following locations:

- Granite Pass Game Room
- Tenaya Dance Room
- Half Dome Game Room
- Outside of Yablokoff-Wallace Dining Center (facing Scholars Lane)

(NOTE: Piano locations and availability may be reduced or eliminated due to campus policies to mitigate COVID 19 transmission)

## Safety and Emergency Procedures

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Residents are expected to keep safety in mind first when living on campus and utilize the available safety resources. Please lock your doors, don't allow strangers in the buildings after you, and report any unsafe items or behaviors to the housing office, an RA, or the UC Merced Police Department immediately.

### After-Hour Duty

There are two levels of staff on duty when the office is closed: RAs and Coordinators (RECs). The RAs on duty are trained for emergencies and serve as our first line of response. The Residence Education Coordinators are full-time professional staff who will respond to more serious situations.

Sierra Terraces	209-769-8631-	Cathedral and Tenaya	209-756-3972769-8692
Valley Terraces	209-224-7553769-8674	Half Dome	209-917-0190769-8690
Glacier Point	209-769-8671	Granite Pass	209-769-8685
El Portal	209-325-9023	Sentinel Rock	209-325-9114

Updates to duty phone numbers may be made throughout the year. Please check our website for the latest information about on call.

<https://housing.ucmerced.edu/current-residents/safety-and-emergency-procedures>

### 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 police dispatch.

### Community Service Officers (CSO)

Under the supervision of the UC Merced Department of Public Safety, student Community Service Officers (CSOs), serve as additional eyes and ears for the campus. At no charge to students, the CSOs will provide safety escorts to and from 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 p.m. until 1 a.m. and on weekends until 2 a.m. On Saturday and Sunday, the CSO's are available for safety escorts starting at 11 a.m. The CSOs are in constant radio contact with the Department of Public Safety.

### Fire Safety



Emergency procedures and evacuation maps are posted on the back of each bedroom door. Evacuation assistance locations are designated for individuals that may have difficulty evacuating. The locations are identified with signage and shown on the emergency evacuation map posted in each bedroom. Instructions on how to call assistance are posted in the evacuation assistance locations. The Higher Education Opportunity Act Annual Fire Safety Report can be accessed at <http://ehs.ucmerced.edu>

### **Keys**

For your safety, each resident is issued a metal key that operates both the bedroom door and suite door (if applicable). To protect you, your personal belongings and those of your room/suitemates, keys cannot be loaned or given to another person. Residents should take their keys with them whenever they leave, and close and lock their doors behind them. Spare keys are available at the Valley Housing Office for residents to sign out (30-minute maximum) with a picture ID should they lock themselves out. Residents who have more than five 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 office immediately. A key replacement fee of \$100 will be assessed

### **Mass Notification**

The Summits (Cathedral, Half Dome, and Tenaya Halls), Glacier Point, Granite Pass, El Portal, and Sentinel Rock are equipped with a Mass Notification System. This system is used to notify the campus of an emergency 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 blue light emergency phones are capable of amplified announcements in conjunction with the Mass Notification System.

### **Safety and Maintenance Inspections**

Housing staff may enter your living spaces to conduct safety, maintenance, and occupancy inspections. You will be informed via UC Merced e-mail at least 24 hours in advance of these inspections. We will look for safety infractions, policy infractions, dangerous items, and general cleanliness for health and safety reasons. 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. If you have questions or concerns about maintenance or custodial work, please contact Housing Services at [housing@ucmerced.edu](mailto:housing@ucmerced.edu) or 209-228-2293 (business hours)

### **Security Cameras**

Security cameras are placed in strategic locations in many of the public areas of Residence Education facilities.

### **UC Merced Police Department**

The Residence Education staff works very closely with the UC Merced Police Department, which is available 24 hours a day, 365 days a year. As a resident,

you will see police officers around our community. Feel free to stop any officer to chat or ask questions. For both emergency and non-emergency matters, contact the dispatcher at 209-228-2677. Use the blue phones for emergencies only. The campus has developed a website that contains important safety information and can be found at <http://www.ucmerced.edu/right-to-know>

### **Assignments and Contracts**

Housing Services will make a reasonable effort to accommodate your room type and roommate preferences. However, it's important that Residence Education staff members know where all residents are living at all times. Residents may not move to another room without written approval from Housing Services or Residence Education staff. This includes "trading" rooms within a suite or community. Students might be asked to move back to the original assigned room. Questions about housing contracts, billing, or meal plans should be directed to [housing@ucmerced.edu](mailto:housing@ucmerced.edu).

### **Holiday Break Closings**

Residents are required to leave and are not allowed to access their room during times the halls are closed. Residents are instructed to take special care to make sure they have everything they need, including medicines, passport, plane tickets, and valuable electronics. Intersession housing may be available for students in need at an additional cost; intersession housing applications will be communicated by email prior to end of the semester.

### **Requests for Contract Cancellation**

The terms for contract cancellations can be found in section 13 of the "UC Merced Housing & Residence Education Contract and Conditions." The Request for Contract Cancellation Forms can be submitted through the housing portal. They require the signature of the resident and a guardian if the resident is under the age of 18. Requests for Contract Cancellations and documentation will be reviewed and approved only in a verifiable circumstances.

### **Elective Room Change Requests**

Elective room change requests take place in October and February and are communicated by email. Room changes must be approved by the Residence Education 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 should discuss their issues with their RA. RAs help residents prepare for successful conversations with their roommates and can evaluate if the issues are amendable to mediation.
2. If the residents are not successful in later communication, their RA will attempt to help mediate between roommates.
3. If RA mediation doesn't work, the resident & resident will work with the REC to review available options, including room changes.

The Residence Education Coordinator determines who in the conflict will need to relocate, if no agreement can be reached. (Note: the elective room change process may be curtailed or prohibited by interim campus policies and procedures. Please talk to your RA or Residence Education Coordinator for more

information.)

## **Roommate and Suitemate Agreements**

Immediately after Move In, residents are expected to discuss and form an agreement regarding 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. By establishing these baseline agreements early on, many minor disputes will be avoided altogether. Your RA will facilitate these conversations. Residents are welcome to revise these agreements at any point and will revisit them whenever a new room/suitemate moves into the room or suite. 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.

## **Residence Education Contracts, Policies and Behavioral Standards**

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UC Merced's Residence Education policies and behavioral standards are established to provide a clear understanding of expectations 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.

Policies labeled as "INTERIM" supplement housing policies while University, State, and Merced County orders and policies pertaining to infectious disease are in place. Where these INTERIM policies and standing policies conflict, the more stringent rule is to be followed.

## **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 the UC Merced Student Handbook: Policies Applying to Campus Activities, Organizations and Students, The Housing & Residence Life Contract and Addendum, and the Housing Handbook published online at [housing.ucmerced.edu](http://housing.ucmerced.edu).

**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 fifth week after move in. A new roommate agreement form is available from your RA, should it need revised or replaced.

Residents must abide by the agreement unless and until it is revised and agreed upon by all parties. Residence Education staff reserves the right to facilitate revisions of the agreements. Violations of this agreement may result in conduct action.

**AP 03 Appliances:** For safety and sanitation reasons, the use and storage of electrical cooking appliances is not permitted in the residence halls.

- a. One (1) Energy Star rated micro-fridge no larger than 4.2 cubic feet is permitted OR
- b. One (1) 900 watt-or-less microwave AND one (1) compact refrigerator not to exceed 4.2 cubic feet per room is permitted.
- c. Non-permitted appliances include, but are not limited to, toasters, electric grills, toaster ovens, hot plates, rice cookers, hot water kettles, space heaters and coffee makers.
- d. Single-serve coffee brewers (Keurig or similar) are permitted. For questions regarding appliances, please contact your RA or Residence Education Coordinator

**AP 04 Assignments and Room Changes:** Housing Services and Residence Education are responsible for making room assignments and reserves the right to reassign residents to another room/suite during the term of the Contract. Residents may be reassigned through an elective room change request or through administrative reassignment by Residence Education

- a. Residents will only occupy their designated space in their assigned room.
- b. A resident may not sublet their space.
- c. 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 current, new, or potentially new resident is considered unacceptable behavior. Examples of unwelcoming behavior include, but are not limited to, pushing beds together, storing personal items in dressers or closets that would require their removal for a new assignee to use, or making statements discouraging a new resident from occupying the space. If the actions of one or more residents causes all or part of an assignment to be unavailable to a new resident, residents may be charged for bed spaces retroactive to the last date of full occupancy
- d. 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.

- e. Residents moving without approval jeopardizes the possibility of the request being granted and may be required to move back into their original room. Residents must complete appropriate documentation and have Residence Education professional staff approval prior to moving.
- f. Community lounge spaces are not to be used for sleeping.

**AP 05 Bicycles, Motorized Bikes, Scooters, Hover Boards, Skateboards and Drones:**

Bicycles and motorized bikes must be stored outside of the buildings using the bike racks provided throughout the community or the Bike Barns located outside Half Dome, Glacier Point, and El Portal.

- a. No gasoline or other combustion-powered devices are permitted inside buildings at any time.
- b. Bicycles may be stored indoors during winter intersession and spring break. Electric-powered items can be stored indoors during these periods if stored unplugged.
- c. Bikes may not be secured or stored on railings, near doorways, under stairs, or anywhere that may impede the safe egress of individuals from the building.
- d. Riding scooters, bicycles, skateboards, and other devices within residence halls, courtyards, and sidewalks near campus housing is prohibited.
- e. All bicycles and motorized vehicles must be removed from campus following the conclusion of the resident's housing agreement. All bicycles and motorized vehicles bikes found in the bike racks and/or Bike Barn after spring closing will be removed in accordance with University policies on abandoned property.
- f. Drones are prohibited within the residence halls, courtyards, and sidewalks near campus housing.
- g. The possession and storage of hover boards and associated charging devices are prohibited in the residence halls.

**AP 06 Bunk Beds/Lofts:** There are specific code and safety requirement necessary to bunk or loft beds. For safety reasons, bunking beds, lofting, or the use of bed lifting mechanisms (e.g. bricks, wooden structures) is prohibited.

- a. The insufficient ceiling height in the Valley Terraces bedrooms makes is not possible to bunk or loft beds.
- b. Due to space limitations requiring proper egress, debunking beds in the Sierra Terraces (Mariposa and Tuolumne) is not allowed.
- c. The Summits (Cathedral, Half Dome, Tenaya) are the only locations where bunk/lofting configurations may be modified. To request an evaluation, please submit a work order. Requests of this nature are a low priority and may take several weeks particularly after move-in.

**AP 07 Community Bathrooms & Lounges:** Residents must use bathrooms as assigned or utilize bathrooms designated gender neutral. Residents are expected to use the shower facilities in their assigned floor or community. Residents may

be temporarily assigned to use other shower facilities in the event their community showers are not operational.

- a. Except in the case of caregivers providing assistance, there is a limit of one person at a time per toilet and shower stall.
- b. Residents in buildings with community restrooms are expected to do their part to keep the restrooms clean, including cleaning up excessive mess made by grooming or personal hygiene.
- c. Residents in buildings with community restrooms are to store personal items in cubbies or in their room, not on countertops or in shower stalls.
- d. All Residents are responsible for removing personal trash from the bathroom and must take their room trash to the trash chutes or dumpsters. Ask your RA for the location of trash and recycling areas.
- e. All Residents are expected to be responsible and use the areas of the restrooms only for their designated purpose.
- f. No furniture may be removed from any lounge or common space.
- g. (INTERIM): Individuals may not remove/rearrange furniture / equipment in any University space unless it has been approved by Residence Education professional staff. Doing so may impact the capacity and physical distancing achieved in the space.

**AP 08 Contract Termination Initiated by the University:** The University, at its own discretion, may serve a three-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. The UNIVERSITY may terminate this contract upon 15 days' written notice.
- b. UNIVERSITY may terminate this contract without fault of the RESIDENT and without notice, when the UNIVERSITY reasonably determines that termination is necessary for safe operation of its housing program, including but not limited to the need to take preventative or mitigatory action regarding the spread of infectious disease.
- c. The UNIVERSITY, at its own discretion, may serve a three-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 room and board 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 the UNIVERSITY; or
  - c. Any failure by RESIDENT to abide by the regulations and/or policies outlined in the UC Merced Housing and Residence Education Handbook and UC Merced Conduct Standards, which is incorporated herein by reference, Section 16 below 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; or
  - f. UNIVERSITY's inability to provide RESIDENT a room due to a

lack of space availability (full refund granted at the daily room and board rate during the period when the RESIDENT's room is not made available by the UNIVERSITY).

- g. The RESIDENT is found by the UNIVERSITY to not be abiding by the rules set forward in the policy *Universal Requirements for Mitigation of transmission of COVID-19* found here: [http://policies.ucmerced.edu/sites/policies.ucmerced.edu/files/documents/policies/interim\\_policy\\_on\\_physical\\_mitigation\\_and\\_reduction.pdf](http://policies.ucmerced.edu/sites/policies.ucmerced.edu/files/documents/policies/interim_policy_on_physical_mitigation_and_reduction.pdf).

**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 your RA immediately.

- a. **Cleanliness:** Regularly remove all trash and recycling items from your assigned space (room, suite and bathroom) into the appropriate dumpsters located outside of the buildings or chutes within the community.
- b. **Damage and Destruction:** Residents will be held financially accountable for damage and destruction to university property. 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) on the housing portal within 72 hours of move in to document any concerns. Please review the form carefully and add any additional damages you may find prior to submitting 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). Residents may also be billed for removal of trash or cleaning. A list of common charges can be found on our website, <https://housing.ucmerced.edu>
- d. (INTERIM): all individuals must follow any guidance provided by the University regarding cleaning and disinfection of their personal workspace and/or dorm room.

**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 Residence Education staff.

- A. (INTERIM) Face Covering:
  - i. All individuals must wear face coverings, except when located alone in a private office, when eating and physically distanced

by at least 6 feet, in the individual's assigned residence hall room, or when outside and located more than six feet away from any other individual.

B. (INTERIM) Gatherings:

- i. Individuals should not congregate on University property or in University facilities, including indoor and outdoor common areas and private rooms and offices, except when attending University sponsored and controlled events, such as classes and lectures, and must maintain physical distancing of six feet or more at all times. This includes when seated or standing in classrooms, dining facilities, in private spaces such as offices and conference rooms, and in all other common areas. Individuals are allowed to stand in organized lines while waiting for service at University facilities; however, individuals must remain six feet or more from any other individual and may not remain in an area after they have received service.
- ii. Residents should maintain 6 feet of distance at all times from other persons in the all public and private areas of the residence halls, except those individuals with whom they share their assigned room.

B. (INTERIM) Kitchens:

- i. Only one resident can use a kitchen at a time.

C. (INTERIM) Illness:

- i. Any resident who begins experiencing COVID-like symptoms, including coughing, fever, and shortness of breath, is expected to contact the Student Health Center by phone at (209)228-2273 to report these symptoms and self-isolate until otherwise directed.
- ii. All residents must participate in the campus personal health screenings and/or self-screening process, and any facility access screening, including any symptomatic and asymptomatic testing, in order to enter UC Merced facilities and physical spaces.
- iii. Residents directed by the university to self-isolate must follow any staff directions related to self-isolation, including staying in their assigned space, relocating to a temporary assignment, using Personal Protective Equipment (PPE) to minimize the risk of transmission, and any other guidance given by staff or health professionals.

D. (INTERM) Travel:

- i. Campus residents and guests must follow university, state, Merced county health department orders governing travel. Residents returning from travel may be reassigned or directed to follow self-isolation guidelines from the University, state, or local officials.
- ii. Residents who depart for campus for any reason, and are unable to return must notify Residence Education at [ResidenceEducation@ucmerced.edu](mailto:ResidenceEducation@ucmerced.edu), as soon as possible.



students to decorate and personalize their space with materials that will not cause permanent damage to the property. All the decorations must abide by fire safety code, which includes but is not limited to, not covering or blocking any entrances, exits, lights, smoke detectors, fire control panels, and /or fire extinguishers. Residence Education staff may direct the removal of any decorations or property deemed unsafe.

- a. Residents are not allowed to paint their rooms or furniture.
- b. Use adhesives that are designed to be removed without residue such as painter's tape, non-oil-based wall putty, 3M Command strips, tension rods, and small picture hooks or nails no larger than #18. Some examples of unacceptable materials include, but are not limited to, double-sided tape, large nails and screws.
- c. Postings on doors, windows and/or bedroom walls that create a hostile and intimidating living environment are not permitted.
- d. Small synthetic plants or trees are permitted. For a resident to have a faux tree, it must be a flame-retardant synthetic tree. Live plants are permitted in a room with the approval of all room/suitemates. Live trees are not permitted.
- e. The usage of exterior lighting is permitted if the item is UL approved. Extension cords used outdoors must be heavy duty and exterior use rated. Exterior lighting may not be strung from building to building or across walkways. Exterior lights may only be hung at arm's reach; residents are prohibited from using ladders, chairs, or other apparatus that may increase your height. All electric lights used inside the suites must be UL approved. The display of lights inside or outside should not be strung or placed in a manner that could be considered a trip hazard.
- f. The hanging of anything from fire devices, including sprinkler heads and pipes, is strictly prohibited.
- g. No decorations may be attached to a ceiling.
- h. The use of candles, incense, or other flame producing devices is strictly prohibited. LED candles and flameless candles are permitted.
- i. The usage of window paints or markers are permitted, provided the resident(s) clean the window thoroughly at the end of their housing contract.
- j. Feel free to consult with your RA or Residence Education Coordinator if you have any questions decorating or acceptable materials.

**AP 12 Electrical Safety:** Only UL approved electrical devices are permitted in university housing facilities. Residents must use power strips with surge-protectors.

- a. All extension cords must be heavy duty, single plug, and be UL approved.
- b. Altering or adapting electrical outlets and equipment and overloading circuits jeopardize human safety and thus are not permitted.
- c. 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:** Residence Education will make reasonable

effort to provide written notice by email 24 hours in advance of entering an occupied room or suite.

- a. 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.
- b. By submitting a maintenance work request, you are authorizing university personnel to enter the room/suite to make necessary repairs.
- c. University staff will enter rooms and suites to conduct safety and occupancy inspections periodically and at semester 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.

- a. All university furniture must remain in the assigned room/suite/lounge and is the responsibility of the assigned resident(s).
- b. Waterbeds are not permitted
- c. All other personal furniture brought into Housing & Residence Life must be made of fire-retardant material and must be removed at the end of the contract term.
- d. Any personal furniture must be agreed upon by all roommates/suitemates.
- e. Residence Education staff may direct the removal of any personal furniture deemed unsafe.
- f. Charges will be assessed for missing or damaged furniture or personal furniture left behind.
- g. Special needs accommodations will be determined in conjunction with Disability Services.
- h. (INTERIM): Individuals may not remove/rearrange furniture/equipment in any University space unless it has been approved by Physical Operations, Planning, and Development (POPD) or the unit responsible for management of the space. Doing so may impact the capacity and physical distancing achieved in the space.

**AP 15 Guests:** Residents are responsible for their guests' behavior and, therefore, agree to inform their guests of university policies and expectations. Residents are accountable for all policies violated by your guest. A guest is any person who is not assigned to the room or building in which they are present.

Overnight guests may stay for up to three (3) nights within a two-week period, and a maximum of six (6) nights per semester, 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. (see Interim policy updates below)

- 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 supersede the right to host a guest. Any roommate or suitemate has 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 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. Residence Education or other university staff may direct guests behaving inappropriately to leave the residence halls.
- e. (INTERIM): Guests without a UC Merced housing contract are not permitted inside any residential space. Individuals with UC Merced housing contracts are only permitted to enter their assigned buildings. This does not include persons who are actively assisting in the move-in or move-out of a resident. All guests are expected to abide by state and local health board orders in addition to university policies.
- f. (INTERIM): To reduce the risk of COVID transmission, residents are not permitted to host guests in their assigned room.

**AP 16 Identification:** Residents and guests are expected to carry official identification such as a Driver's License, State ID or UC Merced Cat Card on them at all times and to show it to university personnel upon request. For security purposes, do not loan your Cat Card to others. Report a lost or stolen Cat Card to the Cat Card Office immediately. The use of another student's identification card is prohibited.

**AP 17 Keys:** You will be issued a key for your room. Your Cat Card will give you enabled to with access rights to your assigned residence hall and certain common spaces.

- a. Your Cat Card and/or key may not be loaned or given to another person.
- b. Residents must report lost or stolen keys, or lost or stolen Cat Cards, to the Valley Housing Office or their RA immediately. Residents must also report lost or stolen Cat Cards to the Cat Card office immediately.
- c. A replacement fee will be assessed for any lost key, temporary key, or temporary access card issued to a resident.
- d. Any damage to key and/or lock may result in replacement fees.

**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.

- a. 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>.
- b. 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 Student Conduct 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 outside Residence Education facilities. All postings must be approved by the Office of Student Involvement prior to posting. Expired postings must be removed by the sponsoring group within 24 hours after the event. Only RAs, Residence Education staff, the Residence Hall Association, and Community councils may post flyers within the residence halls.

## 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. Persons under age 21 may not buy, possess, consume or otherwise acquire any alcoholic beverage. If you are under age 21 it is unlawful to possess any amount of alcohol in any container, whether a bottle, can, cup or your body.
- b. Your body is considered a container; therefore, consuming alcohol (regardless of location) and then returning to your residence hall constitutes possession of alcohol.
- c. Any student who remains in the presence of someone violating this alcohol policy may be subject to conduct sanctions.
- d. No person may sell, serve, or otherwise furnish alcoholic beverages to any person under age 21.
- e. UC Merced students of any age may not be in a room with someone who is violating these alcohol policies.
- f. Residents and their guests who are age 21 or older may possess and consume alcoholic beverages within their own rooms, suites, apartments, and balconies with railings. However, the following activities are prohibited in the halls even among persons of legal drinking age:
  - a. Possession or consumption of alcohol as a guest in room where one or more of the assigned residents are under age 21.
  - b. Possession of an open container of alcohol in a public place such as hallway, lounge, lobby, street or sidewalk.
  - c. Playing or facilitating drinking games of any kind, including drinking games in which water is substituted for alcohol, such as water pong.
  - d. Possession of a common-source container intended for alcohol, full or empty. Common-source containers include full size kegs, pony kegs, mini kegs, party balls and beer bong.

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 UC 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 university housing. 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 and their guests are expected to comply with the directions of university officials and/or other public officials acting in the performance of their duties.

- a. Residents and their guests are required to show identification to university personnel upon request. This includes but is not limited to interactions with all UCMPD, and Residence Education professional and student staff while on university property or at official university functions.
- b. Interfering with university and public officials performing their duties, such as withholding and/or, providing false information, refusing to show identification is prohibited.
- c. Verbal abuse of university officials is prohibited.

**BP 04 Dining Facilities:** The Yablokoff-Wallace Dining Center, The Pavilion, and The Summits Marketplace are open to all university affiliates 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.

- a. 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.
- b. Removal of dining property such as dishes and silverware are considered theft.
- c. All patrons are expected to walk within these facilities. The use of scooters, bicycles, skates, or other similar devices is prohibited.

**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, yelling outside windows, cause litter, or damage property. Residents may be held responsible for pranks resulting in damage or disruption to the community.

**BP 06 Drugs:** UC Merced is a drug-free campus. 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 Student Conduct and the Department of Public Safety for follow-up.

- a. Unauthorized possession, use, distribution, sale, or consumption of prescription medications is prohibited.
- b. Paraphernalia containing marijuana or other prohibited drug residue is not permitted in university housing facilities.
- c. Being in the presence of controlled substances, with or without objective signs of being under the influence, is prohibited.
- d. Marijuana is prohibited on campus and within the residence halls. Requests for the use of medical marijuana must be directed to Student Accessibility 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, firebombs, explosives, weapons and destructive devices are

prohibited and are grounds for contract termination and referral to Student Conduct and the UC Merced Department of Public Safety.

- a. 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, nerf gun, BB, etc.), or any device which closely resembles a firearm.
- b. Any item used aggressively or for violent purposes may be deemed a weapon.
- c. Mace and pepper spray may not be misused.
- d. Exceptions may be granted for athletic equipment such as bows and arrows on pre-arrangement with the Residence Education 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 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 criminal charges.

- 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, pipes, or obstructing a smoke detector is prohibited.
- c. All persons must evacuate the premises when the fire alarm is activated, reporting to the assigned meeting area immediately. Re-entry is not permitted without approval by a university official or campus police.
- 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:** UC Merced's policies and codes of conduct spell out the rights and responsibilities of students and employees in ensuring that UC Merced is a safe environment, and how the University addresses reports of sexual violence and sexual harassment. (<http://sexualviolence.ucmerced.edu/Policies>)

- [University of California Policy on Sexual Harassment and Sexual Violence](#)
- [Policy on Nondiscrimination in Employment](#)
- [Statement of Ethical Values and Standards of Ethical Conduct](#)
- [Principles of Community](#)
- [President Napolitano's letter to UC Community: New Systemwide Peer Review Committee for cases involving senior university leaders](#)
- [Letter from President Napolitano to UC Chancellors regarding Implementation of Faculty and Staff Investigation and Adjudication Models](#)

## For Students

- [UC Framework on Investigations, Adjudications and Sanctions \(for student cases\)](#)
- [Local Procedure for Claims of Sexual Violence & Sexual Harassment Involving Student Respondents](#)
- [Policy on Student Conduct and Discipline](#)
- [UC Standards of Conduct for Students](#)

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, activities, and services 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. Feel free to consult the most updated policy at <https://policy.ucop.edu/doc/4000385/SVSH>. For additional questions, please seek out UC Merced Office of Compliance, your RA or Residence Education Coordinator. Please feel free to submit a complaint on line: [https://ucmerced-gme-advocate.symplicity.com/public\\_report/index.php/pid767031?](https://ucmerced-gme-advocate.symplicity.com/public_report/index.php/pid767031?)

**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. "Campus Organizations" includes sports teams.

**BP 11 Noise:** Residence Education 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.

- Quiet hours are in effect as follows:
  - Sunday – Thursday 11 p.m. to 8 a.m.
  - Friday and Saturday 1 a.m. to 8 a.m.
- Quiet hours may be increased by a community's consensus and must be adhered to by community members and guests.
- 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.
- 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.
- 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.
- g. The use of equipment – such as speakers with or without bass, radios, amplifiers, video game equipment, car engines, or musical instruments including car sound systems – in a manner that violates a standard of quiet conducive to study or sleep is not permitted. Sound equipment or speakers may not be placed facing out of an open window.
- h. (INTERIM): Residence Halls will operate on 20-hour quiet hours, effective immediately through May 17, 2020. Courtesy hours will be from 5pm-9pm daily. Vacuuming, cleaning, or other noise-producing activities should be performed during courtesy hours

**BP 12 Animals in Housing:** Residence Education is committed to supporting the University's educational purpose and mission in partnership with the Student Accessibility Services providing students access to all levels of the residential experience. While pets are not allowed in Residence Education & Housing facilities, animals classified as service animals (per the Americans with Disabilities Act as Amended) or emotional support animals (per the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973) are permitted. Campus residents with a service animal or emotional support animal must adhere to the following:

### **Definitions**

**Service Animal:** Under the Americans with Disabilities Act (Titles I and II), a service animal is any animal individually trained to perform tasks for an individual with a disability, and the tasks performed must be directly related to the disability. The law allows service animals into all campus buildings, including Campus Housing facilities (UC Merced), dining venues, libraries, classrooms, etc.

**Assistance Animal (AA):** Includes comfort or therapy animal (Emotional support animals), an AA is any lawful animal providing a therapeutic benefit to a person with a verifiable disability. Unlike service animals, AAs are limited to their owner's residential building; entry into dining venues and other campus buildings is prohibited.

**Pets:** Pets are prohibited, but fish in tanks under 10 gallons are allowed. Service animals and AAs are not considered pets; however, they do require approval and documentation from the Student Accessibility Services (SAS).

### **Requesting Accommodation - Three Part Process**

**Part One:** Residents with service animals are not required to request accommodation but are responsible for following the expectations outlined for Animals in Housing. Incoming or current residents requiring an AA will review this policy for information about having an animal on campus and will follow standard

procedure for requesting reasonable accommodation through the appropriate office.

Undergraduate, Graduate students, and live-in partners: Student Accessibility Services

Faculty, Staff, and live-in partners: Disability Management Services

Part Two: If an AA request has been approved, Residence Education will contact the student to review the expectations for Animals in Housing and to answer questions. Residence Education must be allowed a reasonable amount of time to respond to requests for an assistance animal accommodation.

Note: Requests may be subject to additional administrative review and documentation if there is reason to believe the animal may pose a substantial or direct threat to the health or safety of the community.

## **Expectations**

- All animal owners must adhere to the following guidelines; failure to comply with these guidelines or the UC Merced Housing Agreement, could result in conduct action, damage or cleaning fees, removal of animal from Residence Education, and/or eviction of the owner.
- The animal must not pose a threat to the health or safety of others, and the owner is responsible for any financial or contractual liability occurring as a result of animal's behavior.
- The owner must be in compliance with Merced Municipal Code as it relates to the care and control of the animal.
- The owner must ensure animal has proper immunizations, licenses and any required veterinary documentation. Residence Education has the right to request documentation relevant to these health and safety records at any time at which point documents must be produced in three business days.
- The owner must be in compliance with the Residence Hall Handbook and housing policies and will be held accountable for how the animal impacts residents, staff, other animals and the facilities.
- The owner must have the animal under control at all times by means of a harness, leash or tether, unless it interferes with the animal's work or it is not compatible with the owner's disability.
- The owner may not leave the animal in the care of another resident.
- The owner may not leave the animal unattended in their assigned room overnight; it's recommended the owner's designated emergency contact in Banner is someone prepared to take possession of the animal in the event the owner is incapacitated or unable to care for the animal.
- The owner is responsible for providing a safe and secure barrier between the animal and others who may enter the room when the owner is not present. The barrier is to be appropriately sized for both the animal and the room, and not restrict the animal from healthy

movement, access to nourishment, or expose the animal to harm. Residence Education recommends the owner consult with a veterinarian when choosing an appropriate barrier for animal.

- The owner is responsible for understanding University personnel reserve the right to enter any residential room, with or without notice, for the purpose of health and safety, maintenance repair, facilities inspection, or other official business.
- The owner of an AA may only take the animal into residential buildings, limited to areas where their Housing keys / CatCard gives them access. Only service animals, as defined in this policy, are permitted in dining, retail, or other non-residential areas.
- The animal must be housebroken; otherwise it must be caged at all times. The owner is responsible for the proper bagged disposal of animal waste in appropriate outside containers. If the owner is physically unable to dispose of the animal's waste, they must make arrangements with someone who is capable.
- The owner is responsible for keeping their animal free from pests such as fleas, ticks, mites, etc..., and for any charges resulting from damage, cleaning, or pest infestation.
- Keeping, raising, or using live feed of any kind (crickets, mice, etc.) is strictly prohibited.
- Bathing animals in any sink, shower or tub located in Residence Education facilities is prohibited.

In the event approved accommodations for residents in the same assigned area are in conflict and can't be resolved through voluntary relocation or mediation, required moves will be based upon the standard policy of using earliest Housing Application Complete Date to determine who will be moved.

Students who are adversely affected by the presence of a Service Animal or Assistance Animal (for example, allergies; fear of dogs) should contact the SAS and engage in the interactive process so that reasonable accommodations may be determined. Faculty and staff should contact UC Merced Disability Management Services to engage in the interactive process. Allergies or fear of certain animals may not be valid reasons for denying access to individuals with Service or Assistance Animals, without attempting to accommodate the parties through a separation or other arrangements. An individualized assessment is required for each situation

Complaints or concerns about this policy, and/or its enforcement, can be directed to Director of Residence Education or the campus Ombuds Office.

**BP 13 Propping Doors:** Propping interior and exterior doors, tampering with door locking mechanisms, unhinging hydraulic door closures, or engaging the deadbolt 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 your RA or the Valley Housing 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 residents or guests are not permitted.

- a. Conduct all sports outside and at a safe distance away from the buildings. Residents are responsible for broken windows, screens, or other property damage resulting from personal conduct of themselves and guests.
- b. Removing window screens, accessing rooftops, climbing in or out of windows, or on ledges, is prohibited. Parkour, free-running, skateboarding, in-line skating, or the use of motorized vehicles on university housing grounds or facilities in a manner that endangers others is prohibited.
- c. Hanging and/or throwing objects from windows is not permitted
- d. Please report any dangerous behaviors or concerns for a person's well-being to your RA or University Police immediately.

**BP 15 Smoking:** Smoking and the use of tobacco, marijuana, or any other products are prohibited inside and outside university housing facilities. This policy prohibits all tobacco products such as smoking, chewing and dipping products and restricts cigars, cigarettes, shisha pipes, pipes, water pipes (hookahs), electronic cigarettes, electronic hookah pens and vaporizers, and all forms of smokeless tobacco such as chew, snus, snuff, sticks, strips and orbs. The sale and advertising of tobacco products are also prohibited in university housing owned, leased, or operated properties except for advertising in non-university newspapers, magazines, or other written materials sold, bought or distributed on campus.

**BP 16 Solicitation:** To honor the privacy rights and safety of our residents, solicitation and door to door canvassing is not permitted. This includes door-to-door soliciting for class academic assignments. Residents should direct solicitors to leave the premises and take the initiative to notify their RA or University Police.

**BP 17 Theft:** Theft of another's property including university property is prohibited. Violators may also be referred to the UC Merced Department of Public Safety. Residents found in violation may be sanctioned to pay restitution for stolen property.

**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.

- a. Residents may only access their buildings and rooms outlined in the Housing & Residence Education contract and addendum.
- b. Residents are not permitted in mechanical rooms, on roofs, or ledges of any university housing property.
- c. Residents are also prohibited from entering constructions sites and must adhere to safety instructions and signs.
- d. (INTERIM) All individuals must follow all University directions regarding the availability of space on campus and may not use space that has been designated as closed by the University,

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

**BP 20: Interim Policies on COVID-19:** residents are required to know and comply with local and state health orders, as well as all interim policies adopted by the university in response to the pandemic. These include, but are not limited to, the “Interim Policy—Universal Requirements for Physical Mitigation and Reduction of the Transmission of COVID-19.”

[http://policies.ucmerced.edu/sites/policies.ucmerced.edu/files/documents/policies/interim\\_policy\\_on\\_physical\\_mitigation\\_and\\_reduction.pdf](http://policies.ucmerced.edu/sites/policies.ucmerced.edu/files/documents/policies/interim_policy_on_physical_mitigation_and_reduction.pdf)

**BP 21 Threatening Behavior:** Participation in activities or behavior that threaten or impact the health and safety of individuals or the community is prohibited. This policy includes, but is not limited to, physical, electronic, written and verbal interactions that are either direct or indirect which are prohibited within housing communities and on the campus at large

**BP 22 Stalking:** Stalking behavior is prohibited at UC Merced. Stalking includes, but is not limited to, behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety. The full policy can be found in the UC Student Code of Conduct, 702.10.

[http://studentconduct.ucmerced.edu/sites/studentconduct.ucmerced.edu/files/page/documents/code\\_of\\_conduct\\_600\\_and\\_700.pdf](http://studentconduct.ucmerced.edu/sites/studentconduct.ucmerced.edu/files/page/documents/code_of_conduct_600_and_700.pdf)

## Residence Education Conduct Philosophy

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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 Education 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 Residence Education 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.

## Residence Education Conduct Process

The conduct process begins with an informational report, commonly filed by a

Resident Assistant, indicating an alleged violation of Residence Education policies and/or other university policy. Resident Assistants are instructed to document apparent violations of policy, however 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 Residence Education files for a period of five years or longer if necessary.

Should a conduct meeting be necessary, you will receive written electronic notification outlining alleged violations 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 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.

## **Resident Rights & Responsibilities in the Conduct Process**

Within the Residence Education conduct process students have the right to:

1. A fair and thorough conduct meeting.
2. Written notice of all potential policy violations prior to the conduct meeting.
3. An alternate conduct officer in the event of obvious and/or significant bias.
4. Review the incident report(s) and sanction letter(s).
5. One level of appeal within the Residence Education conduct system.
6. Have a support person present at any conduct meeting pertaining to his/her conduct. The support person serves as an advisor to the student, not a representative, and may be a student, faculty or staff member, family member or another person. The support person may observe the process and provide support and guidance to the student as needed. Resident Assistants (RAs) may not serve in the support-person role due to the potential for conflict of interest; however, the RA can serve as a resource for students before and after the conduct meeting. The support person may not have a conflict of interest with the situation in question.
7. A written decision and a summary of facts
8. Information about the appeals process

As a student, you have the RESPONSIBILITY to:

- Appear on time for your meeting or hearing. If you are late or absent, a review of the case may be conducted in your absence, and you will lose your opportunity to provide input into the outcome of the matter.
- Be honest, complete and forthright. False, dishonest or misleading statements may lead to further conduct action.

- Act in a civil manner throughout the entire conduct process.
- Students may express anger or frustration in an appropriate manner, but they do not have the right to act in an abusive or uncivil manner toward student conduct officers.
- Complete any assigned sanctions in a thorough and timely manner, according to the dates and timelines provided.
- Submit all materials and/or witness list at least two days prior to any formal hearing.

## 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. **Restitution:** The requirement to make financial restitution for damage, destruction, or the replacement of property.
3. **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.
4. **Disciplinary Probation:** Official notice that further violation of Residence Education 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.
5. **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 university housing. Any further violation will result in the immediate termination of the contract.
6. **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.
7. **Housing Ineligibility:** The student will be prohibited from residing in any university housing facility for a specified amount of time. The student will be informed of this status in writing.
8. **Referral to the UC Merced Department of Public Safety:** In some situations, the incident may be referred for civil/criminal actions.

Students are responsible for adhering to the behavioral standards outlined in the

Housing & Residence Education Contract, UC Merced Residence Education 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 decide based upon the preponderance of the evidence. After weighing all the available evidence, including the credibility of evidence, the designated Conduct Officer will decide, more likely than not, if the resident is responsible for the policy violation(s).

## Appeal Process

The Assistant Vice Chancellor of Student Life and Residence Education, or their designee, is the designated Appeals Officer for conduct decisions. To appeal a decision rendered by a Residence Education Conduct Officer, the resident must submit an appeal online through the conduct system using the instructions in the sanction letter. Appeals must be submitted within five (5) business days from the date of the sanction letter. The resident must specify on which ground(s) the sanction is being appealed and provide justification in writing. Sanctions may be stayed pending appeal.

## Grounds for Appeal

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

1. An incorrect decision was made.
2. The sanction is disproportional.

## Decision Making for Appeal

When a student initiates an appeal, the student must demonstrate to the Appeal Officer that the initial conduct decision was incorrect or inappropriate. Failure by the student to have attended the initial conduct meeting is not a valid reason to appeal a conduct decision. The Appeal Officer will review the written appeal, the incident report, and the related conduct letters. The Appeal Officer may request to meet with the student to further discuss the appeal. Within seven business days the student will receive written notification of the final decision. The original conduct decision may be upheld, modified, or reversed, and sanctions may be removed, added, and/or changed. Decisions made by the Appeal Officer are final.