

Cerro Vista Apartments Handbook 2010 - 2011



Cal Poly
San Luis Obispo
University Housing
Student Affairs Division



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This Handbook is published by University Housing at Cal Poly State University, San Luis Obispo, California, for the purposes of educating on-campus residents about community standards while living in the Cerro Vista Apartments and teaching valuable life skills for use beyond on-campus living. This material may be reproduced; however, credit to University Housing, Cal Poly, San Luis Obispo, California, is to be given.

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1. Welcome!

Welcome to the Cerro Vista Apartments at Cal Poly, San Luis Obispo. On behalf of University Housing, I would like to encourage you to review all of the material contained in this Handbook.

We are pleased that you have selected to live on campus. The educational program has been designed with student success in mind and staff have designed a program that will support you as you continue to achieve academic success.

The facility into which you are moving is beautiful. The apartments, furniture and views are all pristine. Please make every effort to treat these facilities with care and respect. As you live and enjoy your living environment this year, please try to keep your apartment area in good clean repair so that the groups of students following you can enjoy the same sense of newness in years to come.

Again, welcome, and best of luck for a successful year ahead.



Preston Allen
Associate Vice President for Student Affairs
Executive Director of University Housing

2. Mission Statement

To provide a living/learning environment that encourages the academic and personal development for a diverse community, offering well-maintained facilities, as well as, ensuring financial viability and adequate reserves.

3. Apartment Living and Learning Community Programs

Transitions Program

The Transitions learning community is designed for first-year students who are independent and have the life skills needed to live in apartment style housing and for Transfer, Continuing and International students. The Transitions Community is designed to provide residents with opportunities to enhance personal and academic success.

Goals of the Transition Program include:

- Understanding the relationship between academic success and a personally balanced lifestyle.
- Making healthy choices regarding substance use, exercise and nutrition.
- Understanding the role personal choices have on community safety, respect for individual difference, civic engagement, and environmental sustainability.
- Fostering a quiet living environment that emphasizes mature, responsible and respectful choices.
- Promoting involvement in leadership and service opportunities.

Honors Program

The Honors House is designed to serve a community of academically motivated students participating in the University Honors Program with an environment that supports and fosters intellectual creativity, exploration and social interaction with fellow students and faculty.

Goals of the Honors Program include:

- To collaborate with faculty to enrich the experience of the Honors House.
- To provide programming that aims to support creativity and exploration.
- To provide programming that allows Honors House students to enrich their social interaction with fellow students and faculty.
- To provide students with the ability to organize and complete community service activities.

Sophomore Success Program

The Sophomore Success Program at Cal Poly is designed to be a resource to second-year students living on campus by assisting them in successfully transitioning from their Sophomore to Junior year at Cal Poly. Second-year residents living on campus will benefit from events and services that support and expand upon their academic experience at Cal Poly. The structure of the program addresses three areas that are deemed important for second-year student success: Academic Planning, Community Awareness, and Involvement and Autonomy. The staff in our Sophomore community also strives to promote and support students in creating a mature and responsible living environment.

Goals of Sophomore Success Program include:

- To provide students with skills and knowledge to create and or renew academic and career goals. (Academic Planning)
- To prepare students to become integrated members of the campus and local communities. (Community).
- To engage students in the process of becoming effective self advocates and autonomous adults with the ability to affect change in their lives. (Autonomy).

4. Cal Poly Statement on Commitment to Community

The Cal Poly community values a broad and inclusive campus learning experience where its members embrace core values of mutual respect, academic excellence, open inquiry, free expression and respect for diversity. Membership in the Cal Poly community is consistent with the highest principles of shared governance, social and environmental responsibility, engagement and integrity. As students, faculty and staff of Cal Poly, we choose to: act with integrity and show respect for ourselves and one another; accept responsibility for our individual actions; support and promote collaboration in University life; practice academic honesty in the spirit of inquiry and discovery; contribute to the University community through service and volunteerism; demonstrate concern for the well-being of others; promote the benefits of diversity by practicing and advocating openness, respect and fairness. Individual commitment to these actions is essential to Cal Poly's dedication to an enriched learning experience for all its members.

5. Community Rights and Responsibilities

Students who reside in on-campus housing live in a “community.” Everyone has responsibilities not only to themselves but to the community. A positive community is one that is defined as being inclusive, respectful and having a sense of safety.

As a member of the Cal Poly, San Luis Obispo, University Housing community, you are expected to make mature, responsible and respectful choices regarding your behavior. You have the responsibility of working together with other members of your community to develop a positive living environment. This responsibility is a rich learning opportunity. Become an active member of your community. Participate in on-campus housing activities, learn to work cooperatively with your apartment mates, get involved in your Community Council, organize fun activities for your community and volunteer with the Community Partner Agency.

Each student who lives in University Housing at Cal Poly, San Luis Obispo, has the following community rights and is accountable for the following community responsibilities. Each student who lives on campus should be aware of the community rights and responsibilities and work together with all community members to uphold these rights and responsibilities.

Community Rights

1. Residents have the right to an environment which is conducive to sleep.
2. Residents have the right to an environment which is conducive to study.
3. Residents have the right to have their human dignity respected.
4. Residents have the right to live in a clean and safe environment.
5. Residents have the right to due process.

Community Responsibilities

1. Residents are responsible for their personal actions.
2. Residents are responsible for getting involved in a positive manner in their community.
3. Residents are responsible for respecting the differences of others.
4. Residents are responsible for abiding by all community standards and policies as outlined in the Housing License and this handbook.
5. Residents are responsible for holding other community members responsible for their actions.
6. Residents are responsible for taking an active role in the safety of their community.

6. Community Standards of Conduct and Policies

As a Cal Poly, San Luis Obispo, student, you are expected to maintain a high level of responsibility, maturity and accountability for your actions. You are responsible for all policies, rules, and regulations that are contained in this handbook, as well as information contained in the Housing License which you signed before moving into on-campus housing.

You are expected to behave in a respectful manner. Attitude is an important aspect of living in a positive community. Be open to others and remember that your behavior is a reflection of who you are as a person. Community standards have been established in order to help develop and maintain an environment which is conducive to academic,

personal and social growth. Students are expected to understand and observe the standards of the on-campus housing community as well as all Federal, State, and local laws and University regulations.

As a member of the community, you have the right and responsibility to address concerns with other residents in a respectful and constructive manner. University Housing staff will support you in developing the skills to do this and/or provide assistance as necessary.

Apartment Community Standards and Practices Development

To assist in the development of a safe and secure apartment community, University Housing reserves the right to implement additional community standards and practices during the course of the apartment license period.

Alcohol Policy (Violation Code 1):

The policy regarding alcohol in or around the immediate area of Cal Poly Housing includes the following:

- a. Possession, distribution, consumption, or being under the influence of alcohol beverages, vaporized alcohol, or beverages labeled as a nonalcoholic substitute is prohibited in or around the immediate area of any on-campus housing facilities.
- b. Containers that originally contained alcohol and alcohol paraphernalia, including but not limited to cans, bottles, beer bongs, and kegs, are not permitted. These items will be disposed of or reported to the University Police Department.
- c. Residents of the room and/or apartment may be held personally responsible for any violation of the alcohol policy regardless of whether or not they are present when the violations occur.
- d. Students in the presence of alcohol or alcohol containers are subject to disciplinary action.
- e. Possession, distribution, consumption, or being under the influence of alcohol beverages, vaporized alcohol, or beverages labeled as a nonalcoholic substitute, is prohibited at off-campus University Housing sponsored events.

Drug Policy (Violation Code 2):

The policy regarding drugs in or around the immediate area of Cal Poly on-campus housing includes the following:

- a. Possession, use, distribution, or being under the influence of any illegal drugs is prohibited in or around the immediate area of on-campus housing.
- b. Drug paraphernalia or any object used as drug paraphernalia, including but not limited to pipes, water pipes/bongs, vaporizers, hookahs, rolling papers and cigars is prohibited in and around the immediate area of on-campus housing.
- c. Prescription medication is to be used by the assigned patient under the supervision of a licensed medical professional and only taken in the manner prescribed. Selling, distributing or sharing prescription medication is strictly prohibited.
- d. Using any legal substance in a manner which may impair normal functioning is not permitted.
- e. Residents in the presence of any illegal drugs or drug paraphernalia are subject to disciplinary action.
- f. The residents of the room and/or apartment may be held personally responsible for any violation of the drug policy in that room regardless of whether or not they are present when the violation(s) occur(s).

Animal Policy (Violation Code 3):

Students may not bring any animal into University Housing or keep animals in or around the immediate area of the apartments with the exception of fish in aquariums. Aquariums must not exceed a combined capacity of twenty gallons per apartment. Reptiles, insects and amphibians are not allowed. Cruelty or abuse of any animal in and around the immediate area of on-campus housing is prohibited. A service or guide animal training program is a voluntary program and is not a 'personal needs' or classroom requirement. Therefore, a student is not allowed to bring an animal "in training" into the on-campus housing living environment.

Cohabitation (Violation Code 4):

The apartments are to be occupied only by the student(s) who have signed a license for facility use with the University. No student shall live with a person other than his or her assigned apartment mate(s).

Computer Network Policy (Violation Code 5):

All students living in University Housing must abide by the Information Technology Resources Responsible Use Policy, <http://security.calpoly.edu/policies/rup/index.html>, and the University Housing Student Computing Agreement (located online at <http://www.resnet.calpoly.edu>). Documented violations of these policies will result in judicial action, may result in the permanent loss of computer network connectivity to the Cal Poly network, and may result in the revocation of the housing license.

These policies include but are not limited to the following:

- a. Network authentication is required prior to computer network access.
- b. Residents are required to be in compliance with University Housing ResNet Mandatory Computing Security Requirements (located online at <http://www.resnet.calpoly.edu>), under "Information."
- c. Attempting to circumvent University Network Security is prohibited.
- d. Tampering with, or causing damage to, any part of the University Network is prohibited.
- e. Unauthorized use or modification of the University Network or Airways by the use of networking equipment including, but not limited to, airports, switches, routers or hubs is prohibited.
- f. All unauthorized attempts to gain access, monitor, duplicate, modify, interfere or tamper with, any computer system, electronic communications, or data residing on the University network is prohibited.
- g. Obtaining a password for a computer account, and/or using a computer account that you are not authorized to use, is prohibited.
- h. Knowingly running or installing on any computer system or network or giving to another user any malicious software program including, but not limited to, viruses, Trojan horses and/or worms, is prohibited.
- i. Violating terms of applicable software licensing agreements or US copyright law by performing any of the following actions: Illegal reproduction, acquisition or distribution of any material including, but not limited to, music files, movie files, software and video, is prohibited.
- j. Using the University network for commercial gain including, but not limited to, operating any type of business within the residence halls is prohibited.
- k. Anything that is illegal to do without a computer is also illegal to do with a computer.

Cooking (Violation Code 6):

Cooking is only permitted in designated areas. These areas include, and are limited to, apartment kitchens and outside barbecue grills. Barbecue grills and supplies are available for resident use.

Students should always take precaution when cooking to ensure community safety.

- Never leave any item unattended while cooking.
- Check twice to ensure correct cooking time and temperature.
- When cooking with oil, always use a cooking thermometer.
- When microwaving, cooking or baking, only use approved containers, utensils and cook wear.
- Never use cooking equipment improperly or for non-edible items.
- Microwaving, cooking or baking related accidents should be reported immediately to University Housing staff.

Appliances (Violation Code 7):

Due to fire safety concerns, halogen lights and multi-socket plugs are prohibited. Only extension outlets with fuses or surge protectors are allowed. All electronic devices should be plugged into an electrical outlet utilizing a surge protector. Room heaters (electric or gas), air conditioners and “mini” refrigerator units are not allowed. Residents may bring toasters and other cooking devices with open heating elements but these must be used in the kitchen areas only. All appliances must be directly supervised at all times while in use.

On-campus Housing Security (Violation Code 8):

On-campus housing entrance doors are locked 24 hours a day. Students should not bypass or disable community security by any action, including, but not limited to, propping exterior doors or blocking latches. Students should not allow building access to anyone who is not a resident or to visitors and guests without their host. Students should always lock their apartment door and close and lock windows when they are not present in the apartment or while asleep. Students should immediately report to a University Housing staff member if they are unable to lock and secure room doors and/or windows. Immediately report all suspicious individuals or behavior to the University Police Department and notify a University Housing staff member.

AccessCard Policy (Violation Code 9):

Apartment AccessCards and bedroom keys are issued to assigned residents only. Loaning or trading room or apartment AccessCards and/or bedroom keys to other individuals or duplicating room AccessCards is prohibited. Residents will be held responsible for loaning their assigned key/AccessCard to other individuals.

Residents are required to carry their apartment AccessCard and bedroom key with them at all times and must immediately report lost or stolen AccessCards or bedroom keys to a University Housing staff member. A lost or stolen AccessCard card will result in the immediate deactivation of the card and a lock core change for lost bedroom keys. Residents may check out a spare bedroom key during normal desk hours and may check out a spare AccessCard during posted hours from the Cerro Vista Administration Office. Residents who frequently lock themselves out of their apartments/bedrooms may be held accountable through the community standards process. Residents must present valid identification to check out a spare room AccessCard and/or bedroom key. Spare AccessCards and bedroom keys must be returned within one (1) hour. If not returned, a

lost AccessCard charge/bedroom door lock core change will automatically be requested. A charge of \$10 for replacement of each lost AccessCard and/or \$75 for each bedroom core change will be assessed to the student's account. A lock core change may not be cancelled after it has been "Service Requested." Community Advisors may be contacted to address lockouts when the Front Desk or Cerro Vista Administration office is not in operation. Custodial and Facility Services staff are not authorized to unlock a resident's door.

Explosives and Weapons (Violation Code 10):

Weapons of any kind are prohibited on campus. No student may possess or discharge any type of weapon including, but not limited to, a firearm, airsoft/paintball gun, fireworks, bow and arrows, knives, brass/metal knuckles, ammunition, air tanks, explosives, or any device that can propel an object any distance. Costume/replica weapons and/or sports equipment, including, but not limited to, boxing gloves, martial arts weapons, fake guns, fake knives, replica sword, fencing weapons, and color guard rifles, are prohibited. The improper discharge of a chemical agent, including, but not limited to, mace, pepper spray or other aerosols, in or around on-campus housing is prohibited.

Fire Safety (Violation Code 11):

The policy regarding fire safety in or around the immediate area of the Cal Poly on-campus housing includes the following:

- a. State Fire Code prohibits the use of any open flame including, but not limited to, "Sterno" devices or burning incense.
- b. Lighting or attempting to light any material on fire in or around the on-campus housing is strictly prohibited.
- c. Candles are prohibited.
- d. Dangerous chemicals or highly flammable materials including, but not limited to, gasoline, industrial cleaning solvents, spray paint, personal barbecues, charcoal, and/or lighter fluid are not permitted in or around on-campus housing.
- e. Tampering with fire alarm or fire safety equipment is prohibited including, but not limited to, breaking glass on fire equipment boxes, pulling a fire alarm without cause, misusing fire extinguishers and hoses, and/or tampering with fire, smoke alarms and exit signs.
- f. Hallway and stairwell doors are considered fire doors and must be kept closed at all times.
- g. Posters, flags, drapes, paper lanterns, or other flammable materials cannot be hung from ceilings, doorways, windows, closets, or from furniture. Posters can be hung normally from walls but must be affixed to the wall at all four corners.
- h. Students may not post anything on the outside of room doors and cannot cover room doors with paper or other materials.
- i. Holiday lights, rope lights, black lights, halogen lights and fog/ smoke-making machines are not allowed in on-campus housing.
- j. Storage of vehicle parts, fuel and oil is prohibited.
- k. Hallways must remain clear at all times for safety in case of an evacuation. Residents must not leave personal items in the halls at any time including during hall openings and closings.
- l. Furniture or other items should never be placed in front of entrances or exits to any room or building.
- m. Students are required to evacuate buildings for all fire alarms. Please see Emergency Procedures for additional instructions about building evacuation.

Gambling (Violation Code 12):

As per Section 330 of the California State Penal Code, illegal gambling is prohibited in on-campus housing. Gambling is defined as activities played for money, checks, credit or any other item representative of value that can be traded for money.

Harassment and Assault (Violation Code 13):

Any activity directed at self, others, or a group of individuals living in on-campus housing, which could cause physical harm, is strictly prohibited. Residents are prohibited from engaging in any activity which could violate personal safety including; but not limited to, harassment, pranks, stalking, physical abuse, assault, threats, intimidation, bribery or coercion. You are expected to act in a manner which will not disturb the academic pursuits or infringe upon the privacy, rights, privileges, health or safety of others.

Maintenance/Usage of Premises (Violation Code 14):

In order to maintain a safe, clean and academically focused community, the policies regarding the maintenance of premises are as follows:

- a. All University-owned furniture must be maintained in its assigned area and not removed from the room or apartment. Lounge furniture is not allowed in individual student rooms or outdoors.
- b. Students shall not attach any object to a wall with nails, hooks or screws.
- c. Unapproved alterations of the housing facilities or grounds including, but not limited to, the use of glow paint, stickers on ceilings, doors, windows, walls or furniture, or writing on/painting walls or windows, is prohibited.
- d. Students shall not bring or maintain a water bed in their room.
- e. Remodeling, painting or renovation of any room or furniture is not permitted without the prior written consent of the Executive Director of University Housing.
- f. Closet doors and window screens may not be unhinged and/or removed and furniture may not be removed from apartments. Drapes and curtains cannot be used to cover closets.
- g. Boards placed across the top of bookcases are prohibited.
- h. Due to safety concerns, only furniture provided by Cal Poly University Housing, designed specially for the purpose of lofting, may be lofted. Use of risers, blocks, bricks, etc., are NOT ALLOWED in the residence halls or apartments.
- i. Accessing roof tops, balconies, and ledges is strictly prohibited.
- j. Objects placed in window sills are allowed only if they are meant to enhance the interior décor of room and not block the use of the window. Signs, drapes, advertisements, flags, posters or any other objects that impede the use of the window, to see through or let light in, are prohibited.
- k. Hanging signs, flags, clothing, banners, etc., from any exterior window or balcony is not permitted.
- l. Window coverings installed in each room are not to be modified. Window coverings, windows, window screens and window boards must be kept in place at all times.
- m. Disposal of personal trash should be placed only in dumpsters which are located outside. Leaving personal trash in common areas or disposing of it in common area or bathroom trash cans is prohibited.
- n. Residents are responsible for removing their laundry from the laundry rooms in a timely manner. Laundry that remains in the laundry room will be removed by the custodial staff and taken to the Front Desk lost and found. If the property is not claimed after a week, staff will turn items over to University lost and found located at Facility Services.

- o Students should only use University Housing property and facilities as intended. This includes, but is not limited to, standing or sitting on railing, tables, fixtures or appliances. Furniture or other items should never be used to block entrances or exits to rooms or buildings.
- p. University Housing takes no responsibility for the loss of personal property left in common areas.
- q. All shelving shall be freestanding, not mounted to the wall and not exceed a height of four feet.
- r. Residents must report known safety issues; e.g., broken window locks, low smoke detector batteries, etc.

If no student is found directly responsible for damages, the community can be charged for damages and cleaning associated with the incident.

The operation of any personal or outside business utilizing Housing facilities or resources is not allowed.

Motorcycles (Violation Code 15):

Motorcycles, mopeds, motor scooters or similar motor-driven vehicles are prohibited inside of on-campus housing. Operating one of these vehicles on sidewalks, patios, or lawns in and around the immediate area of on-campus housing prohibited.

Sports in On-campus Housing (Violation Code 16):

Due to the potential for personal injury and property damage, the policies regarding sports in on-campus housing are as follows:

- a. The use of sports equipment including, but not limited to, boxing gloves, frisbees, all sports balls, baseball/softball bats, rackets, skateboards, roller blades, roller skates, scooters and golf clubs, is prohibited in on-campus housing. Use of any sports equipment or related items improperly or as a weapon is strictly prohibited and may result in revocation of the resident's housing license.
- b. Riding a bicycle in University Housing is prohibited. Bicycles may only be stored in a student's room if expressed permission is received from the roommate. Bicycles may not be parked in any public area in on-campus housing such as laundry rooms, lounges, hallways or stairwells. Bicycles stored in these areas will be removed by the University Police Department.
- c. The intended use of billiard, basketball, table tennis and "Foosball" equipment is allowed in designated areas only.
- d. Water fights, including the use of water balloons and water guns, are prohibited in or around the immediate area of on-campus housing.
- e. All darts and dart boards (magnetic, Velcro, plastic point, metal point, etc) are prohibited in or around the immediate area of on-campus housing.
- f. Behaviors that are disruptive and potentially dangerous, including but not limited to, wrestling, boxing, jumping or running in hallways, water sliding, or acrobatics, is prohibited in or around the immediate area of on-campus housing.
- g. Climbing, repelling on walls or tight rope walking is prohibited.
- h. The use of remote-controlled vehicles is prohibited in or around on-campus housing.
- i. Skateboarding is not allowed in or around on-campus housing.

Obscene Matter and Behavior (Violation Code 17):

As per Section 311 of the California State Penal Code, possession, display and/or distribution "obscene matter" or lewd behavior is unlawful and prohibited in on-campus housing.

Occupancy (Violation Code 18):

For Freshmen in Cerro Vista: On-campus housing is closed during the Winter break period from 12 noon on Saturday, December 11, 2010, to 8 a.m. on Sunday, January 2, 2011. A late charge may be assessed to any resident who has not left by the 12 noon deadline. Students are allowed to leave their belongings in their apartment during holidays and break periods between quarters. The University assumes no liability for personal belongings left in student apartments during break periods.

Students who have made prior arrangements and have paid the applicable Winter break housing fees may remain in their Cerro Vista apartments from Saturday, December 11, 2010, through Saturday, January 1, 2011.

For Transfer, International and Continuing Students in Cerro Vista: On-campus housing is closed during the Winter break period from 12 noon on Monday, December 13, 2010, to 8 a.m., Sunday, January 2, 2011. A late charge may be assessed to any resident who has not left by the 12 noon deadline. Students are allowed to leave their belongings in their apartment during holidays and break periods between quarters. The University assumes no liability for personal belongings left in student apartments during the break periods.

Students who have made prior arrangements and paid the applicable Winter break housing fees may remain in their apartments from Monday, December 13, 2010, through Saturday, January 2, 2011.

In the event that one occupant moves out of the apartment, University Housing reserves the right to assign a new apartment mate or to reassign the remaining residents to a different apartment in order to consolidate space. The residents will agree to accept an assigned apartment mate. If there is a need for increased housing space on campus, it may be necessary to maximize the amount of bed spaces available in the apartments. Modifying the design of the living community areas may be necessary to increase living space.

Personal Care and/or Community Care (Violation Code 19):

Residents are responsible for managing their personal care which includes; but is not limited to, appropriate personal hygiene, mental health, management of medical conditions or illnesses, and/or health-related personal needs.

Residents who inappropriately handle or dispose of biohazards including; but not limited to, medical syringes, blood and other body fluids, may be considered in violation of the personal care policy and charged for repair or cleaning.

Residents are expected to behave in a manner that is consistent with safety and well-being of others. Residents may be held responsible for any action (or inaction) which is deemed to potentially endanger others within the community.

Space Usage (Violation Code 20):

Common areas in on-campus housing buildings are intended for University Housing based programming only. Student clubs, off-campus organizations and businesses are not allowed to hold events or meetings in on-campus housing unless the event is directly related to the educational mission of the learning community and with prior approval of the Coordinator of Student Development. As per the Campus Administrative Policies, commercial solicitation is prohibited on campus unless prior written approval has been

obtained from the President or a designated representative. On-campus housing bulletin boards are for University Housing approved postings only. Unapproved postings will be removed. The use of State property including resources, rooms, Internet connectivity and/or phone service for the purpose of running a business or service is strictly prohibited.

Sound Policy (Violation Code 21):

Students have the right to have a living environment conducive to study and sleep. The right to quiet supersedes the right to create sound. Therefore, individuals and groups should monitor their sound levels at all times so as not to potentially disturb other community members. University Housing staff may enforce and document violations of the Sound Policy at any time without prior verbal warning given.

Staff Cooperation (Violation Code 22):

Resident Advisors/Community Advisors, ResNet staff, University Police, Coordinators of Student Development, and other University Staff represent the University in and around on-campus housing. All residents are required to cooperate with University Staff in the performance of their duties. Physical or verbal abuse, harassment, aggressive behavior, coercion or vandalism of any kind against a staff member will not be tolerated. Residents who provide false information or hide or flee from University Staff will be considered in violation of the Staff Cooperation policy.

Sexual Offenses (Violation Code 23):

Sexual assault, sexual battery, sexual harassment, rape, and sexual offenses of any nature as defined by the California State Penal Code are prohibited. This behavior is defined as any sexual activity that is carried out without the expressed consent of all parties involved.

Signs/Postings (Violation Code 24):

A resident shall not possess or display in University Housing signs or similar articles which are not the property of the resident and which are in the resident's possession without the permission of the owner. Public signs, neon lights, and black lights are prohibited. On-campus housing poster distribution policies include:

- a. All postings of flyers in the on-campus housing footprint must be posted by University Housing staff. Unapproved flyers will be removed.
- b. All posters submitted for posting in the on-campus communities must be in compliance with the policies listed in the Apartment Handbook.
- c. Poster distribution service is only available to recognized campus student clubs or University Departments.
- d. Markings of any kind (chalk, paint, etc) in or around on-campus housing is prohibited. This includes, but is not limited to, sidewalks, buildings, grass and trees.

Smoke-free Environment (Violation Code 25):

Smoking of any substance is prohibited throughout on-campus housing including, but not limited to, all student rooms, hallways, lounges and study areas. As per University policy, smoking is not allowed within 20 feet of building entrances or windows and is only permitted in designated smoking areas. A complete list of designated smoking areas is available at any on-campus housing Front Desk. Smoking tobacco in the form of cigars or from a pipe or hookah is prohibited in and around on-campus housing.

Student Conduct (Violation Code 26):

The Provisions of Sections 41301 and 41302 of Title 5 of the California Code of Regulation, which relates to student conduct on campus, are applicable to all University Housing residents. A copy of these regulations is available on line at <http://osrr.calpoly.edu/41301.html>.

Theft/Misuse of Property (Violation Code 27):

Theft, tampering, and misuse of personal property or property in and around on-campus housing, including, but not limited to, vending machines, furniture, walls and laundry machines, is prohibited. Possession of stolen property or property obtained without the direct and express permission of the owner is prohibited.

Vandalism (Violation Code 28):

Intentional and/or unintentional vandalism to any on-campus housing facility or state or individually owned property is prohibited.

Visitors and Guests (Violation Code 29):

Visitors are considered any non-residents in or around on-campus housing who do not spend the night. Guests are considered any non-residents in or around on-campus housing who spend the night.

Visitors and guests must be accompanied by the resident host at all times while in or around University Housing. All visitors and guests are expected to know and observe all University Housing policies. Residents will be held personally responsible for the behavior of their visitors and guests. Likewise, residents will be charged for all damages and clean up associated with an incident involving a visitor or guest. Visitors and guests may be required to leave on-campus housing immediately and/or may be referred to the University Police Department if found in violation of policies or laws.

The following additional guidelines must be observed.

- a. An Overnight Guest Registration Form must be completed prior to the guest visit. Residents should go to the Front Desk to complete this form.
- b. All roommates and the Community Advisor must agree to have an overnight guest and sign the Overnight Guest Registration Form.
- c. Guest privileges are limited to no more that double the occupancy. In Cerro Vista, this equates to a maximum of four guests per apartment.
- d. The resident host must know the guest or visitor personally.
- e. Approved overnight guests may stay overnight a maximum of 4 days per calendar month. There is no charge for the first two days. A \$10 guest fee is charged thereafter. Unauthorized or unapproved guests subject the host to a \$20 per night fee charged to the student account and the guest will be required to leave immediately.

Trespassing (Violation Code 30):

Residents should not enter another resident's room or apartment without direct and express permission from an authorized tenant who is present. Unauthorized entrance into any area in or around University Housing such as offices, mechanical rooms, custodial closets or storage areas and Front Desks is prohibited.

Violation of Community Standards Procedures (Violation Code 61):

Residents are required to attend all community standards meetings, be on time, and complete all resolutions by deadlines issued. Residents are subject to additional

community standards action, up to and including revocation of the resident's housing license, if these requirements are not met. University Housing reserves the right to decide the outcome and resolution when a student misses community standards meetings.

Residents are expected to be honest and compliant during the community standards process and may be held accountable for the following:

- a. Falsification, distortion or misrepresentation of information.
- b. Disruption or interference with the orderly progress of the community standards process.
- c. Initiation of the community standards process in bad faith.
- d. Attempting to discourage another from participating.
- e. Attempting to influence the impartiality of any participant.
- f. Harassment or intimidation of any participant.

7. Community Standards Process Overview

When students sign the Housing License to live on campus, they agree to live by the policies and standards of conduct within University Housing. Violation of any of the policies or community standards initiates the community standards process.

The components of the community standards process include an Incident Report being filed, a community standards meeting being held, an outcome being decided and resolution being issued. For more detailed information about the community standards process, go to <http://residentiallife.calpoly.edu/policies.htm>.

Rights of Students During the Community Standards Process

1. Students have the right to be informed. Students will receive a written copy of the Incident Report in which they are allegedly involved.
2. Students have the right to a community standards meeting. A community standards meeting must take place before any disciplinary action is taken. The community standards meeting should be held within a reasonable time.
3. Students have the right to have an advisor and/or witness present. An advisor may attend the community standards meeting, but only in a private consulting capacity; he/she shall not speak on behalf of the student or actively participate in the community standards process in any way. The advisor shall remain silent. University Housing staff may not serve as the student's advisor in a community standards meeting. In accordance with University policy, the advisor cannot be an attorney. No part of the community standards process may be recorded.
4. Students have the right to have their file reviewed at the next hierarchical level. Once a resolution has been issued, the student may make a written request for a review of their file. Once a review decision has been made, that decision is final.
5. Students have the right to privacy. Every effort is made to safeguard a student's privacy in regard to the community standards process. (Please note that community standards records can be subpoenaed during legal proceedings).

Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA (Family Educational Rights and Privacy Act of 1974) affords students certain rights with respect to their educational records. These include the following:

- The right to inspect and review your educational records;
- The right to request the amendment of your education records;

- The right to not have the University disclose information from your education records, except with your written consent and in other specific cases;
- The right to protect personally identifiable information.

For complete FERPA information, please visit:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Revocation of University Housing License

Residents who are found responsible for a severe policy violation, multiple policy violations, repeat policy violations or who do not abide by the terms and conditions of the Housing License Agreement are subject to the termination of their Housing License Agreement.

The University may revoke the License Agreement in the following conditions:

1. Student Discipline, Article 2, as listed in Sections 41301 and 41302, Title 5, California Code of Regulation.
2. "Immediate Removal from Campus" as listed in the California State University Student Disciplinary Manual.
3. Reasonable cause to protect personal safety or property and to insure the maintenance of order.
4. Failure of Licensee to maintain status as a student at the University.
5. Licensee's breach of any term or condition of this License Agreement including failure to pay required fees.
6. Administrative necessity of University.

Revocation of University Housing License due to violation of apartment and/or residence hall policies requires that the student move out of on-campus housing without release of financial obligation of University Housing or meals payments for remainder of academic year. Once the resident has a University Housing license revoked, he or she is no longer allowed to be in or around on-campus housing.

8. University Housing License and Apartment Assignments

2010-2011 Occupancy Period

Cerro Vista Apartments Calendar for Freshmen:

Fall Quarter: Apartments open on Monday, September 13, 2010, at 8 a.m., and close on Saturday, December 11, 2010, at 12 noon.

Winter Quarter: Apartments open on Saturday, January 2, 2011, at 8 a.m., and close on Saturday, March 26, 2011.

Spring Quarter: Apartments open on Sunday, March 27, 2011, at 3 p.m., and close on Sunday, June 12, 2011, at 12 noon.

Cerro Vista Apartments Calendar for Transfer and Continuing Students:

Fall Quarter: Apartments open on Tuesday, September 14, 2010, at 9 a.m., and close on Monday, December 13, 2010, at 12 noon.

Winter Quarter: Apartments open on Sunday, January 2, 2011, at 8 a.m., and close on Saturday, March 26, 2011.

Spring Quarter: Apartments open on Sunday, March 27, 2011, at 3 p.m. and close on Tuesday, June 14, 2011, at 12 noon.

Cerro Vista Apartments will be closed throughout the winter break period on Saturday, December 11, 2010, at 12 noon, and extending through Sunday, January 2, 2011, at 8 a.m. Unauthorized entry during the break period may result in community standards action and appropriate financial accountability.

Cerro Vista Apartments will be open throughout spring break beginning on Saturday, March 19, 2011, and extending through Sunday, March 27, 2011.

Residents must maintain status as a student registered with a minimum of nine Cal Poly quarter units. Exception requests must be submitted in writing to the Executive Director of University Housing for approval. Dropping below the nine-unit minimum is not considered a standard for cancellation and will not release the resident from paying any housing related fees.

Insurance

During the period covered by this License Agreement, it is highly recommended that the Licensee obtain health and accident insurance, on either an individual or group basis, to include coverage for hospital benefits, medical benefits, surgical benefits, emergency outpatient benefits, ambulance and/or medical transportation services. Please be advised, the University does not cover nor assume medical expenses or liability for students. Students interested in obtaining medical insurance through the CSU Domestic Student Health Plan can view information at <http://www.csuhealthlink.com/> (under Cal Poly San Luis Obispo, domestic students, brochure) or call Cal Poly's Health Services at (805) 756-1211.

The University does not assume liability for a student's personal belongings. The University has no insurance to cover loss or damage of the personal property of the Licensee; therefore, the University recommends that individuals contact their insurance carrier for coverage options available.

Apartment/Room Assignments and Changes within Cerro Vista

Room/apartment changes may be made according to the following schedule:

- Fall Quarter, 2010 — Trades may begin Monday, September 27, 2010.
- Winter Quarter, 2011 — Trades may begin Monday, January 10, 2011.
- Spring Quarter, 2011 — Trades may begin Monday, April 4, 2011.

Apartment Trades to Poly Canyon Village or Residence Halls.

All apartment trades must be approved by the Coordinator of Student Development. To initiate the room/apartment trade process, residents must meet with the Coordinator of Student Development and obtain 1) permission to move to another room/apartment within their community, or 2) receive an "Authorization to Request Trade to a Different Hall/Apartment" form. If a resident wishes to move to a different living community on campus, this form is then taken to the University Housing Office where the request is processed. Accommodating apartment trades is dependent upon space availability and priority in the desired apartment.

Moving must be accomplished on a single day between 12 noon and 6 p.m., unless special arrangements are made with the Community Advisor and the Coordinator of Student Development. Your Community Advisor can explain the checkout process that you must follow in order to make any room changes. Students who do not follow the procedure may be subject to community standards action and be charged a \$20 fee for improper checkout.

Room/apartment trading to other halls commences as follows:

- Fall Quarter, 2010 — Trades may begin on Wednesday, September 29, 2010.
- Winter Quarter, 2011 — Trades may begin on Wednesday, January 12, 2011.
- Spring Quarter, 2011 — Trades may begin Wednesday, April 6, 2011.

The University reserves the right to change room/apartment assignments in the interest of health, discipline or general welfare of the residents.

Room Cancellation

After taking occupancy, if you cancel housing because of withdrawal from the University, a 30-day notice is required. You must file the "Petition to Cancel" form with University Housing. Petitions for giving the 30-day notice are available at the University Housing Office, Building 31. The University may grant or deny the request based on the following standards with appropriate verification:

1. End of student status.
2. Marriage or registered domestic partnership during license period (proof of marriage is a copy of the recorded marriage license).
3. Hardship. The University definition of hardship, as used in the Student Housing License Agreement, is any occurrence in which the student is intending to withdraw from the University or has been reassigned to a University program requiring the student to move to a residence other than University on-campus communities. This may include London Study, Co-op, internship, or agricultural housing assignments. In all cases, a 30-day written notice is required.

Payments

University Housing payments may be made to the State Cashier in the Administration Building, Room 131, or online by e-check or, for a fee, by credit card, at <http://studentaccounts.calpoly.edu>.

All first-year freshmen living on campus are required to have a meal plan for the entire academic year. Meals payments may be made to the Corporation Cashier in the Cal Poly Corporation Administrative Offices, or online at the student's Cal Poly Portal. All meals payments may be made by credit card.

Conduct revocation of the Student Housing License Agreement is not considered a standard for cancellation; thus, will not release the Licensee from paying any outstanding housing or related fees.

Safety and Maintenance Checks

The University is obligated to maintain a certain level of safety, sanitation, and general building maintenance. This responsibility may require periodic Safety and Maintenance Checks of apartments by the Community Advisors. At all times, the University will protect individual privacy by providing adequate notice prior to any required health, safety and maintenance checks. Maintenance checks by University Housing staff will be conducted with posted notification one week in advance. Residents will be given notice of policy

violations. If residents become aware of an unsafe or unsanitary condition, or if there is a needed repair in your apartment or a public area, residents should inform the Front Desk staff or your Community Advisor immediately, or contact Housing and Business Services at extension (805) 756-9320 for a safety issue. All electronic devices must be turned off and unplugged from power outlets during the winter break. Electronic devices include, but are not limited to, computers and all related devices, clock, television sets, and stereos. Fish tanks that meet guidelines will not be unplugged.

Sustainability

University Housing is committed to promoting environmental sustainability through the efficient use of energy resources. You can help make a difference by:

- Recycling all appropriate trash – recycling bins are located behind or near all on-campus housing facilities.
- Keep toxins out of the trash including ink cartridges, batteries and cell phones. Recycling for these items is available at all Front Desks. Electronic waste donations are available at the end of the Spring Quarter in all main lounge areas.
- Turning off lights and appliances when not in use.
- Turn off your computer and monitor when not using it.
- If you bring a lamp from home, choose one that has an energy efficient bulb.
- When the heat or air conditioning is on, please close doors and windows.
- If you are living in a room with a thermostat, please set it at 78 degrees for cooling and 68 degrees for heating

9. Community Safety

Every resident must take responsibility to help ensure the safety of the community for everyone. Keeping windows, apartments, room doors, and exterior doors locked is vital. Much like a neighborhood watch, if you see a person exhibiting suspicious behavior, or suspicious events taking place in your community, please call the University Police at (805) 756-2281 and report it. It's your community! Help keep it safe!

Personal Safety Precautions/Suggestions:

- ALWAYS lock your apartment and bedroom doors, even when you are just leaving briefly.
- Never prop open stairwell or exterior doors. Meet friends who are coming to visit you at the front door
- Do not lend your key or AccessCards to anyone. If you lose your key or AccessCard, report it immediately to staff or the Front Desk in your community.
- Keep your screen secured and lock your window.
- Take your valuables home over break periods.
- Never walk alone at night; take advantage of the escort service.
- Let an apartment-mate or a friend know where you are going.
- Get to know your neighbors so that you can help each other.
- Trust your instincts. If it doesn't feel right, get to a safe place and call the Police.

Emergency Procedures

Fire Safety

If a fire is discovered and you are in your room:

- Test your door for heat, smoke, or warmth. If your door IS NOT HOT, leave your room immediately. Wear shoes, bring your keys/AccessCard and wallet, close the door, activate the fire alarm, and evacuate the building using the nearest stairwell and exit.

- Once outside in the designated evacuation area, maintain 100 feet of clearance from the building.
- Re-enter the building only after receiving instructions from staff to do so.
- If your door IS HOT, DO NOT OPEN IT. Remain calm, place towels or blankets at the base of the door, close your window and call 911.
- The University Police Department and the Fire Department will automatically be notified when your smoke detector goes off. If you set off your alarm and there is no fire, please contact the University Police Department at (805) 756-2281 and let them know. They will still send an officer to verify your safety.

Fire Tips

- Any time you are unable to safely extinguish a fire, evacuate the area and activate the fire alarm.
- Always close as many doors as possible between you and the fire.
- If there is smoke present, stay low to the ground.

Every fire alarm is to be treated as a genuine emergency. It is each resident's responsibility to leave the building whenever a fire alarm sounds. Once residents evacuate, they must immediately proceed to the designated evaluation areas for attendance and further staff instruction. Failure to evacuate properly will result in community standards action.

Missing Persons

Please always communicate to your roommate(s) or apartment mates, or to someone you know, where you are going and when you will return. Please call University Police, (805) 756-2281, or contact a University Housing staff member, if you are concerned that someone you know is missing. If someone is reported missing, Housing staff will contact University Police, and they will initiate follow-up and investigation.

Cooking Safety Tips

- Clean any debris and residue off of your stove prior to cooking. If you don't, it will burn and create smoke.
- Keep wooden utensils, pot holders, towels, packaging, paper, etc., away from the stove.
- DO NOT leave your stove on when you are not in the kitchen. You should always watch what you are cooking.
- Use the fan above your stove when cooking (on/off switch is located on the microwave).
- Always have pot holders and lids at the ready when cooking.
- Keep your fire extinguisher readily accessible (a fire extinguisher is mounted on the wall in the kitchen).
- If there is a cooking fire, attempt to put out the fire by placing the lid on the pan and removing it from heat.
- Use your ABC Fire Extinguisher located on the wall in the kitchen. If you cannot safely put out the fire, leave your apartment immediately!
- Secure the area and call 911.
- Inform your Community Advisor of any use of your fire extinguisher so it can be replaced.

Earthquake Safety

Before an earthquake, prepare an emergency disaster kit which includes a portable radio, a flashlight with batteries, a first-aid kit, a blanket, extra clothes/jacket, canned food/water. Use an old back pack or laundry bag for the storage of these items.

- Locate beds, desks, tables, etc., away from windows if possible.
- Place mirrors and framed pictures where falling will cause minimal damage.
- Heavy objects should be as close to the floor as possible.
- Loose objects should be secured.
- Keep space available under tables, desks, etc., so that you can seek shelter in an earthquake.

Earthquake Evacuation

- If you are inside a building during an earthquake, stay inside.
- Sit or crouch against an interior hallway wall or take cover under a desk or table.
- Stay away from all glass areas such as windows and mirrors.
- Be prepared for aftershocks.
- Do not use matches, candles, or open flames as there may be gas leaks.
- Do not use your telephone except for emergency calls.
- After an earthquake, check for injured persons. If you know first aid, use it.
- Once it is safe to do so, immediately proceed to the designated evacuation site for attendance and further instruction.

Other Emergency Procedures

- San Luis Obispo County has a system of sirens that will sound in the event of a major emergency.
- Tune your radio to the Emergency Broadcast System stations, 920 AM or 1400 AM.
- Listen to the Campus Public Address System or Text message announcements.
- Obtain shelter information from your Community Advisor or Coordinator of Student Development.

Important Emergency Phone Numbers

University Police	(805) 756-2281
EMERGENCY	911
Escort Service	(805) 756-2281
Health Services	(805) 756-1211
Sierra Vista Hospital	(805) 546-7600
French Hospital.....	(805) 543-5353

Community Council

Each apartment neighborhood will elect representatives to the Community Council. This Council will plan community activities, decide on funding for community damages, make recommendations to University Housing, and monitor expenditures of Community Council treasury.

The President of the Community Council will also serve as a representative on the InterHousing Council. The InterHousing Council (IHC) is an elected body of student representatives who work to be the voice of on-campus residents. Students are encouraged to become active participants in their communities!

Fees and Funding

As part of your apartment fees, each student pays \$15 toward community programming. This fee is divided among InterHousing Council, Community Councils, and apartment programming.

Service to the Community

EnRICH is a community service program that works with Community Councils to coordinate service programs throughout San Luis Obispo County. EnRICH sponsors such projects as beach cleanup days, clothing drives, canned food drives, and blood drives. Volunteer and make a positive difference in your community!

10. Community Resources and Amenities

Cerro Vista — The Cerro Vista Community Center is located in the Cerro San Luis Building. This Center houses the Cerro Vista Apartments Administrative Office, Front Desk operations, apartment mailboxes, vending area, pool table, Ping-Pong room, group study room, and lounge area.

Mail — Each apartment shares a mailbox which is located directly across from the Front Desk area in the Community Center. A separate mailbox combination lock secures each apartment mailbox.

Packages — Packages sent that have a tracking bar code will be delivered to the central on-campus University Housing Package Center at the back of Sequoia Hall (Building 108). Students will receive an e-mail when they receive a package, and they will need to pick up packages at the Package Center in the back of Sequoia Hall. For further information, visit the campus Mail Center web site, www.afd.ca/poly.edu/distribution.

AccessCards/Room Keys

Your apartment door AccessCard allows access to the front door of your apartment and is also your laundry card. You will also be issued a traditional metal key that will unlock your bedroom door inside your apartment. Each Licensee is responsible for his or her own AccessCard and key and under no circumstances is the key and/or AccessCard to be loaned to another individual.

If you are temporarily locked out or misplace your apartment AccessCard, you need to go to the University Housing Office, located in the Cerro Vista Community Center, to check out a spare AccessCard. If you need to check out a spare key to your bedroom door, you need to go to your Front Desk. Residents requesting a spare key/AccessCard must present identification. You must return the spare key/AccessCard within one (1) hour. Failure to return the key/AccessCard within the time allowed will result in the lock core of your bedroom being changed without any further notice or your AccessCard being deactivated. This is done for security and safety reasons. The charge for a room lock change is \$75 and \$10 to replace a lost AccessCard. This will be billed directly to your account. A resident who is locked out before or after the Office or Front Desk is open may ask a Community Advisor to unlock their door. Custodial and/or Facility Services staff are not authorized to unlock a student's room.

Students who need to check out a spare key and/or AccessCard more than four times per academic year will need to seek assistance from a Community Advisor and may be subject to a community standards meeting and a fee.

Barbecues

Barbecue grills are installed in outdoor table areas. Students who want to use grills are to check with Front Desk staff to check out grilling supplies.

Bicycles

Bicycles may be stored in a resident's room if permission is received from the apartment mates. Bicycles may not be parked in any of the public areas or communal hall facilities; such as, laundry rooms, lounges, hallways, and stairways.

Bicycles must be parked in racks provided by the University. Bicycles parked inappropriately will be impounded and stored at University Police. Protect your bicycle by registering it at University Police. In no case should bicycles or skateboards be ridden or used inside Cerro Vista sidewalks or landscaped areas.

Cable Television Access

Every room is equipped with cable television access. Residents may report cable problems or request service by submitting a service request at the Front Desk or by calling the Housing and Business Services Office at (805) 756-9320. Students need to provide their own TV and coaxial cable. No exterior antennas, aerials, satellite dishes, signs, wires, or similar objects are to be attached or erected in the apartment complex.

Electrical Outages

Residents should be aware that unannounced electrical outages may occur. Students are responsible for taking precautions for protecting electrical appliances, computer, and computer documents from electrical power surges. Please remember to 'save' your computer work frequently.

Laundry Rooms

Washer and dryer locations in Cerro Vista may be found in the "Apartment Guide," which should be located in your kitchen area. The University assumes no responsibility for items left in laundry rooms.

Lost and Found

The Front Desk maintains a lost-and-found box. Periodically, items in this storage area are boxed and sent to the campus Lost and Found at Facility Services.

Parking

Resident Parking — Parking permits are required for all vehicles parked on campus. Permits are issued by the University's Police Department and are purchased at the State Cashier's Office, Administration Building, Room 131E. For further information, visit www.afd.calpoly.edu/Police/index_parking.htm.

Visitor Parking — Visitors wishing to park on campus must obtain a visitor's parking permit. Permits may be obtained at the Visitor Information Center at the Grand Avenue entrance to campus.

No Parking Areas — Vehicles parked in red curb areas, driveways, tow-away zones, access roads, yellow State Vehicle spaces, disabled parking (without disabled permit) or Coordinator of Student Development parking spaces will be towed at the owner's expense. Parking in those areas can impede emergency responses as well as maintenance and delivery services.

Repairs/Maintenance

If an item in your room or apartment, in the building, or on the grounds area is in need of repair, report it to the staff at your Front Desk. Service Request Logs are submitted online at the Front Desk and are processed Monday through Friday. Please provide a detailed

description of the problem including the location, time, and any actions you have taken. If urgent, during business hours, call Housing and Business Services at extension (805) 756-9320. Any situation that can be safety concern should be reported immediately to a staff member.

Room and Apartment Furniture

Each apartment bedroom is furnished with a bed, mattress, chest of drawers, desk, chair, recycling basket, and wastebasket for each resident. Residents are expected to give reasonable care to the apartment, room and its furnishings and make prompt payment for any damage or loss. Storage space is not available. All room and apartment furnishings must stay in the room and apartment in their designated locations.

Special Conditions and Disclosures

Residents are to act in a responsible fashion and shall avoid contact or exposure to conditions or building materials that may be considered hazardous. The resident is hereby notified that the residence halls, Cerro Vista Apartments and Poly Canyon Village Apartments and general surroundings may contain conditions or equipment that may pose a risk to the resident. Cal Poly University Housing staff will take reasonable steps to insure that all hazardous areas are in secured areas or posted with appropriate warning signs. These conditions may include, but are not limited to, electrical substations, high voltage transmission lines, electrical transformers, mechanical equipment, noise transmissions, asbestos, lead, mold, cleaning chemicals, moist conditions, or pesticides.

The Cerro Vista complex, Poly Canyon Village and the North Mountain residence halls are in proximity to an electrical substation and overhead high voltage transmission wires. While not conclusive, scientific controversy exists over possible health effects associated with exposure to electromagnetic fields from electrical sources such as transmission lines and substations. This area is fenced and clearly marked with warning signage. Residents are to avoid any contact and not enter this area at any time.

In addition, residents are made aware that the following living environment conditions may exist:

- The on-campus housing environment may contain food, animal, or other allergens at any given time due to student activities and/or eating habits.
- On-campus housing communities are densely populated living environments that are highly interactive and, at times, may be noisy and disruptive.
- Roommate assignments are made without consideration to ethnicity, race, religion, sexual orientation, or ability.
- Residents may be exposed to peer pressure to use illegal substances or to participate in other inappropriate behaviors. Students are expected to have the maturity to make independent decisions about their personal behaviors and will be held accountable for their behavioral choices.

For additional information on hazards or building conditions that may exist within the University community, please contact the Housing and Business Services Office at (805) 756-1587 or the University's Risk Management Office, (805) 756-6755.

Storage

Storage facilities outside of your room are not available. Hand luggage can be kept in your room, but it is recommended that you limit storage in favor of more living space. Cardboard or paper cartons cannot be stored in rooms because of the additional fire hazard.

Telephones

All telephone service is provided by the University. This service and equipment is installed and maintained by the University, and any alterations or tampering with this service and equipment may result in community standards action. In addition, the University may levy a service charge to correct difficulties due to unauthorized tampering with the service and/or equipment. Students will be responsible for any damage to telephone equipment. Basic telephone charges and local calls are included in housing fees. For long distance calls, students need to use either pre-paid calling cards, phone company calling cards or personal cell phones.

Trash

Wastebaskets and recycling baskets are provided in each apartment. Please empty your room trash and recyclables into the bins provided outside the building. Residents are not to dispose of personal trash in any public areas including lobby, lounges or corridors areas. The trash containers in the bathroom and lounges and lobbies are only for incidental trash for those areas. Residents are encouraged to recycle whenever possible.

Vending Machines

Snack and beverage machines are located in the Community Center. When vending machines malfunction, refunds are available at the Front Desk. Please report empty or malfunctioning machines to the Front Desk immediately or call Housing and Business Services, extension (805) 756-9320.

Wireless Access

ResNet (University Housing's Resident Computer Network) is a physical network infrastructure of Ethernet cabling and network hardware. All that is needed to connect is a ResNet approved 100 Base-T Ethernet Card and TCP/IP software installed in a computer. Modem access is not allowed in the Cerro Vista community.

Network connectivity in the Cerro Vista community is intended to provide a convenient means of accessing the computer resources needed to accomplish academic coursework. By registering as a Cal Poly Cerro Vista network user, you are agreeing to adhere to the intended use of your connection and the ResNet use guidelines. You are also subject to the Cal Poly network use policies and the California Penal Code Section 502 regarding the unlawful use of computers and computer networks. These documents are available on the World Wide Web.

The URL for Campus Network Use policies: <http://www.resnet.calpoly.edu>. Access to the network is a privilege. Use common sense and ethical behavior when using the network, and your access will not be jeopardized. If you are suspected of or found breaking the rules of any Cal Poly computing and networking policy, you will be subject to campus judicial and/or legal action, and your network access may be permanently disabled.

11. Community Damages

Unexplained damages, whether in buildings or equipment, etc., are costly to all residents. Unexplained damages are billed to the Community Council, and the Community Council will serve as the consultative body to determine how the bills are paid. The Community Council may elect to pay a bill in one of the following ways:

- a. Assess the responsible party and the University will bill directly.
- b. Assess the entire community and bill each individual resident.

Unpaid damages or loss charges will be separately charged to each resident. An additional administrative processing fee is also charged. Residents are encouraged to take responsibility for their community. Encourage everyone in your community to treat your building and home with respect. If you know the people who are responsible for trash or damages, please inform your Community Council or Community Advisor staff. Take pride in your community!

12. University Housing Staff

Community Advisors (CAs) are students just like you. They have been selected and trained to assist you in building your community. The CAs can assist you with most problem that you may encounter. They are familiar with campus resources and can help refer you. If you are having a problem with your community, see your Community Advisor. Community Advisors are on duty nightly. Consult your Front Desk to see who is the “CA on Duty”. Coordinators of Student Development (CSDs) are full-time professional staff members. They have Master’s degrees and are skilled in community building, advising, and problem-solving. They live in on-campus housing. The CSDs supervise the Community Advisor staff. If you have a concern with your community, contact your CSD. They can be reached by calling the Front Desk.

Cerro Vista Coordinator of Student Development Staff 2010-2011

Michelle Dimmett and Heather Brent Front Desk (805) 756-6790
Apartment Life and Education Office..... (805) 756-9311
 Services provided at this office include advisement of the Inter-Housing Council, activity planning, maintenance of educational resources, and facilitation of all on-campus community activities.

Juliette Duke, Associate Director, Apartment Life and Education ... (805) 756-9315
Emily Sandoval, Learning Community Coordinator (805) 756-9352
Oswaldo Del Valle, Learning Community Coordinator (805) 756-6798
Griselda Ochoa-Lopez, Cerro Vista Administrative Office Assistant. (805) 756-7645

ResNet..... (805) 756-5600
 Services provided at this office include operation and administration of the ResNet computer connectivity program.

Housing and Business Services..... (805) 756-9320
 Services provided at this office include custodial and operational support for on-campus housing. This includes daily maintenance, repairs and renovations.

University Housing Administration..... (805) 756-1226
 Services provided at this office include hall-to-hall room trades, apartment/room assignments, and answers to general University Housing questions and concerns.

Campus Support Services

Associated Students, Inc. (Business Office)(805) 756-1281
 Associated Students, Inc. (Student Government).....(805) 756-1291
 Office of Student Rights and Responsibilities(805) 756-2794
 Career Services(805) 756-2501
 Counseling Services(805) 756-2511

Disability Resource Center	(805) 756-1395
Health Services	(805) 756-1211
Student Academic Services	(805) 756-2301
Student Life and Leadership	(805) 756-2476
Vice President for Student Affairs Office	(805) 756-1521

Selected Cal Poly Websites

- Cal Poly Financial Aid <http://www.ess.calpoly.edu/~finaid/>
- Kennedy Library <http://lib.calpoly.edu/>
- Career Services <http://www.careerservices.calpoly.edu/>
- Student Academic Services <http://www.sas.calpoly.edu/>
- Student Life and Leadership <http://studentlife.calpoly.edu/>
- Counseling Services <http://www.calpoly.edu/~hps/>
- PULSE <http://www.calpoly.edu/~hps/peerhealth/>
- Associated Students, Inc. <http://www.asi.calpoly.edu/>
- Office of Student Rights and Responsibilities <http://www.osrr.calpoly.edu/>
- College of Agriculture, Food and
Environmental Sciences (CAFES) <http://cagr.calpoly.edu/>
- College of Architecture and Environmental Design <http://www.caed.calpoly.edu/>
- College of Business <http://www.cob.calpoly.edu/>
- College of Engineering <http://ceng.calpoly.edu/>
- College of Liberal Arts <http://cla.calpoly.edu/cla/>
- College of Science and Mathematics www.calpoly.edu/~cosam

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Frequently Called Numbers

University Housing

Apartment Life and Education Office.....	(805) 756-9311
Cerro Vista Apartments Administration Office	(805) 756-7645
Cerro Vista Apartments Front Desk	(805) 756-6790
Housing and Business Services - Apartments.....	(805) 756-9320
Housing and Business Services - Residence Halls.....	(805) 756-1587
Poly Canyon Village Apartments Administration Office.....	(805) 756-9300
Poly Canyon Village Apartments Neighborhood 1 Front Desk.....	(805) 756-9340
Poly Canyon Village Apartments Neighborhood 2 Front Desk.....	(805) 756-9350
Poly Canyon Village Apartments Neighborhood 3 Front Desk.....	(805) 756-9360
Residence Hall Front Desks, Fremont Hall.....	(805) 756-5610
Muir Hall.....	(805) 756-5620
Santa Lucia/North Mountain Halls.....	(805) 756-5630
Sequoia Hall	(805) 756-5640
Sierra Madre Hall.....	(805) 756-5650
Tenaya Hall.....	(805) 756-5660
Trinity Hall	(805) 756-5670
Yosemite Hall.....	(805) 756-5680
Residential Life and Education Office.....	(805) 756-5690
ResNet - University Housing Computing	(805) 756-5600
University Housing Office.....	(805) 756-1226

General Campus Related

Accounting (Apartment and Residence Hall Payments).....	(805) 756-2812
Associated Students, Inc., Business Office.....	(805) 756-1281
Associated Students, Inc., Executive Office (Residents' Representation)	(805) 756-1291
Backstage Pizza.....	(805) 756-4089
Campus Dining.....	(805) 756-1175
Cashier, Cal Poly Corporation.....	(805) 756-2849
Cashier, State.....	(805) 756-2256
Disability Resource Center	(805) 756-1395
Escort Service	(805) 756-2281
Financial Aid Counselor.....	(805) 756-2927
Health Services.....	(805) 756-1211
Lost and Found.....	(805) 756-7469
Records Office.....	(805) 756-2531
Recreational Sports.....	(805) 756-1366
Recreational Sports Hot Line.....	(805) 756-7529
Registration	(805) 756-2531
Student Academic Services.....	(805) 756-2301
Student Accounts.....	(805) 756-1428
Student Affairs.....	(805) 756-1521
Student Life and Leadership, University Union	(805) 756-2476
University Dining Room Menu Hot Line.....	(805) 756-MENU or (805) 756-6368
University Police (Business).....	(805) 756-2281
Warehouse, State Receiving.....	(805) 756-2872

Emergency Response

University Police.....	911
Rape Crisis Center (Monday-Friday, 9 a.m.-5 p.m., or call Hot Line).....	(805) 545-8888
Hot Line, Crisis Line/Information and Referral.....	(805) 549-8989