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UCM Student Housing Handbook
Student Housing Office

REGULAR HOURS

Monday–Friday .....8:00 am–11:00 pm
Saturday–Sunday .....1:00 pm–11:00 pm
Holidays .....1:00 pm–11:00 pm

Phone: (209) 228-4663 • (209) CAT-HOME
E-mail: housing@ucmerced.edu
http://housing.ucmerced.edu

After-hours RA on Duty
Primary RA on Duty: (209) 224-7553

Principles of Community

The University of California at Merced is committed to learning, teaching and serving the people of the San Joaquin Valley, California, the nation and the world through excellence in education, research and public service. We strive to provide educational opportunities for all.

Our founding principles of community guide both the individual and collective behaviors of students, faculty and staff. The university expects all of its members to emulate these fundamental principles as individuals and as a community.

- We celebrate the spirit of academic excellence and strive to promote our university and its strengths through our daily interactions with students, staff, faculty and the community at large.
- We maintain a working and learning environment based on integrity, fairness, cooperation, professionalism and respect.
- We are a community comprised of people from multiple cultures, with varying lifestyles and beliefs. We celebrate this diversity for the breadth of ideas and perspectives it brings.
- We value creativity among students, staff and faculty, and acknowledge both their individual and collaborative achievements.
- We encourage health and wellness, and strive to develop a sense of environmental responsibility and stewardship among all the members of our community.
- We are committed to achieving tolerance in our community. All persons—faculty, staff and students—regardless of background or lifestyle, should participate and work together in a collegial atmosphere that we strive to make free of any and all acts of discrimination or harassment.
- We respect, support and value the civil and respectful expression of individual beliefs and opinions.

Note: These are the Founding Principles of Community of the University of California at Merced. In the years ahead, they will undoubtedly be reviewed and modified by UC Merced faculty, students and staff.

Approved: January 2003

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Welcome from the Director

Dear Resident Student,

Congratulations on deciding to live with us on campus during the 2008–2009 academic year. We are thrilled to have the opportunity to work closely with you.

No experience compares to what you are about to encounter as a resident student. There is nothing better than being surrounded by friends and staff who are here to support and help guide your journey towards success. Don't just sit back in your room or suite—get out there, meet new people and take advantage of the many events and opportunities that will make this a hallmark experience.

As an on-campus housing community, we strive to create an atmosphere where residents know and respect one another and their environment. We also work to ensure our facilities are safe and secure and provide opportunities for residents to grow as young adults. We work to live our Principles of Community, and depend on our residents to partner with us to achieve this goal.

Year after year, the most talked about change residents experience is independence. With your new-found liberty comes responsibility, not only to yourself but to the community in which you live. It's important to make good decisions for yourself. Are you going to go to class? Should you tell your suitemates that toothpaste left in the sink grosses you out? Are you secure enough in your values not to give in to peer pressure?

Here are some things to consider when making independent decisions:

1. Will my decision help me be a successful student?
2. Will my decision impact others' ability to be successful?
3. Will I benefit from knowing someone whose values and beliefs are different than mine?
4. Will things get better if I don't say anything?

Your Resident Assistant (RA) is an excellent resource. As peer student leaders, many RAs have needed to make these kinds of decisions in the past. The RAs go through extensive training to learn how to facilitate communication among residents, develop positive learning communities, coordinate workshops and events to offer you more information and tools to succeed, and enforce policies designed to facilitate a harmonious, law-abiding community.

We strongly encourage you to seek out your RA should you face a dilemma and need guidance with your decision making.

The housing staff and Resident Housing Government (RHG) are committed to helping you create a hallmark experience for yourself. Let's keep lines of communication open. If everybody works to do their part, together we can create an awesome year. Feel free to stop by the office anytime to get your questions answered or simply to say hello.

Sincerely,
Leslie Santos

The Housing Handbook serves as a resource and reference guide for resident students to successfully navigate the on-campus experience. Knowledge is power. Here are some resources to help empower your success.

The Housing Staff

Professional and student staff members are available in housing 24 hours a day to help residents. Most of the professional staff members work Monday–Friday between 8:00 am and 5:00 pm; however, the Residence Life Coordinators live on campus and provide after-hours emergency assistance. Professional staff offices are at the Housing Office in the Terrace Center. Feel free to stop by.

Director of Housing—The Director of Housing is responsible for overseeing all aspects of the Student Housing program at UC Merced. She is responsible for the Residence Life Program and for the facilities in Student Housing. She is the final appeal for students appealing conduct decisions for violations of policies in this handbook.

Associate Director of Residence Life—The Associate Director oversees the Residence Life Program. He designs the programming model and oversees the activities and services offered to students in Student Housing. He supervises the Residence Life Coordinators and the Programming Coordinator.

Residence Life Coordinator (RLC)—RLCs are professional staff members who live and work in the residence halls. They supervise the RAs, advise Resident Housing Government and adjudicate student policy violations in the residence halls. The RLCs serve as senior staff member, providing back up and support to the after-hours RAs on duty.

Programming Coordinator—The Programming Coordinator trains and supervises student Programming Assistants and coordinate and oversees all programming in the University Residence Halls. They work with the RA's to develop programming for the UC Merced Theme Communities.

Resident Assistant (RA)—An RA is assigned to serve a group of residents in each hall. The RAs live in the residence halls among the residents and are there to serve as leaders and advisors, facilitate programs and activities to develop life skills and build the community, and enforce policies to help ensure the safety and well being of the residents. Resident Assistants are on call each night when the office closes.

Programming Assistants—Programming Assistants are student employees who work to put on interesting and engaging activities and educational opportunities for student residents.

Student Office Assistants (OAs)—OAs are students who work at the Student Housing Office and provide service and assistance to the community. They assist with mail, student lockouts, answer questions and help you make appointments with housing staff.

Resident Housing Government (RHG)—Resident Housing Government is the student government body that works within Student Housing. Students serve as officer and representatives to RHG. RHG creates programs and activities of direct benefit to Student Housing residents and also serve as the student voice throughout Student Housing.

Academic Programming Mentors (APM)—Students who live in the community and support their fellow students academic pursuits through arranging tutoring, study sessions and academic based educational programming. As a pilot program, the APM's will work directly with the residents in the Sierra Terraces.

Learning Communities

First Year Experience Program (FYEP)—The First Year Experience Program (FYEP) is designed to assist incoming freshmen in identifying and accessing additional support while making the transition into the university environment. All freshmen living on campus will participate in this exciting program. The Residence Life staff focuses its efforts on teaching our incoming first year students the basic life skills needed to cope with their transition and build strong communities within our residence halls.

Continuing Student Experience Program (CYEP)—The Continuing Student Experience Program (CYEP) is a common experience for continuing and new transfer students living in the Valley Terraces. This program is designed to encourage residents to take full advantage of what UC Merced offers while preparing for the next steps after graduation. Within the CYEP are the following theme communities:

- The **Academic Excellence Hall** seeks to create a flourishing community in which the pursuit of academic achievement is a primary focus for students. Like an honors hall, residents will participate in programs and activities that support and encourage academic success, research, service, and leadership. A minimum 3.0 GPA is required.
- The **Green Hall** brings together students dedicated to making a concerted effort to live harmoniously with the natural environment. Members of this community will participate in programs and activities centering on issues of global environmental change, policy and management of natural resources, sustainable rural and urban environments and environmental leadership.

The Management Institute (TMI)—The Management Institute brings together Freshman Management and Economics majors and minors to further explore the field of management. Management and Economics students bring their vitality and creativity to this community, sharing activities which explore their widely divergent interests, foster intellectual growth and discussion, develop student/faculty contacts, and challenge them to broaden their horizons.

Student Housing Services

Computer Lab—A computer lab is located in the Den for resident use. There are six computers and a printer available. You can bring a USB drive or a CD to save your work, or use the computers to hop on the Internet. Residents are welcome to use the computer lab anytime the Den is open. There are also computers located in the first floor of the Study Lounge in Tuolumne and Mariposa Hall in the Sierra Terraces.

The Den—The Den is a great place for students to hang-out and relax. There you will find a big screen TV, pool, ping pong, air hockey tables, and some soft seating. Equipment for the games can be checked out in the Housing Office.

The Housing Office—The Housing Office is next to the mailboxes in the Terrace Center and is open Monday–Friday between 8:00 am and 11:00 pm, and on weekends and some holidays between 1:00 pm and 11:00 pm. This is the place to get your questions answered, pick up packages, sign out spare keys, fill out maintenance requests and find professional staff members. You can also request refills for toilet paper and cleaning supplies.

Laundry Room—A laundry facility is located in the Terrace Center and is available to residents daily between 8:00 am and 1:00 am. It costs $1.00 to wash ($1.25 for super cycle) and $.75 to dry. Residents can put money on their CatCard for laundry service. The machine to add money to your Cat Card is located in the entryway to the laundry room near the vending machines. A limited number of machines will take cash. Please time your loads accordingly so as to complete a laundry cycle before the facility closes.

Mail—One mailbox and combination is assigned to each room (shared by roommates). Student mail and packages are delivered to your mailbox in the Student Housing Office in Valley Terraces in the late afternoon—after 3:00 pm, Monday–Friday. If an item is too large to fit in your box, a package slip is placed in your mailbox informing you to stop by the Housing Office to claim it. Please bring a picture ID to claim your package.

Please note below: There is a different address needed for regular and shipping/delivery of packages. Packages sent to campus are delivered to a central receiving department prior to distribution, therefore they will arrive to your on campus mailbox after tracking systems note them as delivered.

Students should check their mail regularly. The university often uses this address to correspond with you.

The proper format for your UC Merced Student Housing address is:

US Postal Service	**All Other Deliveries**
Florists, Regular and USPS Packages Only	*FedEx, UPS, DHL, etc.*
Your Name	Your Name
Hall Name and Room #	Hall Name and Room #
5200 N. Lake Road	4225 N. Hospital Road
Merced, CA 95343	Atwater, CA 95301

To operate mailbox combination lock:

a. Rotate to the LEFT three full turns. Continue to the LEFT and stop at the first number.
b. Rotate to the RIGHT. Pass the second number of your combination once, stop on that number the second time
c. Rotate to the LEFT, stopping on the last number of your combination the first time you hit it.

Before moving out of housing, residents must

1) Change their addresses directly with senders (bank, credit card, etc.) and
2) Provide the housing office with forwarding addresses.

The Housing Office will forward first-class mail ONLY for 30 days. After that, mail is returned to the sender.

Study Room—Getting bored of studying in your room or suite? Need a change of pace when studying? The study room located in the Terrace Center Den area, serves as a great alternate space for residents to do both individual or group study. There are also study lounges on all floors in Sierra Terraces. When the California room is not is use for events it may be used for studying. Please check the schedule.

Maintenance Work Requests—If you need a repair done in your room or suite, please submit a work request online at http://fmhelp.ucmerced.edu/home.html. Residents are expected to submit a work request if something is not working properly.

Keys—You will be issued a metal key that operates both the suite door (if applicable) and your bedroom door. To protect you, your personal belongings and those of your room/ suitemates, keys cannot be loaned or given to another person. Students should take their keys with them whenever they leave, and close and lock the doors behind them. Spare keys are available at the housing office for residents to sign out (30-minute maximum) should they lock themselves out. Students who have more than three lockouts will be charged for the service. When the office is closed, please contact the RA on duty. Residents must report lost or stolen keys to the Housing Office immediately. A key replacement fee of no more than $156.00 will be assessed. Residents of Sierra Terraces will use their Cat Card as a key to the exterior of their buildings.

Safety and Emergency Procedures

Residents are expected to keep safety at the forefront when living on campus and utilizing the available resources to help facilitate safety. Please report any unsafe items or behaviors to the housing office immediately.

After-hours Duty—There are two levels of staff on duty in housing when the office is closed: RAs and Residence Life Coordinators (RLCs). The RAs on duty are trained for emergencies and serve as our first line of response. The RAs can be reached by calling (209) 224-7553 or (209) 224-7554. RLCs are full-time professionals living among the residents—provide back-up should the RAs need support for more serious situations.

Blue Emergency Phones—Emergency phones are placed strategically throughout the campus. In an emergency, simply press the button on the phone and it will connect you directly to the university 911 dispatch.

Community Service Officers (CSO)—Under the supervision of the UC Merced Police Department, student Community Service Officers –commonly known as CSOs -- serve as additional eyes and ears for the police department. They also offer a walk-along escort service to take people between buildings or to parking lots. Anyone who wants an escort should contact Police Dispatch at (209) 228-4217. Safety Escorts are available from dusk until one hour past the library's closing time. The CSOs are in radio contact with the police.

Fire Safety—For your safety, residents are required to evacuate their building whenever a fire alarm sounds. Housing's fire alarm system consists of smoke detectors, a sprinkler system, and exterior fire extinguishers and pull stations. Upon hearing the fire alarm, make sure everyone is out of the room and suite. Leave the room and suite and close and lock the door behind you. Move to the evacuation site for your building and follow the instruction of housing staff and emergency personnel. Residents are expected not to tamper with any fire equipment, including smoke detectors, elevators, and sprinkler systems.

Safety and Maintenance Inspections—A few times each semester, housing staff will enter your suite to conduct safety and maintenance inspections. You will be informed via UC Merced e-mail and postings on your door at least 24 hours in advance of these inspections. We will look for safety infractions (unauthorized pets and appliances), dangerous wiring, general cleanliness for health reasons and maintenance concerns. Infractions will be communicated in writing, with any damage charges and/or instructions to remedy the situation. A re-inspection may be conducted after a specified date.

Security Cameras—Security cameras are placed in strategic locations in many of the public areas of student housing.

UC Merced Police Department—The housing staff works very closely with the UC Merced Police Department, which is available 24 hours a day, 365 days a year. As a resident student, you will see police officers quite frequently walking through our community. Feel free to stop any officer to chat or ask questions. For both emergency and non-emergency matters, feel free to contact the dispatcher at (209) 228-2677. Use the Blue Phones for emergencies.

Assignments and Contracts

Student housing will make reasonable efforts to accommodate your room type and roommate preferences. However, it's important that the Housing Office knows where all residents are living at all times. Residents cannot move to another room without Housing Office approval.

Developing positive relations with your roommate and suitemates is one of the most rewarding on-campus living experiences. This relationship requires flexibility and the willingness to communicate in an honest, yet tactful manner. The Roommate and Suitemate Agreements encourage residents to dialogue around the topics over which conflicts most commonly arise.

Roommate and Suitemate Agreements—Immediately after move-in, residents are expected to talk and agree to guidelines for living together as roommates and suitemates. Students should discuss topics such as noise, study and sleep times, general uses of the common areas, cleanliness, use of personal belongings, guests and overnight guests, etc. It is important for everyone to have a say and compromise reached. Your RA is available to help facilitate these conversations. Residents are welcome to revise these agreements at any point and should revisit them whenever a new room/suitemate moves in.

Room Change Requests—Early in both Fall and Spring Semesters students will have the opportunity to participate in a room change process. Changes will be approved as long as all affected parties are in agreement.

Room changes outside of the room change process may be honored in extreme circumstances and must be approved by the Housing Office before a move takes place. We recognize that having these conversations can sometimes be difficult but are extremely important to your success as a resident. Communication is the key to the success of roommates. Before a room change is considered, the following steps must occur:

1. The residents will need to attempt to resolve matters between themselves;
2. If the residents are not successful, their RA will attempt to help mediate;
3. If RA mediation doesn't work, the RLC will facilitate a formal mediation.

The decision to honor a room change request will be evaluated at this point. Housing staff may determine who in the conflict will need to relocate.

Holiday Break Closings—The residence halls are closed and the locks are changed at Winter and Spring Breaks. Residents are required to leave and are not allowed to access their room during these periods. Residents are instructed to take special care to make sure they have everything they need (medicine, passports, plane tickets, etc.) as they will not be allowed in once the locks have been changed.

Requests for Contract Cancellation—The terms for contract cancellations can be found in section 13 of the "UC Merced Student Housing Contract." Request for Contract Cancellation Forms are available at http://housing.ucmerced.edu and must be submitted in writing. They require the signature of the resident and a guardian if the resident is under the age of 18.

Requests for Contract Cancellations will be approved in extreme verifiable circumstance. Examples of these circumstances include a loss of eligibility or disassociation with the university (transfer, withdraw, marriage) or extreme medical or financial hardship occurring after the contract was submitted. In all cases, written documentation of one's situation is required, and a liquidated damages/contract cancellation fee up to $300 is assessed.

Student Housing Contracts, Policies, and Behavioral Standards

The University of California, Merced Student Housing policies and behavioral standards are established to provide a clear understanding of expectations in order to maintain a safe harmonious community for you and others to live. Upon signing the Student Housing Contract, you agreed to abide by all university policies and information as contained in UC Merced Student Handbook: Policies applying to Campus Activities, Organizations, and Students, the Student Housing Contract and the Student Housing Handbook. You are encouraged to familiarize yourself with these policies and behavioral standards and make responsible choices. As a member of this community, it is important that you consider the effects your choices and behaviors will have on others around you. Understand that you may be held accountable for a policy violation based on a preponderance of evidence. You may also be accountable for your guest's behaviors and policy violations occurring on campus. We look forward to working closely with you, our resident students, to create a vibrant and respectful living learning community.

ADMINISTRATIVE POLICIES

AP 01 Agreements between Roommates and Suitemates—To help facilitate a respectful and harmonious living arrangement, roommates and suitemates are expected to meet to discuss and document some basic living agreements using the roommate and suitemate agreement forms available at the Housing Office by the end of the second (2nd) week after move-in. By establishing these baseline agreements early on, many minor disputes will be avoided altogether. Roommates and suitemates are welcome to revisit and revise these agreements at any time during the year and are expected to do so anytime a new resident moves into the suite. Students are not allowed to occupy both sides of a bedroom.

AP 02 Assignments and Room Changes—The university cannot guarantee, but will make reasonable effort to accommodate assignment preference(s) such as specific halls, rooms, or roommates. Student Housing is responsible for making room assignments and reserves the right to reassign residents to another room/suite during the term of this Contract. A resident may not sublet their space. Roommates/suitemates are expected to be prepared to welcome new room/suitemates at anytime after a vacancy occurs. Creating an unwelcoming environment for a new resident is considered unacceptable behavior.

Anyone considering a room change must first discuss their situation with their Resident Assistant. RA's will make themselves available for mediation and problem solving assistance according to their schedule. In extreme circumstances room change requests may be considered outside of the allotted period for room changes. Forms are available through your Resident Assistant and will require agreement signatures from all parties involved. The completed request form must be submitted for approval by the Residence Life Coordinator before resident(s) may move. Residents moving without approval jeopardizes the possibility of the request being granted and may be required to move back into their original room.

AP 03 Bicycles and Motorized Vehicles—Bicycles and motorized vehicles must be stored outside of the buildings using the bike racks provided throughout the community. For safety reasons, do not store bikes on railings, near doorways, under stairs, or anywhere that may impede the safe egress of individuals during a fire. For safety reason, please walk bicycles through the courtyards and sidewalks in housing.

AP 04 Bunk Beds/Lofts: The university provides five (5) position adjustable beds to allow students options. For safety reasons, bunking beds, lofting, or the use of bed lifting mechanisms (e.g. bricks, wooden structures, etc.) is not permitted in Valley Terraces. Bunking and lofting beds is permitted in Sierra Terraces when proper equipment is used as issued by the Housing Office.

AP 05 Contract Termination Initiated by the University—The university, at its own discretion, may serve a 3-day notice to pay room and board, comply with the terms of this contract, or quit, whichever is applicable, for any of the following:

a. Any breach of this contract, including but not limited to failure to pay fees when due; or
b. A change in resident's admissions status or a failure of resident to remain a full-time, regularly enrolled student at university; or
c. Any failure by resident to abide by the regulations and or policies outlined in the UC Merced Student Handbook, the Student Housing Contract, or the Student Housing Handbook, which is incorporated herein by reference, and/or resident's engaging in conduct detrimental to himself or herself or the welfare of others; or
d. Any violation of state or federal law; or
e. Any other reason allowed by law; or
f. University's inability to provide resident a room due to a lack of space availability (full refund granted).

AP 06 Cleanliness, Damage, and Room Condition—Residents are expected to respect their environment and maintain their room and suite in a clean orderly condition. To avoid unnecessary damage billing, please report all incidents of damage and vandalism to the Student Housing Office immediately.

a. Cleanliness: Regularly remove all trash and recycling items from your suite (room/bathroom) into the appropriate dumpsters located outside of the building.

b. Damage and Destruction: Residents will be held financially accountable for damage and destruction to university common areas. Unless the individual responsible for the damage is identified, damages will be divided equally among roommates for bedroom damage and suitemates for suite common area damages. Damages in the common areas of Sierra Terraces will be divided amongst the appropriate floormates, or by all the residents of the building.

c. Room/Suite Condition: To document the original condition of your assigned space, residents will have the opportunity to review their Room Condition Report (RCR), within 72 hours of moving in to your room. Please review the form carefully and have your RA add any additional damages you may find prior to signing the form. As part of the check-out process, this form will be used as the basis for comparison and any new damage will be billed to the assigned resident(s).

AP 07 Community Living Standards—Members of this community agree to respect the rights of other residents and to conduct themselves in a manner conducive to a harmonious living environment. As a contributing member of this community, you are encouraged to report all safety concerns, dangerous activities, and policy violations to the Housing Staff or the UC Merced Police.

AP 08 Decorating and Personalizing your Room/Suite—In Student Housing we encourage students to decorate and personalize their space and ask that you select materials that will not cause permanent damage to the property. The university assumes responsibility for painting, and therefore, residents are not allowed to paint their rooms. When selecting your decorating materials please use adhesives that are designed to be removed without residue such as painters tape, non-oil based wall putty, small picture hooks or nails no larger than #18, and tension rods. Some examples of unacceptable materials include, but are not limited to, double sided tape, and large nails and screws. Feel free to consult with the Housing Office if you have any questions about acceptable materials. Any personal furniture brought into Housing must be made of fire retardant materials.

AP 09 Electrical Safety—Only UL approved items are permitted in Student Housing. Only UL approved halogen lamps with the safety cage will be permitted in housing. Residents must use power-strips with surge-protectors. All extension cords must be heavy duty, single plug, and be UL approved. Altering or adapting electrical outlets and equipment and overloading circuits jeopardize human safety and thus is not permitted. Cords must be used in a safe manner and should never be covered by rugs, stretched across the main walking path of a floor causing a trip hazard, etc.

AP 10 Entering Student Rooms—Student Housing will make reasonable effort to provide written notice, normally 24 hours in advance, prior to entering a room/suite. The university reserves the right to enter a room/suite for any reason allowed by law, including: in case of an emergency; to make necessary or agreed upon inspections, repairs, alterations, or improvements, or supply services required to maintain the building; when a resident has abandoned or surrendered the room; to show a vacancy to a prospective resident; pursuant to Court Order. By submitting a maintenance work request, you are authorizing university personnel to enter the room/suite to make necessary repairs. University staff will enter a room/suite to conduct health and safety inspections periodically and at closings.

AP 11 Furniture—Each resident is provided a bed, desk, chair, drawers, closet space, and window coverings. Valley Terraces living room furniture is the shared responsibility of suitemates and is furnished with soft seating, a table, and chairs. All university furniture must remain in the assigned room/suite/lounge and is the responsibility of the resident(s). Waterbeds are not permitted. All other personal furniture brought into Student Housing must be made of fire retardant material

and must be removed at the conclusion of the contract term. A charge will be assessed for missing or damaged furniture or any personal furniture left behind. Special needs accommodations will be determined in conjunction with the Office of Disability Services.

AP 12 Guests—Residents are responsible for their guests' behavior and, therefore, agree to inform their guests of university policies and expectations. You may be held accountable if your guest violates any policies. Because overnight guests infringe on the space of others, overnight guests may stay for up to three nights within a two-week period, but only with the written approval of room/suitemates. Overnight guest agreement forms are available at the Housing Office.

AP 13 Identification—Residents are expected to carry official identification such as a Driver's License, State ID or UCM Cat Card on their person at all times and to show it to university personnel upon request. The UCM Cat Card hosts your meal and possible vending accounts, provides access to buildings, and serves as collateral when borrowing items from Student Housing. To protect your accounts, please do not loan your Cat Card to others.

AP 14 Keys—Each resident will be issued a metal key which operates their bedroom door. The same key operates the outer suite door in Valley Terraces. Sierra Terraces residents use their Cat Card to access their assigned building. To protect you, your personal belongings, and that of your room/suitemates, keys may not be loaned or given to another person. Residents must report lost or stolen keys to the Housing Office immediately. A key replacement fee will be assessed.

AP 15 Network and Internet Access—The network is provided to facilitate the sharing of knowledge and information. Residents shall abide by all university, state, and federal laws and regulations regarding the network, and will be held accountable for any inappropriate activity originating from their computer. Illegal downloading and file sharing, and the use of the network for commercial purposes are not permitted under this policy. For more specific details about this policy please refer to http://it.ucmerced.edu/policies. Serious violations (including repeated minor violations) may result in the temporary or permanent loss of access privileges or the modification of those privileges and/or referral to the university judicial system for further action.

AP 16 Personal Property—Resident should maintain personal property insurance available through private companies. The university, its employees, and agents assume no liability for the loss, theft, damage, or destruction to personal property kept in the resident's room/suite or any other location on the premises.

AP 17 Posting Policy—Registered campus organizations are welcome to post in designated posting areas within Student Housing. All flyers must be approved by the Office of Student Life or the Student Housing Office prior to posting and in accordance with the campus posting policy. Expired postings must be removed by the sponsoring group within 24 hours after the event.

BEHAVIORAL POLICIES

BP 01 Alcohol—The university condones the responsible use of alcohol by those 21 or older; however any student found misusing alcohol will be held accountable.

a. The possession and use of alcohol is permitted by those 21 or older in the privacy of his or her room/suite (suite front door must be closed to be considered private).
b. No minors may be in the presence of open alcohol.
c. Everyone in the presence of an alcohol violation will be held accountable for violating the policy.
d. Alcohol may be stored by those of legal drinking age in a bedroom and not in the common areas of the suite.
e. Alcohol container displays and kegs or beer containers over thirty-two (32) ounces are not permitted.
f. Staff reserves the right to direct residents to dispose of alcohol during a violation.

Please be advised that hosting an event that violates the alcohol policy may result in removal from residence/contract termination. For more details, please refer to the University of California, Merced Alcohol and Other Drug Policy found in the UC Merced Student Handbook: Policies applying to Campus Activities, Organizations, and Students.

BP 02 Appliances—For safety and sanitation reasons, the use and storage of electrical cooking appliances is not permitted in Student Housing. The only exception is either one Energy Star rated Micro-fridge no larger than 3.5 cu. ft., or one microwave oven operating at no more than 900 watts and one compact refrigerator not to exceed 3.5 cu. ft. Specific examples of non-permitted appliances include, but are not limited to, coffee pots, toasters, electric grills, toaster ovens, hot plates, and space heaters.

BP 03 Ban on Business—No business or commercial enterprise of any kind may be conducted nor operated within Student Housing. The university network is provided to support the educational mission of the university and may not be used for commercial purposes.

BP 05 Cooperation with University Officials—Residents are expected to work cooperatively with others and to assume responsibility for their actions. Residents are expected to comply with the directions of university officials or other public officials acting in the performance of their duties while on university property or at official university functions. Violations of this policy include, but are not limited to failure to provide identification when requested, providing false information, or resisting or obstructing such university or other public officials in the performance of or the attempt to perform their duties.

BP 06 Dining Commons—The Yablokoff-Wallace Dining Commons is open to and shared by all university affiliates and their guests and as such everyone is expected to conduct themselves in a respectful manner so as not to infringe on the rights and comfort of others. Food fights, theft, and leaving dirty trays and items on the tables for others to address is contrary to this goal and is therefore not permitted.

BP 07 Disruptive Behavior—In this community living situation residents and their guests are expected to consider the impact of their behavior on others and conduct themselves accordingly. Disruptive behavior constitutes any behavior which negatively impacts another's right to study, sleep, or feel safe or comfortable in their living environment. Specific examples include but are not limited to food and water fights, throwing objects which may physically harm another, cause litter, or damage property. Pranks although typically intended for fun, often get out of hand and result in damage and discomfort to others and are therefore not permitted.

BP 08 Drugs—Possession, use, manufacturing, and/or sale of illegal drugs or controlled substances under either federal or state law, or misuse of legal drugs are prohibited and are grounds for Contract termination and referral to Judicial Affairs and the UCM Police for follow-up. Drug paraphernalia containing residue is also not permitted. For more details, please also consult the university Alcohol and Drug policy found in the UC Merced Student Handbook: Policies applying to Campus Activities, Organizations, and Students.

BP 09 Firearms and Weapons—Possession, use, storage, and/or manufacture of firearms, fire bombs, explosives, weapons, and destructive devices are prohibited and are grounds for contract termination and referral to Judicial Affairs and the UCM Police Department. Examples of prohibited weapons include but are not limited to stun guns, tasers, retractable bladed knives, knives with a fixed blade over 2.5 inches, nun chuck, sling shot, bows and arrows, air guns (paint, BB, etc.), or any device which closely resembles a firearm. Any item or implement used aggressively or for violent purposes may be deemed a weapon. Mace and pepper spray may not be misused.

BP 10 Fire Safety—Residents are expected to be aware of fire safety at all times. All fire safety violations are considered very serious and may result in removal from residence/contract termination.

a. Tampering with fire detection or safety equipment including smoke detectors fire extinguishers, and elevators is prohibited.

b. DO NOT hang anything from the fire sprinkler heads located in the ceilings of your suites.
c. Anytime a fire alarm sounds, everyone must evacuate the premises immediately and remain out until approved to re-enter by a university official.
d. The use of candles, incense, fireworks, smoke/fog machines, or other flame producing devices is strictly prohibited.
e. The storage of flammable explosives such as propane tanks, gas cans and lighter fluid is not permitted in suites and rooms.
f. Charcoal grills may not be used in the residence halls. Charcoal grills are available to students in the courtyard near the Dining Commons.

BP 11 Harassment—Harassment by a student of any person is not permitted. For the purposes of these policies, 'harassment' is: a) the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct, on the basis of race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, or physical or mental disability, that has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in university programs or activities, or use of university facilities; b) must target a specific person or persons; and c) must be addressed directly to that person or persons.

BP 12 Hazing—Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person is not permitted.

BP 13 Noise—Student Housing strives to create an environment conducive to study and sleep. As such, residents shall cooperate immediately with all requests for quiet. If there are repeated infractions of this policy, in addition to other sanctions, the university may require the removal of disruptive instruments, stereos and/or other amplified sound equipment or reassign residents to another room/suite as appropriate.

a. Quiet hours are in effect 11:00 pm to 8:00 am on Sunday–Thursday and 1:00 am to 8:00 am on Saturday and Sunday.
b. The use of musical instruments in Housing is considered a privilege and as such residents are expected to be sensitive and respectful to others need for quiet.
c. Excessive outdoor noise including noise in the courtyard will be addressed by university staff.
d. During mid-terms and finals periods, residents are expected to be especially courteous to noise issues.
e. Finals Quiet Hours are in effect continuously except between 5:00 pm–7:00 pm which are considered courtesy hours. Infractions during these sensitive periods will be treated more severely and may result in contract termination.

BP 14 Pets—Fish in a tank no larger than 10 gallons are the only pets permitted and only with the prior written approval of room/suitemates. For the safety and well being of other residents and the pets themselves, no other pets are permitted. Please submit a Request for Disability Accommodation to Student Housing to arrange permission for service animals.

BP 15 Propping Doors—Propping doors, unhinging hydraulic door closures, or engaging the deadbolt so as to prop open a door, jeopardizes the safety of community members and their property and therefore is not permitted. Staff will lock all propped doors. Please take the initiative to properly close all propped doors and report any repeated occurrences to the Student Housing Office.

BP 16 Safety—Your safety and well-being is of utmost importance to us therefore we ask residents and their guests to use common sense and be mindful of behaviors that can jeopardize this. To prevent broken windows and persons being hit by equipment; please conduct all sports and ball playing outside at a safe distance away from the buildings. Removing window screens, climbing on rooftops or in or out of windows, and skateboarding or in-line skate stunts are a few clear examples of unsafe behaviors. Please report any dangerous or unsafe behaviors to the Housing Office immediately.

BP 17 Sexual Harassment—Sexual harassment is not permitted and is defined in university policy (see University of California Standards of Conduct for Students Section 102.09) as: Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment. For specific details, please refer to the UC Merced: The Student Handbook, Policies Applying to Campus Activities, Organizations and Students.

BP 18 Smoking—Smoking is prohibited in UC-owned and UC-leased occupied buildings. The smoking of legal substances is, however, permitted in designated outdoor smoking areas. These designated areas are all parking lots at least 20 feet away from building entrances and exits. Hookahs are not permitted on campus. To demonstrate respect for our campus, smokers shall properly dispose of cigarette butts and not litter the campus.

BP 19 Solicitation—To honor the privacy rights and safety of our residents, solicitation is not permitted. Should a resident be approached by solicitors, please direct them to leave the premises and take the initiative to notify the Housing Office or UC Merced Police immediately.

BP 20 Theft—Theft of another's property including that of the university violates trust among and within our community and is therefore unacceptable. Violators will be held accountable through the judicial process and may also be referred to the UC Merced Police department for civil action.

BP 21 Unauthorized Entry—Residents are not allowed in any other bedroom or suite unless invited by the official occupant of that specific bedroom or suite. Residents are not permitted in mechanical rooms, on roofs, or ledges of any Student Housing property.

BP 22 University Property—The defacement and misuse of university property is strictly prohibited.

Student Housing Judicial Philosophy and Process

Living on campus affords a resident student many opportunities for learning. One goal is to learn the value and meaning of "community" and what it means to live and study together with others who may have different backgrounds and values. Another is how individual autonomy (what you would like to do regardless of others) meshes with and impacts the community in which you live. Upon signing the Student Housing Contract all members of this community have agreed to abide by the policies and information contained within the contract as well as the UC Merced Student Handbook: Policies applying to Campus Activities, Organizations, and Students and the UC Merced Student Housing Handbook.

Community guidelines are designed to encourage residents to take responsibility for their actions and to insure that the rights of all members of the community are respected. UC Merced Student Housing has designed a judicial process to address violations of university policies outlined herein, other relevant policies, and any inappropriate or illegal behavior or actions. It is important to note that any university judicial procedure may take place prior to or concurrently with criminal processes.

The judicial process begins with an informational report, generally filed by a Resident Assistant, indicating an alleged violation of community guidelines. While Resident Assistants are instructed to document apparent violations of policy, not all informational reports result in judicial action or sanctions. The informational report provides the Residence Life Coordinator with information from which to decide if a conduct meeting with the resident is necessary. Informational reports are kept in Housing files for a period of five years or longer if necessary.

Should judicial review become necessary, you will receive written notification concerning the alleged violation of policy. This notification will request your attendance at a conduct meeting with a designated Housing Conduct Officer, typically the Residence Life Coordinator.

In most cases, you will be given 72 hours advance notification of the time and date of your conduct meeting. If you are unable to attend a scheduled meeting due to a class conflict or employment, you may contact the designated Conduct Officer indicated in your conduct notification letter, to reschedule. During this meeting, you will have the opportunity to discuss the incident. After the meeting occurs, a decision will be rendered and accountability sanctions may be imposed if you are found to be responsible for a policy violation. Please note that if you fail to attend a conduct meeting, the judicial process will proceed without your input.

DUE PROCESS RIGHTS

At the University of California, Merced, the general standards of due process are based on reasonable rules which are fairly, judiciously, and equitably applied. Due process for students appearing before a Conduct Officer will include the right:

1. To be presumed not responsible until found responsible by the preponderance of evidence of unacceptable behavior outlined in the UCM Student Housing Policies;
2. To be informed of his/her Due Process Rights;
3. To have complete written notice of the charges;
4. To have a fair disposition of all matters as promptly as possible;
5. To be informed of the format and procedures of the housing judicial structure;
6. To decline to make a statement;
7. To provide additional relevant information to be considered. Relevancy of evidence shall be determined by the conduct officer;
8. To be informed of all decisions within a reasonable amount of time;
9. To appeal the decision and be informed of the criteria and procedures to be followed;

SANCTIONS

The following alternatives or combination thereof may be exercised when students have been found in violation of university policies and regulations. The appended list is not to be considered inclusive or complete, and other sanctions may be imposed at the discretion of the appropriate Conduct Officer. Also, the decision may place some additional restrictions on facility access, organizational membership and/or participation in activities representing the university or establish such special restitution and service requirements as are deemed appropriate.

1. Warning: An official letter of reprimand or censure.
2. Community Service: The requirement to provide service within a specified amount of time as restitution for behavior which distracted from the order of the community.
3. Restitution: The requirement to make financial restitution for damage, destruction, or the replacement of property.
4. Educational project: A required project related to the violation designed to help a student better understand the impact of his/her behavior.
5. Disciplinary Probation: Official notice that further violation of the spirit or letter of the rules or regulations of UC Merced Student Housing may result in serious consideration being given that the individual not be permitted to reside in or visit any on-campus housing facility.
6. Contract Termination Held in Abeyance: The violations were serious enough to terminate the housing contract. Based on students plea, they are being given an opportunity to remain in Student Housing. Any further violation will result in the immediate termination of the housing contract.
7. Contract Termination: The university will initiate the cancellation of the Student Housing contract agreement and the resident will be required to vacate the premises within a specified amount of time.

8. Housing Ineligibility: The termination of a student's right to live in any university managed housing facility for a specified amount of time. The student will be informed of this status in writing.
9. Referral to University Judicial Affairs or the UC Merced Police Department: In serious situations the incident may be referred for disciplinary or civil/criminal actions.

You are responsible for adhering to the behavioral standards outlined in the Student Housing Contract, UCM Student Housing Handbook and UC Merced Student Handbook: Policies applying to Campus Activities, Organizations, and Students.

STANDARD OF EVIDENCE

Formal rules of evidence are not applicable to the Housing Conduct officer. If a resident denies responsibility for an alleged policy infraction, the Conduct Officer must make his or her decision based upon the preponderance of the evidence. After weighing all of the available evidence, including the credibility of evidence, the Conduct Officer will decide whether there is more evidence (greater than 50%) that the resident is responsible for the misconduct than evidence that the resident was not.

APPEAL PROCESS

A student has only one guaranteed route of appeal of any disciplinary decision to the Director of Housing. To appeal a decision rendered by a Student Housing Conduct Officer the resident must submit their request in writing within the designated timeframe indicated in the sanction letter, typically five (5) business days from the date of the letter. The resident must specify on which ground(s) the sanction is being appealed and provide written justification. Sanctions may be stayed pending appeal.

GROUNDS FOR APPEAL

The only available grounds for appeal are the following:

1. Incongruity of sanction with the offense;
2. Unfairness in the proceedings;
3. Newly discovered important evidence not known at the time of the conduct meeting.

APPEAL REVIEW PROCESS

The designated Appeals Officer will first determine if the resident appropriately presented grounds for an appeal. The Appeal Officer will make the final determination as to the outcome of the appeal. Only written materials pertaining to the case, including any additional written material supplied by the resident, will be reviewed unless otherwise determined by the Appeal Officer. Using the three (3) criteria established for the consideration of appeals, the Appeal Officer will determine whether:

1. The finding and recommended sanction of the original conduct officer should be upheld;
2. The finding of the original hearing body should be upheld but the sanction reduced or eliminated;
3. The case should be referred back to the original body or to a different body for further hearing;
4. The case should be dropped and the charges dismissed.

It is expected that appeals will generally be considered and final decisions made within fifteen (15) working days following receipt of the student's written request. Decisions made by the Appeal Officer are final.

Student Housing Calendar

UPDATED MARCH 9, 2008

FALL SEMESTER

Tuesday, August 19, 2008
Housing Contract Payment DUE. Option to pay semester in full or apply for installments through the Deferred Payment Plan at http:/cashier.ucmerced.edu

Friday, August 22, 2008
Student Housing opens at 10:00 am. Contract dining plan begins with lunch.

Tuesday, August 26, 2008
Fall semester instruction begins. Residents must check-in no later than 4:00 pm or notify Student Housing of their delay.

Monday, September 1, 2008
Labor Day Holiday. Academic and administrative facilities closed in observance of holiday. Dining Commons open for brunch and dinner.

Tuesday, November 11, 2008
Veteran's Day Holiday. Academic and administrative facilities closed in observance of holiday. Dining Commons open for brunch and dinner.

Thursday, November 27–Sunday, November 30, 2008
Thanksgiving Holiday. Academic, administrative, and dining facilities closed in observance of Holidays.

Sunday, November 30, 2008
Dining Commons opens beginning with dinner.

Wednesday, December 10, 2008
Fall semester instruction ends (classes end).

Friday, December 12 and Monday–Thursday, December 15–18, 2008
Final examinations. Preference for students to move-out within 24 hours after last final exam, so as not to interrupt others' need to study

Friday, December 19, 2008
Student Housing closed and locked at 12:00 pm. Students are not allowed in Student Housing during the winter recess. Dining plan ends with lunch.

Saturday, December 20, 2008–Sunday, January 18, 2009
Winter recess. Residence Halls remain closed. Halls open again at 10:00 am on Monday, January 19, 2009.

SPRING SEMESTER

Tuesday, January 13, 2009
Housing Contract Payment DUE. Option to pay semester in full or apply for installments through the Deferred Payment Plan at http://cashier.ucmerced.edu

Monday, January 19, 2009
Student Housing opens at 10:00 am. Dining plan begins with lunch.

Tuesday, January 20, 2009
Spring semester instruction begins. New residents must check-in no later than 4:00 pm or notify Student Housing of their delay.

Monday, February 16, 2009
President's Day Holiday. Academic and administrative facilities closed in observance of holiday. Dining Commons open for brunch and dinner.

Friday, March 20, 2009
Spring recess begins. Student Housing closed and locked at 5:00 pm. Students are not allowed in Student Housing during spring recess. Dining plan ends with breakfast.

Monday, March 23–Friday, March 27, 2009
Spring Recess—No instruction scheduled. Residence Halls remain closed.

Friday, March 27, 2009
Cesar Chavez Day Holiday. Academic and administrative offices closed in observance of holiday.

Sunday, March 29, 2009
Student Housing opens at 10:00 am. Dining plan begins with brunch.

Friday, May 8, 2009
Spring semester instruction ends.

Monday–Friday, May 11–15, 2009
Final examinations. Preference for students to move-out within 24 hours after last final exam, so as not to interrupt others' need to study.

Saturday, May 16, 2009—No Later Than 12:00 pm.
Student Housing closed and locked at 12:00 pm. All residents must be completely moved out of their suite, properly check-out, and return their keys.

Resident Resources

Admissions & Relations with Schools	(209) 228-4682	http://admissions.ucmerced.edu/
Bobcat Bookstore	(209) 228-2665	http://bookstore.ucmerced.edu/
Campus Dining & Retail Services	(209) 228-3463	http://dining.ucmerced.edu/
Campus Recreation	(209) 228-7732	http://recreation.ucmerced.edu/
Counseling Services	(209) 228-4266	http://counseling.ucmerced.edu/
Disabled Student Services	(209) 228-6996	http://disability.ucmerced.edu/
Financial Aid & Scholarships	(209) 228-4243	http://financialaid.ucmerced.edu/
Gamblers Anonymous	(888) 424-3577	http://www.gamblersanonymous.org/
Housing & Residence Life	(209) 228-4663	http://housing.ucmerced.edu
IT HELPDesk	(209) 228-4357	helpdesk@ucmerced.edu
Library	(209) 228-4444	http://ucmercedlibrary.info
Office of Graduate Studies	(209) 228-4723	http://graduatedivision.ucmerced.edu/
Police Department	(209) 228-8273	http://police.ucmerced.edu/
Registrar	(209) 228-2734	http://registrar.ucmerced.edu/
School of Engineering	(209) 228-4411	http://engineering.ucmerced.edu/
School of Natural Sciences	(209) 228-4309	http://naturalsciences.ucmerced.edu/
School of Social Sciences, Humanities and Arts	(209) 228-7742	http://ssha.ucmerced.edu/
Sierra Nevada Research Institute	(209)228-4429	http://www.ucmerced.edu/research/snri.asp
Student Accounts and Business Services	(209) 228-4114	http://cashier.ucmerced.edu/
Student Advising & Learning Center	(209) 228-7252	http://learning.ucmerced.edu/
Student Affairs	(209) 228-4482	http://studentaffairs.ucmerced.edu/
Student Employment/ Career Services	(209) 228-7272	http://careerservices.ucmerced.edu/
Student Health Services Center	(209) 228-2273	http://health.ucmerced.edu/
Student Life	(209) 228-5433	http://studentlife.ucmerced.edu/
Students First Center	(209) 228-7178	http://students.ucmerced.edu/

UC Merced Housing Cable Television Channel Lineup

UCM	CHANNEL	FRESNO LOCAL CHANNEL
7	KMPH-Fox	26
8	KGPE-CBS	47
9	KFRE-CW	59
10	KFSN-ABC	30
11	KSEE--NBC	24
12	KVPT-PBS	18
13	BET	
14	Sci-Fi	
15	USA	
16	TNT	
17	TBS	
19	History	
20	Bravo	
21	A&E	
22	Animal Planet	
25	Discovery	
26	ESPN	
27	TLC	
28	Food Network	
29	FX	
30	Lifetime	
31	Fox News	
32	CNN	
33	Disney Channel (West)	
34	E! Entertainment	
35	MTV	
36	MTV2	
37	VH1	
38	Nickelodeon	
39	Spike	
40	Cartoon Network	
41	Comedy Central	