

Residence Hall Handbook and Day Planner

2008 - 2009



Enhancing the Campus Experience

Cal Poly
San Luis Obispo
Student Affairs Division
University Housing

2008 - 2009 Residence Hall Handbook

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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 acceptable behavior while living in the residence halls, and teaching valuable life skills for use beyond residence hall living. This material may be reproduced; however, credit to University Housing, Cal Poly, San Luis Obispo, California, must be given.

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1. Welcome

Welcome to on-campus housing at Cal Poly, San Luis Obispo. On behalf of the University Housing staff, I would like to encourage you to take a few minutes to read the information contained in this *Residence Hall Handbook*. There is a great deal of information about resources, programs, and opportunities available to you as part of your on-campus housing package. Take advantage of all of the options available to you.

University Housing staff are available to assist in helping you to build a positive community. Contact your Advisor or Coordinator of Student Development if you need assistance.

Best wishes for a positive and productive academic year!



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

2. Mission Statement

The mission of Cal Poly's University Housing Department is 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. Learning Cumulatives

Over the course of thirty weeks in residence, you will have an opportunity to accumulate knowledge and learning in these areas:

- Personal Responsibility and Community Accountability
- Safety
- Academic Support
- Multicultural Education
- Student Leadership
- Personal Development/Healthy Lifestyles
- Community Service
- Career Development Support
- Computer Skills and Support

4. Community Statement

As a University community made up of diverse racial, ethnic and class distinctions, national origins, religious and political beliefs, physical abilities and learning styles, gender identities, and sexual orientations, we affirm the dignity inherent in all members of the community, and we strive to provide a climate promoting respect for individual differences and backgrounds. Our commitment to free expression is based upon understanding, sensitivity, and cooperation. Each of us shares an obligation to the community. All who work, live, study and teach in on-campus housing are expected to assume responsibility and accountability for their actions.

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 roommate, get involved in your Community Council, organize fun activities for your specific living area, and volunteer with the Community Partner Agency for your on-campus housing community.

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 mature, responsible and 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.

Alcohol Policy (Violation Code 1):

The policy regarding alcohol in or around the immediate area of Cal Poly on-campus 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 on-campus residence hall communities.

- 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 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 the Cal Poly on-campus housing includes the following:

- a. Being under the influence, unlawful possession, use or distribution of 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 the 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. Students in the presence of illegal drugs or drug paraphernalia are subject to disciplinary action.
- f. The residents of the room 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 residence halls or apartments with the exception of fish in aquariums. Aquariums must not exceed a combined capacity of ten gallons per room. Reptiles, insects, and amphibians are not allowed. Cruelty or abuse of any animal in and around the immediate area of on-campus housing prohibited.

Cohabitation (Violation Code 4):

Rooms in University Housing 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 roommate(s). Students must follow all University Housing administrative guidelines regarding room transfers or other changes in housing status.

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, <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 not permitted in or around on-campus housing except in designated areas. These areas include, and are limited to, designated kitchens, lobby microwaves, and barbecue grills outside the halls. Kitchen availability will be determined by the Community Council and the Coordinator of Student Development. Barbecue grills and supplies for each hall are available for resident use but must be approved one week in advance by the Coordinator of Student Development. Students are not allowed to have microwave units, hot plates, electric skillets, indoor grilling machines, toasters, blenders, rice cookers and/or other electronic cooking appliances in their rooms. (Other appliances are allowed if they are used for their intended purpose and not for cooking food items.)

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 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.

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

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) and air conditioners are not allowed. Stand-alone freezer units are prohibited. North Mountain Hall rooms are provided with microfridge units. Refrigerators are permitted in student rooms under the following restrictions:

- a. Refrigerators may not exceed 4.9 cubic feet and must measure not larger than 23 inches wide by 23 inches deep by 34 inches high.
- b. Refrigerators must be either energy efficient or have the "Energy Star" rating.
- c. Refrigerators must be kept in an open space that allows ventilation. Refrigerators may not be placed in room closets or underneath desks.
- d. Refrigerators must be cleaned, emptied, defrosted, and unplugged for Winter Break and must be emptied of perishable items during Spring Break.

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 room door and close and lock windows when they are not present in the room 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.

Key Policy (Violation Code 9):

Room keys are issued to assigned residents only. Students will be held responsible for loaning or trading room keys to other individuals or duplicating room keys. Room keys also open building entrance doors and assigned mailboxes.

Residents are required to carry their room key with them at all times and must immediately report a lost or stolen key to a University Housing staff member. A lost or stolen key will result in an immediate lock core change. Students may check out a spare room key during normal front desk hours. Students who frequently lock themselves out of their rooms may be held accountable through the community standards process. Students must present valid identification to check out a spare room key. Spare room keys must be returned within one hour. A lock core change will automatically be requested if the spare room key is not returned to the Front Desk within one hour. A charge of \$75 will be assessed to the student's account for each lock core change. A lock core change cannot be cancelled after a service request has been submitted. If the front desk is closed, Advisor staff can be contacted to unlock a student's door. Custodial and Facilities staff are not authorized to unlock a student'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, air soft/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 swords, 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 on-campus housing is strictly prohibited.
- c. The use of matches or lighters is prohibited within on-campus housing.
- d. Candles are prohibited.
- e. 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.
- f. 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.
- g. Hallway and stairwell doors are considered fire doors and must be kept closed at all times.
- h. Posters, flags, drapes, paper lanterns, or other flammable materials cannot be hung from ceilings, doorways, windows, closets, or from furniture. Posters may be hung normally from walls but must be affixed to the wall at all four corners.
- i. Students may not post anything on the outside of room doors and cannot cover room doors with paper or other materials.
- j. Holiday lights, rope lights, black lights, halogen lights and fog/smoke-making machines are not allowed in the residence halls.
- k. Storage of vehicle parts, fuel and oil is prohibited.
- l. 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.
- m. Furniture or other items should never be placed in front of entrances or exits to any room or building.
- n. 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. 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 residence hall rooms. Drapes and curtains cannot be used to cover closets.
- g. Boards placed across the top of bookcases are prohibited.
- h. Lofts, raised beds or the use of other structural modifications; such as, PVC, bed risers, or metal pipe and cinderblocks are prohibited in on-campus housing.
- i. Accessing roof tops 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. Windows 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, the hall staff will donate the clothing to a local charity.

- o. Students should only use University Housing property and facilities as intended. This includes, but is not limited to, standing or sitting on railings, 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. Residents must report known safety issues; e.g., broken window locks, low smoke detector batteries, etc.
- r. Residents, visitors and guests should only use bathrooms as posted by gender. Usage of bathrooms by the opposite gender is prohibited.

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

Motorcycles (Violation Code 15):

Motorcycles, mopeds, motor scooters or similar motor-driven vehicles are prohibited inside 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 Hall (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, bathrooms, 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, 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 tightrope 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):

On-campus housing is closed during the Winter Break period from 12 noon on Saturday, December 13, 2008, to 12 noon on Saturday, January 3, 2009. 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 room during holiday and break periods between quarters. The University assumes no liability for personal belongings left in student rooms during break periods.

All rooms will be occupied by persons of the same gender. In the event that one occupant moves out of the room, University Housing reserves the right to assign a new roommate or to reassign the remaining resident to a different room in order to consolidate space. The resident may be offered the opportunity to occupy the room at the single occupancy rate, but only if space allows. The resident will agree to accept an assigned roommate. 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 residence halls. Modifying the design of the living community areas may be necessary to increase living space.

Personal 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 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.

Space Usage (Violation Code 20):

Common areas in on-campus housing buildings are intended for community-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.

Community Disruption and Noise 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 make noise. Therefore, students should monitor their noise levels at all times and not disturb other community members. University Housing staff may enforce and document violations of the Community Disruption and Noise Policy anytime without a prior verbal warning given.

Staff Cooperation (Violation Code 22):

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 or Residence Hall 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 online, <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-resident in or around on-campus housing who do not spend the night. Guests are considered any non-resident in or around on-campus housing who spend the night.

Any visitor or guest that is a juvenile is required to have a parent or legal guardian complete and sign a permission form prior to arrival to on-campus housing. Permission forms can be downloaded at www.housing.calpoly.edu. Parents or legal guardians may FAX the completed form to the Residential Life and Education Office at (805) 756-5666, or the form may be turned into the front desk upon arrival. 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. Obtain a form online at www.housing.calpoly.edu.
- b. All roommates and the Advisor must agree to have an overnight guest and sign the Overnight Guest Registration Form.
- c. Guest privileges are limited to two guests per resident with a maximum of two guests per room/apartment at any one time.
- d. The resident host must know the guest or visitor personally.
- e. For approved overnight guests, there is no charge for the first two days in the calendar month. A regular \$10 guest fee is charged to the resident student account for each additional day for a maximum of four total days per calendar month. No approved guest may stay in campus housing more than two nights per month without payment of guest fees. 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 No. 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.

Failure to Attend Community Standards Meeting or Complete Resolution (Violation Code No. 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 if these requirements are not met. University Housing reserves the right to decide the outcome and resolution when a student misses community standards meetings.

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 www.housing.calpoly.edu.

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 educational records;
- The right to not have the University disclose information from your educational 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 revocation of their Housing License Agreement.

Revocation of University Housing License due to violation of residence hall policies requires that the student move out of the residence halls 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 Room Assignments

2008-2009 Occupancy Period

The Cal Poly On-campus Housing Calendar

Academic Year: Halls open Saturday, September 13, 2008, at 9 a.m., and close Sunday, June 14, 2009, at 12 noon.

Fall Quarter: Halls open Saturday, September 13, 2008, at 9 a.m., and close Saturday, December 13, 2008, at 12 noon.

Winter Quarter: Halls open Saturday, January 3, 2009, at 12 noon, and close Sunday, March 29, 2009, at 12 noon.

Spring Quarter: Halls open Sunday, March 29, 2009, at 3 p.m., and close Sunday, June 14, 2009, at 12 noon.

The residence halls will be **closed** throughout the winter break period beginning on Saturday, December 13, 2008, at 12 noon, and extending through Saturday, January 3, 2009, at 12 noon. Unauthorized entry during the break period may result in community standards action and appropriate financial accountability.

The halls will be open throughout spring break beginning on Saturday, March 21, 2009, and extending through Sunday, March 29, 2009.

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.

Room Assignments and Changes

Room changes may be made according to the following schedule.

Room Trades Within the Same Hall (Intrahall Trades)

Fall Quarter 2008 — Trades may begin Monday, September 29, 2008.

Winter Quarter, 2009 — Trades may begin Monday, January 12, 2009.

Spring Quarter, 2009 — Trades may begin Monday, April 6, 2009.

Room Trades to Another Residence Hall (Interhall Trades)

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

All trades (whether within the hall or to another hall) must be discussed and approved with the residence hall Coordinator of Student Development prior to moving.

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

Room trading to another residence hall commences as follows:

Fall Quarter, 2008 — Trades may begin on Wednesday, October 1, 2008.

Winter Quarter, 2009 — Trades may begin on Wednesday, January 14, 2009.

Spring Quarter, 2009 — Trades may begin Wednesday, April 8, 2009.

The University reserves the right to change room 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 a written petition stating your reason for wishing to cancel. Petitions for giving the 30-day notice are available at University Housing, Building 031. The University may grant or deny the request based on the following standards with appropriate verification:

1. End of student status.
2. Marriage 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 the University residence halls. This may include London Study, Co-op, internship, or agricultural housing assignments. In all cases, a 30-day written notice is required.

Check-out from On-campus Housing

When you move out of on-campus housing any time during the year, you must officially check out within 24 hours after your last final exam or at withdrawal date. You must check out at the end of the academic year, even if you are returning to on-campus housing for the following academic year.

Check-out guidelines include:

- Setting up a check-out time with your Advisor
- Removing all your belongings from your room.
- Cleaning your room and refrigerator. If the refrigerator is rented, it must be returned to the appropriate location.
- Returning all keys – room, entrance, mailbox keys and laundry card.

Failure to go through official check out results in a \$25 improper check-out fee, in addition to charges for any unreturned keys.

Payments

Installment payments for on-campus housing are due:
October 15, 2008 January 30, 2009

University Housing payments are made to the State Cashier in the Administration Building, Room 131. Second, third, and fourth installment payments may be made by credit card, for a fee, at <http://studentaccounts.calpoly.edu>.

Campus Dining installment payments are due:

July 14, 2008

November 10, 2009

February 23, 2009

Meals payments are made to the Cal Poly Corporation Cashier in the Foundation Administrative Offices. All meals payments may be made by credit card.

Conduct revocation of the Student Housing License Agreement is not considered a standard for cancellation and, 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 individual rooms by 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 room or a public area, residents should inform the front desk staff or their Advisor immediately, or contact Housing and Business Services at extension 6-1587 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, clocks, 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 are 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.

Personal Safety Precautions/Suggestions:

- ALWAYS lock your room door, even when you are just leaving for a short time.
- Never prop open exterior doors. Meet friends who are coming to visit you at the front door.
- Do not lend your keys to anyone. If you lose your keys, 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 your roommate 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.

9. 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. Bring your shoes, keys, wallet, close your door, activate the fire alarm, and evacuate the building using the nearest stairwell and exit.
- 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.
- If your door is NOT HOT, you should exit immediately.
- Once outside, immediately go to the designated area, maintain 100 feet of clearance from the building.
- Re-enter the building only after receiving instructions from staff to do so.

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 evacuation area for attendance and further staff instruction. Failure to evacuate properly will result in community standards action.

Earthquake Safety

Before an earthquake, prepare an emergency disaster kit. Include the following: portable radio, flashlight with batteries, first-aid kit, 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 Advisor or Coordinator of Student Development.

Important Emergency Phone Numbers

University Police	extension 6-2281
EMERGENCY	911
Escort Service.....	extension 6-2281
Health Services	extension 6-1211
Sierra Vista Hospital	546-7600
French Hospital	543-5353

10. Resident Leader's Program.

Why Should Residents Get Involved?

In the Resident Leader's Program, students have an opportunity to develop communication, leadership, organizational and interpersonal skills which may enable them to achieve greater success at Cal Poly and be more competitive in the job market. More information about the Resident Leader's Program, including Community Councils, InterHousing Council (IHC), Learning Community Advisory Boards and Community Partner Agencies, can be located at www.housing.calpoly.edu.

Fees and Funding

As part of your on-campus housing payment, each student pays \$15 toward community programming. This fee is divided among InterHousing Council, Community Councils and Community Programming. In addition, communities receive a portion of all commissions earned from the vending machines and the vending copier machines within on-campus housing.

11. Learning Community Resources.

What are Learning Communities?

Learning communities are specialized University Housing programs that provide direct connections between students' academic learning and their living environment. The Learning Communities at Cal Poly are designed to enhance the university experience by supporting academic skill development, providing opportunities for faculty interaction and supporting development of social and personal skills needed for future success.

For more information about the Living Learning Programs (Fremont, Muir, Santa Lucia/North Mountain, Sequoia, Tenaya and Trinity), and the Connections Program (Yosemite and Sierra Madre), please visit www.housing.calpoly.edu.

ResNet: (Residence Hall 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 available in the residence halls. Network connectivity in the residence halls is intended to provide a convenient means of accessing the computer resources needed to accomplish academic coursework. By registering as a Cal Poly residence hall 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. Visit the ResNet site,

resnet.calpoly.edu, or *http://www.its.calpoly.edu/Policies/RUP-INT/* for these documents. 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 may be subject to campus judicial and/or legal action, and your network access may be permanently disabled.

Front Desk Services: Front desk services are available from 12 noon to 10 p.m., Sunday through Thursday, and 12 noon to 12 midnight on Friday and Saturday. Services provided by the front desk include stamps, change, recreation and kitchen equipment checkout and mail distribution. Common areas are intended for community-based programming only. Student groups are not allowed to use the space for socials or other programs unless they are invited by the staff or Community Councils and serve an express purpose within the learning community.

Mail: Mailboxes are assigned according to room number. Your room key or assigned combination will open your mailbox. Once the front desk staff has placed mail in your mailbox, it cannot be removed except by you. The North Mountain Halls' mailboxes are on the northeastern side of Santa Lucia Hall near the rear entrance.

All mail should be addressed as follows:

- Your Name
- Your Hall and Room Number
- Cal Poly
- One Grand Avenue, Building No. (building number, see following list)
- San Luis Obispo, CA 93410-(four-digit ZIP Code extension, see following list)

Hall	Building Number	Four-digit ZIP Code Extension
Diablo Hall.....	101	1100
Fremont Hall.....	109	1200
Lassen Hall	104	1300
Muir Hall.....	107	1400
Palomar Hall.....	102	1500
Santa Lucia Hall	106	1700
Sequoia Hall	108	1800
Shasta Hall	100	1900
Sierra Madre Hall	113	2000
Tenaya Hall	110	1600
Trinity Hall.....	105	2100
Whitney Hall.....	103	2200
Yosemite Hall.....	114	2300

Packages: Packages sent that have a tracking bar code will be delivered to the central housing “Package Center” at the back of Sequoia Hall. Students will receive an email sent to their Cal Poly email account, notifying them a package is being held at the “Package Center.” Residents must show a photo ID and a copy of the notification email when picking up a package at the “Package Center.” University Housing is not responsible for packages valued over \$50. University Housing will not accept deliveries prior to hall opening in Fall or during academic breaks. For further information, visit the campus Mail Center website, www.afd.calpoly.edu/distribution.

Keys: Your room key allows access not only to your room but also to your mailbox and to the exterior doors of your residence hall. (All residents are issued a key to the hall they are assigned at the time they check into the hall.) Each Licensee is responsible for his or her own key and under no circumstances is it to be duplicated or loaned to another individual. If you are temporarily locked out or misplace your room key, you may check out a spare key at the front desk during regular desk hours. Residents requesting a spare key must present identification. You must return the spare key within one (1) hour. Failure to return the key within the time allowed will result in the lock core of your room and mailbox being changed without any further notice from the front desk. This is done for security and safety reasons. The charge for a room lock change is \$75. This will be billed directly to your University student account.

A resident who is locked out before or after front desk hours may ask an Advisor to unlock their door. Advisor staff will not open doors during the time that the front desk is open. Custodial staff are not authorized to unlock a student’s room. Students who need to check out spare keys more than four times per academic year will need to seek assistance from an Advisor and may need to attend a community standards meeting.

12. Community Comforts

Barbecues

Barbecue grills are available behind most residence halls. Students who want to use grills are to check with hall front desk staff about policies and procedures.

Bicycles

Bicycles may be stored in a resident’s room if permission is received from the roommate. Bicycles may not be parked in any of the public areas or communal hall facilities; such as, the bathrooms, 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 the on-campus housing.

Cable Television Access

Every room is equipped with basic cable television access. Residents who need their cable connection serviced may do so by submitting a Service Request or by calling the Housing and Business Services Office at 756-1587. Students need to provide their own TV and coaxial cable.

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.

Heat

In the North Mountain, Sierra Madre, and Yosemite Halls, the heating units need adequate air circulation to operate. Allow approximately 18 inches of clearance around the heater. Do not obstruct the heater with furniture, bedding, or personal belongings. The heater valve must be in the “On” position.

Laundry Rooms

Electronic “debit card” operated washers and dryers are located throughout the communities. Each resident will be issued a laundry card to use in the machines. To add dollar value credit to your card, “Add Value” stations are located in the first floor lobby of each South Mountain Hall and in the main lounges of Sierra Madre and Yosemite Halls. Credit may be added in increments of \$5, \$10, or \$20, up to a total value of \$50. Once value is added to the card, it is the same as cash. If lost, it can not be refunded. There will be a charge for lost or damaged cards. The laundry cards are the property of the University and must be returned upon checkout. Any value remaining on laundry cards at checkout cannot be refunded.

To operate the laundry machines, insert the card in the washer or dryer card reader and carefully follow the instruction prompts. The value of the wash or dry will automatically be deducted from your laundry card. If a machine malfunction occurs, or the card fails, please notify the front desk staff of the machine number. A new card may be issued or the machine repair will be requested.

The University assumes no responsibility for items left in laundry rooms. University Housing personnel will collect all clothing left in machines

overnight and store them as lost and found at the hall front desk. Ironing boards may be checked out from the front desk or, in Sierra Madre, Yosemite and the North Mountain Halls, from an Advisor.

Lost and Found

Front desks maintain 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 the University Police Department's website, 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, 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 6-1587. Any situation that can be a safety concern should be reported immediately to a hall staff member.

Restrooms

Personal items are to be secured in bathroom lockers (where provided) or in your room. Shampoo, toothpaste, hair dryers, etc., left in restrooms make them difficult to clean and are an invitation for theft. The staff will remove such items from restrooms to designated storage areas where they may be claimed through the front desk. Residents are not to leave personal items in the bathrooms.

Room Furniture

Each resident room is furnished with a bed, mattress, chest of drawers, desk, chair, recycling bin, and wastebasket for each resident. Residents are expected to give reasonable care to the room and its furnishings and make prompt payment for any damage or loss. Storage space is not available.

All room furnishings must stay in the room.

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, Poly Canyon Village 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 communities 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 to 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. Luggage may 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. 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 prepaid calling cards, phone company calling cards or personal cell phones.

Trash

Wastebaskets and recycling bins are provided in each room. **Residents are responsible for emptying personal room trash and recyclables into the bins provided outside the building.** The trash containers in the bathrooms and lounges are only for incidental trash for those areas. **Residents are encouraged to recycle whenever possible. Residents are not to dispose of personal trash in lobby or bathroom areas.**

Vending Machines

Snack and beverage machines are located in the main lounges of Yosemite, Sierra Madre, and each South Mountain Hall. A percentage of commissions from the vending machines are returned to the Leadership and Programming Accounts. When vending machines malfunction, refunds are available at your front desk. Please report empty or malfunctioning machines to the hall desk immediately or call Housing and Business Services, extension 6-1587.

13. Community Damages

Unexplained damages, whether to common lounges, lounge furniture, equipment, bathroom areas, etc., are costly to all residents. Unexplained damages are billed to the hall. The individual Neighborhood Associations serve as the consultative bodies to determine how the bills are paid.

Neighborhood Associations 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 area involved (community, tower, floor, wing) and bill each individual resident.

At the end of each quarter, 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 and to encourage everyone to treat the community and building with respect. If you know the people who are responsible for messes or damages, please inform your Community Council, Advisor or Coordinator of Student Development. Take pride in your community!

14. University Housing Staff

Advisors are students just like you. They have been selected and trained to assist you in building your community. The Advisors can assist you with most problems that you might encounter. They are familiar with campus resources and can help refer you. If you are having a problem with your community, see your Advisor. Advisors are on duty each night in each community. Consult your front desk to contact the "Advisor 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 Advisor staff. If you have a concern with your community, contact your CSD. They can be reached by calling the front desk of your community.

To contact a Coordinator of Student Development, call the appropriate hall desk phone number, as follows:

Fremont Hall.....	front desk extension 6-5610
Muir Hall.....	front desk extension 6-5620
Santa Lucia/ North Mountain Halls	front desk extension 6-5630
Sequoia Hall	front desk extension 6-5640
Sierra Madre Hall	front desk extension 6-5650
Tenaya Hall	front desk extension 6-5660
Trinity Hall.....	front desk extension 6-5670
Yosemite Hall.....	front desk extension 6-5680
Cerro Vista Apartments	front desk extension 6-6790
Poly Canyon Village Apartments.....	front desk extension 6-9340 or 6-9350

Apartment Life and Education Office **extension 6-9311**
Juliette Duke.....Associate Director, Apartment Life and Education

Residential Life and Education Office **extension 6-5690**
Services provided at this office include advisement of InterHousing Council, activity planning, maintenance of educational resources and facilitation of all on-campus housing community activities.
Suzanne Fritz..... Associate Director, Residential Life and Education
John K. Wood..... Community Standards Coordinator
Sandy Barnhart Office Manager

Learning Community Coordinators (LCCs) oversee the various learning communities and supervise the Coordinator of Student Development staff. These professionals have Master's Degrees and a minimum of four years' professional experience.

Learning Community Coordinators
Tina MullerLearning Community Coordinator.....extension 6-6134
Kara CurcioLearning Community Coordinator.....extension 6-6125
Emily Sandoval.....Learning Community Coordinator.....extension 6-9352
To Be DeterminedLearning Community Coordinator.....extension 6-6796

ResNet **extension 6-5600**
Services provided at this office include operation and administration of the ResNet computer connectivity program.

Housing and Business Services **extension 6-1587**
Services provided at this office include custodial and operational support for on-campus housing. This includes daily maintenance, repairs and renovations.

University Housing Administration **extension 6-1226**
Services provided at this office include hall-to-hall room trades, room assignments, and answers to general University Housing questions and concerns.

Campus Support Services
Associated Students, Inc. (Business Office).....6-1281
Associated Students, Inc. (Residents' Representation)6-1291
Office of Student Rights and Responsibilities6-2794
Career Services6-2501
Counseling Services6-2511
Disability Resource Center6-1395
Health Services6-1211
Student Academic Services.....6-2301
Student Life and Leadership6-2476
Vice President for Student Affairs Office6-1521

Selected Cal Poly Websites

On-campus Sites

- Cal Poly Financial Aid
www.ess.calpoly.edu/~finaid/
- Kennedy Library
www.lib.calpoly.edu/
- Career Services
www.careerservices.calpoly.edu/
- Student Academic Services -
www.sas.calpoly.edu/
- Student Life and Leadership –
www.studentlife.calpoly.edu/
- Counseling Center
www.calpoly.edu/~hps/
- PULSE
www.calpoly.edu/~hps/peerhealth
- Associated Students, Inc. –
www.asi.calpoly.edu/
- Office of Student Rights and Responsibilities
www.osrr.calpoly.edu/
- College of Agriculture
www.calpolyag.com
- College of Architecture and Environmental Design
www.caed.calpoly.edu
- Orfalea College of Business
www.cob.calpoly.edu/
- College of Engineering
<http://ceng.calpoly.edu/>

- College of Liberal Arts
www.cla.calpoly.edu/
- College of Science and Mathematics
www.calpoly.edu/~cosam

University Housing Sites

- University Housing and Off-campus Housing Listing Service
<http://housing.calpoly.edu>
- Residential Life and Education
<http://residentiallife.calpoly.edu>
- ResNet
<http://resnet.calpoly.edu/>
- Santa Lucia/North Mountain Halls
<http://slnm.calpoly.edu>
- Fremont Hall
<http://fremont.calpoly.edu>
- Muir Hall
<http://muir.calpoly.edu>
- Sequoia Hall
<http://sequoia.calpoly.edu>
- Sierra Madre Hall
<http://sierramadre.calpoly.edu>
- Tenaya Hall
<http://tenaya.calpoly.edu>
- Trinity Hall
<http://trinity.calpoly.edu>
- Yosemite Hall
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Frequently Called Numbers

University Housing

Cerro Vista Apartments	756-6790
Housing and Business Services	6-1587
Poly Canyon Village Apartments.....	6-9300
Residence Hall Desks, Fremont Hall	6-5610
Muir Hall.....	6-5620
Santa Lucia/North Mountain Halls.....	6-5630
Sequoia Hall	6-5640
Sierra Madre Hall.....	6-5650
Tenaya Hall.....	6-5660
Trinity Hall.....	6-5670
Yosemite Hall	6-5680
Residential Life and Education Office	6-5690
ResNet - University Housing Computing	6-5600
University Housing Administration Office.....	6-1226

General Campus Related

Academic Records Office	756-2531
Accounting (Housing Payments)	6-7632
Associated Students, Inc., Business Office.....	6-1281
Associated Students, Inc., Executive Office (Residents' Representation)	6-1291
Backstage Pizza.....	6-4089
Campus Dining	6-1175
Cashier, Cal Poly Corporation (Meals)	6-2849
Cashier, State (Housing and Registration Fees).....	6-2256
Disability Resource Center	6-1395
Escort Service.....	6-2281
Financial Aid Counselor	6-2927
Health Services	6-1211
Lost and Found	6-2321
Recreational Sports.....	6-1366
Recreational Sports Hotline	6-1447
Refrigerator Rentals (Campus Dining)	6-1181
Registration	6-2531
Student Academic Services.....	6-2301
Student Accounts.....	6-1428
Student Affairs	6-1521
Student Life and Leadership, University Union.....	6-2476
University Dining Room Menu Hotline	6-MENU or 6-6368
University Police (Business).....	6-2281
Warehouse, Receiving, State	6-2872

Emergency Response

University Police.....	911
Rape Crisis Center (Monday-Friday, 9 a.m. to 5 p.m., or call Hotline)....	781-5798
Hotline, Crisis Line/Information and Referral.....	549-8989