

## 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.

## Mission Statement

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The mission of Housing & Residence Life 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.

Our sound financial management and business principles enable us to expand our programs and facilities to serve the changing needs of the students and university community.

## 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 and outside of Glacier Point. 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.

**Bunk or Lofting Beds** – There are specific code and safety requirements necessary to bunk or loft beds. The insufficient ceiling height in the Valley Terraces bedrooms makes it not possible to bunk or loft beds. Due to space limitations requiring proper egress, debunking beds in the Sierra Terraces (Mariposa and Tuolumne) is not allowed. 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.

**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. Visit the Valley Housing Office to request reservations.

**Movie Streaming Service** – Residents can stream movies online at <http://movies.ucmerced.edu>. Additionally, DVDs can be checked out from the housing office.

**Computers and Printers** – Computer labs are available in specific housing community for resident use and the priority is given for academic use over gaming use. Bring a USB drive to save your work. Residents are welcome to utilize the printers located in the Tenaya and Terrace Center computer labs. 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 problem to the Housing & Residence Life Office. Any problems with a computer should be reported 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. Also, be sure to notify the Housing Office front desk staff if there are any issues with the equipment.

**The Den** -The Den is a common space for residents and their guests to use and can be reserved for Housing & Residence Life events only. Non-residents must

be escorted at all times by a resident and must comply with all Housing & Residence Life policies. Residents can check out equipment from the Terrace Center Office for the games in the Den.

**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. 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.

**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.

**Alpine Learning Center** - Various academic resources will provide sessions and residents and non-residents can access these services as scheduled. Residents wishing to use the room, but not participate in the session are allowed if space is permitting. All students are asked to respect others in the study space and keep noise to a minimum.

**Housing IT Help Desk** –An IT Student Consultant is in Glacier Point Housing Office for all residents to use on Mondays, Wednesdays, Fridays, and Sundays 2pm to 4pm, and at the Valley Housing Office on Tuesdays and Thursdays from 5pm to 7pm.

**Housing & Residence Life Office** –

1. Located in 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.
2. Located at 166 Glacier Point is the office for the Glacier Point and Granite Pass Residence Life Coordinator, and the School of Natural Sciences House Fellows.

**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. RHA has provided basic kitchen supplies to be shared by all. 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 and Granite Pass, Half Dome, Mariposa and Tuolumne will have

24-hour access to the kitchen within their building, while Tenaya and Cathedral residents may reserve the Alpine Room kitchen. Valley Terrace residents may reserve the California Room kitchen.,

**Laundry Room** – Landry rooms are for residents 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 entrway to the Terrace Center laundry room near the vending machines for Valley/Sierra residents as well as on the 1<sup>st</sup> Floor of Tenaya for Summits/HD residents. A limited number of washers and dryers will take coins. Notify Housing & Residence Life Staff 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 given to the Department of Public Safety for storage and eventually disposal.

**Mail** – Student mail and packages are delivered to the Housing & Residence Life Office between 9am and 5pm 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 bring a photo ID to claim your package.

Students are responsible for picking up their mail from the Housing Office regularly. The Housing & Residence Life Office will forward first-class mail for up to 30 days. After that, mail is returned to the sender. Packages will only be returned if a postage paid label is received. The Housing & Residence Life Office will attempt to contact you to retrieve your package; however, packages left unpaid will either be returned to sender (USPS only) or surpluses and sent to the Police department if left unclaimed. All perishable items left unclaimed will be disposed.

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

Before moving out of housing, residents must:

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

**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 made available for additional quiet study space.

**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.

## 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 (RLCs). The RAs on duty are trained for emergencies and serve as our first line of response. The Residence Life Coordinators are full-time professional staff who will respond to more serious situations.

Sierra Terraces	209-756-3296	Cathedral and Tenaya	209-756-3972
Valley Terraces	209-224-7553	Half Dome	209-917-0190
Glacier Point	209-756-5802	Granite Pass	209-756-5802

### 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 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. In Cathedral and Tenaya Halls there are evacuation assistance locations 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 Housing & Residence Life 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) and Glacier Point/Granite Pass are equipped with a Mass Notification System (campus wide paging 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 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 Department**

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, you will see police officers frequently walking through 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 & Residence Life will make a reasonable effort to accommodate your room type and roommate preferences. However, it's important that Housing & Residence Life staff members know where all residents are living at all times.

Residents may not move to another room Housing and Residence Life staff approval. Students might be asked to move back to the original assigned room.

### **Holiday Break Closings**

Residents are required to leave and are not allowed to access their room during the halls are closed except for Year-Round Contract residents or residents who are approved to stay. Residents are instructed to take special care to make sure they have everything they need (medicine, passports, plane tickets, etc.).

### **Requests for Contract Cancellation**

The terms for contract cancellations can be found in section 13 of the “UC Merced Housing & Residence Life Contract and Conditions.” 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 reviewed at the end of the semester and approved only in an 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 is required, and a liquidated damages/contract cancellation fee up to \$250 will be assessed.

### **Room Change Requests**

Room change requests opens on September 1 to November 1 in the fall semester, and as needed in the spring semester. Room changes 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 should attempt to resolve matters themselves.
2. If the residents are not successful, their RA 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.

### **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 is available to help 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.

## Housing & Residence Life Contracts, Policies and Behavioral Standards

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UC Merced's Housing & Residence Life 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.

### 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 & 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.

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. 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. 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 per room. Specific examples of 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 pots (including auto shut-off), though single-serve coffee brewers (Keurig or similar) are permitted. 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 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. 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 Housing & Residence Life professional staff approval prior to moving. Community lounge spaces are not to be used for overnight sleeping accommodations.

**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 Barn located outside Half Dome and Glacier Point. 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.

All bicycles and motorized vehicles must be removed from the bike racks and/or Bike Barn immediately following the conclusion of the spring semester. All bicycles and motorized vehicles bikes found in the bike racks and/or Bike Barn after spring closing will be given to the Department of Public Safety for storage and eventually disposal.

The usage of bicycles, motorized vehicles, scooters, hover boards, drones and skateboards inside any Housing & Residence Life-owned, leased, or operated properties is prohibited. Drones are also prohibited in the courtyards and sidewalks in and around housing. The possession of hover boards and associated charging devices are prohibited.

**AP 06 Bunk Beds/Lofts:** For safety reasons, bunking beds, lofting, or the use of bed lifting mechanisms (e.g. bricks, wooden structures) is prohibited.

**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 at a time per toilet and shower stall. The Summit's, Glacier Point and Granite Pass 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. Residents of Cathedral, Half Dome and Tenaya are responsible for removing personal trash from the bathroom and must take their room trash to the trash chutes. All Residents are expected to be responsible and use the areas of the restrooms for their designated purpose.

**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. 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 the resident to remain a full-time, regularly enrolled student at university; or
- c. Any failure by a resident to abide by the regulations and or policies outlined in the UC Merced Housing & Residence Life 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 assigned space (room, suite and bathroom) into the appropriate dumpsters located outside of the buildings or into The Summits, Glacier Point and Granite Pass trash chutes.

b. **Damage and Destruction:** Residents will be held financially accountable for damage and destruction to university property 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 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 Department of Public Safety.

**AP 11 Decorating and Personalizing your Room/Suite:** We encourage students to decorate and personalize their space and ask that you select materials that will not cause permanent damage to the property. All the decorations must abide by fire safety code. They must be arranged safely so that they do not cover or block any entrances, exits, lights, smoke detectors, fire control panels, and /or fire extinguishers.

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.

Postings on doors, windows and/or bedroom walls that create a hostile and intimidating living environment are not permitted.

Any personal furniture must be made of fire retardant materials and must be agreed upon by all roommates/suitemates.

Small synthetic plants or trees are permitted whereas a live plant or tree is permitted in a room with the approval of all room/suitemates. For a resident to have a faux tree, it must be a flame retardant synthetic tree. Live trees must follow the local fire ordinance and be treated with fire retardant. The disposal of plants/trees is the responsibility of suitemates and should be completed prior to winter break and spring closing; failure to do so will result in a monetary fee.

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 hanging of anything from fire devices (including sprinkler heads) is strictly prohibited. The display of lights inside or outside should not be strung or placed in a manner that could be considered a trip hazard.

The use of candles, incense, or other flame producing devices is strictly prohibited. LED candles and flameless candles are permitted.

The usage of artificial snow on windows may be permitted if the person places a sheet of plastic cling wrap on the glass prior to applying the snow. Artificial snow should be removed before an extended period. All room/suite mates assume responsible for any related damages.

Feel free to consult with your Resident Assistant and/or Housing & Residence Life staff 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 are 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 end 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 for all policies violated by your guest. 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. 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. Roommates reserve the right to reasonably refuse guests at any time.

- a. 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.
- b. 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.
- c. 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 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 is prohibited.

**AP 17 Keys:** You will be issued a key for your room. Your 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 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 Office immediately. A key replacement fee will be assessed. Any damage to key and/or lock may result in replacement fees. Residents are expected to lock their doors and carry keys with them when not in their room. Report a lost or stolen Cat Card 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 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 within Housing & Residence Life. All flyers must be approved by the Office of Student Life prior to posting. Expired postings must be removed by the sponsoring group within 24 hours after the event. The Posting Policy and Guidelines are available on the website at [housing.ucmerced.edu/posting-policy](http://housing.ucmerced.edu/posting-policy).

## 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.

1. 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.
2. Your body is considered a container; therefore, consuming alcohol (regardless of location) and then returning to your residence hall constitutes possession of alcohol.
3. Any student who remains in the presence of someone violating this alcohol policy may be subject to conduct sanctions.
4. No person may sell, serve, or otherwise furnish alcoholic beverages to any person under age 21.
5. UC Merced students of any age may not be in a room with someone who is violating these alcohol policies.
6. 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 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 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. 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 Housing & Residence Life professional and student staff while on university property or at official university functions. Interfering with university and public officials performing their duties, such as withholding and/or, providing false information, refusing to show identification is prohibited. 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. 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 are 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, sale and/or in the presence 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. 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 Student Conduct and the UC Merced Department of Public Safety. 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, nerf gun, 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 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 (or covering the smoke detector) 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:** 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 Life 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.

**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 p.m. to 8 a.m.  
Friday and Saturday 1 a.m. to 8 a.m.
- b. Quiet hours may be increased by a community's 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.
- 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

quite conducive to study or sleep is not permitted. Sound equipment or speakers may not be placed facing out of an open window.

**BP 12 Pets:** Pets and other animals are not permitted in the residence halls with the only exception of a fish with prior consent. The fish may be in a tank no larger than ten (10) gallons. This policy applies to all Residents and Guests/ Visitors. Any damage caused by a pet/ animal will be the responsibility of the resident. Please submit a Request for ADA Accommodation to Disability Services to arrange permission for service and/or assistance animals.

**BP 13 Propping Doors:** Propping 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 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, parkour/free-running, and skateboarding or in-line skate stunts are a few clear examples of unsafe behaviors. Hanging and throwing objects from windows is not allowed and jeopardizes the safety of others. Please report any dangerous behaviors or concerns for a person's well-being to Housing & Residence Life immediately.

**BP 15 Smoking:** Smoking and the use of tobacco products are prohibited inside and outside Housing & Residence Life-owned, leased, or operated properties. 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 Housing & Residence Life-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. 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 Department of Public Safety.

**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.

**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 may only access their buildings and rooms outlined in the Housing & Residence Life contract and addendum. 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**

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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 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 & 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 electronic 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

Within the conduct process students have the right to:

1. A fair and thorough conduct meeting.
2. Be informed 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 Housing and Residence Life 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.

## 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 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.

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 Housing & Residence Life. 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 managed 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.

You are responsible for adhering to the behavioral standards outlined in the Housing & Residence Life Contract, UC Merced 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 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, 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 directly to the Appeals Officer 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.

## 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

Local	
NBC - KSEE	2
FOX - KMPH	3
ABC - KFSN	4
CBS - KGPE	5
CW - KFRE	6
Univision	7
CNN	8
General	
A&E	10
BBC America	11
Bravo	12
Comedy Central	13
E! Entertainment	14
F/X	15
Spike	16
Syfy Channel	17
TBS	18
TNT	19
USA Network	20

Movies	
AMC	30
Lifetime	32
Turner Classic Movies	33

Educational	
Discovery Channel	40
Food Network	41
HGTV	42
History Channel	43
TLC	44

Music	
BET	50
MTV	51
VH1	52

Kids	
ABC Family	60
Cartoon Network	61
Disney Channel	62
Nickelodeon	63

Sports	
ESPN	70
ESPN 2	71

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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.

## UC Merced Cable Television Line-up



