



Channel Islands
CALIFORNIA STATE UNIVERSITY

Resident ABC Manual 2010-2011

Resident ABC Manual

Table of Contents

Welcome!..... 3

Mission Statements 4

Housing and Residential Education Staff 5

Important Contact Information..... 9

Residential Education.....11

Management and Operations: Occupancy15

Management and Operations: Facilities.....24

Community Living Standards32

Safety Information and Standards40

Student Conduct Procedures.....45

Frequently Asked Questions.....53

HOUSING & RESIDENTIAL EDUCATION

Anacapa Village & Santa Cruz Village

Welcome!

On behalf of all the staff in Housing and Residential Education, please accept our sincere welcome to your new home away from home! We are here to serve you and to facilitate what we expect will be a significant and memorable part of your university experience at CSU Channel Islands.

While living on campus addresses a number of practical needs for you, we are committed to providing a residential experience, which enriches your learning and development. We want your experience at CSU Channel Islands to be a better one because you've chosen to live on campus. You will have opportunities to be involved in numerous academic, social, cultural, and recreational activities. You will experience life in a diverse community with people from a variety of backgrounds. You will meet and form relationships with people who will challenge you to consider what it really means to live effectively with others and this will help you develop the skills you will need to successfully relate to others beyond your university experience. And, if you're like most of the students who have lived on campus at CSU Channel Islands, you will have fun and enjoy the many resources available within walking distance from where you live.

Above all, we aim to be a true community, where collectively we care for and respect others. This is a big part of what it means to be a student at CSU Channel Islands, and we are proud of our graduates who have demonstrated that our commitment to leadership and character development have made them not only intellectually well educated, but also personally well-rounded when they leave CSU Channel Islands and pursue their future plans and dreams. You will get the most out of this experience by participating actively, addressing concerns in productive ways which make the community a better place to live, and stretching yourself to engage in ways that help you develop leadership and responsibility. Living with peers is a life-changing experience, and while it can be very rewarding, it is not always easy. We are here to support your efforts to maximize your experience, and to work through challenges.

This ABC Manual contains nearly everything, from A to Z that you will need to know about living in Anacapa or Santa Cruz Village. Included are the expectations we have of all students who live on campus so the community will be a positive and safe place for everyone. Our staff is committed to being supportive and responsive to your needs.

We hope this year is filled with powerful new relationships, learning, and growth. We are grateful that you have chosen to make your home with us this year!

Sincerely,

Cindy Derrico, Director
Housing and Residential Education
California State University Channel Islands

Mission Statements

California State University Channel Islands Mission Statement

Placing students at the center of the educational experience, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives.

Division of Student Affairs Mission Statement

Placing students at the center of *their* educational experience, the Division of Student Affairs supports and enhances learning and the University community through quality co-curricular programs, activities, facilities, and services.

Housing and Residential Education

Housing and Residential Education (HRE) aims to create an effective living-learning experience for CSU Channel Islands students through:

- Providing safe and comfortable facilities
- Delivering excellent service
- Promoting student development through co-curricular education and community standards
- Providing for CSU Channel Islands' short and long-term student housing and living-learning needs
- Developing meaningful and effective relationships with students, faculty and staff

Housing and Residential Education Staff Main Office

Cindy Derrico, Director

Housing and Residential Education: Mrs. Derrico is responsible for the oversight, administration and direction of all housing functions, including Residential Education, Management and Operations, and Conference and Guest Housing.

Liz Miller, Associate Director

Residential Education: Ms. Miller is responsible for the oversight of the student program and supervision of all live-in professional and student staff, and serves as the chief judicial officer for issues which occur within the Villages.

Janel Suliga, Associate Director

Administration and Operations: Mrs. Suliga oversees the facility and business functions of HRE, ensuring that the buildings and grounds are developed and maintained and that all student business functions are handled effectively.

Rachel Tafoya

Housing Analyst: Mrs. Tafoya is responsible for the administrative functions related to housing applications, contracts and assignments. She also helps facilitate room changes during the year and handles all student housing-related account adjustments.

Lisa Racine

Coordinator for Student Housing Conferences: Mrs. Racine is responsible for the development and management of our Summer Conference program, guest housing during the academic year, and marketing for all student housing programs.

Laurita Franklin and Cassandra Silic

Administrative Support Coordinators: Ms. Franklin and Ms. Silic provide administrative support to operations, administration, and residential education functions in the central office. They also serve, along with desk assistants, as receptionists, providing the first line of service to students with administrative or billing questions.

Diana Venegas

Night Desk Clerk: Mrs. Venegas works Sunday through Thursday nights in the HRE central office performing a variety of support functions and is the primary point of contact between the hours of 11 PM and 7:30 AM. She is available if you have a late night question, lock yourself out, or need other assistance.

Housing and Residential Education Staff

Residential Education

Laura Dolan and Jeremy Booker

Resident Directors (RDs): Ms. Dolan is the RD for Santa Cruz Village RD. Mr. Booker is the RD for Anacapa Village. They are full-time, live-in professional staff members responsible for the development of a dynamic residential experience in their assigned Village. This includes a variety of programmatic and service functions. Resident directors advise the Residence Hall Association (RHA) and the Student Judicial Board, and provide oversight to resident assistants (RAs) and desk assistants (DAs). Resident Directors serve as judicial officers. Resident directors also serve in rotation as emergency on-call staff members. Students who have questions, concerns, or ideas regarding life in their Village should see the resident director.

Cris Powell

Coordinator for Community Programs: Mr. Powell develops and coordinates events and activities that support the learning community within student housing. He is responsible for the coordination of collaborative programs with Campus Recreation and Student Leadership Programs to ensure our residents are well tied to campus life. He leads both the POD Squad welcome crew and the program assistants. Mr. Powell also serves as an emergency on-call responder for student housing.

Resident Assistants (RAs): Each RA is an informal counselor, program planner, and friend to the students living in the community. They are also responsible for addressing problems which occur between students who live in the community. They do this by providing conflict mediation and also by upholding community living expectations. They are your day-to-day contact persons and vital to the success of the housing program. As a resident, feel free to contact your RA for assistance or guidance on issues and concerns you may have. You may also contact your RA with any program ideas you may have. The RA role is a paid position.

The following table provides the primary building area the Anacapa Village RA oversees and the corresponding RA's name.

Primary Building Area of Responsibility	Anacapa Village Resident Assistants
A1	Britney Summerville
A2	Kelsey Chavez
A3	Tyler Nazarian
B1	Jason Torres
B2	Claire Langeveldt
B3	Preston Keldgord
C1	Caily Myers
C2	Anthony Bernardo
C3	Ryan Hunnewell

The following table provides the primary building area the Santa Cruz Village RA oversees and the corresponding RA's name.

Primary Building Area of Responsibility	Santa Cruz Village Resident Assistants
D Building	Dora Hernandez
E Building	Stephen Morton
F1 North	Neil Johnson
F1 South	Britney McCarthy
F2 North	Aleesa Huber
F2 South	Spencer Keaster
G Building	Shayna Smith
H1 North	Jasmine Cooper
H1 South	Kayte Bataille
H2 North	Kelsey Mahoney
H2 South	Nic Forsberg

Games Clerk: Games Clerk works in the Games Room located on G2. The Games Clerk is responsible for greeting visitors to the Games Room, checking out game equipment, trouble shooting issues with equipment, and keeping the room in clean running order. Any issues with broken equipment are reported by the Games Clerk. The Games Clerk is a paid position.

Desk Assistants (DAs): Desk assistants are responsible for performing administrative functions, issuing equipment, games, and other materials which are available to residents for check-out, forwarding emergency maintenance requests and many other administrative tasks that keep the office running smoothly. They also provide assistance to visitors. The DA role is a paid position.

Program Assistants (PAs): Program assistants provide support to the planning, promoting, and implementation of community programs. The PA role is a volunteer position, which receives a very small monthly endowment.

Resident Hall Association (RHA): RHA seeks to provide a representative body of student housing residents with authority and to act and implement on behalf of student housing interaction with other groups and organizations: initiate, implement, and coordinate programs designed to enhance the educational, cultural, and recreational experience of the residential students; and to organize and promote participation in events and activities of CSU Channel Islands and affiliated organizations.

Housing and Residential Education Maintenance, Custodial and Grounds

Maintenance, Custodial and Grounds Staff: These staff members report to our Operations, Planning and Construction department, but are important members of the team in HRE because they are specifically dedicated to the maintenance and upkeep of the Villages. They are:

- Nicolas Mendoza, Facilities Worker
- Larry Hernandez, Custodial Lead
- Jose Nieto, Anacapa Village Custodian
- Johnny Carlin, Santa Cruz Village Custodian
- Ryan Freeman, Grounds Worker

Important Housing Contact Information

Important Housing Contact Information

The following table provides the primary HRE contact area and telephone number.

Contact	Telephone Number
Anacapa's Resident Assistant On-Call	(805) 824-4522
Anacapa Village Office	(805) 437-3346
Santa Cruz' Resident Assistant On-Call	(805) 312-0752
Santa Cruz Village Office	(805) 437-3343
Housing's Main Office	(805) 437-2733
University Police Department	(805) 437-8444

HRE Staff Email and Telephone Number

The following table provides the HRE staff name, email and telephone number.

Name	Email	Telephone Number
Jeremy Booker	jeremy.booker@csuci.edu	(805) 437-3351
Cindy Derrico	cindy.derrico@csuci.edu	(805) 437-3340
Laura Dolan	laura.dolan@csuci.edu	(805) 437-3996
Laurita Franklin	laurita.franklin@csuci.edu	(805) 437-3335
Liz Miller	elizabeth.miller@csuci.edu	(805) 437-3235
Cris Powell	cris.powell@csuci.edu	(805) 437-3513
Lisa Racine	lisa.racine@csuci.edu	(805) 437-3333
Rachel Tafoya	rachel.tafoya@csuci.edu	(805) 437-3233
Cassandra Silic	cassandra.silic@csuci.edu	(805) 437-2733
Janel Suliga	janel.suliga@csuci.edu	(805) 437-3997
Diana Venegas	diana.venegas@csuci.edu	(805) 437-2733

Additional Campus Contact Extension

All University offices may be reached by dialing area code 805, pre-fix 437, and the four-digit extension. The more frequently used University contacts corresponding telephone number extension are included in the following table.

Contact	University Extension
Admissions and Recruitment	8520
Campus Recreation	8902
Associated Students Inc. (ASI)	2622
ASI, Student Government	2759
ASI, Student Programming Board	2756
ASI, <i>CI View</i> Student Newspaper	2753
ASI, <i>The Nautical</i> Student Yearbook	3121
Broome Library	8561
Career Development Services	3270
Cash Services	8810
Educational Access Center	3331
Educational Opportunity Program	8939
Educational Talent Search	3172
Financial Aid	8530
Information Technology Help Desk	8552
Learning Resource Center	8409
Multicultural and Women's & Gender Student Center	8407
New Student, Orientation and Transition Programs	3160
Personal Counseling Services	8828
Student Health Services	8828
Student Leadership Programs	3141
University Writing Center	8409
University Outreach	3155
University Police Department	8444

Residential Education

- 1. Career Development Services (CDS):** The University provides a centralized employment service for students who desire part-time jobs to assist them with meeting their educational expenses. Career Development Services as part of Student Life, assists students in securing jobs both on and off campus, résumé writing, interview skills training, and internships. In addition CDS also hosts career and grad school fairs and other workshops and services designed to help prepare students to enter the work force. It is never too early to start acquiring the skills and knowledge necessary to enhance your professional marketability. Visit the Career Center located in the East Bell Tower or at (805) 437-3270 to set up an appointment.
- 2. Computer Labs:** There are computer labs located in both Anacapa and Santa Cruz Villages for residents. The labs are equipped with DSL connections. There is a two-hour limit when there are residents waiting for a computer. The RAs are not trained to provide computer advice or assistance, but you may report problems to the Village front desk or the IT Help Desk in the Broome Library. Printers are available; however, residents should supply their own paper.
- 3. Confidential Records:** In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, student records, which in general include information concerning the student personally and the student's individual relationship to the educational institution, are kept confidential but are available on request to: any CSU Channel Islands personnel with legitimate educational interest, to the student, to the student's parent or legal guardian with the student's written consent, or as allowed by law.

The Associate Director of Residential Education should be contacted for requests of student records in Anacapa or Santa Cruz Village. The request should be in writing from the student or guardian (for students under age 18). An appointment will be made with the appropriate University personnel, and identification must be supplied at the time of the meeting.

- 4. Counseling Services:** The University provides counseling services for students through the Student Health and Counseling Center. Personal Counseling Services is committed to supporting CSU Channel Islands student development and assisting them with whatever issues may come along. They are a resource for free short-term individual counseling and much more. Students come for counseling with a wide array of concerns, which may include:
 - Adjusting to University life
 - Academic and general life stress
 - Difficulties with motivation or decision making
 - Relationship difficulties with friends, families, partners, roommates, etc.
 - Test or performance anxiety
 - Sexuality issues, sexual orientation concerns
 - Feeling suicidal and that life is not worth living
 - Worries about eating, drinking or substance abuse

If you are in need of assistance in these or other areas of your life please do not hesitate to schedule an appointment by calling (805) 437-8828.

5. **Custodial Staff:** The custodian is responsible for light maintenance and for keeping public areas of the building clean. Residents are expected to support this effort through keeping the area outside their room clean and always disposing of trash and recyclables in the designated bins.
6. **Disability and Accommodations:** The California State University does not discriminate on the basis of disability in admission, access, treatment or employment in its programs and activities. Section 504 of the Rehabilitation Act of 1973, as amended, the regulations adopted therein, and the Americans with Disabilities Act of 1990 prohibit such discrimination. Inquiries concerning compliance may be directed to Valeri Cirino-Paez, Coordinator of Disability Resource Programs at (805) 437-8510.

Housing and Residential Education is fully compliant with the Americans with Disabilities Act. All students who reported a disability on the student housing application should have received a request for additional information and returned this information by July 1 for review by Disability Resource Programs.

7. **Entry into an Apartment by Maintenance and Service Personnel:** Maintenance and service personnel may need to come into a room for maintenance or repair. They will knock on the door and identify themselves as maintenance staff before they enter. Notification that the room has been entered in the form of a copy of the work order request will be left in the room to inform the residents of the work completed.

Maintenance personnel are not authorized to search student rooms, but if during the performance of their assigned duties they encounter or observe evidence of activities or articles in violation of University rules and/or regulations and/or laws of the State of California, they will report such evidence to HRE staff.

Note: Certain maintenance functions are contracted to outside companies. Individuals who provide services to the University for contractual services are considered University personnel for the purposes of completing the work required.

8. **Events and Programs:** HRE provides numerous programs and activities. Our aim is to promote student learning by utilizing the Dimensions of Development model. These events are conveniently located either in the Villages or in other locations on campus. The majority of programs and activities are free to residents. If a program has a fee associated with it, it will be clearly identified on all advertisements. Programs provide great opportunities for learning and building relationships. Residents have opportunities to meet and interact with peers and learn new skills while having fun. The best programs are often those initiated by residents themselves. We encourage residents to contribute ideas for events and activities that they would like to have in student housing.

Some of the events in the Villages are sponsored by the Residence Hall Association (RHA). RHA is the representative governing body for resident students. Each floor community will have one or two individuals who represent them and assist with event coordination as well as affecting positive change within HRE.

9. **Floor Meetings:** Every other week, RAs will conduct mandatory floor meetings. These meetings are designed to keep residents aware of important information and upcoming events. Attendance at these meetings is very important and not attending could result in

disciplinary action. If you know you cannot attend a scheduled meeting, please notify your RA in advance.

- 10. Health Services:** The University provides student health services including preventive care, special health programs, and immediate treatment for some on-campus injuries. The Student Health and Counseling Center (SHCC) is located in Yuba Hall, in the parking lot behind Sage Hall. All students must show a valid CSU Channel Islands student ID when checking into the SHCC. The SHCC is staffed Monday through Friday and can be reached at (805) 437-8828.

Students who have a medical and or physical condition which requires specialized medical care may need to provide records from their private physician to the Student Health and Counseling Center staff.

- 11. Immunization Requirements:** Hepatitis B immunization requirements for all new students 18-years old or younger attending CI are posted at the [Student Health Services Website](#). Please be sure to read this information and other health immunization requirements as it may affect your ability to register for future semesters.

Meningitis (Meningococcal) immunizations are strongly encouraged for all students living on campus. Meningitis is a very serious condition which is highly contagious, and living in close quarters, increases vulnerability in the event a fellow student contracts meningitis. Information is provided as an attachment for your convenience. If you haven't done so already, please read and return Meningococcal disclosure form indicating whether or not you have been or will be vaccinated.

- 12. Lost and Found:** The University Police operate a lost and found service on campus. All found items are to be reported and turned over to the University Police within 24 hours.

- 13. Multicultural and Women's & Gender Student Center:** The purpose of the Multicultural and Women's & Gender Student Center (MWGSC) is to provide an environment for students, faculty and staff where they can receive and offer support for the development of a truly diverse learning community at CSU Channel Islands. CSU Channel Islands supports diversity as a source of renewal and vitality. For information concerning hours of operation and events, call the MWGSC at (805) 437-8407.

CSU Channel Islands Equal Opportunity Policy states, CSU Channel Islands affirms diversity and does not discriminate on the basis of a person's race, color, sex, gender, religion, creed, national origin, disability, marital status, disabled veteran status, sexual orientation, or age.

- 14. Recreation Center:** The CSU Channel Islands Recreation Center offers various fitness, aerobic, and weight equipment for students to stay in shape. Intramural sports are also available to students through the Recreation Center. Physical activity can help relieve tension and stress, alleviate mental strain caused by extensive studying, and offer great opportunities for meeting people, making friends, and having fun. These services are available free to all CSU Channel Islands students. All students using these facilities must have a valid student ID card. For additional information and hours of operation, call the Recreation Center at (805) 437-8902.

15. Residence Hall Association: The Residence Hall Association, or RHA, exists in order to allow residents to take an active role in shaping this community. All residents are members of RHA and are encouraged to actively participate. RHA meetings serve as a platform for students to proactively voice concerns and recommendations. RHA is also a student programming arm of Anacapa and Santa Cruz Villages. RHA is comprised of students who are enthusiastic, energetic, and creative.

Students are given many opportunities to participate in student housing programming and government through multiple venues. Each building and floor will elect its own individual representatives to provide assistance to students by offering a variety of events and activities as well as serving as the students' voice to the Anacapa and Santa Cruz Village staff. RHA presents the students' opinions about residential life in Anacapa and Santa Cruz Villages to the HRE, Student Life, and Division of Student Affairs staff.

If you are interested in learning more about RHA opportunities, please contact your Resident Assistant (RA) or Resident Director (RD).

16. Roommate Mediation/Conflict Resolution: Most roommate conflicts stem from a lack of communication between the roommates involved. To avoid breakdowns in communication, be proactive and strive for effective communication methods. Unfortunately, there are times when you and your roommate/housemate will have difficulty resolving issues or problems. Holding it in or blowing up is definitely not the answer. Think about using the following suggestions:

- Use "I" statements. Sitting down with your roommate and saying, "I felt upset when I didn't get the message that my mother called" is very different from saying, "You upset me when you didn't give me my mother's message." Taking ownership of your feelings removes the blaming tone from your statements and puts your roommate less on the defensive. People listen better when they don't feel attacked.
- Don't argue in the heat of the moment. You are bound to say things you will regret. Let yourself cool off to get your thoughts together and you will wind up being much more rational and productive. If you feel like yelling, screaming, throwing something, hitting, or all of the above, get help! Your RA is a phone call away.
- Don't use your white board or Post-it notes as a weapon! Talk in person if you have a problem to discuss. Things will always go better if you take the time to meet face to face. Written messages result in miscommunication of the emotion behind the statement. Don't leave room for misinterpretation; talk to your roommate instead.
- Your RA can help. If you and your roommate cannot resolve an issue peacefully, ask your RA for assistance. RAs receive hours of training each year on topics like roommate conflicts, conflict resolution and mediation, emergency response, and cultural awareness. RAs can be effective mediators and are qualified to help resolve the common roommate problems.

With respect, care and an open mind, your chances of developing a solid roommate relationship increase dramatically. It is all part of the college experience. Done correctly, it can be one of the best parts.

Management and Operations: Occupancy

- 1. Cancellation of Housing Contract:** The Student Housing License Agreement, or your housing contract, is binding for the entire academic year. The provisions for obtaining a contract release are outlined in your license agreement and provided below. All requests for release from your housing license must be accompanied by a *Request for Release from Student Housing License Agreement* form which is available from the HRE central office in building E of Santa Cruz Village.

A student may request release from their license agreement under the following circumstances:

- Cancellation more than 30 days prior to the beginning of the license. For the 2010-2011 academic year, this is on or before July 28, 2010.
- Marriage during the term of the license.
- Student status change (you are, or will no longer be, a student at CSUCI); i.e. withdrawal from classes, graduation, medical withdrawal (except in cases of housing or University conduct violation)
- Personal or financial hardship – a situation which, in the judgment of the University, represents a significant change from the time the student entered the contract that makes it extremely difficult or impossible for him/her to meet the terms of the license.

If you fall into one of the above listed categories, please fill out the attached Request for Release from the Student Housing License Agreement Form. You must attach a letter which describes your circumstances and any additional documentation which verifies your request. Approved requests will be effective not less than 30 days after the date of the request, so early requests are advised.

Appeals

Students who wish to appeal their license cancellation decision may direct their appeal to Cindy Derrico, director of Housing and Residential Education.

- 2. Check In/Out:** Students are required to return their apartments and suites in the same condition they were in when they took occupancy. Reasonable wear and tear is acceptable. Students are required at the end of their occupancy to remove all personal property and fully clean their own room, and to share in the cleaning of the suite/apartment. Any property left in the room will be seen as abandoned, and the University may take possession and dispose of such property.

Proper check-out procedures during the middle of the year require:

- a. Confirming your departure with the HRE central office to ensure you have obtained the proper permissions and completed the necessary release paperwork prior to leaving
- b. Making arrangements with your RA to have your room inspected on the day of departure during normal business hours
- c. Adequately cleaning and otherwise restoring the room to its condition upon move in
- d. Completing all appropriate check out paperwork including cleaning contracts and room inventory
- e. Returning room and mailbox keys

If a student moves out without written notice to HRE, the student will be considered to have abandoned their license, which will not relieve them of the financial terms of the license. HRE may recover and take possession of a room if it determines that it has been abandoned.

A resident who leaves his/her apartment in poor condition upon move-out may be subject to one or more of the follow consequences:

- a. Assessed charges for damages and cleaning;
- b. Student housing sanctions including revocation of future residency privileges; and/or
- c. Referral to the Dean of Students for disciplinary action.

A student who does not submit the cleaning contract or complete proper check-out paperwork will be held financially responsible for what the HRE central office deems to be his/her portion of the cleaning and repair of the entire apartment.

- 3. Eligibility for Housing:** Eligibility for on-campus housing in Anacapa and Santa Cruz Villages is established by a student’s acceptance into, or continuation with, the University. For incoming students, the first date of eligibility will be the date of their University admission.

To maintain eligibility for on-campus housing, students must remain enrolled at the University. At the sole discretion of HRE, students enrolled in less than nine units may be deemed ineligible for housing in the event of high housing demand or student conduct concerns. License agreements may be revoked by the University if a student fails to meet or maintain these minimum requirements. Enrolling in less than the required number of units will not be grounds for contract release if there is adequate space to accommodate the student making the request.

4. Fees Not Covered by Room and Board:

The description of fees not covered by room and board fees and corresponding minimum fee is included in the following table.

Description of Fee	Minimum Fee
Extra cleaning per hour	\$50
Guest, after two nights, per night	\$45
Improper check-out	\$150
Late payment	\$25
Lock-out charge	\$5
Key replacement	\$35
Tampering with fire safety equipment	\$500 and State Fire Marshal fine
Maintenance and or repair charges	As billed

Notes on Charges:

- Extra cleaning is a 30-minute minimum.
- Guest fee applies to the third and subsequent nights a guest remains in housing.
- Improper check-out includes failing to complete an in-person or express check out at the end of occupancy.
- Lock-out charge applies after the third reentry per semester.
- Charges will be billed according to the actual cost of labor and supplies required to return the apartment, suite, room to move-in condition.

- Charges will be split evenly between all roommates when there is a discrepancy on individual responsibility for the damage.
- Removal of trash and hauling of other items will be billed based on administrative and labor charges.
- Maintenance charges are billed on a one-hour minimum, or \$40 per hour per person plus supplies. If emergency after-hours maintenance is required, the minimum amount will be a minimum of \$160 an hour per person, plus supplies.
- Where there is evidence that a student smoked or harbored a pet in their room, the student will be billed for steam cleaning of all furniture, carpet and other items in the unit, all applicable cleaning charges and for professional air treatment for smoke, odor, and allergen removal.
- Charges to replace other missing or damaged items will be the cost of the item plus installation labor.
- Charges are subject to change due to increases in materials or administrative costs.

5. Housing Payment Options and Terms: We are proud to offer such excellent facilities and programs at a rate that is competitive with living accommodations off campus that do not offer the same convenience and social and educational experiences. When you live in Anacapa or Santa Cruz Village, your room charges include:

- Your bed space: shared room in Santa Cruz, private room in Anacapa.
- Furniture: bed, dresser, and desk in bedrooms, and living and dining room furniture in Anacapa Village apartments.
- All utilities: trash and recycling pick-up, water, electricity, gas/steam, internet connectivity and cable television.
- Maintenance services: to keep your room and its amenities in good operating condition.
- Programs and activities: make living on campus a fun, educational and memorable experience. Most programs and activities are made available at no charge to our students.
- 24-hour staff support: assist with questions and issues related to your on-campus experience and to respond to emergency concerns when needed.

Board Fees

The Village assignment determines the minimum required board plan. Students assigned to Anacapa Village must minimally purchase an Anacapa Flex 60 Plan. Students assigned to Santa Cruz Village must minimally purchase a Santa Cruz Flex 160.

- Anacapa Flex 60 Plan (Standard Plan): Student is credited 60 meals each semester in Islands Café, an all-you-can eat dining program. This plan also provides \$125 Flex Cash each semester to use at participating campus eateries on a declining balance basis.
- Anacapa Flex 75 Plan (Enhanced Plan): Student is credited 75 meals each semester in Islands Café, an all-you-can eat dining program. This plan also provides \$125 Flex Cash each semester to use at participating campus eateries on a declining balance basis.
- Santa Cruz Flex 160 Meal Plan (Standard Plan): Student is credited 160 meals each semester in Islands Café, an all-you-can-eat dining program. This plan also provides \$250 Flex Cash each semester to use at participating campus eateries on a declining balance basis.
- Santa Cruz Flex 192 Meal Plan (Enhanced Plan): Student is credited 192 meals each semester in Islands Café, an all-you-can-eat dining program. This plan also provides \$250 Flex Cash each semester to use at participating campus eateries on a declining balance basis.

All resident meal plans are tracked via the Dolphin Card. Students must carry their Dolphin Card on their person at all times for identification and to access their meal plan.

Students who choose the enhanced meal plan may elect to convert to the basic meal plan on or before September 10, 2010, for fall semester, or February 4, 2011, for spring semester. At any time students may add money to the meal card, or upgrade from the basic plan to the enhanced meal plan at the University Cash Services office in Sage Hall.

Islands Café is an all-you-can-eat dining facility. A meal credit will be deducted from the student's account each time student enters this facility. Student agrees to take food for their own personal consumption only while dining in Islands Café. Only food provided in "To-Go" containers may be taken from Islands Café.

Meals at Islands Café and Flex Dollars are non-transferable and are for the personal use of the student only. Students may not use meal credits or Flex Dollars to purchase food for others.

Meal credits at Islands Café expire at the end of each semester and may not be carried over to a future semester. Flex Dollars will be carried over from fall 2010 semester to spring 2011 semester, but expire on May 20, 2011.

Unused meals or Flex Dollars are non-refundable. Students are strongly encouraged to maximize the use of the meal plan benefits to obtain the full value of the plan.

The per semester Room and Board Rates for 2010-2011 are included in the following table.

Village	Bedroom Type & Occupancy	Room Rate	Standard Board Rate	Total Fee with Standard Board	Enhanced Board Rate (Optional)	Total Fee with Enhanced Board
Anacapa	Single <i>Apartment for 4</i>	\$4,900	\$600	\$5,500	\$725	\$5,625
Santa Cruz	Double <i>Suite for 4</i>	\$4,090	\$1,550	\$5,640	\$1,800	\$5,890
Santa Cruz	Single Double <i>Suite for 2</i>	\$4,295	\$1,550	\$5,845	\$1,800	\$6,095
Santa Cruz	Single* <i>Suite for 1</i>	\$4,520	\$1,550	\$6,070	\$1,800	\$6,320

* Please note: single-occupancy bedrooms in Santa Cruz Village are limited. All freshmen and sophomores should anticipate a double-occupancy accommodation.

Deadlines and Payment Options for 2010-2011

Payment in Full

The following table reflects the payment due dates for Anacapa Village apartment.

Payment Due Dates	Anacapa Village Apartment
June 8, 2010	\$1,300
July 8, 2010 Standard Board	\$4,200
July 8, 2010 Enhanced Board	\$4,325
December 8, 2010	\$1,300
January 8, 2011 Standard Board	\$4,200
January 8, 2011 Enhanced Board	\$4,325

The following table reflects the payment due dates for Santa Cruz Village suites.

Payment Due Dates	Santa Cruz Village Double	Santa Cruz Single-Double	Santa Cruz Single
June 8, 2010	\$1,300	\$1,300	\$1,300
July 8, 2010 Standard Board	\$4,343	\$4,545	\$4,770
July 8, 2010 Enhanced Board	\$4,590	\$4,795	\$5,020
December 8, 2010	\$1,300	\$1,300	\$1,300
January 8, 2011 Standard Board	\$4,340	\$4,545	\$4,770
January 8, 2011 Enhanced Board	\$4,590	\$4,795	\$5,020

Installment Payment Plan (IPP)

There is a \$33, non-refundable processing fee to use the payment plan. The fee is calculated in the amounts below. If the University receives a payment of \$1,100 on July 8, 2010, the University will assume the licensee is using this payment option and automatically apply the \$33 IPP fee to your account. Separate billing notices will not be sent. **It is the responsibility of the student to pay by these deadlines.**

If the student is late on any installment payment, a \$25 late fee will be incurred for each late payment and student may not be permitted to use this payment option in future terms. Students are not permitted to use the IPP if there is a history of late payments (two late payments or more while using the IPP in the past). If the licensee does not qualify for the IPP, the licensee will be billed for the difference which is due by August 8, 2010. It is the responsibility of the licensee to check their myCI account to remain up-to-date on account status. The following table reflects the IPP due dates and payment for Anacapa Village apartments.

IPP Due Dates	Anacapa Village Apartment
June 8, 2010	\$1,300
July 8, 2010	\$1,100
August 8, 2010	\$1,100
September 8, 2010	\$1,100
October 8, 2010, Standard Board	\$933
October 8, 2010, Enhanced Board	\$1,058
December 8, 2010	\$1,300
January 8, 2011	\$1,100
February 8, 2011	\$1,100
March 8, 2011	\$1,100
April 8, 2011, Standard Board	\$933
April 8, 2011, Enhanced Board	\$1,058

The following table reflects the IPP due dates and payment for Santa Cruz suites based on occupancy.

IPP Due Dates	Santa Cruz Double	Santa Cruz Single-Double	Santa Cruz Single
June 8, 2010	\$1,300	\$1,300	\$1,300
July 8, 2010	\$1,100	\$1,100	\$1,100
August 8, 2010	\$1,100	\$1,100	\$1,100
September 8, 2010	\$1,100	\$1,100	\$1,100
October 8, 2010, Standard Board	\$1,073	\$1,278	\$1,503
October 8, 2010, Enhanced Board	\$1,323	\$1,528	\$1,753
December 8, 2010	\$1,300	\$1,300	\$1,300
January 8, 2011	\$1,100	\$1,100	\$1,100
February 8, 2011	\$1,100	\$1,100	\$1,100
March 8, 2011	\$1,100	\$1,100	\$1,100
April 8, 2011, Standard Board	\$1,073	\$1,278	\$1,503
April 8, 2011, Enhanced Board	\$1,323	\$1,528	\$1,753

Required conditions for financial aid deferral:

- Your student account must show anticipated financial aid of at least **\$16,161**.
- You must request and be approved for a deferral from Housing and Residential Education prior to the payment deadline.
- Actual award requirements will vary depending upon contract type.

Important Notice to Students:

- If you are disenrolled for not paying your registration fees by the deadline, your housing accommodations will be in jeopardy for the semester. Make sure you are checking your financial status on a regular basis through your myCI account and reviewing correspondence sent to your Dolphin Email account.
- To be in compliance with the Family Educational Rights and Privacy Act (FERPA), the University is not allowed to release information to anyone other than the student, which includes financial information. It is your responsibility to provide account balance information and due dates to the necessary party paying your account.

Student Housing Payments Questions & Answers

What is the amount of my initial housing payment?

Everyone will pay the same amount for the initial housing payment, which is \$1,300. The initial payment is credited toward your total room and board cost and is not a security deposit.

Who do I write my check out to?

Make checks payable to CSUCI and send them to:

University Cash Services

One University Drive

Camarillo, CA 93012

Be sure to include your name and your nine-digit student ID number to ensure proper processing.

May financial aid be used to cover housing payments?

Yes. The University applies your aid first to registration fees, second to housing fees and third to any other outstanding payments that may be due. In order to defer housing payments, you must submit proof of sufficient financial aid to cover all registration and housing fees. In order to defer the initial payment for housing, you must have enough anticipated aid on your account to cover all University and housing fees by the June 8, 2010 due date. If your financial aid is not sufficient to cover all of your University and housing fees, you will be expected to make your initial payment as well as future installment payments until your account balance is zero. Students must check their account information through myCI or call the Financial Aid office at (805) 437-8530 before the deadline to ensure that the aid has been applied. Students are encouraged to apply early for financial aid and respond quickly to every request for information from the Financial Aid office or from loan providers. Please note that it takes at least 10 business days to post anticipated aid.

What do I do if my financial aid does not cover all my housing expenses?

All financial aid will be posted to the end of the payment schedule. You will be held responsible for paying the difference or entering into the Installment Payment Plan by July 8, 2010. All payments must be made until such time as your student account states a zero balance. Failure to do so will result in late fees and/or a financial hold on your account. Check your myCI account for balance and payment details.

How do I request a housing refund if I have overpaid?

If you believe you are eligible to receive a refund due to overpayment, please contact the HRE office at (805) 437-2733 to request a refund.

May I increase my meal plan during the school year?

To *increase* your meal plan, take a payment for the additional amount desired to the University Cash Services office. You may add any amount that you choose. *Decreases* to the meal plan are not allowed. Students are encouraged to spend their meal accounts to a ZERO balance before the end of the academic year. While balances remaining from the fall semester carry

over to the spring semester, balances do not rollover from one academic year to the next. Meal Plan Waivers are considered and typically only approved for documented dietary or religious reasons. The deadline to apply for a waiver for fall 2010 is July 1, 2010.

Is parking available for residents?

There are student parking lots adjacent to all student housing accommodations. A student parking permit will need to be purchased for an additional fee from the Transportation and Parking Services office or the University Cash Services office.

Is a Housing License Agreement required to be signed to live on campus?

Yes, all students must sign a contract, referred to as a housing license, in order to live on campus. This license outlines all obligations of both the student and the University with respect to living on campus. If you would like a duplicate copy, you may request one at the HRE central office in building E of Santa Cruz Village.

What if I want to change my room?

Residents wishing to make apartment, suite or bedroom changes should complete the Room Change Request Form available at the front desk of their Village. Changing apartments, bedrooms or buildings without written authorization from the resident director constitutes an improper check-out which carries a penalty fee of \$150. Residents making unauthorized room changes may be required to return to their original room.

At the beginning of each semester, there is a 14-day freeze during which no room changes are permitted. After the freeze, residents may request room and apartment changes at no charge and without cause for a seven-day period of time, but after this period students will be moved upon necessity only.

If it is not possible to make the room/apartment change that is requested, the student who makes the request will remain in his/her current room. If it is possible to make the requested room/apartment change, the student will be required to complete the room/apartment change by the date established by the resident director in order to avoid being charged the \$150 improper check-out fee.

Backing out of a requested room/apartment change arranged by the HRE staff causes other room changes to be affected; therefore, once a room/apartment change is accepted the new assignment cannot be reversed, without a charge, unless no other student will be affected by the change.

6. Removal from Student Housing: Termination of the License Agreement and removal from student housing is governed by the conditions established in the License Agreement.

In certain cases the License Agreement may be revoked or terminated for any of the causes listed below with no less than 24 hours notice to the licensee, except in the case of item (h). Notice shall be served personally to the licensee or at the discretion of the University; notices may be posted in some suitable place upon the apartment. Reasons for termination of a License Agreement include, but are not limited to:

1. Nonpayment of fees
2. Failure to maintain CSU Channel Islands student status
3. Selling, or knowingly possessing restricted or dangerous drugs, controlled substances or narcotics as those terms are used in the California Statutes
4. Possession of any firearm, weapons, ammunition, fireworks, explosives, or dangerous chemicals
5. Misuse, abuse, theft, or destruction of campus property or the property of any member of the campus community
6. Physical abuse of any campus community member, or the threat of such abuse
7. Falsification of any legitimately required information requested by the University
8. An emergency in which the peaceful and orderly operation of the University or the health and safety of any person may be jeopardized
9. Reaching a Level 6 in the 6 Step Judicial Process
10. Administrative necessity of the University

If, after the beginning of the license period, a License Agreement is revoked by the University because of disciplinary action taken against the licensee, the licensee shall be held to the financial obligation of the full term of the license.

Management and Operations: Facilities

1. Caring for Your Suite or Apartment

Dishwasher

- Use only dishwasher soap in your dishwasher – don't use regular dish soap.
- Run your garbage disposal before running your dishwasher.
- Rinse dishes before placing them into the dishwasher.
- Only place "dishwasher safe" items in the dishwasher. Hand wash light weight plastic, glass and crystal items that may melt or break in the dishwasher (check item for manufacturer's notation as to whether it is "dishwasher safe").

Garbage Disposal and Kitchen Sink

- Run your garbage disposal only when the water is on. Only use cold water.
- Oil and grease should not go down the drain. They can damage your plumbing and make your sink drain more slowly. Put leftover oil in an old jar or plastic container when cool, and then put it in a dumpster when it's full.
- Don't put anything hard like bones or metal objects in the garbage disposal.
- Don't use a plunger on the kitchen sink. Contact the Village Office to complete a work order for any malfunctioning appliance.
- Don't put vegetable or fruit peelings or egg shells in the garbage disposal.
- Never put any food down the drain. Food should be scraped off into the trash can.
- Do not use any chemicals to unclog a drain. If a sink backs up, fill out a work order in the Village Office.

Microwave Oven

- Clean your microwave often. It can be easily cleaned with a cloth or sponge and soap and water.
- Don't put anything metal or metallic in the microwave, like silverware, foil, teabags with staples attached or pots.
- Don't run the microwave when there is nothing inside, as this will burn out the motor.

Toilet

- Borrow a plunger and a mop should your toilet overflow. Be sure to mop the area around the toilet in order to avoid slipping.
- Turn off the water at the back of the toilet if your toilet is going to overflow.
- Perform regular cleaning of the toilet with a non-abrasive cleaner and a toilet brush.
- Don't flush anything other than toilet paper in the toilet. All other items must be placed in the trash including those items listed as "flushable" such as feminine hygiene products.

Bathroom sink and tub

- Perform regular cleaning of the tub and sink using a non-abrasive cleaner.
- Use glass cleaner to clean mirrors and sink/tub fixtures.
- Don't use harsh/rough abrasives such as a kitchen scrubber or steel wool for cleaning the sink and tub as it may scratch the surface.
- If the bathroom drain becomes plugged, check out a "Zip-It" from the Village Office to remove the debris. If the problem persists, a work order should be completed.

Stove/Oven

- Wipe down the stove top and the exterior of the stove regularly.

- Wipe down the vent above the stove to keep it clean.
- Use oven cleaner as instructed to keep your oven clean.
- Don't use hard abrasives on the stove surface; instead, use soap, water and baking soda or non-abrasive cleaning powder (i.e. Bon Ami) to remove stuck-on food.

Floors

- Sweep, mop, and vacuum on a regular basis.
- We recommend this is completed at least once a week.

Trash

- Don't forget to take out the trash. Rodents, ants, and raccoons are all attracted to trash, and we don't allow these pets in housing.

2. Common Areas in the Villages: At CSU Channel Islands, we are proud to offer excellent spaces for student use for a variety of purposes. Every student who lives on campus has access to these spaces with their room key during the times listed below.

Guidelines for use of Village common areas:

- Use of these common spaces is generally on a first-come, first-served basis unless otherwise posted.
- Common areas are only available for use during the hours noted below unless special arrangements are made in advance.
- Students who use common area spaces are required to clean the area at the conclusion of the use. This includes ensuring trash is picked up, the room is vacuumed, and equipment and furniture are returned to their proper locations.
- Equipment is available for all residents to use and enjoy. It must be used in the way it is designed to be used. Do not tamper with electronic or safety equipment or misuse game tools.
- If equipment is not working or broken, please assist us and your fellow residents by reporting the issues right away to the Village Office or the RA On Duty.

The following table includes the Anacapa Village common area names and the corresponding day and time the areas are open for use.

Names of Common Area within Anacapa Village	Open Hours
The Commons or Anacapa Commons	Sunday - Thursday, 8:00 AM - 11:00 PM Friday - Saturday, 24 hours
Laundry Rooms	Daily, 7:00 AM - midnight
Pool	Sunday - Thursday, 7:00 AM - 10:00 PM Friday - Saturday, 7:00 AM - 12:00 AM
Study Rooms	Daily, 24 hours

The following table includes the Santa Cruz Village common area names and the corresponding day and time the areas are open for use.

Names of Common Areas within Santa Cruz Village	Building Location	Open Hours
E1 Lounge	E Building 1 st Floor	Daily, 24 hours
Dance Studio	E Building 1 st Floor	Daily, 24 hours
Computer Lab	E Building 1 st Floor	Daily, 24 hours
Exercise Fitness Room	E Building 2 nd Floor	Sunday - Thursday, 5:00 AM - midnight Friday - Saturday, 5:00 AM - 2:00 AM
Music Practice Rooms	E Building 2 nd Floor	Sunday - Thursday, 5:00 AM - midnight Friday - Saturday, 5:00 AM - 2:00 AM
Art Room	E Building 2 nd Floor	Sunday - Thursday, 5:00 AM - midnight Friday - Saturday, 5:00 AM - 2:00 AM
Village Office Lobby	G Building 1 st Floor	Monday - Thursday, 8:00 AM - 11:00 PM Friday, 8:00 AM - 9:00 PM Saturday - Sunday, 11:00 AM - 9:00 PM
Laundry Room	G Building 1 st Floor	Daily, 24 hours
Game Room	G Building 2 nd Floor	Sunday - Thursday, 7:00 AM - midnight Friday - Saturday: 7:00 AM - 2:00 AM
Video Game Room	G Building 2 nd Floor	Sunday - Thursday, 7:00 AM - midnight Friday - Saturday: 7:00 AM - 2:00 AM
Study Room	G Building 2 nd Floor	Sunday - Thursday, 7:00 AM - midnight Friday - Saturday: 7:00 AM - 2:00 AM

- 3. Elevator:** Passenger elevators located within the buildings are provided for use by residents, their guests and staff. Activities in the elevators may be recorded at all times. In order to keep elevators in safe working condition, the following actions are prohibited and may result in disciplinary action:
- Smoking in the elevators
 - Intentional damage to and/or vandalism of the elevators, such as prying elevator doors open, jumping, graffiti, etc.
 - Overloading elevators
 - Use of emergency alarms and emergency stops in non-emergency situations
 - Evacuating people from the elevator without trained personnel

Elevator Emergencies

If a person is trapped in an elevator, sound the alarm and wait for help to arrive before attempting evacuation. Evacuation from the elevator will be handled in accordance with established safety protocols for elevator evacuation. The person trapped in the elevator should remain calm and respond to the direction of University and emergency personnel.

- 4. Energy Conservation:** All Santa Cruz Village suites have a space for both a microwave and mini-fridge. In order to assist in the sustainable efforts of the campus, students in Santa Cruz Village are allowed only one mini-fridge and one microwave in the suite. All appliances are required to be Energy Star rated. Furthermore, air-conditioners are not permitted.

When bringing lamps into the Villages, we urge students to use all compact fluorescent light bulbs as they are the most energy efficient bulb that is both affordable and readily available. Due to the fire hazard caused by halogen light bulbs, they are not allowed.

5. **Equipment Available to Borrow:** The Village offices provide a variety of games, recreational equipment, plungers, vacuums, brooms and mops, which may be checked-out through the front desk in exchange for the resident's car keys or cell phone. All equipment may be checked out for up to two hours, then needs to be returned to the Village front desk. Check with the front desk to see what is available. **If student housing equipment becomes damaged, the last person to return the equipment will be charged.** Students need to provide their own cleaning supplies other than the items previously listed.
6. **Furniture/Furnishings:** In common and outdoor areas, the furnishings are for the use of all residents of Anacapa and Santa Cruz Villages. Students who remove or damage lounge or outdoor furniture by taking it to their rooms or other locations are depriving other residents of this amenity. Furniture must remain in the space where it is placed. Moving or damaging furniture is subject to disciplinary action and fees for replacement or repair. For safety reasons, a resident's bed may not be positioned to block both windows in any bedroom.
7. **Landscaping:** The landscaping throughout the Villages has been professionally planned, installed and maintained. Residents shall assist in the maintenance by kindly using the sidewalks and walkways at all times.
8. **Laundry:** Laundry rooms are provided for use by all residents and are subject to quiet hours. Laundry rooms are located on the first floors in each Anacapa Village building, and in building G next to the Santa Cruz Village office. Laundry cards are required and may be purchased at the Anacapa Village front desk from the "Add Value" machine. The wash/dry price is deducted from the card each time laundry is done. Through the Add Value machine, residents may add more money to the laundry card as needed. If a laundry card is lost, the balance on the card cannot be recovered, so take care in protecting your laundry card. Residents must provide their own detergent, fabric softeners, etc. The Anacapa Village laundry rooms close at midnight. Santa Cruz laundry room is open 24 hours. Residents who lose money in a washer or dryer should contact their Village front desk to report problems and request a refund.
9. **Maintenance:** If a student notices something in their room or in the common areas which requires repair, they may complete a Housing Repair Request Form (HRRF) at their Village front desk. For emergency repairs (such as a broken water pipe) call (805) 437-2733 or go to your Village Office. Listed below is the procedure for filing a Work Order and what occurs when HRE receives one:
 - a. Work Orders will be verified by an HRE staff person to ensure the nature of the problem before sending maintenance workers or trades staff to address the concern.
 - b. Roommates should communicate any Work Orders to each other so that duplicate requests are not completed and miscommunication with the maintenance staff is avoided. If you would like to check on the status of your request, you may call (805) 437-2733 or email student.housing@csuci.edu for an update.
 - c. Residents will be charged for damages when it is clear that a problem is the result of misuse or intentional damage, or for charges incurred when maintenance responds to requests of a personal nature, such as retrieving a contact lens from a sink drain.
 - d. Maintenance personnel work between 7 AM and 4 PM on weekdays and in order to facilitate a quick response, maintenance work is done as staff is available and cannot be

scheduled for a specific date and time. Normally, maintenance personnel will not enter student rooms until after 10 AM. When a maintenance employee must enter an apartment when no one is home, a copy of the initial HRRF will be left listing the type of work completed, when it was completed, and who completed it.

- e. Light bulbs are replaced by maintenance staff. To have a light bulb replaced, please fill out a work order.
- f. Students who discover insect problems should report them to their Village front desk. Students should keep their rooms and food preparation and storage areas clean to prevent pest problems. Opening windows and doors without screens will allow insects into rooms.

10. Mail: The U.S. Postal Service will provide mail delivery service to the University Mail Room once per day, excluding Saturday, Sundays and holidays observed by the University. Mail is then delivered each day to HRE and distributed by the Village staff to resident mailboxes. Only current residents are eligible to receive mail in the Village complex. Each resident will be assigned an individual mailbox. Resident mailboxes located near the Village front desk areas are accessible 24 hours a day. Directions on how to access your mailbox are given upon move-in. You will receive a notification slip in your mailbox if a large package has arrived for you. Valid picture identification is required to receive packages, registered letters, and other items that must be picked up from the front desk office. For outgoing mail, a mail slot is provided in the student mailbox area. If you move within the Village or off campus, your mailbox/ mailing address will change as well. Mail will be forwarded to the new mailbox for one month. After one month has expired, the mail will be returned to the sender.

Please use the correct address format below for all your postal needs:

(Your First and Last Name)
(Insert Village Name) Village Box # ____
CSU Channel Islands
One University Drive
Camarillo, CA 93012

11. Painting: Rooms throughout the Villages have been painted according to designer specifications. Painting of individual rooms is not allowed. If repainting/repairs to a room are necessary, they will be completed by a professional, and the student(s) will be assessed all charges for materials and labor associated with the repainting/repairs.

12. Parking: Parking permits are required for all cars that park in campus lots, including Housing residents. Permits are available for purchase from the CSU Channel Islands Transportation and Parking Services (TPS) office. Permits may be displayed only in the vehicle registered with TPS. Permits are valid from the date purchased until the expiration indicated on the permit, typically the end of the academic year. Parking complaints or concerns may be directed to TPS during normal business hours at (805) 437-8430 or (805) 437-8950. Parking problems encountered after business hours may be directed to the CSU Channel Islands Police Department at (805) 437-8444 or (805) 437-8888. More information is available in the TPS Summary of Parking Rules and Regulations brochure which is available online at http://www.csuci.edu/parking/parking_docs/ParkingBrochure.pdf.

Student Housing (SH) Parking

All resident cars must display a CSU Channel Islands "SH" parking permit. The SH (residential) parking permits are available for purchase from TPS. Students authorized to

park at the University overnight will be issued an SH permit. This permit is valid only in the SH1 and SH2 lots.

Daily Parking Permits

Temporary and guest parking permits are available in the yellow dispenser located in Lots A1, A2 or A4. These permits are valid only in the 'A' parking lots.

Overnight Guest Parking

Guests must purchase daily permits from the permit dispensers located in Lots A1, A2 or A4. If the guest will be parked on campus overnight, they must obtain an SH "Overnight Guest Permit" from student housing. Guests will only receive an overnight guest permit when they show proof of a daily parking permit. **Both** permits must be displayed on the dashboard with the valid dates facing up. These permits are valid only in 'A' lots and will expire at 9:00 AM the following day. Vehicles that are parked on University property after 1:00 AM and do not have either the SH parking permit or the overnight guest permit will be cited. Vehicles in violation of parking rules and regulations will be cited, instructed to leave the premises, or towed at the vehicle owner's expense.

- 13. Pools and Jacuzzi:** The Anacapa Village pool is available for use by all CSU Channel Islands student housing residents and their guests. Guests must always be accompanied by their resident hosts. All rules must be followed when using the pool. The pool, spa and surrounding area close at 10:00 PM. Glass containers and/or alcohol are NOT permitted at the pool.
- 14. Restricted Areas and Buildings:** Unauthorized entry to restricted areas such as closed buildings, mechanical rooms, data rooms, and custodial closets is forbidden, as is venturing onto roofs or breezeways. Entering common areas after the space has closed is prohibited, as is entering a building through windows or other surreptitious entry. Emergency exits are for emergency use only.
- 15. Right of Entry/Entry into an Apartment or Suite:** The University honors the privacy of residents and will take reasonable steps to provide and protect it. It is, however, occasionally necessary for the University to exercise its right to room entry as outlined in the License Agreement. The established procedures are designed to ensure reasonable use of the right of entry. In essence, the procedures state that a University staff member may enter a room on the following conditions:
 - a. At the invitation of the resident
 - b. To provide maintenance (this includes repair at the request of a student, necessary repair identified by the University, and preventative/routine maintenance)
 - c. If there is cause to believe that a violation of University safety regulations exists (such as failure to evacuate during a fire drill)
 - d. If an emergency exists or is believed to exist which requires immediate entry to preserve life or property
 - e. For monthly safety inspections
 - f. On reasonable suspicion of a violation of the drug and alcohol standards

No student's room/apartment should be entered without knocking. Entry following the knock shall be preceded by a time of sufficient duration to provide the occupant(s) ample opportunity to open the door. Rooms may be entered in the absence of the occupant(s).

In the case of a room entry when no residents are present, the student(s) will be informed in writing of the reason for the entry. When University personnel enter a student room/apartment in the absence of the residents, the privacy of the occupants with respect to other students will be maintained.

Resident assistants must obtain permission from the resident director to enter a student's room unless an emergency exists or there is evidence that an emergency exists. This evidence may not necessarily be revealed to the students. In all cases, the resident director will be informed in writing of all entries made.

Each month, RAs will enter rooms to conduct a visual scan of each room for Health and Safety Checks. These checks, which will have prior advertisement, allow RAs to survey rooms for safety and security to ensure: fire and safety regulations are not being violated (e.g., use of candles, use of improper extension cords, etc.), rooms are reasonably clean and in good order, and to verify occupancy. Residents are expected to return the room in excellent condition at the end of their occupancy, and safety checks provide mid-term inspections to aid in this process. For fire safety, candles, even decorative ones, are not allowed in Housing. General room entry will be permitted only in the case of extreme situations as determined by the Dean of Students and Vice President for Student Affairs.

All entries and searches by non-University staff will be coordinated with the University Police. The resident director will usually accompany such outside personnel as an observer. Unless one of the situations listed below exists, or an emergency exists or is believed to exist, University staff will not participate in the entry and search of a student's residence.

- a. A legal search warrant entitles the name holder to search the area designated for specific item(s).
- b. Entry and search is incidental to arrest or probable cause for arrest. If an arrest for certain unlawfully possessed items is the result of a warrant or "hot pursuit," an incidental search may be made of the immediate vicinity of the arrest, including the suspect's person.

16. Room Alterations: Residents are liable for any room alterations and/or damages. Corkboards, mirrors, or wallpaper may not be affixed to any surface. Satellite dishes may not be mounted on or outside buildings. Anacapa and Santa Cruz Villages have no storage space available; students must make their own arrangements off-campus. In all cases, students are responsible for returning their rooms clean and in good repair, regardless of whether they plan to return to the same room/apartment the following year. Charges will be assessed if the room has been damaged or altered without approval.

Residents who do not clean their rooms/suites/apartments or who leave their room in disrepair upon move-out will be held responsible for all repair and cleaning charges associated with returning the room to its move-in condition. Repairs required due to apparent destruction or vandalism may prevent the student from returning to student housing for the following year.

17. Trash/Recycling: The University maintains a contract with a private firm for the removal of all trash and recyclables. In Anacapa Village, trash and recycling containers are located in the parking lot. In Santa Cruz Village, the location is near the exit gate of H building leading to Ventura Street. These containers are for resident use only. Receptacles should not be used to dispose of items including hazardous materials or furniture. Trash and recycling

must always be disposed of in these dumpsters. It is a violation to place trash or recyclables outside an apartment/suite, in a hallway, courtyard or any area other than the trash and recycling bins.

18. Utilities: The University shall supply water and electricity for each unit. Licensees are requested to use reasonable amounts of water supplied to the premises. Licensees are responsible for all utilities supplied to the units. The University may bill the residents of each apartment for excess utility usage.

19. Vending Machines: Vending machines are located near the swimming pool and the laundry rooms in Anacapa Village and located outside of building G in Santa Cruz Village by the laundry facilities. Persons who lose money in soda or candy machines should report the loss to the Village front desk. Shifting or moving vending machines is dangerous and prohibited. Refunds will be left at the front desk at the time of repair.

20. Wall Hangings: Students are encouraged to decorate their rooms; however, caution should be used in order to prevent damage to the apartment. Postings that block windows or doors are prohibited.

Damage resulting from nails, screws, double stick tape or tacks shall be repaired by University maintenance. Costs to repair these damages shall be charged to the student. The student should not attempt to repair various damages, as this could complicate the repair process and result in additional charges.

21. Waterbeds: Waterbeds are not allowed.

22. Windows, Balconies, Ledges, and Roofs

- a. Tampering with or removing blinds, windows, or window screens from any part of the building is prohibited.
- b. Students are not permitted to climb in or out of apartment windows.
- c. Students are not permitted on roofs, building ledges, or overhangs.
- d. Throwing objects or liquids from windows, balconies, stairwells or roofs is prohibited. This includes, but is not limited to: Frisbees, balls, water balloons and garbage.
- e. Using one's balcony as a means of entry or exit or using it to store unsightly articles, garbage or University-owned or leased furniture is not permitted. Sitting on, perching on, or jumping over balcony railings is also prohibited.
- f. Shaking, cleaning, hanging or placing any articles from or out of the window or outside the window ledges, balconies, landings, or on roofs of the building is prohibited.

Community Living Standards

Living in a community presents many wonderful opportunities for learning and relationships. Living together effectively in a community also requires adherence to reasonable community living standards, the University code of conduct and the laws which govern our state, local area and our campus. You may find information on the CSU Standards for Conduct in your CSU Channel Islands Student Guidebook or online at www.csuci.edu. All students are responsible for knowing and abiding by CSU Standards. Prior to move-in weekend, all residents must finish reading the ABC manual and sign affirming that they have done so.

The HRE Community Living Standards are outlined below. Knowledge of and adherence to these standards as well as those items listed in the Residential Education, Maintenance and Operations, and Safety Information and Standards sections is required of all resident students. Not meeting standards within this ABC Manual may result in disciplinary action.

1. **Access to housing:** The following information outlines access and restrictions for Anacapa and Santa Cruz Villages:
 - a. Resident students are allowed access to their assigned bedrooms, apartments or suites and the Village common areas according to their published schedules. It is a violation of University policy to gain unauthorized entry, make unauthorized use of, or misuse any University property. Entering another resident's apartment, suite or bedroom without permission is trespassing.
 - b. Public or common areas are for the use of the resident and their guests only. Sleeping overnight in public areas is not allowed. Organized functions in public areas must be approved in advance by an HRE staff member.
 - c. Public passage ways are for entering and leaving the premises and are not to be obstructed or blocked.
 - d. All facility gates are provided for exit. Some gates, such as those with a key swipe reader, are provided for entrance to the Village. No public area exit door or gate may be propped open at any time. Residents may only access Housing via key swipe; no other mode of entrance is permitted.
 - e. Providing access to the Villages to anyone other than a resident or a guest is not allowed.

2. **Alcohol:** The University is committed to maintaining an environment for students that is predominantly free of alcoholic beverage consumption and strictly adheres with federal and state laws. No student is to report to class, or any University activity, while under the influence of alcohol.

Statistics show that alcohol is a common issue among college students. It is essential for residents to understand the appropriate use of alcohol and the side effects of alcohol usage. Residents are required to complete Part I of the Alcohol Edu online course prior to moving into Housing. Residents are also required to complete Part II of the Alcohol Edu online course during the timeline provided to them individually, typically within 45 of completing Part I.

The intent of this standard is neither to encourage nor to endorse the use of alcoholic beverages, but to describe the permitted and prohibited use in student housing.

- a. No person may possess or consume alcoholic beverages in a residence, possess open alcohol containers, or have containers previously used to contain alcohol as decorative pieces, unless he or she is 21 years of age and actively holds alcohol privileges.

- b. Alcohol privileges are required for all residents present in an apartment where alcohol is being stored or consumed, or where alcohol containers are either empty or contain alcohol.
- c. Residents with alcohol privileges must carry their alcohol card on them when consuming or in the presence of alcohol. Residents must present their alcohol card to RA's and other University officials upon request.
- d. A resident 21 years of age or older may not possess or consume alcoholic beverages within his or her own residence until the resident obtains alcohol privileges and the room has been certified as a Designated Consumption Zone (DCZ), see definition below.
- e. Guests (non-housing resident) over the age of 21, with a valid ID, may possess or consume alcohol in a DCZ. The resident host is responsible for the behavior of their guests and ensuring that their guest abides by all laws, standards and policies, including the alcohol standard contained herein.
- f. No person under the age of 21 may be present in, or admitted into, an apartment in which alcoholic beverages are being served or consumed.
- g. Should alcohol privileges or DCZ certification be revoked for an individual and/or apartment, Alcohol Privilege Cards and DCZ certifications must be returned to the Resident Director immediately.
- h. Replication, altercation, or other misuse of issued Alcohol Privilege Cards and DCZ Certificates is a violation of Alcohol standards and is also considered a failure to comply.
- i. Alcoholic beverages are not to be consumed in public areas, such as The Commons, pool, Jacuzzi, recreation areas, balconies, sidewalks, etc., except when approved as outlined in the California State University Channel Islands Policy on Alcohol (SA.03.002).
- j. No person may be intoxicated in the common areas of Anacapa or Santa Cruz Village. A common area is defined as anything other than the areas inside a resident's apartment.
- k. Inability to exercise care for one's own safety and/or the safety of others (including drawing attention to oneself) due to intoxication is in violation of this standard.
- l. If a resident should choose to consume alcohol off campus, it is recommended they designate a sober driver. If also a resident, this sober driver is responsible for ensuring the health of the intoxicated residents under their care. This includes safely returning them to their rooms. The sober driver must contact the RA on duty if anyone's intoxication poses a health threat. The sober driver will be held accountable for his/her failure to properly care for the inebriated (i.e. 'dropping off' an intoxicated resident in a common area or parking lot and leaving)
- m. Whenever there is concern for the health and well-being of a student and there is fear about reporting it to avoid "getting their friend in trouble," we offer *Medical Leniency*. This is most common when a student is under the influence of alcohol or drugs, but could also be the result of an injury due to inappropriate actions. *Medical Leniency means* that we will review the reported individual's case leniently because their friend or roommate did "the right thing" by reporting it to university officials who could provide assistance and secure medical attention, if needed. In order for Medical Leniency to apply, the resident making the report must request it on behalf of their friend.
- n. Students, employees or visitors who violate laws or University policies and procedures concerning alcoholic beverages shall be subject to criminal prosecution as well as judicial action through Housing and Residential Education and/or the Dean of Students' Office.

Alcohol Privileges

Residents that are 21 years of age or older may consume alcohol in a certified room if the following conditions have been met:

- a. The residents have completed and passed the online AlcoholEdu course.
- b. The residents have attended and participated in a HRE alcohol information and certification session.

Individuals may earn alcohol privileges independent of the other residents in his/her apartment.

Failure to abide by all standards of conduct including, but not limited to, those pertaining to alcohol will result in the loss of previously earned alcohol privileges, the assignment of steps in HRE's Six Step Discipline process, and possible referral to the Dean of Students. If a resident that has alcohol privileges is present during an alcohol violation by another student or guest, that resident will face sanctions for their participation in the act. This includes parties and other social gatherings.

Designated Consumption Zone

Once all residents of an apartment possess alcohol privileges, they may make an appointment to meet with the resident director to obtain certification for the possession and consumption of alcohol in their apartment. If the resident director certifies the apartment as a DCZ, alcohol may be stored and consumed by the residents of that apartment. Other residents who possess alcohol privileges and non-resident guests over the age of 21 may also consume alcohol in the DCZ apartment. The DCZ certification must be posted at all times on the refrigerator of approved apartments.

If any member of an apartment loses his/her alcohol privileges, the apartment will lose its certification as a DCZ. When an apartment loses its alcohol certification all alcohol and alcohol containers of any kind must be immediately removed.

All residents of a DCZ apartment are responsible for making sure alcohol guidelines are followed at all times. If an alcohol violation takes place in an apartment, all members of the apartment that are present at the time of the violation may lose their alcohol privileges.

For additional information about alcohol please see the Student Conduct Procedures.

- 3. Assault:** Any activity or behavior that results in physical harm to another community member, University Official, or guest thereof is prohibited.
- 4. Bicycles, Mopeds, Cars and Other Motor vehicles:**
 - a. Bicycles must not obstruct or be parked in public passageways, walkways or in the housing facility. Bicycles may not be locked or attached to any gate, pole, tree, or other housing equipment. Bicycles may be parked and locked in designated bicycle racks or in resident rooms.
 - b. Mopeds, motorcycles, motor scooters, or similar motor-driven vehicles cannot be taken into apartments/suites or any housing facility for any reason, or operated on sidewalks, patios, or lawns in or around on-campus residence areas. Because of fire hazards of gasoline, public safety officers or authorized HRE staff will remove motor-driven vehicles from buildings without notice. Mopeds as defined in the California Vehicle Code shall be regarded as motor vehicles.
 - c. Motor vehicles parked in the housing parking lots SH1 and SH2 must have a valid student housing parking permit. Student housing parking permits for motor vehicles may be purchased from Transportation and Parking Services. Badly damaged or inoperable

vehicles will not be allowed in the Anacapa/Santa Cruz Village parking lot more than two weeks regardless of permits or registration.

- d. Bicycles, skateboards, mopeds, roller blades, or other wheeled vehicles may not be ridden within either Anacapa or Santa Cruz Village.
 - e. All vehicles shall conform to and abide by University rules and regulations relating to vehicles.
 - f. Changing the oil or other automotive fluids in your vehicle as well as the performance of major automotive or body work in or around the Anacapa/Santa Cruz Village parking lots is prohibited.
 - g. Motor vehicles may not be washed in the student housing parking lots (unless in conjunction with a sponsored housing event).
- 5. Community Respect:** Respecting the rights of students to study and use the Housing facilities is important to maintaining a positive University and residential community. Interfering with the attempts of others to study, and failure to show respect for community members and housing staff is not permitted. Behaviors or actions that interfere with others' normal use of facilities are prohibited. As members of a civil community, residents are expected to comply with all reasonable requests for courtesy, including issues regarding noise, common area space, trash disposal, etc.
- 6. Courtesy Hours:** Courtesy hours are to be observed 24 hours a day seven days a week. Courtesy hours require that noise which can be heard outside your bedroom be kept to a minimum to respect students living in the apartment/suite and those living around you. If you are disturbed by noise in the community, you may talk with your neighbors or contact HRE staff for assistance.
- 7. Diversity:** Diversity is a source of renewal and vitality. California State University Channel Islands is committed to developing capacities for living together in a democracy whose hallmark is individual, social, cultural, and intellectual diversity.

Harassment based on individual differences is inconsistent with CSUCI's mission and educational goals. Every member of the CSU Channel Islands community enjoys certain human and constitutional rights. At the same time, individuals who work, study, live, and teach within this community are expected to refrain from behaviors that threaten the freedom, safety and respect deserved by every community member.

Every member of the California State University Channel Islands community must comply with federal and state equal opportunity laws and regulations. Such compliance will not only be the standard, but in fact, a baseline from which our community works to ensure fairness and equity.

- 8. Drugs:** The possession, use, sale, manufacture or distribution of any illegal drug or substance, including the possession of drug paraphernalia, is prohibited on the CSU Channel Islands campus and in all its buildings, including HRE.
- a. Being under the influence of a controlled substance is prohibited.
 - b. Inability to exercise care for one's own safety and/or the safety of others while under the influence of a controlled substance is a violation.
 - c. Organizing or participating in activities where controlled substances are present or being consumed is prohibited. Participation is defined as being present at the event regardless of consumption.

- d. CSU Channel Islands students can also report suspected drug activity directly to the University Police.
- e. Medical marijuana cards, or other cards issued for the purpose of designating the holding individual has rights to possess and use marijuana, are not recognized at CSU Channel Islands. At no time will a student, resident or guest be allowed to possess or use marijuana, marijuana paraphernalia, or be under its influence while in student housing or while on campus.
- f. Violation of these standards by any student will be reason for evaluation or treatment for drug/alcohol use disorder and/or for disciplinary action up to and including expulsion, and/or referral for prosecution consistent with local, state, and federal law.
- g. Any CSU Channel Islands student determined to have violated any part of this standard shall be referred to the Dean of Students for a University conduct review, and subject to disciplinary action for misconduct, which may include termination or expulsion and referral for prosecution.

9. Failure to Respond to a Reasonable Request of a University Official/Non-Compliance:

University officials are working to provide students and guests with a safe and secure environment within Anacapa and Santa Cruz Villages. In order to facilitate the progress of normal University business, it is imperative that students comply with reasonable requests of University officials. Failure to comply with a reasonable request or the intentional impediment of University business or procedures will not be tolerated and is subject to disciplinary action. All University staff, including resident assistants, are considered University officials for the purpose of this guideline. Any form of disrespect to a University or Housing official will not be tolerated, whether it be verbal or non-verbal.

10. Gates: Interior and exterior gates are specifically designed for the security of the residents. Students who prop or manipulate these gates to provide unauthorized access are subject to disciplinary action.

11. Guests and Overnight Visitors: The rights and comfort of all residents/roommates must be considered when inviting guests into the apartment or suite, even during the day. A resident's request for any guest to leave, regardless of the guest's gender, must be honored. HRE supports the right of all students to live comfortably in their rooms to study, sleep, or enjoy their privacy. The safety and security of this environment could be compromised if unwanted guests are present too often, or if guests refuse to leave when their presence is disturbing a roommate or neighbor.

Requirements for Overnight Guests:

- a. Guests must abide by all Housing and Residential Education and University standards for behavior. Residents are responsible for their guests' and visitors' behavior and for any damage incurred by their guests and visitors.
- b. The resident host must accompany their guest(s) at all times. This includes the time when a resident is at class. At no time is it allowed for a guest or visitor to be in student housing without the hosting resident being with the guest. Unescorted guests will be asked to leave the premises.
- c. Residents have the basic right to privacy in their assigned room. All licensees who occupy an apartment must agree to the presence of visitors and overnight guests. Overnight guests, including family members of residents, are limited to a maximum stay of two consecutive nights. A charge of \$45 will be placed on the residents account for each night exceeding the second consecutive night. Each resident may have no more than eight approved overnight guests per semester.

- d. All residents must secure approval from their resident director (RD) for overnight guests. Approval for overnight guests will not be unreasonably withheld – the approval process simply allows the RD to verify that the roommates approve of the visitor, the resident has not exceeded their total guests for the semester, and that the resident is aware of guidelines for visitors.
- e. Guests are required to show a valid I.D. when residents register them at the Village front office.
- f. If guests bring a vehicle to campus, they must obtain and properly display a temporary University parking permit from Transportation and Parking Services in addition to an overnight permit from HRE. This overnight permit may be obtained through the approval process.
- g. Visitors are allowed in apartments or rooms from 10:00 AM through 1:00 AM daily. Those who stay after 1:00 AM must be approved in advance as an overnight guest.

12. Harassment and Hazing: HRE seeks to promote and support a community where all its members may live together free of harassment. Verbal, written, electronic, physical and/or any other types of harassment is prohibited. Harassment includes physical and verbal abuse, threats, intimidation, coercion and/or any other conduct, which threatens, alarms, or endangers the health or safety of any person.

- a. Telephone and Electronic Harassment: Telephone harassment includes annoying, abusive, or obscene phone calls, messages, or texts that are intended or perceived to irritate, anger, or threaten. Electronic harassment that has the same effect, but is communicated via email, social networking sites, or other electronic mediums is also prohibited. If a resident should receive a threatening or harassing phone call, message, text or electronic message, he/ she should notify an RA or other HRE staff member immediately. The student is advised to keep a log of the calls and will be encouraged to file a report with the University Police Department.
- b. Hazing: Hazing, intimidating or coercing specific behaviors from a person for the purpose of obtaining acceptance or admission to a club or association is strictly prohibited. Clubs and organizations may not bring their activities and functions, whether formal or informal, into student housing without expressed consent from the resident director.

13. Holiday Decorations: If students decorate their rooms/apartments or doors for the holidays, these guidelines must be followed:

- a. All materials used must not encroach into the hallway but may be in the alcove of the suite or apartment door.
- b. Trees and other greenery must be artificial and must have proof that they are flame resistant.
- c. Lights must be UL-approved and of low voltage.
- d. Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, sprinkler heads and exit signs must not be covered and exits must not be blocked.
- e. All decorations are to be removed within two days following the holiday or prior to leaving the apartment for the holiday. Exceptions must be approved by the resident director.
- f. No candles or any open flame devices may be used in any decorations.

14. Identification: Residents are required to carry student identification with them at all times, which must be presented upon request from a University official. Failure to provide identification upon the request of a University official is a violation of the Student Code of Conduct.

- 15. Keys:** The locking systems in HRE are designed for flexibility, convenience, and security. Each student will be issued one key which allows him/her access to his/her bedroom, apartment or suite, the security gates, and all common areas with Anacapa and Santa Cruz Villages according to the posted hours of operation.
- Upon losing a key, residents should report their loss immediately to the HRE office. The charge for replacement of a lost key is \$35.
 - Keys will only be issued to the resident and not to friends, family or relatives.
 - Keys may only be used by the resident they are issued to. Neither room/suitemates, friends, family, nor guests are permitted use of housing keys.
- 16. Lockouts:** As a courtesy, HRE provides room access to residents who lock themselves out of their apartment/suite or bedroom on an infrequent basis. This courtesy, however, should not be abused by residents who fail to report lost keys in order to avoid charges or residents who loan their keys to another party. This courtesy shall not be provided to parties trying to gain access to an apartment/bedroom to which they are not assigned.
- During business hours you may go to your Village office to request staff assistance to open your apartment, suite, bedroom door for you.
 - If you are locked out after normal business hours, you need to go your Village office to obtain the location or contact information of the RA on duty.
 - You should be prepared to provide valid photo identification.
 - After three lockouts there will be \$5 charge each time. Excessive lockouts may result in disciplinary action.
 - Five lockouts within five days will result in a key replacement at the expense of the resident.
 - Please be aware that under no circumstances are keys to be duplicated or lent to another individual. Violations will result in disciplinary action.
- 17. Pets:** Fish in tanks of 10 gallons or less are the only pets permitted in the residence halls. For health reasons, other animals such as mammals, birds, insects, reptiles, arachnids, crustaceans, and amphibians are prohibited. If pets are found in an apartment, a fine will be assessed to the owner of the pet for cleaning costs. Immediate removal of the pet will be required. Failure to remove the pet may result in the student's removal from housing. Residents caught with a contraband pet must also attend a judicial meeting.
- 18. Profanity/Obscenity:** The use of rude, vulgar, indecent, or obscene verbal, non-verbal, and/or written expressions, are considered detrimental to the University and student housing environment and are prohibited. The posting of materials in public areas must be approved by the Village office. Anacapa/Santa Cruz Village staff reserve the right to refuse such postings that contain rude, vulgar, indecent, or obscene expressions. All areas (including the exterior portion of the apartment door) outside the apartment are also considered public areas, as well as parts that can be seen from the outside, and are subject to the same restrictions as other public postings.
- 19. Quiet Hours:** Quiet hours are established to promote an atmosphere conducive to quiet study and the ability to sleep in the late evening and early morning hours. Minimum quiet hour restrictions are included in the following table by day of week and apply throughout the Villages. Please note during pre-finals and finals week, quiet hours are in effect 24 hours a day.

Day	Time
Sunday - Thursday (and holidays)	10:00 PM - 10:00 AM
Friday - Saturday	12:00 AM - 12:00 PM

During quiet hours volume should be limited to a level that will not disturb the nearest neighbors' attempts to study or sleep. This standard will be upheld consistently whether or not there is an active neighbor complaint. This includes conversations outside, noise in stairwells, slamming doors, and anything that is loud and causes a disturbance to others. NOTE: Each semester, there will be 24 hour "quiet hours" during pre-finals and finals week.

20. Smoking: The State of California prohibits smoking in all state owned buildings. This includes classrooms, offices, and residential facilities owned and operated by the California State University. Smoking is permitted outside and no less than 50 feet from any building or structure. No smoking is allowed inside the suites, apartments, hallways, courtyards, walkways and common areas of Anacapa and Santa Cruz Villages. Designated smoking areas are those areas that exceed 50 feet beyond any inhabited structure on the campus.

21. Soliciting/Posting: No solicitors or salespersons, including religious proselytizers, have permission to call on a unit unless invited in advance by the licensee. Licensees are requested to notify the HRE office and/or University Police if solicitors or salespersons are seen conducting business.

No one is permitted to distribute or post materials without specific permission from the resident director. Materials not approved by the resident or HRE will be removed.

22. Theft: Removing or stealing University property or property belonging to a roommate or other campus community member or guest is prohibited. This includes the unauthorized use of services. If you suspect theft of a personal property or are witness a theft, please contact the University Police at (805) 437-8888 or dial 9-1-1.

23. Vandalism: Residents who remove, destroy, or deface any property or area related to the University, Anacapa or Santa Cruz Village complexes, which includes but not limited to vandalism committed against the elevators, ceilings, and grounds surrounding the buildings, are subject to disciplinary action and will be required to pay for any damages and fines. Affected areas may be temporarily shut down from use because of vandalism.

24. Weapons: It is a felony to possess or use a weapon on State university property. Possession of any firearm (including BB guns and pellet guns) on State university property is a felony and is prohibited on the premises of the University (Section 626.9, California Penal Code). Use or possession of any weapon including, but not limited to rifles, shotguns, handguns, BB guns, air rifles and pistols, bows and arrows, knives, daggers, swords, spears, ninja stars, brass knuckles, or ammunition, is prohibited in the residence halls. This statute applies to all students, faculty, staff and visitors (except sworn peace officers) and to all vehicles while on campus. Anyone found to be in violation of this requirement may be subject to disciplinary action, revocation of license, and/or arrest by the police. Using explosive materials or devices (i.e. firecrackers) will result in similar disciplinary action.

Safety Information and Standards

1. **Dangerous Behavior:** Any activity which can be interpreted as endangering or harming oneself, any community member, or a guest is prohibited. This also includes negligence, failure to assist or report an observed physical danger (i.e. fighting, significant physical injuries, or a student under the influence who is unable to care for themselves), or any other action which imperils or jeopardizes health and/or safety of self and/or others.
2. **Disaster Preparedness:** The University has a comprehensive disaster preparedness plan for emergencies such as earthquakes and fires. To be prepared, all residents are encouraged to bring an extra blanket, a flashlight, enough imperishable food and water for three days, and a first-aid kit. Students are advised to thoroughly review evacuation instructions posted on the back of their room doors upon arrival.
3. **Emergencies:**
 - a. In the event of an emergency, call 9-1-1. The University Police Department will be notified immediately as well as other necessary agency services.
 - i. If possible, call from a land-based phone line; this will produce quicker assistance. If you call from a cellular phone, you will be routed to the county authorities rather than University Police and assistance may take longer to arrive.
 - ii. If you are able to remember, you may dial (805) 437-8444 in any emergency as this will connect you immediately to University Police. Students are encouraged to program this number into their cell phones so it is easily accessible when needed.
 - b. When making an emergency call, give your name, a clear description of the problem, and your location (including apartment number and room). **Stay on the phone until the dispatcher tells you to hang up.**
 - c. Immediately following this call, please contact your Village front office so that on-site assistance may be initiated by the Village staff.
 - d. Housing and Residential Education provides an administrator-on-call for all of student housing and an RA-on-call in each Village after business hours.

Please note: Residents who make false claims of an emergency, violate the security guidelines, or jeopardize the security and safety of any residents will be subject to severe disciplinary action.

4. **Emergency Evacuations and Drills:**
 - a. In the event of an actual emergency (i.e. fire, earthquake, etc.) or a periodic emergency drill, immediate compliance with directives given by the staff is required.
 - b. All emergency evacuation drills are timed and must be repeated if completion time does not meet safety standards. It is essential that everyone in an apartment or suite, or any other area of housing, respond promptly in an emergency situation for their safety and the safety of others. This same compliance is required of guests.

Please note: Failure to comply with the reasonable request of a University official during an actual emergency or during a drill could jeopardize your safety or the safety of others and will result in disciplinary action.

Emergency Evacuation Procedures

All residents are required to follow the fire and safety regulations listed below:

- a. Periodic fire drills may be required to insure that residents know what to do in the event of a fire. Residents should be familiar with the fire instructions. All residents and visitors are required to evacuate the building when the housing complex fire alarm is sounded. Those refusing to cooperate with staff or evacuate the building are subject to disciplinary action.
- b. In the event the fire alarm sounds:
 - i. Remain calm.
 - ii. Leave the building at once using the nearest visibly safe stairway exit. Depart the room, apartment, or building immediately, but dress in preparation for existing weather (shoes, coat, etc.).
 - iii. Go directly to the nearest official gathering spot for your Village. For Anacapa Village, this is the lawn south of Anacapa Village; for Santa Cruz Village this is the South Quad for buildings D through G and the lawn south of Anacapa Village for building H.
 - iv. Never use an elevator during a drill or actual fire.
 - v. If you are away from your room when the fire alarm sounds, do not return to your room.
 - vi. Do not return to the building until given the all-clear signal by a University official.
- c. In the event of an actual fire:
 - i. Remain calm.
 - ii. Contain the fire, if possible, by using provided fire extinguishers or closing the door.
 - iii. Contact University Police if fire personnel are needed by dialing 437-8444 or 9-1-1.
 - iv. Notify HRE staff or your RA immediately. Fire alarm pull stations are located in each stairwell.
 - v. Leave the building via the stairwell. Do not use an elevator. Close the room and apartment/suite doors behind you. No matter how small the fire, and even if it is already extinguished, report it to the front office staff or your RA immediately.

3. Emergency Occupancy: Please note that in emergency situations (such as fires, earthquakes, flooding, etc.) the office of Housing and Residential Education reserves the right to add additional roommate assignments to any room or apartment for a limited period of time.

4. Explosives: Firecrackers, fireworks, explosives, flammable chemicals/materials, or pyrotechnics of any nature are not permitted within or around the Villages for reasons of safety and noise. Possession or use of such items is considered a serious violation and will result in disciplinary action and possible fines.

5. Extension Cords: Any extension cord not approved by the HRE staff is prohibited. Acceptable cords include those that contain an in-line fuse or circuit breaker. Questions pertaining to approved types of extension cords should be directed to RAs and/or the resident director. Multiple-plug adapters are prohibited unless such adapters have an in-line fuse or circuit breaker.

6. Fire Safety Equipment: It is imperative that fire and safety equipment function properly when it is needed. The following list of fire safety violations are prohibited in order to promote fire safety within the Villages:

- a. Tampering with or misusing fire extinguishers, smoke detectors, sprinkler heads, exit lights, emergency lights or other emergency equipment
- b. Tampering with or pulling a fire alarm under false pretenses
- c. Rendering a smoke detector inoperable

- d. Obstructing walkways and stairwells with furniture, trash, bicycles, or other materials. This includes hanging objects over handrails and gates such as towels, wetsuits, etc.
- e. Flipping the circuit breaker switch for the smoke detectors to the OFF position

Residents who engage in the above described behaviors jeopardize the security and safety of all students in the Villages and are subject to disciplinary action. Some fire safety violations could result in criminal prosecution or fines or both. Residents will be held responsible under California Penal Code 148.4 for tampering with fire alarms.

- 7. Fire Prevention:** The following is a list of fire hazards which are **prohibited**. Failing to abide by these fire prevention measures jeopardizes the safety of all residents and will result in disciplinary action.
- a. Open flames such as candles and incense
 - b. Possession of candles with a wick, even as decoration
 - c. Use or storage of flammable fluids and/or flammable chemicals
 - d. Smoking in rooms or buildings, including the use of hookahs
 - e. Use of butane lighters
 - f. Open-coiled electric or heating appliances such as space heaters and sun lamps.
 - g. Use or possession of fireworks or firecrackers
 - h. "Live" Christmas trees and other materials of flammable nature. Flame retardant artificial trees are allowed.
 - i. Any extension cord not approved by HRE staff
 - j. The use of halogen lamps. Halogen lamps produce extremely high heat and can explode resulting in burns and/or fire
 - k. Heated elements which could be left unattended for long periods of time (such as simmering potpourris or scented light bulb rings) and which require heat to release scent are also prohibited.

In addition to prohibited items, the following fire prevention measures must be followed:

- a. All allowed 'heat source' equipment (such as curling/flat irons, glue guns, irons, etc) must be attended to at all times. Leaving equipment 'on' while unattended is a serious safety risk.
- b. Cooking and/or cooking equipment such as toasters, toaster ovens, electric grills, etc are to be stored and used in designated kitchen areas of Anacapa, and G building common area kitchens. Cooking in Santa Cruz bedrooms or suite areas, and Anacapa bedrooms or living rooms is not allowed. Residents wishing to barbeque should use the grills adjacent to the Anacapa pool area.
- c. Residents must attend to all cooking food in an apartment or common area kitchen (Anacapa Commons, G1 Lounge, G2 Game Room). Leaving cooking food unattended is a safety risk that can lead to a live fire, damage, and/or injury.

- 8. Missing Student:** As a community member it is important you watch out for your neighbors. If you suspect a friend, roommate, or suite/apartment mate is missing, you should immediately notify CIPD at 805-437-8444. CIPD will generate a missing person report and investigate. Before reporting a community member missing please speak with your other suite/apartment mates to see if they have been in contact with that person. If HRE staff suspects a community member is missing and is unable to contact them, CIPD will be contacted.

- 9. Personal Safety Recommendations:** Safety on campus begins with you! Students are encouraged to take steps to safeguard themselves and their property. Some suggestions are listed below:
- Keep your front door locked at all times. Do not bypass the locking system, thereby allowing open access to any door or gate in the Villages.
 - Lock your bedroom door when you leave your suite/apartment.
 - Use provided door viewers or “peep” holes when someone knocks on the door. These viewers are provided for your safety. Never open your door to people you do not know.
 - Close and lock windows, particularly in first floor units, when you leave your room or use window locks to limit window opening and prevent intruders from accessing your room via an open window.
 - Report suspicious behavior to the University Police at (805) 437-8444 and contact the Village office.
 - Never confront a suspicious individual. Get to know your neighbors and other students who live in the Villages so you will be able to identify strangers more easily and have a feel for who would normally pass through your building or floor.
 - When on campus during evening or early morning hours, walk with a friend or use the University escort service; do not walk alone.
 - Do not invite acquaintances that you do not know well to the campus or to your room.
 - Use the “buddy” system. Always let someone, a friend or roommate, know where you are going and when you will return. Check in with them when you leave and when you return. If you are a “buddy” and someone does not return when they say they will, call their phone, and alert the staff or University Police if you are unable to reach them.
 - Program an “ICE” number in your cell phone (ICE stands for “in case of emergency”). This number should be for a friend or family member that you would want contacted in the event of an emergency.
 - Program the contact names and telephone numbers, included in the following table, into your cell phone for easy access when needed.

Contact	Telephone Number
University Police Dispatch	(805) 437-8444
Anacapa Village Office	(805) 437-3346
Santa Cruz Village Office	(805) 437-3343
Anacapa’s RA on duty	(805) 824-4522
Santa Cruz’ RA on duty	(805) 312-0752
Your Resident Assistant	Provided upon request

10. Sexual Assault/Rape: Acts or allegations of physical violence are considered extremely serious. Sexual assault, sexual battery, or rape of a community member or guest will not be tolerated. This behavior is defined as any sexual activity that is carried out without the expressed consent of the parties involved. Investigations of this type of offense will include Housing and Residential Education, the Dean of Students, and the University Police Department. Report any knowledge of such offenses immediately.

If you have been the victim of a rape, it is important to report the incident immediately to the University Police. This will ensure you get the medical attention you need and allow evidence to be gathered, in the event it will be needed later. Our HRE staff is also dedicated to your health and well being and will assist you in any way possible. The university has designated individuals on campus who are able to receive confidential reports

of criminal activity, including sexual assault. The Director of HRE is one of these individuals. Others are listed at this webpage: http://www.csuci.edu/police/Annual_Security_Report.htm As a preventative measure, the University Police Department offers the training course "Rape Aggression Defense System (RAD)". It is a program of awareness and self-defense taught by certified trainers. Contact the University Police for details. The following table includes contacts and telephone numbers to assist rape victims.

Contact	Telephone Number
University Police Department • 24 hour emergency number	(805) 437-8444
Sexual Harassment Counseling Student Health Services Personal Counseling Services	(805) 437-8828

- 11. University Police:** Our University Police are committed to promoting a safe environment at CSU Channel Islands. They are concerned with both the well-being of our CSU Channel Islands community members and visitors, as well as safeguarding personal and University property. You may learn more by visiting the [University Police Website](#).

Our police officers have full law enforcement authority and can make arrests and issue citations. Each police officer exceeds the minimum certification and training requirements mandated by the State of California. Their authority as state peace officers extends off-campus and into the surrounding community. The CSU Channel Islands Police Department is responsible for the enforcement of state and local laws as well as University rules and regulations.

HRE staff work in partnership with University Police and call upon them regularly to address concerns and provide support within the Villages. Our police officers pride themselves not only their ability to serve effectively as peace officers, but also on their dedication to serving the needs of the CSU Channel Islands community. Please do not hesitate to contact them if you have a question or need assistance, on or off campus. They can be reached at (805) 437-8444.

Student Conduct Procedures

The Villages are comprised of students from a variety of ethnic, cultural and socio-economic backgrounds. Living in a diverse community affords many opportunities for building relationships and for learning. This is what makes living on campus such an integral part of the college experience! At the same time, it requires responsibility, consideration and mutual respect so that the members of our community can live together successfully. Policies for on-campus living have been developed to promote an environment where many students may live together with maximum freedom while also respecting the needs and rights of others. We ask everyone to accept the responsibility of living effectively in community and be aware and responsive to the ways their actions affect their neighbors and roommates. The special responsibilities that students have as on-campus residents are outlined in the HRE Community Living Standards above. HRE staff addresses violations of these standards through the HRE judicial process: the Six Steps.

It is also important to note that all students of the CSU are responsible for abiding by the [CSU Student Code of Conduct](#) (Title V, Section 41301).

This code is enforced by the Office of the Dean of Students. Finally, as residents of the State of California, we are all required to know and adhere to state laws which are outlined in the California Penal Code and the California Vehicle Code. Violations of these laws could result in legal consequences which on campus are most often addressed by the CSU Channel Islands Police Department.

In some cases, there may be an overlap of these laws and standards; when this occurs, students are accountable to all three entities: Housing and Residential Education, the University Judicial Officer, and University Police. Each of these offices work cooperatively with each other, and at the same time are authorized to adjudicate alleged violations independently.

Housing and Residential Education Judicial Process: The Six Steps

Housing and Residential Education’s judicial process is based on a progressive six-step system that incorporates involvement from students (Judicial Board) and staff (primarily the assistant director for Residential Education and the resident directors). This system is in place to allow students to be made aware of their status in the judicial process. Each violation of the established HRE standards of conduct is placed on a particular level called a “step.”

Steps are calculated by both the accumulation and the severity of a resident’s standards violations. The steps are assessed based on the degree of community disruption or behavioral seriousness. Therefore, one severe violation, a few mid-level violations or several low-level violations may cause the resident to reach Step 6, subjecting them to removal from student housing. Since violations that reach Step 6 are often also violations of the University Code of Conduct or State law, additional referrals to the Office of the Dean of Students or University Police may occur.

When a judicial officer or the Judicial Board receives a case for review, it is their responsibility to look at all the information reasonably available and make a decision about whether a student is responsible for the alleged violation(s) based on a of the evidence. This means that responsibility is defined as what most likely occurred based on the information reasonably available from all sources. This is the most common standard for adjudicating University conduct cases. The judicial officer or the Judicial Board is required to act reasonably and responsibly consistent with HRE’s procedures, but they are not required to prove guilt beyond a reasonable doubt.

The Six Steps and Associated Responses

The following table reflects the number of steps and corresponding response from HRE.

# of Steps	Associated Responses
Step 1	HRE judicial meeting with the Resident Director or designee, the Judicial Board, and/or a letter of admonishment.
Step 2	HRE judicial meeting with the Resident Director or designee, the Judicial Board, and/or letter of admonishment and educational sanctions.
Step 3	HRE judicial meeting with the Resident Director or designee, letter of admonishment and educational sanctions.
Step 4	HRE judicial meeting with the Resident Director or designee, HRE probation and educational sanctions.
Step 5	HRE judicial meeting with the Associate Director of Residential Education or designee, notification of removal at the end of the semester and possible denial of student housing eligibility in subsequent academic years, and referral to the Office of the Dean of Students.
Step 6	HRE judicial meeting with the Associate Director of Residential Education or designee, removal from student housing and possible denial of student housing eligibility in subsequent academic years, and referral to the Office of the Dean of Students.

Judicial Reporting, Meetings, and Review Process

We are committed to providing due process for students in all situations in keeping with the mission of the institution and to promote student growth and learning while also addressing student conduct concerns and their impact in student housing and the University community. This process is not designed to be adversarial; it is designed to promote responsibility and effective community living through fair and reasonable accountability. Students are encouraged to enter this process honestly and openly in order to effectively resolve concerns and gain the most from the experience.

Outlined below is the process by which violations are reported, investigated, and reviewed.

1. An incident report is filed with HRE. While this is most frequently provided by student staff, reports may also be submitted by students who witness and/or are impacted by a potential violation.
2. Incident reports are reviewed by the Associate Director of Residential Education (ADRE). If these reports contain sufficient information to warrant either a judicial meeting or an educational discussion with the students named in the report, the ADRE will generate a letter requesting a student meeting with the appropriate HRE judicial officer or the Judicial Board.
3. Students are expected to schedule a meeting with the HRE judicial officer as soon as they receive the notification letter. The notification letter states which judicial officer will be hearing the case. Students are given one (1) business day to schedule and three (3) business days to complete this meeting unless notified otherwise. Meetings may be scheduled at the HRE office in building E for the ADRE or at the front desk for either Santa Cruz Village or Anacapa Village RDs. Failure to schedule a meeting in the specified timeframe and/or failure to attend a scheduled meeting will result in additional violations.
4. A meeting is held with the student and the HRE judicial officer. In this meeting, students will be informed of the evidence in the case via a reading of the incident report. Students may also present through verbal or written statements their own account of the alleged incident.
5. The HRE judicial officer evaluates the validity and integrity of the evidence presented from all sources and makes a determination of responsibility based on a preponderance of the evidence. This decision, which may include consequences or sanctions, is communicated to the student in writing in the form of a judicial response letter at the conclusion of the judicial meeting.
6. Students may appeal the decision of the HRE judicial officer. Instructions for appeal are listed below and are also provided in the judicial response letter.
7. Failure to schedule a meeting, appear for the meeting scheduled, or abide by HRE's ruling may result in a decision being rendered in your absence.

Judicial Definitions

Appeal Officer: The supervisor, or designee, of the original HRE judicial officer who will hear a student appeal. The name of this person along with appeal instructions will be provided in the judicial response letter.

Educational Sanction: A special requirement or condition imposed at the discretion of the judicial officer or the Judicial Board with an educational goal intended. Sanctions may include community service projects, an educational program presentation, educational program attendance, intervention classes or a research paper/project.

HRE Probation: An official sanction period of observation and review that places the student in a status such that any subsequent misconduct during the period of probation will result in additional disciplinary action, typically at a higher level than the minimum sanction listed.

Judicial Meeting: A meeting called by an official of the University authorized to review and respond to reports of violations of HRE standards or the University standards for conduct. A disciplinary meeting is necessary to establish clarity about the incident(s) and associated allegation(s) and discuss HRE and University responses. Students receive notice of these meetings via email and in writing to their Village mail box. Prompt response is expected.

Judicial Officer: A University official who is responsible to review and respond to reports of student misconduct. The judicial officer reviewing an individual student case will be the person who sends the invitation for a judicial meeting. Within HRE, this will most commonly be a resident director and/or the assistant director of Residential Education.

Notification of Removal: A disciplinary sanction period of observation and review in which a student is formally notified that he/she will be removed, but that this removal is held in abeyance. Specifically, this means that the student will be allowed to remain in student housing through the end of the semester if his/her behavior does not violate any other community standards as specified in the *Resident ABC's Manual*. Should the student be found responsible for behaviors that violate these standards, he or she will be removed from student housing immediately.

Referral to the Office of the Dean of Students: Whenever a violation occurs in HRE which is concurrently a violation of the *Standards for Student Conduct*, a referral will be made to the Office of the Dean of Students by the assistant director of Residential Education so the case may be reviewed by a campus judicial officer. These standards can be found in your [CSU Channel Islands Student Guidebook](#). (Download [Adobe](#).)

Removal: An official sanction that prohibits the student from continuing to reside in student housing. This sanction may also preclude a student from being able to return to student housing for a specific period of time without permission from the director of HRE. Removal will result in forfeiture of monies paid to student housing.

Student Judicial Board: Housing and Residential Education's judicial process is based on a progressive six-step system that incorporates involvement from students to form the Judicial Board and staff (primarily the assistant director for Residential Education and the resident directors). The Judicial Board is also referred to as J-Board.

Appeal Process

Any student found responsible for violating HRE policies may submit an appeal in writing within three (3) business days of receipt of their sanctions to the person identified as the appeal officer in their sanction letter. Appeals must be based on one of the following criteria and speak directly and substantively to one or more of them:

1. New relevant information, unavailable for presentation at the time of the original hearing;
2. Specific facts to support the allegation that the decision of the judicial officer was not consistent with the nature of the standard or its violation; or
3. Specific facts to support the allegation that the judicial officer was prejudiced with respect to the facts of the case or the individual(s) involved.

Upon receipt of the letter, if the appeal is warranted based on the above listed criteria, a hearing will be scheduled to occur within two (2) days. In reviewing the appeal case, the appeal officer may, upon a preponderance of the evidence:

1. Uphold the decision of the original judicial officer;
2. Increase the sanctions issued by the original judicial officer;
3. Reduce or change the sanctions issued by the original judicial officer; or
4. Determine that the student is not responsible for the violation for which they have been charged and revoke the sanctions issued by the original judicial officer.

The decision of the appeal officer will be enforced. No additional appeals are provided.

Sanctions and Steps

The judicial officer hearing HRE cases will evaluate the information available and assign steps to a violation for which a student is found responsible. Listed below are some violations and the possible associated steps. Steps associated with standards not listed below will be determined at the discretion of the judicial officer. *The following list is meant to serve as a guide but not a complete list of infractions and subsequent sanctions.*

Alcohol Violations

For all alcohol-related infractions, all student housing residents, visitors and guests in an apartment/suite will be held responsible for the violations that occurred. Alcohol possession is privilege and not a right.

Alcohol Consumption: Student under the age of 21 is found to be drinking or in possession of alcohol, or if a student over the age of 21 is present in an apartment/suite without alcohol privileges while alcohol is present, are liable for the number of steps included in the following table. Included are categories that violate alcohol consumption.

Steps	Alcohol Consumption
2	Empty containers Decorative containers
3	Personal consumption Public intoxication
4	General consumption Resident with alcohol privileges drinking in an area designated for students under 21 Belligerence
5	Providing alcohol to students under the age of 21
6	Selling alcohol to students under the age of 21

Alcohol Privilege Violations

If a student with alcohol privileges engages in behavior that would introduce alcohol into an environment where students without alcohol privileges are, that person will be found responsible for the Alcohol Consumption Violations listed above and will receive one additional step for having attained privileges and participated in behavior that does not meet the HRE standard of conduct. Holding alcohol privileges on campus is a responsibility.

Alcohol Consumption in a DCZ: If a student under the age of 21 is drinking or present in an over-21 apartment with DCZ certification while alcohol is present, they are liable for the number of steps included in the following table. Categories included in alcohol consumption in a DCZ are also included in the following table.

Steps	Alcohol Consumption in a DCZ
3	Under-age students Those without alcohol privileges
4	Those with alcohol privileges

Assault, Sexual Assault, and Harassment: The following table reflects the number of steps and assault categories.

Steps	Assault, Sexual Assault, and Harassment
3-4	Harassment
5-6	Threats: verbal/non-verbal, written, by electronic means Physical assault
6	Sexual assault

Drugs: The following table reflects the number of steps and drug categories.

Steps	Drugs
4	Possession of drug paraphernalia
5	Possession of a controlled substance
5-6	Use of a controlled substance
6	Possession, selling, distribution, and/or manufacture/cultivation of marijuana or a controlled substance Possession of controlled substances not prescribed to you

Fire Safety: The following table reflects the number of steps and fire safety categories.

Steps	Fire Safety
2	Possession of candles Possession of incense Possessing Anacapa Village or Santa Cruz Village exit signs in an apartment/suite
3	Failure to respond to a fire alarm
4	Disabling or removing a smoke detector Flipping a circuit breaker to the 'off' position
5	Disabling or removing an exit sign Falsely pulling a fire alarm

Gate: The following table reflects the number of steps and gate categories.

Steps	Gates
1	Propping of gates Unauthorized access to Housing (i.e. any entrance other than via key swipe)
3	Climbing gates

Minor Miscellaneous: The following table reflects the number of steps and minor miscellaneous categories.

Steps	Minor Miscellaneous
1	Removal of window screen(s) Unexcused absence from floor meetings
2	Use of closed facilities Removing furniture from common areas Riding skateboards within Anacapa Village or Santa Cruz Village Failure to complete judicial sanctions

Major Miscellaneous: The following table reflects the number of steps and major miscellaneous categories.

Steps	Major Miscellaneous
2-3	Non-compliance; failure to respond to a reasonable request of a housing or University official in a respectful tone and timely manner Community respect
3-6	Dangerous behavior (from threats to self-destruction)
5-6	Theft

Overnight Guests: The following table reflects the number of steps and overnight guests categories.

Steps	Overnight Guests
2	Failure to register an overnight guest for one night
3	Overnight guests in excess of eight (8) per semester

Quiet Hours: The following table reflects the number of steps and quiet hours categories.

Steps	Quiet Hours
1	Three violations within a 30-day time period
2	Violation during pre-finals and finals week

Smoking: The following table reflects the number of steps and smoking categories.

Steps	Smoking
2	Smoking in non-designated areas outside
3	Using or possessing a hookah anywhere within student housing, including common areas
4	Smoking in an apartment/suite or inside a common areas

Vandalism: The following table reflects the number of steps and vandalism categories.

Steps	Vandalism
1-3	Improper trash disposal
2-3	Minor
4-6	Major

Frequently Asked Questions

Will I have roommates?

Anacapa Village Residents

Yes, most likely. Our apartment floor plan includes a four bedroom/two bath apartment set up to accommodate four students.

Santa Cruz Village Residents

Yes, most likely. The majority of our suites are for Double accommodations (two bedroom suite shared by four students, two per bedroom). We are preparing for the possibility of some Triple assignments depending upon space demand in August. Single room assignments are extremely limited.

Who is my roommate?

Information regarding the names and contact information of your assigned roommate(s) will be available via your roommate mailer scheduled to be sent out the first week of August. We encourage you to contact them prior to moving in to coordinate what each of you will bring or simply to get to know each other! Please note that roommate assignments are not final until move-in day and may change prior to move-in for administrative reasons.

What should I bring?

Anacapa Village Residents

Your apartment will be fully furnished, including all major kitchen appliances.

Please feel free to bring any special treasures that will make you feel at home in your new surroundings. The following are our suggestions of some items you might want to bring, or correspond with your roommates about bringing to your new apartment.

Anacapa Bedroom measurements:

A and D bedroom: 8' 10" x 11' 2"

B and C bedroom: 9' 10" x 9' 8"

Living room: 11' x 11' 8"

Typical Windows: Length: 4' 11" Width: 2' 10"

Bedroom includes: bed, dresser, night stand, desk and desk chair

What to bring: sheets (extra long, twin size), blankets, bedspread, pillow, study lamp, fan, iron, alarm clock, television, stereo, and personal computer

Bathroom includes: toilet, shower, shower curtain, mirror, cabinet, sink, towel rack

What to Bring: toiletries, toilet paper, towels, wastebasket, and non-corrosive cleaning supplies

Food preparation and storage area includes: refrigerator, freezer with ice maker, microwave, stove and oven, cabinets, pantry closet, dishwasher, wastebasket and recycle basket, table and four chairs

What to bring: dishes, pots & pans, silverware, glasses, cups, wastebasket, dishwasher soap and dishwashing soap, and non-corrosive cleaning supplies

Living room area includes: coffee table, sofa, two armchairs, and end table

What to bring: television, small stereo, small entertainment center, and lamp

Santa Cruz Village Residents

Your suite will be fully furnished with the exception of the small refrigerator and microwave. Please note that due to CI's commitment to sustainability, we are only allowing one refrigerator and microwave per suite. We encourage you to discuss refrigerator arrangements with your roommate(s) prior to move-in.

Please feel free to bring any special treasures that will make you feel at home in your new surroundings. The following are our suggestions of some items you might want to bring, or correspond with your roommates about bringing to your new suite.

What's provided in my apartment?

Santa Cruz Village Bedroom measurements:

Double-Double (4 persons to a suite): 12' 7" x 10' 8"

Triple (5 persons to a suite) 12' 7" x 10' 8"

Single-Double (2 persons room): 14' 3" x 10'

Single (1 person single): 7' 10" x 10'

Bedroom includes: bed, dresser, night stand, desk and desk chair

What to bring: sheets (extra long, twin size), blanket, bedspread, pillow, study lamp, fan, iron, alarm clock, television, stereo, and personal computer

Bathroom includes: toilet, shower, shower curtain, mirror, cabinet, sink, towel rack

What to bring: toiletries, toilet paper, towels, wastebasket, and non-corrosive cleaning supplies

Storage area includes: shelving for food storage, an alcove for a mini refrigerator

What to bring: microwave, mini refrigerator, paper plates, plastic eating utensils

NOTE: Mini refrigerators should not exceed 32" in height X 24" in width to be able to fit comfortably in the designated storage area. Refrigerators and microwaves may only be stored in this area, and not in the bedrooms.

What about decorating my room?

Your room has been professionally designed with decorator paint, floor coverings and window blinds. You may bring items from home to personalize your space, but remember the rooms will be used for years to come, so please take care in choosing décor which makes it easy to return the room to its original move in condition.

For decorating and storage purposes you may want to know the dimensions of your room. You will find the dimensions of our apartment space listed below. Please use these room dimensions as a guide only.

What amenities are provided in Anacapa Village?

Anacapa Village is home to The Commons, laundry facilities, vending machine areas, a swimming pool, spa, computer labs, and study rooms. Anacapa residents also have access to Santa Cruz Village which offers laundry facilities, vending machines, music practice rooms, a dance studio, art studio, workout room, gaming room, billiard hall, computer lab, and lounges. A fully equipped Gym and Fitness Center is also just steps away!

What amenities are provided in Santa Cruz Village?

Santa Cruz Village has laundry facilities, vending machines, music practice rooms, a dance studio, art studio, workout room, gaming room, billiard hall, computer lab, and television lounges. A fully equipped Gym and Fitness Center is also just steps away!

Residents of Santa Cruz Village also have access to all common areas in Anacapa Village which include The Commons, a swimming pool, spa, computer labs, study rooms, vending machine area, and laundry facilities.

Once I've moved in, will there be any occasions when I may need to move again?

The office of Housing and Residential Education reserves the right to relocate individuals as needed. We will make every attempt to keep relocations to a minimum. Relocations may also be initiated for facility, emergency or disciplinary reasons. Students are required to move out of student housing for winter and spring breaks.

How do I request to cancel or amend my License Agreement?

The HRE License Agreement is very much like a lease you would sign for an apartment off campus and is binding for the entire academic year. Release from the License Agreement is only allowed in the following situations: end of CSU Channel Islands student status, marriage, and hardship. Releases are never allowed simply because someone would rather live off campus. Requests for release are reviewed and decisions are communicated in a meeting or via email, depending upon the situation.

License Agreement amendment requests will be reviewed by the director of Housing and Residential Education.

May I stay on campus over a holiday break? What about the summer?

We do provide students with legitimate cause the opportunity to remain on campus during University holiday periods. This is known as an *Extended Stay* and there is an additional charge for this period which equates to the daily rate of the HRE License Agreement. An Extended Stay Form must be completed no later than 10 days prior to the requested extension period.

We also offer summer stays for students who are working on campus at CSU Channel Islands or who desire to stay in the local community. A separate HRE License Agreement is required for summer stays. If you are interested in summer housing, you may contact the HRE office in building E for more details.

How do I request to transfer to another apartment or suite?

In the event that you experience conflicts with your roommates, we urge you to speak to your resident assistant or follow the suggestions outlined in the Communication and Conflict Resolution section of this handbook.

Designated transfer request periods take place after the first two weeks of the semester. Please contact the front desk in your Village for specific dates. Please be advised that no transfer requests will be granted on move-in day. To request a transfer, make an appointment to meet with the resident director, who will hear your request and notify you if it is approved. Approval is not guaranteed and is dependent upon a variety of factors including the nature of the request and space availability.

How can I request repair for my apartment or suite?

If your apartment or suite is in need of repair or service, you may complete a Work Order Request at your Village office or the HRE office. An individual Work Order Request needs to be filled out for each request.

Am I responsible for damages to my apartment?

When you move into your apartment, you and your roommate(s) are responsible for validating a Resident Inventory Form. Notify your RA in writing of any items that were not indicated on the form by the first floor meeting. Provide a detailed description of the condition of your room when you moved in, including cleanliness, damage and furniture.

When you check out, the original Resident Inventory Form will be used to compare the condition of your room upon check out to the recorded condition at move-in. If there are damages, including missing furniture or lack of cleanliness, a charge will be assessed. The charges will be billed to the responsible party(s). In the event that we cannot determine who is responsible, then all residents will be billed equally. A detailed list of damages and charges is provided in this manual.

It is very important to report damages immediately as they occur in order to rectify the problem and address the student(s) responsible. HRE staff will conduct regular safety inspections to assist in the assessment of potential damages before the end of the year.

Is there anything I can do to decrease my level in the Six Step Judicial Process?

We strongly encourage residents to use good judgment in their behavior. The Six Step Judicial Process is designed to remind students of their responsibility for community living and to discourage repeated violations. Your step accumulations will generally remain for two semesters and there is no way to decrease your level in the process. HRE encourages students to take all policies and potential consequences seriously as they will have a significant impact on one's ability to live on campus. Since the judicial process is designed to be educational, our aim is to increase and improve awareness and accountability to effective community living.