

JOHN MUIR COLLEGE

"The power of imagination makes us infinite."

-John Muir



Residential Life Handbook
2008-2009

WELCOME

...to your home in the John Muir College residential complex! We are delighted you are here living with us, and know you will have a rewarding on-campus living experience. Living within this residential community offers you a unique opportunity to enhance your college education. Your environment is rich with academic, cultural, social, and recreational opportunities. The community is made up of people from diverse cultural, socioeconomic, and ethnic backgrounds. This will enable you to meet people and form friendships which may not have been possible under different circumstances. For this experience to be positive and pleasant for everyone, each individual must make a concerted effort to honor and respect the rights and needs of others. The residential life staff is committed to helping you make the Muir residence halls and apartments a comfortable home. We encourage you to take an active role in your community.

Whether you are a new student or are returning to campus, please read this handbook carefully. It contains important information for living on campus, including the current policies which your housing contract obligates you to follow. If you have any questions about the information that follows, please contact the staff in the Muir Residential Life Office.

OUR MISSION

Our mission as the Muir College Residential Life Office is to provide a safe and comfortable living and learning environment, where personal growth and development are facilitated in an educational manner.

THE MUIR RESIDENTIAL LIFE OFFICE

When you check in or out of the Muir residential complex, plan an activity, or have a question, suggestion, or some constructive feedback, you will need to know the residential life staff. The Residential Life Office is located at the northeast corner of the Tuolumne Apartments. The Residential Facilities Office is located on the west side of the Residential Life Office and has an outside entrance. The resident dean, the two assistant resident deans, and the twenty-two Muir house advisors all live in the residence halls or apartments and are available when the office is closed. While classes are in session, the office is open Monday through Friday from 8:00 a.m. to 6:00 p.m. During quarter breaks and summer, the office is open until 4:30 p.m.

Residential Life Office:

Northeast corner, Tuolumne Apartments

858-534-4200

Resident Dean: Pat Danylyshyn-Adams

E-mail: *padams@ucsd.edu*

Assistant Resident Dean: Ebonie Rayford

Email: *erayford@ucsd.edu*

Assistant Resident Dean: Sonia Rosado

Email: *srosado@ucsd.edu*

Administrative Assistant: Keiko Sanders

Program Assistant: Carrie Cobb

Receptionist, Morning: Kim Leary

Receptionist, Afternoon: Melissa Keith

Residential Facilities Office: **858-534-4202**

Northwest corner, Tuolumne Apartments. Office is adjacent to the residential life office; enter through west door.

Housing Services Coordinator: Soledad Ayala

Maintenance: Anna Hernandez, Jesus Evén, Jerry Nakagawa & Luis Espinoza.
858/534-2600

**Residential Security Officers:
(RSOs):** Tony Capachero
& Anthony Aguilar.
858/534-HELP (4357)

HOUSE ADVISORS (HAs)

House Advisors are undergraduate students with broad experience and training; they live in the residence halls or apartments and work directly with residents. They are involved in college and UCSD organizations, and they are great resources about campus. HAs assist in organizing their community and work closely with residents to plan activities. You may turn to them if there is an emergency or if you have questions about campus life. When the office is closed, an HA is available to respond to immediate problems in the residential life community. The HA on duty can be reached via an **emergency phone number, 858/534-DUTY (3889)**. The HA duty schedule is posted in your suite and around the Muir complex. There always a resident dean on call and can be contacted through the duty HA.

TENAYA HALL HOUSE ADVISORS:	ROOM:	PHONE (858):
Matt Slavik	A-1	558-8000
Tammy Torres	A-2	558-8001
Sid Kulkarni	B-1	558-8002
Marinna Cutler	B-2	558-8003
Andy Nguyen	C-1	558-8004
Nellie Rodriguez	C-2	558-8005
Lina Dajani	D-1	558-8006
Alan Aguirre	D-2	558-8007

TIOGA HALL HOUSE ADVISORS:

James “J.T.” Vandebree	E-1	558-8008
Ashley Carrasco	E-2	558-8009
David Luong	F-1	558-8010
Lucia Gonzalez	F-2	558-8011
Ashley Cheung	G-1	558-8012
Mike Nevans	G-2	558-8013
Ryan Lau	H-1	558-8014
Jamie Feinstein	H-2	558-8015
Frey Karanjia	J-1	558-8016
Andrew Fawcett	J-2	558-8017

TUOLUMNE APARTMENTS HOUSE ADVISORS:

Amy Buck	L-1	558-8018
Omid Farivar	N-10	558-8019
Erin Beaudikofer	Q-16	558-8020
Mike Shih	R-6	558-8021

ACTIVITIES AND ACTIVITY FEES

An \$11 activity fee is included in your housing contract. A portion of this sum is allocated directly to the houses and apartments for activities. The HAs and

house and apartment residents determine how this money is spent. Another portion of the activity fee is given to the Muir Residents' Council, the student government of the Muir residential life program, and to ICRA, the Inter-College Residents' Association, which funds special programs and large activities that benefit all campus residents. The Muir Residents' Council is comprised of representatives from each house and the apartments; ICRA is comprised of representatives from all six colleges. In addition, every Muir resident and commuter student pays a quarterly activity fee that is used to plan programs that benefit all Muir students. As a UCSD student, one of your challenges is to balance academic studies with recreation and social activities. Getting involved will be an important part of your college experience. Ask any Muir College staff member about the numerous opportunities available to you.

ALCOHOL POLICY

California State law prohibits the possession and/or use of alcohol by minors. A minor or underage resident is defined as an individual under the age of 21. The UCSD residential life policy follows state law. Campus policy further prohibits the possession or consumption of alcoholic beverages by those of legal age in any *public* area of the campus. In the residential facilities, the interiors of residence hall bedrooms and the interiors of apartments (excluding balconies) are designated as "private space." Residents and guests of legal age may possess and consume alcohol in this "private space." The quantity of alcohol present at any given time must be proportionate to the number of individuals of legal drinking age in the room.

Please also refer to the UCSD Alcohol Policy:

http://ugr8.ucsd.edu/judicial/14_00.html#14.16.

Residents who are of legal age may consume alcoholic beverages in the privacy of their own room/apartment with their door closed.

Alcohol is prohibited in the public areas of the residence halls and apartments. Public areas in the residence halls include floor/building lounges, suite lounges, patios, bathrooms, balconies, stairwells and all outdoor areas. Public areas in the apartments are balconies and patios.

Kegs, party balls, and/or quantities in excess of ½ gallon of alcohol are strictly prohibited.

Kegs of all sizes and for all uses (decorative or otherwise), party balls and or containers or quantities of alcohol in excess of ½ gallon are prohibited from all public and private areas in any residential facility and surrounding grounds at any time. “Keg” is a generic term and is defined as any large volume container, including pony kegs and party balls. The possession of any keg *will immediately* terminate your housing contract.

The possession of any alcohol paraphernalia including but not limited to beer bong, beer pong tables, beer or alcohol funnels, keg refrigerators and home brewing equipment is strictly prohibited.

Violation of any residential life policy while under the influence of alcohol is also considered to be a violation of the residential life alcohol policy.

For health, safety and legal reasons, empty beverage or food containers may not be stored, displayed or held for recycling in any area, other than the resident’s bedroom in their recycling bin or in the common area in each house and in the apartment complex that is designated for recycling.

Individuals carrying unopened alcohol containers are subject to being questioned. The contents of beverage containers, such as cups or sports bottles, are also subject to investigation.

Residents under 21 years of age may not display any alcohol container empty, full, decorative or otherwise in any living area.

Alcohol containers in any room, common area, the trash, or being recycled will also be reason for further investigation.

Alcoholic beverages may be served at university activities only with written authorization of the administrative office responsible for the location of the activity.

Individuals who are intoxicated or who appear to be intoxicated by their behavior will be in violation of the university alcohol policy and may be subject to university discipline.

Residents found in violation of any of the above listed alcohol regulations are subject to appropriate disciplinary action.

AMENITIES

Alterations: Alterations, modifications, or the addition of fixtures to the premises are prohibited, as are decorations or coverings designed to obscure any patio, suite door window, or balcony area. Such coverings are considered to be a safety hazard.

Air Conditioners: Air conditioners are prohibited.

Appliances: Every electrical appliance is UL-listed and may only be used within the limitations of that listing. Any appliance not specifically listed for use “where exposed to the outside elements” is not permitted on an outdoor balcony or patio. In addition, California fire code states that “flexible” wiring (which is wiring not in a conduit) shall not be extended through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage. Wiring, including but not limited to telephone, cable, or computer wiring, from apartment to apartment or from room to room in the residence halls is prohibited. Cooking appliances with exposed heating elements are prohibited.

Extension Cords: In order to comply with fire codes, if you need access to additional power outlets you may only use a UL approved multi-outlet “surge suppressor” which contains its own circuit breaker in case of an overload. Power strips may not be attached to other power strips. For your safety and for the safety others the “cheap and cheesy” brown and white extension cords are prohibited; they are dangerous!

Bunk beds and lofts: Due to fire regulations, lofts, other than those provided by the university in certain facilities, are not permitted. As stated above, any room construction, modification, or alteration is strictly prohibited. Residents may bunk their beds in the conventional manner by checking out bunk bed pins from the Residential Life Office. Access to the top bunk may be accomplished by using the end of the bed frame or a ladder. The university will provide a ladder and guard rail upon request by calling the Customer Service Center at 534-2600.

Barbecues: Barbecues may be used on the Tuolumne Apartment balconies. Barbecues may not be used on any balcony in Tenaya and Tioga or inside any building. The Tioga sunroof is available for house BBQs and activities.

Cable data modem boxes: Each bedroom is equipped with a computer data connection for each resident. There is no charge for this computer connection. You are responsible for the various connections and interfaces necessary to adapt your computer to the hookup. Instructions for hooking up your computer are available at the Residential Life Office. This equipment is extremely fragile and requires you to be very conscious of its location. A missing, vandalized, or damaged cable data modem box is the responsibility of the resident and can cost up to \$500 for repair or replacement. This equipment has been customized for use only at UCSD and consequently cannot be used anywhere off-campus. Wireless computer connections are available in Tenaya Hall and the Tuolumne Apartments and in other areas outside the residential facilities. The responsibility of the wireless network

access points, ports and cables in individual rooms and apartments are the sole responsibility of the residents who reside in that area. Charges for lost, stolen or damaged equipment in any common area are also the responsibility of those living in that community. Repairs will result in a minimum charge of \$45 per hour, along with the replacement cost of the equipment, if necessary. Should any unit be removed, please be aware that these wireless units are identifiable back to university ownership.

Cable outlet box (for TV): All bedrooms, apartment living rooms, and residence halls lounges are wired for cable. You have access to this service, which provides you with approximately forty channels without charge. This equipment is fragile as well so please be careful moving your furniture around the cable box—missing or damaged cable outlet boxes are charged at a minimum of \$75 for repair or replacement.

Carts: Carts are available for checkout from the Residential Life Office. A photo ID and \$5 deposit must be left while using the cart for one hour. The house advisor on duty can check out carts after office hours. If a cart is not returned by 11:00 p.m., the deposit is forfeited and the cart must be returned by 8:00 a.m. the next morning.

Cellular sites: Six cellular telephone sites are located on the top of Tioga Hall and were installed in 1998 to enhance cellular phone communications in La Jolla and on campus. A safety study of RF fields was conducted by the Richard Tell Associates and is available upon request at the residential life office. The study concluded that the RF fields produced by these cellular carriers would result in RF fields substantially less than those values set as exposure limits for the general public by the FCC. This service was installed and is provided at no cost to the university. Any revenue recognized by the university from this project goes to funding “the next generation network” and will allow for the implementation of future technology on campus.

Halogen “torchiere” Lamps: These lamps are extremely dangerous and are prohibited in any residential facility on campus.

Hammocks: Hammocks may be used on apartment balconies as long as they are not permanently attached to apartment walls. They are not permitted on any balcony in the residence halls.

Heating: The heating elements in both the residence halls and apartments are extremely sensitive and must be well balanced and maintained to function properly. Tuolumne Apartment residents should call for maintenance assistance if the heat in their apartment and individual bedrooms is not properly balanced. (See “Decorating Policy,” #5.) Heating elements in residence hall bedrooms are thin filaments located throughout the ceilings. Consequently, nothing may be hung from any ceiling nor may anything be inserted in any ceiling in the residence halls.

Microwaves: In accordance with the UCSD housing contract, small microwave ovens are permitted in resident rooms. Appropriate safety and cleanliness guidelines must be followed. There are two microwave ovens for student use on each floor in the residence halls. Each apartment also has a microwave oven. All residents are responsible for the correct operation and for maintaining the cleanliness of the microwave ovens. Please refrain from putting any metal in any microwave oven at any time. Please be sure to monitor the microwave personally anytime you put something in it to cook, especially popcorn!

Refrigerators: Refrigerators that are **five cubic feet** or less may be kept in resident bedrooms. Refrigerators may not be placed in closets because of inadequate air circulation, nor may any refrigerator, unless it is approved for placement in an outside location, be placed outside or on any balcony or patio.

Storage: There is limited storage space in the Muir residential facilities. Residents in the residence halls have access to limited storage space for

computer and stereo boxes, trunks, and luggage. Apartment residents have only whatever storage is available to them in their apartment. There is no storage available in any of the apartment heater rooms, nor is storage available in rooms that are marked as electrical or telephone storage rooms on some apartment balconies and patios.

Water beds: No waterbed shall be placed in or about the residential facilities without prior written consent of the Central Housing Office. If such consent is granted, the waterbed must be no larger than a single bed, must be fully lined and the resident agrees to provide the Central Housing Office proof of insurance naming UCSD as co-insured before the waterbed is installed.

Water coolers: In the residence halls, bottled water coolers are permitted only in bathrooms and individual resident rooms. They are not permitted in the study carrels, lounges, or any other common area.

Window screens: There is a **\$75** administrative charge for removing any window screen at any time.

BAND PRACTICE

Musicians may practice in the Muir residential facilities. If any group of individuals playing music is asked to stop playing, the group must do so immediately, no matter what the time of day. Failure to comply with a request to stop playing music becomes a violation of policy. Abuse of this privilege may jeopardize the opportunity for residents to play musical instruments. Bands may practice in Ledden Auditorium 2250, which can be reserved for evening practice by contacting the Registrar's Office at 534-4292.

BICYCLES

Bicycles are subject to the California Motor Vehicle Code and must be registered in the state of California. You can register your bicycle at the UCSD Police Station. They may never be ridden in any university building and should be stored in the bicycle racks provided for that purpose. Always be sure to lock up your bike to avoid having it stolen. Any bicycle found in the common areas of the residence halls or apartments (including study carrels, balconies, bathrooms or apartment stairwells) will be removed and a charge will be assessed against the owner. Bicycles may be stored in residence hall rooms or apartments only if adequate precautions are taken to avoid damage to university property. Bicycles may not be hung from the wooden molding in your room, nor may additional hooks be installed on any wall to hang anything, including bicycles. When bringing bicycles into the buildings, remember that people always have priority in the elevators. If you keep your bicycle in your room during quarter breaks, you should place a non-absorbent sheet under the bicycle and not chain it to any furnishings. Mopeds are motor vehicles and are subject to the restrictions listed in that section of this handbook.

BUSINESS BAN

We hesitate to quash anyone's entrepreneurial initiative but conducting business of any kind is not permitted in the residential life complex, nor may university resources (including computer access) be used to conduct any business in any residential facility. Business mail addressed to any resident's post office box will be returned to the sender. Packages sent in connection with any resident's business will not be accepted or will be sent "back to sender" by either Mail Services or by the Muir Residential Life Office. Solicitation of any kind is strictly prohibited in the residential complex.

CHECKOUT PROCEDURES

When you change rooms, apartments, or move out of the residence halls or apartments to an off-campus location, you must check out through the Residential Life Office. This procedure applies to every resident for spring quarter check out but is not necessary if you are returning to your residence after the fall and winter quarter breaks. When you check out at the end of spring quarter or at any time you make a room change, paperwork must be completed and keys must be returned to the Residential Life Office. Your room must be left cleaned and vacuumed, and the trash must be removed. Once you have properly checked out, a residential life staff person will inspect your room. You will be charged for damages not reported on your inventory sheet and any excessive cleaning.

Failure to complete proper check out procedures will result in administrative charges for an improper check out. There is also a charge for leaving after the designated check out time at the end of each quarter. Please follow the checkout and closing instructions in the closing notice you will receive each quarter around 8th week.

If you move off-campus at any time during the academic year, you will be permitted to use your mailbox until the end of the quarter you move out. At the end of that quarter, your mailbox will be closed and any subsequent mail received by the university will be “returned to sender”. When you leave at the end of spring quarter, your mail will be forwarded to your permanent mailing address for 60 days after closing in spring quarter.

CLEANING AND CUSTODIAL SERVICES

All custodial requests should be called to the Customer Service Center at 534-2600. Requests are handled on an emergency priority system. If your

request has not been addressed within a reasonable amount of time, call the Customer Service Center again. All custodial staff wear uniforms and university identification tags. Residents of a particular living area (i.e., suite, wing, house, and apartment) are collectively responsible for maintaining the cleanliness of their assigned common areas. Do not flush tampons or sanitary napkins down any toilet. The toilet may become clogged, and the area responsible for it will be billed for the repair.

Residence Halls: You are responsible for the condition of your room and appropriate common areas in the residence halls. The custodial staff will clean residence hall lounges, hallways, and bathrooms regularly. Trash should be placed in the cans kept in the trash closets near each suite lounge. When needed, vacuum cleaners, brooms, mops, and other cleaning equipment may be available from the custodial staff, your house advisor, and from the house advisor on duty in an emergency. Charges for excessive cleaning may be billed to the residents responsible for an area at any time.

Tuolumne Apartments: Housing Services will clean each Tuolumne Apartment on a specific schedule once each week. You will be notified of your apartment's cleaning schedule at the start of fall quarter. During this weekly visit, all the common areas of the apartment will be cleaned. Please refer to the specifics of this cleaning in the Housing Services Brochure which you received when you moved in. Generally, apartment residents will be responsible for their personal bedrooms and any additional cleaning required in the common areas of their apartment beyond the weekly cleaning that will be performed. Trash and recycling must be removed from your apartment on a regular basis. There will be a charge for any trash left outside any apartment and removed by the staff. Apartment residents are also expected to keep their balconies and patios in a manner that does not become an eyesore for others. The following household hints may assist you in keeping your apartment clean, comfortable and pest free.

Stoves: Stoves should be cleaned with warm, soapy water after every use. The oven should be cleaned regularly with an oven cleaner so spills do not become baked on. These are not self-cleaning ovens. Please refer to the special instruction sheet placed in your apartment for other details about the use of your stove.

Refrigerators: Refrigerators need warm water and detergent cleaning on a regular basis. The exterior of the refrigerator also should be kept clean of stains and spills. Check and clean the drip pan (located at the bottom of the refrigerator) on a regular basis. In order to ensure your freezer operates at maximum efficiency, do not stock items in front of the vent and do not overstock the freezer. If your freezer is not keeping items sufficiently cold, thinning out your freezer inventory would be a good first step in solving the problem. If this does not solve the problem, call the Customer Service Center at 534-2600 for assistance.

Garbage Disposal: Each apartment is equipped with a garbage disposal. Use it carefully, as it can be a temperamental piece of equipment. Never put rice, bones, seeds or hard fruits or vegetables (e.g., avocado pits, celery, etc.) in it. Always run cold water at high pressure when operating the garbage disposal. Should your garbage disposal suddenly stop, press the reset button on the garbage disposal unit in the cabinet under the sink. If your garbage disposal is still inoperable, call in a work order to 534-2600. Apartment residents will be responsible for damages resulting from misuse or improper use of the garbage disposal.

Bathrooms: Bathtubs and sinks should only be cleaned with non-abrasive cleaners.

CONSTRUCTION, RENOVATIONS, AND REPAIRS

The campus has on-going programs related to the construction of new facilities, planned renovations to existing buildings, and the general maintenance of all campus facilities. These activities can generate a level of disruption to occupants residing in on-campus housing. The campus makes every effort to reduce disruptions from new construction, planned renovations, or routine work whenever possible. However, residents should be aware that it is impossible to completely eliminate these types of activities and still meet the operational demands of the university.

During finals week each quarter, Housing and Dining Services makes every effort to reduce interruptions to you by limiting work to only that which is specifically requested by residents, work that must be performed to ensure that all residential facilities operate safely, and services required in an emergency.

CONTRACT

The UCSD housing contract is a legally binding document and is in effect for the entire academic year. Read it carefully, and be certain you understand it. The contract may be terminated only at the discretion of the university. All financial questions regarding housing should be directed to the Central Housing Office at 534-4010. This office issues the contracts.

Residents who wish to be released from their housing contract must provide supportive evidence to the resident dean for their request. The contract provides for release upon termination of student status or evidence of marriage. Other reasons, including unanticipated financial or medical

problems, will be considered on an individual basis. If a resident does not plan to attend UCSD as a registered student in a subsequent quarter, he or she must give notice to vacate their residence to the Residential Life Office no later than the last day of the preceding quarter. Otherwise, a liquidated damage charge of \$100 will be assessed.

Students who are temporarily terminating their student status or drop below the required full-time student status as required by the housing contract but wish to remain in the residence halls or apartments must also see the resident dean and request an exception to remain in residence. This can be permitted if space is available and if there is a demonstrated need to stay on campus. Students given this one-time exception must not be a disruption to others in the community. Students on some scholarships are provided with four consecutive years of on-campus housing.

COOKING

Cooking in Tenaya and Tioga Halls is generally limited to snack and light meal preparation in the kitchenettes. Two microwave ovens on each floor are provided for your convenience. Never leave food you are preparing in the microwave unattended, and never place aluminum foil or any metal in any microwave at any time. Appliances with exposed heating elements are prohibited.

While cooking in the apartments, please keep the following in mind: never leave a stove unattended while cooking, especially while heating oil for frying; have a pan cover next to you while frying foods; never attempt to use water to extinguish a flammable liquids fire; know where your two nearest fire extinguishers are as one may be missing, and only attempt to extinguish small fires with a fire extinguisher. Using a blanket or similar item to “beat” out a fire most often intensifies the fire due to the increased oxygen supply you are

providing. If there is a fire, get yourself out safely, pull the nearest fire alarm, and report the details of the fire to a residential life staff member.

DAMAGES

Each resident is responsible for the condition of his or her own room and the common areas which are shared by groups of residents. Therefore, residents of a suite share the hallway, bathroom, and study carrel within the suite and are responsible for any damage or excessive cleaning in those areas.

Remember to protect yourself from unnecessary damage charges by keeping your suite door locked at all times. The residents of adjoining suites, called a wing, are responsible for the lounge and kitchenette they share. Residents of a floor are responsible for the common areas of that floor, including the fire extinguisher boxes. Residents of a house are responsible for the house lounge and furniture. Damage to the elevators, main lobby, and stairwells are the responsibility of all the residents of a building. Apartment residents are responsible for their individual rooms as well as for the common areas within the apartment.

All individuals take personal responsibility for damage to personal appliances (including computers, stereos, TVs, radios, and lamps) resulting from overloading circuits. Students should insure their personal belongings either through their parents' homeowner's insurance or with renter's insurance. Information about renter's insurance is available in the Residential Life Office. Extension cords for your personal appliances are permitted only if they are three-wire grounded and sized adequately to handle the load applied. (Use only the "orange" industrial type, and not the cheesy white or brown ones.) You are also strongly encouraged to use a power strip with a surge protector (so you don't lose your Muir 40 papers!).

Damage charges are assessed by the housing services staff and are administered through the Residential Life Office. In all cases, the staff will

attempt to assess charges to the individual or group directly responsible for the damage. However, when damages cannot be attributed to specific individuals, they will be charged to all residents responsible for that area. To avoid charges for damage for which you are not responsible, be aware of what is going on where you live, and report such damage to your house advisor or to the Residential Life Office so the responsible individuals will be appropriately billed. Damage resulting from general use should be called into the Customer Service Center, 534-2600.

Damage charges are billed through the Residential Life Office. Charges for damage to rooms, apartments, and suites will be billed directly to the individual residents of those areas and such charges are payable at the Residential Life Office. Charges to floors, houses, and buildings are billed on a quarterly basis. These damage charges will be reported to your house advisor who will post them in your house along with the designated payment period. If payment (or a request for an extension) is not received by the stated deadline, the charges are then referred to the Central Housing Office for computerized billing. The minimum billing by that office is \$5, regardless of the amount of the charge. All damage charges throughout the year will be billed to you in one of these ways. Closing damage charges will be billed to you at the end of the year.

DECORATING POLICY

To ensure that all rooms remain in the best condition possible, and to limit normal wear and tear, the following decorating policies have been established.

1. Painting in rooms and common areas is not permitted. Any painting is a violation of this policy and will result in an administrative charge in addition to appropriate repainting charges.

- 2.** Masking tape is not permitted for posting on any painted area. Blue “painter’s” tape and special putty adhesives, available at MOM in the Muir College Center, may be used for hanging posters. However, even with the use of these approved adhesives, you are financially responsible for any damage resulting from this type of posting or mounting. A wooden molding strip has been installed around the perimeter of your room. Please use this molding to hang light decorations and posters. For safety considerations, heavy items such as bicycles, surfboards and stereo speakers may not be hung from this molding.
- 3.** Only one memo board on each door is permitted. Any adhesive used to secure a memo board on your door must be completely removed when you vacate your room. You will be responsible for any damage resulting from this type of posting.
- 4.** Alterations of any type are not permitted. This means you may not add cork, mirrors, or anything similar to your walls, nor may you drill or nail anything to your walls to install bookcases, bike racks, shelves, brackets, etc. Nails may not be used on the closet surfaces.
- 5.** You may not touch, repair, or alter the ceiling in any way. In the residence halls, the ceilings have been encapsulated to ensure protection from the low concentration of asbestos present in the tiles. The asbestos is legally encapsulated but requires special care. Heating coils are also located in these ceilings and installing nails, tacks, or bottle caps in them could be hazardous to you and damage the heating system. Adding decorations of any kind to your ceiling (including luminescent stars) is strictly prohibited. Residents will be charged to have decorations removed from their ceiling and will be additionally charged for damages that may result.

6. Nothing may be hung or draped from or around any light fixture in the residence halls or apartments.
7. Other than in designated recycling areas, full, partially empty or empty beverage containers may not be stored for recycling anywhere else in the complex. Items placed on display in plain view of others: Just as with noise and with guests, you are expected to be sensitive to others and to exercise sound judgment and restraint. More specifically, items placed on display in group living areas should not be blatantly offensive to others. "Group living areas" include your suite lounge, hallway and bathroom, your apartment or your residence hall room, etc. Display of certain items (e.g., firearms and swords) is prohibited by university regulations.

Other than the lofts provided by the university in certain areas on campus, lofts are not permitted. Beds may be bunked by checking out bunk bed pins from the Residential Life Office.

8. Only heavy-duty extension cords and multi-outlet power strips with surge protectors may be used in your room.
9. Chalk may not be used on any surface.
10. Window screens may not be removed from any window. There is a \$75 administrative charge for removing a screen from any window.
11. The room wardrobes (closets) in the apartments are permanently attached to a wall in the room. These wardrobes may never be unattached from the wall nor may they be moved or re-located at any time. Violation of this policy will be subject to charges for reattaching the wardrobe and disciplinary action.

Should you have any questions concerning these decorating policies, please consult with a resident dean or your house advisor BEFORE you begin

decorating. Violation of any of these policies will result in an administrative charge plus appropriate repainting or repair charges, and possible disciplinary action.

DINING SERVICES

The UCSD Dining Services Department offers a wide variety of services both at Muir and throughout the campus. As a resident on campus, your student ID is your computerized meal pass that may be used at any of the housing dining service facilities around campus.

Just as in the UCSD Bookstore, please be advised that each housing dining facility is equipped with a camera surveillance system. Individuals who are found in violation of any dining policy or observed by the surveillance system to be removing food from the dining facility will be subject to disciplinary action which includes a stiff administrative charge.

For information detailing dining services, policies, and behavior expected of you with regard to the dining services around campus, please refer to the housing contract and to the separate pamphlet published by the UCSD Dining Services Department. For instance, dishes, trays and eating utensils are provided for your dining convenience and enjoyment. They are not to be removed from any dining facility. Additional copies of the dining services pamphlet are available at the Residential Life Office.

DISCIPLINE (Also see JUDICIAL)

As a student living at Muir, you will find yourself with a fair share of freedom with regard to your behavior. However, you have full responsibility for your behavior in exchange for that freedom. Should you choose (and it is your choice!) to violate any residential life policy or university regulation, or should you find it too difficult to live in the residential community without infringing

upon the personal rights of your neighbors, you will face disciplinary review by a resident dean, the Dean of Student Affairs, or the Muir College Judicial Board.

If your behavior does not meet the standards expected of Muir residents, sanctions are likely to be imposed. These sanctions may include a verbal or written warning, financial restitution, community service, educational opportunities, loss of privileges or exclusion from activities or facilities, probation, or termination of your housing contract. Misbehavior that warrants a more severe sanction may also be referred to the college dean for additional disciplinary action, which may include suspension or dismissal from the University.

Administrative charges for violations of residential life policies and regulations may be assessed. Charges may be assessed in conjunction with disciplinary action and in addition to charges for repair or replacement of university or private property.

Any student accused of an alleged violation of the UCSD Student Code of Conduct and/or the residential life policies and procedures receives notice of that alleged misconduct through a misconduct notice. Upon receiving a misconduct notice, the student has ten academic days from the date of the notice to contact the appropriate administrative staff person, usually the resident or assistant resident dean, or the dean of Student Affairs of the college, to schedule an appointment.

During this scheduled appointment, the staff member will discuss with the student the facts pertaining to the alleged policy violation and ask the student to discuss their involvement in the charges. This process is designed to explore a possible informal resolution of the charges and the sanction to be imposed for the violation. Should the student not agree with the charged violation, he/she may request a formal hearing take place with the Muir College Judicial Board.

In either situation, a student may choose to be assisted by a personal representative of their choice during the entire process, which may include the Muir College or AS appointed student advocate.

Matters resolved informally will be confirmed in writing and incorporated into an informal resolution agreement. A copy of this agreement will be presented to the student. The informal resolution agreement will be implemented after the fifth academic day from the date of the agreement.

If the student chooses to accept responsibility for the violation but disagrees with the imposed sanction, the student may submit a written request for reduction of the sanction to the provost of Muir College within seven academic days from the date on the informal resolution agreement.

For more detailed information concerning discipline in general, and your rights as a student accused of misconduct, refer to the section on “Judicial Process” in this handbook and the section on “Discipline” in the Muir College Student Handbook. A summary of the University of California, San Diego Student Conduct Code is available at the Dean’s or Residential Life Office. The complete UCSD Student Conduct Code is available on the Web at <http://ugr8.ucsd.edu/judicial/>

DRUGS

Students living on campus often mistakenly believe they are not subject to state laws regarding the use and possession of drugs. It is an easy trap to fall into, and now that you have been duly warned, one which you should definitely avoid! Illegal drug possession for use or for sale, the possession or use of any illegal substance, and the cultivation of marijuana are in violation of state and federal laws and the UCSD student conduct code. In addition, possession of any type of drug paraphernalia is prohibited by university policy. Your presence in a situation where another individual is in possession or using

an illegal substance (such as marijuana) will certainly be questioned. If you make any of these choices, you may find yourself involved in the disciplinary process and facing possible legal consequences.

Some students believe that under California State law it is legal to possess less than an ounce of marijuana. This is a myth! It is illegal to possess ANY amount of marijuana at any age. Possession of an ounce or less is a misdemeanor carrying a fine up to \$100. Possession of more than an ounce or the cultivation of marijuana is a felony. In accordance with Federal Law, the use of medical marijuana is strictly prohibited.

EMERGENCY PREPAREDNESS

Major Public Emergencies

The Muir Residential Life Office recognizes the need for an emergency management program and fully supports the university's implementation of that program. Planned and organized emergency management provides direction and control, which will save lives.

You will learn about the university's emergency preparedness plan from a letter you will receive as well as in a meeting with your house advisor. You will then have the opportunity to practice that plan in an emergency preparedness drill at 7 a.m. on Thursday, October 16. You can expect to receive ongoing emergency preparedness education throughout the year.

A toll-free telephone number (888/308-UCSD) has been established to provide information on the status of UCSD following a major emergency or campus closure. During an emergency, the caller will hear recorded information regarding the status of the campus, as well as any special instructions to faculty, staff, and students.

In addition, you and your parents are encouraged to register your/their telephone (s) with the UCSD emergency notification system. The website to do this is: <http://blink.ucsd.edu/go/emergencyphonereg>.

The Muir Residential Life Office manages emergency situations from a CENTRAL COMMAND location. This is the chief communication post and is located between MOM (The Middle of Muir) and the Tuolumne Apartments. It is critical that you follow the instructions provided by university personnel.

The main area for ASSEMBLY is the Muir field on the south side of the tennis courts. You should report to ASSEMBLY and check in as soon as possible so your well-being can be recorded and accurately reported.

For medical attention, report to the FIRST AID station, located on the grassy area between the Humanities and Social Sciences (H&SS) building and the Tuolumne Apartments.

The map ON THIS page describes where to report in any major emergency.

For any emergency, it is recommended that you keep a personal safety kit in your room. Such a kit should include basic first aid supplies, a working flashlight, drinking water, additional batteries, and a blanket. It is also recommended that you and your family establish a common contact with someone living outside California. We have learned from emergencies in other areas of California that telephone communication outside California is more quickly established and better maintained during these critical times.

Emergencies—Personal

MUIR—RESIDENTIAL LIFE EMERGENCY MAP



CONTROL

The CENTRAL COMMAND

Area is the chief communication post for all college wide Housing, Dining Services, and Residential Life Operations. Key management staff report here.



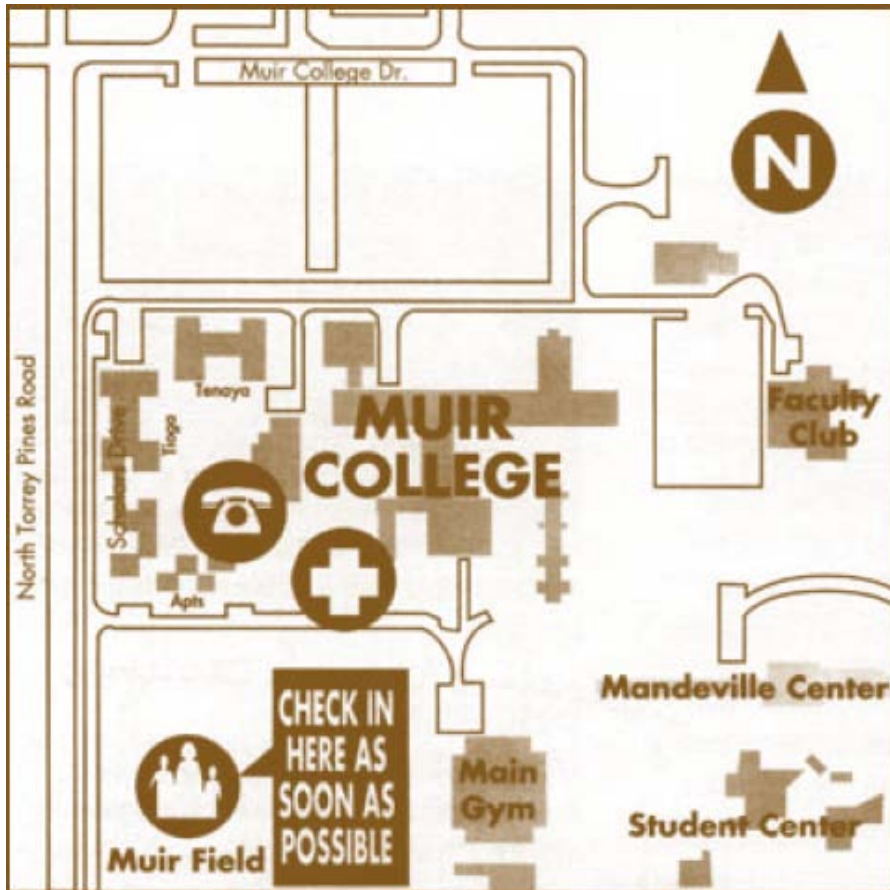
FIRST AID

For all persons in need of MEDICAL ATTENTION.



ASSEMBLY

Evacuation area for other persons. CHECK-IN for ACCOUNTABILITY.



If you find yourself in an emergency situation, contact the appropriate authorities immediately. The main line to the Campus Police Department is 534-HELP (4357). The HA on duty, who is in contact with the resident dean on duty, can be reached at 534-DUTY (3889). Dialing 911 from a landline will put you in contact with campus police; dialing it from a cellular telephone will put you in contact with the California Highway Patrol.

Earthquakes

Southern California is familiar with earthquakes, as exemplified by those we have had in recent years. Please read the following information carefully concerning the best way to respond if you find yourself in Muir's residence halls or apartments during an earthquake.

In an earthquake, most casualties result from falling objects due to partial building collapses and flying glass, not from actual ground movement as is commonly believed. Other sources of injury are fire resulting from broken gas lines, fallen power lines, and human panic.

Remain as calm as possible.

Do NOT evacuate the building until the earthquake has ended.

Get under a table, desk, or bed in a corner away from windows, or stay underneath a doorjamb in a strong doorway. Do not run outside.

Stay away from all outside walls and windows.

In any Muir residential facility, once you hear the fire alarm sound, evacuate the building by using the stairwell (not the elevator) and proceed to ASSEMBLY on the Muir field on the south side of the tennis courts to check in with the staff member on duty as quickly as possible.

If you are outside, move rapidly but cautiously to an open area away from overhead hazards if possible. Stand away from buildings, trees, and telephone and electric wires.

ELEVATORS

Damage to or destruction of elevator equipment is extremely dangerous. Elevator equipment must not be tampered with, as elevator mechanisms are

fragile and sensitive pieces of equipment. Misuse of the elevators, such as forcing doors open or closed, removing panels, or damaging any equipment in the elevator is a serious offense and has the potential to cause harm to passengers in the elevator. Any person causing damage or destruction of elevator equipment will be subject to disciplinary action. For your protection, surveillance cameras may be installed in housing facility elevators around campus.

ENERGY CONSERVATION

We encourage each of you to take an active role in environmental issues. In light (sorry about the pun!) of California's on-going energy crisis, we have all been requested to reduce our consumption of electrical energy and hope you will include energy as well as water conservation in your daily routine. Please turn off your lights, stereo, computer, and other personal appliances whenever you leave your room. We also suggest that you be conscious of your water consumption and cut back on the amount of water you use, especially by taking a shorter shower and not running the water when you brush your teeth!

Since we are subject to "rolling blackouts" at any time, we ask you to keep in mind these important things: there will be no lights, no heat, no hot water, no Wii, and no elevators. Keep your iPod charged! If you are caught in the elevator, prying open the doors could be extremely dangerous to you. Instead, remain calm, relax, sing tunes, and notify campus police through the emergency intercom unit in the elevator car—that button is at the bottom of the floor number panel. Be sure your flashlight has fresh batteries (remember that burning candles is never permitted) and be sure to keep your computer files backed up (so you don't lose your Muir 40 or 50 papers!). Please know that in a blackout, a cordless telephone will not work, so consider having a corded phone as a back-up or keep your cell phone charged. There will also be no streetlights or traffic lights, and stores will most likely close, so it's probably

wise to stay close to home. And most important, remember to stay calm! If you have a special interest in this area or in environmental issues, look into joining the Muir Environmental Corps.

For your room, we recommend you buy, rent and use only ENERGY STAR[®] labeled equipment. All major brands of stereos, computers, TVs, lamps, clocks and alarm clocks have products that comply with the ENERGY STAR[®]. Products that have this label have met energy conservation standards.

FIRE SAFETY

The fire alarm in the residence halls and apartments is an intermittently sounding bell. **TREAT ANY ALARM AS IF THERE IS A FIRE.** If you hear the alarm in your building, do the following as quickly and in as orderly a manner as possible:

Leave your room or apartment immediately, locking the door behind you. Be sure to carry your keys with you.

Use the stairwells to evacuate the building. **DO NOT USE THE ELEVATOR.** Walk, do not run!

Exit the building and assemble on the lawn in the quad.

Do not attempt to re-enter the building until the alarm is turned off and a residential life staff member gives you the signal to re-enter the building. If you find yourself locked out, the Residential Life Office will remain open fifteen minutes after the fire alarm is turned off. There is no charge for these lockouts. For your protection, it is a violation of regulations to remain in a building while a fire alarm is sounding. Eventually a check will be made of all rooms and apartments by the residential life staff. However, for the safety of the staff, you should not expect this check. Therefore, you must always evacuate the

building on your own as soon as you hear the alarm. The alarm will not be turned off until the San Diego Fire Department is satisfied that the problem has been resolved. Other than the announced emergency preparedness drill, scheduled for 7 a.m. on Thursday, October 16, the university does not conduct fire drills. In the event you discover a fire, do the following:

Pull the nearest fire alarm.

Do not attempt to fight the fire.

Leave the building immediately.

Report all details to the residential life staff member in front of the building. Fire extinguishers are located in the main hallways of all floors in Tenaya and Tioga Halls, and on the exterior corridors in the apartments. You should familiarize yourself with the locations of the fire extinguishers in the event of an emergency.

For the fire protection of all residents, the university fire marshal has mandated that all suite doors, stairwell doors, and laundry room doors in the residence halls are fire doors and must remain closed, though not necessarily locked, at all times.

It is illegal to tamper with fire safety equipment of any type. Violators may face criminal charges, which are punishable by up to one year in jail and a fine up to \$1,000. Anyone caught turning in a false alarm may have their housing contract terminated and may be suspended from the university. Tampering with smoke alarms, pull stations, fire hoses or extinguishers, or failing to follow fire alarm procedures will result in disciplinary action. (See section on “Policies”)

Careless or improper use of appliances or other materials which present a direct threat of fire, or which may ignite a fire, is prohibited. Also prohibited

are open flames, the use of incense, fireworks, and such acts as torching bulletin boards, setting fires in trash cans, and pranks involving lighter fluid.

Individual barbecues are not permitted in the residence halls although houses may barbecue in specified areas. Apartment residents may barbecue on their balconies.

Use a heavy-duty extension cord to avoid creating a fire hazard. A power strip with a surge protector must be used in place of an extension cord when plugging in more than one item.

FURNITURE

All residence hall rooms are furnished with beds, desks, desk chairs, bookcases, wardrobes, and chests of drawers. Apartments are additionally furnished with sofas, easy chairs or loveseats, tables, lamps, and dining room tables and chairs. Furniture may not be placed on balconies due to damage caused by the sun and inclement weather. For safety reasons, apartment wardrobes are permanently attached to a wall in the bedroom. These wardrobes may never be unattached from the wall nor may they be moved at any time. Residents found in violating this policy will be subject to disciplinary action and charged for reattaching the wardrobe.

Residence hall lounges are furnished with sofas, easy chairs, coffee tables, and lamps. Lounge furniture is for the use of all residents and may never be moved into an individual room. Residents are permitted to bring additional furnishings, but due to limited storage space, no residence hall or apartment furniture may be removed from a room. (See section on “Policies”)

For safety considerations, only lofts provided by the university in certain facilities are permitted in the residential facilities. Residents are financially responsible for the condition of the furniture in their room and in the common

areas. Damaged furniture should be reported to the Customer Service Center, 534-2600, immediately for repair or replacement.

GET-WELL DINING TRAYS

If you are too ill to go to the dining facility to eat, you can have a friend bring you a get-well dining tray. A get-well dining tray permit may be picked up from the house advisor on duty or the Residential Life Office. This form, as well as your student ID, must be brought to the Muir dining facility where a supervisor will assist your friend in arranging a get-well tray for you. A general reminder that using the ID of another individual without this permit is never allowed and that such use will subject you to disciplinary action.

GROUP LIVING

In accordance with the housing contract, each resident agrees to respect the rights of other residents and to conduct him or herself in a manner that is conducive to a harmonious living environment as determined by the resident dean. Each resident is also expected to conduct him or herself in a manner that is socially acceptable. The university may terminate your contract if you demonstrate an ongoing inability to abide by such requirements for group living. (See article #8 in the housing contract.)

GUESTS

The Muir residence halls and apartments have unrestricted twenty-four hour visitation. These policies apply to both invited and uninvited guests. Guests may not sleep in any of the common areas of the buildings, including suite or house lounges and study carrels. Guests may stay only with the prior approval of residents sharing your living area. An acceptable period of time for a guest to remain is the length of a weekend. The number of those “weekends”

throughout the quarter must be reasonable and something you must discuss with your room and suite or apartment mates. In the residence halls, guests of the opposite gender must use the appropriate gendered restroom.

As a resident, you are responsible for the behavior of your guest at all times and in all places in the residential life complex. Always let your roommates, suitemates, or apartment mates know that someone is staying with you. Be sure that your guest is aware of university and residential life policies.

Remember: You will be held financially responsible for damages caused by your guest. You are also subject to disciplinary action if your guest violates any residential life policy.

HARASSMENT

Harassment is behavior you should not have to tolerate anywhere on campus. While the term “physical assault” is commonly understood, the word “harassment” is often not. Harassment is a form of violence directed toward groups or anything personal about an individual. Harassment is a violation of an individual’s rights and may be conveyed through the written or verbalized word.

As an example, the University of California defines racial harassment as a form of discrimination on the basis of race and may include, but is not limited to, many different types of actions: verbal (epithets, derogatory comments, jokes, or slurs); physical (assault, impeding or blocking movement, or any physical interference with normal work or movement); or visual (derogatory posters, cartoons, or drawings). Racial harassment is more than an isolated incident of racial hostility or accidental or casual racial comment. Rather, the totality of circumstances must show that the harassment created a racially hostile and abusive environment.

UCSD's Office of Sexual Harassment Prevention and Policy (534-8298) defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission is made a condition of instruction, employment, or participation in any university activity, or when such conduct has the effect of unreasonably interfering with an individual's life. If you need assistance in this area, contact the Residential Life Office for information and referral to this office.

Harassment may involve faculty members, staff members, and/or students. It is important to note the difference between intention and effect. Even though it is possible to harass an individual without intending to do so, this does not make such behavior acceptable nor must it be tolerated. If you feel that any member of the university community has subjected you to harassment, contact your house advisor, or a resident dean for assistance to either formally or informally correct the situation.

HIGH-PRESSURE RELIGIOUS GROUPS

There are numerous religious groups available on campus for you to join. Generally they are positive organizations and allow you the freedom of choice to join or leave them. However, be aware of any religious organization that uses highly intense tactics to pressure you into joining. These groups may become harmful if they isolate you from family and friends, ask you to give up control of your life, focus on guilt and shame, and promote crises within your life. If you feel a high-pressure religious group is recruiting you, or if you have some questions about them, contact your house advisor, a resident dean, or the Office of Religious Affairs (534-2521).

INDIVIDUAL RIGHTS

Every resident student is entitled to a comfortable place in which to live and thrive academically. The university has an obligation to protect your individual personal rights. Physical abuse, threats, or acts of violence toward yourself or any other person, intimidation of any type or conduct that threatens the health and safety of any person may lead to the termination of your housing contract. When appropriate, action will be taken to utilize the campus disciplinary process. While the terms “physical assault or abuse” are commonly understood, the term “harassment” is often not. Harassment is also a form of violence; it consists of verbal and/or written invasion or violation of an individual’s rights and may be racial, sexual, or personal in nature and may occur through graffiti, obscene telephone calls, or other means. The influence of drugs or alcoholic beverages will not mitigate the consequences of this type of behavior nor limit the responsibility of the individual(s) involved.

INFORMATION

With the exception of a resident’s room number, all UCSD student directory information is considered public information and will be given out upon request. Information about Muir College residents is available from the Residential Life Office, the Middle of Muir (MOM) and EDNA, the student information office at the Price Center, (534-EDNA), which has information about all UCSD students. If for any reason you do not wish public directory information about yourself to be released, you must notify both the Residential Life Office and the Registrar’s Office in writing. Room numbers will not be given out to any individual, which is why your telephone number should remain current with the Residential Life Office.

INSPECTIONS

For environmental health and safety reasons, UCSD staff will inspect all residence hall rooms and apartments. All residents will be appropriately notified before the inspection period. Following the inspection, residents will be notified of any residential life policy violation(s) as well as charges for damages and excessive cleaning. When at all possible, you will generally receive reasonable notice if access is needed to an apartment or residence hall room for any other reason. All custodial and maintenance staff members wear uniforms and university identification badges. Any other individual attempting to access your room should be immediately reported to the Residential Life Office.

INSURANCE

The university is not responsible for loss of personal property in the residence halls and apartments due to fire, theft, water, or other causes. Residents are urged to provide their own personal insurance. Check with your parents to see if your possessions are covered under their homeowner's or renter's insurance policy. If not, individual renter's insurance information is available at the Residential Life Office.

INVENTORY SHEETS

When you move into your room or make a room change at any time during the academic year, you will be given an inventory sheet for your bedroom. It is very important that you complete this inventory sheet accurately, noting any missing or defective furnishings and any existing damage to the room. After you sign it, this inventory sheet should be returned to the Residential Life Office. When you check out, you will be held financially responsible for any discrepancies in the condition of your room and its furnishings as compared to the inventory sheet you signed when you checked in. Apartment residents will have the opportunity to complete a voluntary inventory sheet for the common

areas of their apartment including the kitchen, living/dining room, bathroom, and balcony.

You will be issued the combination to your mailbox when you return your bedroom inventory sheet to the Residential Life Office.

JUDICIAL PROCESS (Also see DISCIPLINE)

Consistent with UCSD's educational objectives, student discipline at Muir College is viewed as part of the learning process. A significant amount of learning about others and oneself takes place during the hours spent outside the classroom, in the residence halls and apartments, and around campus. Students form values and develop decision-making skills that will affect their lives and the quality of life on campus. The UCSD Student Conduct Code and the policies of the Muir residential life program reflect this commitment to learning and are based on the belief that students can generally learn from their mistakes. The goals of the judicial process are to:

1. Determine if a student has violated a policy.
2. Assist students in understanding how they have violated the student conduct code and why such behavior is unacceptable
3. Help those who have violated the student conduct code obtain knowledge and information so they can make better choices in the future and develop strategies to change their behavior so it is in compliance with community standards.

A student who has been charged with violating the Student Conduct Code, their housing contract or any Muir residential life policy or regulation will either be seen by a resident dean, or be referred to the Muir College Dean of Student Affairs. The Muir or UCSD student advocate may assist a student accused of misconduct in presenting his or her case.

Students found to have violated a policy or regulation will usually receive a disciplinary sanction. A disciplinary sanction may be a warning, a requirement to provide community service, a required length of probation, financial restitution, an administrative charge, or the termination of their housing contract. A student may be required to attend a workshop, seminar, group, or individual counseling session. Any one or a combination of these sanctions may be used to facilitate learning for a particular student. The ultimate goal of the disciplinary process is to assist students in taking responsibility for their own actions, thinking before they act, and making positive final decisions.

All students have the right to appeal disciplinary sanctions to the Muir College Provost. Appeals must be submitted to the Provost in writing within seven class days after notification of the sanction. The written appeal must include the reason for the request. A student may appeal for any one of these three reasons: the introduction of new information, failure to uphold the student's rights, or appropriateness of the sanction. Questions about the appeals procedure can be answered at the Residential Life Office.

KEYS AND LOCKOUTS

Residents of Tenaya and Tioga Halls receive a key to their room and a key to their suite door. Apartment residents receive a key to the front door of their apartment, their individual bedroom, and if applicable, a key to their outside storage closet. *ALWAYS KEEP THOSE DOORS LOCKED AND CARRY YOUR KEYS. NEVER GIVE YOUR KEYS TO ANYONE.*

If you are locked out, back-up keys are available at the Residential Life Office. All lockouts cost \$1. You must be able to identify yourself with either a picture ID or other personal information to check out a back-up key. Keys may be checked out for fifteen minutes, long enough to let you into your room and return the key to the office. Violation of this time limit will result in a \$5 administrative charge. If you need a back-up key for a longer period of time,

special arrangements can be made at the Residential Life Office to do that for you. No one may check out the key to any other room but their own.

If you are locked out or have lost your keys when the Residential Life Office is closed, the house advisor on duty or the residential security officer can let you into your room or apartment and make arrangements to get you a back-up set of keys for your use. Between 6:00 p.m. and 1:00 a.m., contact the house advisor on duty by calling 534-DUTY (3889). After 1:00 a.m., contact the residential security officer through the Campus Police Department at 534-HELP (4357).

For your convenience and security, always carry your keys with you. Lost keys must be immediately reported to the Residential Life Office. When the office is closed, temporary keys to use when you have lost or misplaced your keys are available through the house advisor on duty who can be reached by calling 534-DUTY (3889). For security reasons, your room or your apartment will automatically be re-keyed if you have lost your key. The resident who lost the key will be responsible for the \$100 re-keying charge. Suite, apartment storage, and bedroom keys are generally replaced at a \$6 charge. However, at the discretion of the university, these locks may be changed and the individual resident responsible for losing the common area key will be appropriately billed for the lock change. When necessary, the university reserves the right to re-key a room or apartment and may bill the resident(s) of the area. Re-key costs will increase toward the end of spring quarter.

LAUNDRY FACILITIES

The Muir Tuolumne Apartments and all the houses in Tenaya and Tioga Halls have their own laundry rooms with washing machines and dryers. Residents from one area are not permitted to use any other area's laundry room. Equipment malfunctions should be reported directly to the Customer Service Center; 534-2600. Tampering with the laundry machines constitutes a fire

hazard and will result in disciplinary action. The facilities are for the use of resident students only.

MAIL SERVICES

Residents are assigned on-campus mailboxes for delivery of personal mail only. Business mail will not be delivered to your personal mailbox nor will packages for any resident's business be accepted by Mail Services or the Residential Life Office. U.S. mail is delivered daily, Monday through Friday; excluding holidays. The mailboxes are located near Redwood Lounge in the Muir College Center. Your local mailing address for all mail is:

-Name-

9450 Gilman Dr. 92xxxx
La Jolla, CA 92092-xxxx

A fair number of residents must share their post office box with another resident, either a roommate or someone in their suite. The utmost respect is expected with the treatment of your mailbox partner's mail. It should be delivered to that person in a timely manner. Residents abusing this expectation in any way will be subject to disciplinary action.

A U.S. Postal Service substation is located in the Price Center and offers a full range of mail services, including stamps and money orders. Stamps may also be purchased at MOM in the Muir College Center. A U.S. mailbox for mailing letters is located on the street at the northeast corner of Tenaya Hall.

Packages too large for mailboxes and those sent by UPS are delivered to the Muir mailroom. A notice to pick up these items will be placed in your box. Any mail needing a signature and packages sent by private delivery services and overnight services are delivered to the Residential Life Office. Primary notification when these deliveries are received is an email or telephone call to your room.

Due to the limitations of the Residential Life Office's staff and physical space, the Residential Life Office is not able to accept large volumes of packages for overnight or same-day delivery. This is especially true with the high volume of general mail received during the first three weeks of each quarter. Accordingly, the Residential Life Office reserves the right to refuse or accept delivery of packages if more than 10 packages are received in the same day from a single vendor or single common carrier.

All overnight mail deliveries and U.S. Postal Service accountable mail items delivered to the campus on Saturday, Sunday, or holidays will be delivered to the Residential Life Office on the next business day. You will not be notified of these deliveries until Mail Services delivers them to the Muir Residential Life Office on the following business day.

Problems with mail service or individual boxes should be reported to the Residential Life Office. If your problem is not promptly resolved, please report it again to the Residential Life Office.

Occasionally you will receive intra-campus mail in your mailbox. Only university staff people have access to the mailroom. Muir student organizations, certain campus-wide student organizations, and university offices may stuff mailboxes. Complaints about intra-campus mail delivery should be directed to the Residential Life Office. Please check your mailbox regularly. You will be held accountable for any information placed in your mailbox by the Residential Life Office or the university.

MAINTENANCE

All maintenance repairs should be called in to the Customer Service Center, 5342600. Repairs are handled by an emergency priority system. If your request

has not been addressed within a reasonable amount of time, call the Customer Service Center again. Chronic maintenance problems not properly addressed should be reported to the Residential Life Office for assistance. All maintenance workers wear uniforms and university identification tags.

As has been stated, the university will do its best to avoid construction and general maintenance work during stressful periods of the quarter. Your understanding, patience, and respect for university personnel are requested during times when such activity is required due to emergency circumstances. Residents should be aware that it is impossible to completely eliminate these activities and still meet the operational demands of the university. (See section on “Construction”)

MEDICAL TREATMENT

Each house advisor has a first-aid kit to treat minor problems and has been certified in basic first aid and CPR. More serious problems should be taken to the Student Health Service (534-3300) that operates during the normal business day, generally from 8:00 a.m. to 4:30 p.m., Monday through Friday. For critical emergencies at any time, call the Campus Police Department at 534-HELP (4357). Dialing 911 from any cell phone will only connect you with the CA Highway Patrol off-campus. Dialing 911 from a landline on campus will connect you to Campus Police.

The University of California system requires mandatory health insurance for all students. Most students are covered on their parent or guardian’s policy. Students not covered in this way will be automatically billed for health insurance coverage by the university. You should carry basic information about your insurance coverage, including the name of the company, and the group plan and policy numbers.

MOTORCYCLES AND MOPEDS

Motorcycles and mopeds are motor vehicles and may not be driven on pedestrian walks. They must be kept in the parking lot areas designated for motorcycles. Mopeds, motorcycles and parts of mopeds, motorcycles, or automobiles may never be brought into any university building. (See section on “Policies.”)

MUSIC DOWNLOADING

The UCSD ResNet Acceptable Use Policy (<http://resnet.ucsd.edu/policies.shtml>) states that it is illegal to copy or distribute copyrighted material if you do not have permission from the copyright owner. Most of the material (movies, music, software, etc.) that is available with peer-to-peer file sharing software (Kazaa, Direct Connect, etc.) is illegal for you to download. You should also note that most of this file sharing software will deceptively install a server on your computer to distribute the material you have downloaded. Both downloading and distributing this material is in violation of Federal copyright law and the UCSD Student Code of Conduct.

MUSICAL INSTRUMENTS

We recognize that playing a musical instrument is an important form of study, recreation, or relaxation for many students. Within considerate sound limitations, residents may play their instruments in the residential facilities. Playing an instrument is covered under the quiet hours policy, which states that noise may not be heard outside any room after the start of quiet hours. Any resident who is bothered by instrument music can request that the person, or persons, stop or lower the volume of the music. All students

receiving such a request are expected to comply with that request or risk being found in violation of either the quiet hours or courtesy hours policies.

NOISE

Noise can be a problem in any high-density residential area like the Muir residential life complex. Please be particularly considerate of your neighbors and avoid noisy activities in and around the residential complex at all times. You should be aware that activities such as indoor skateboarding, bouncing balls on floors and walls, or volleyball practice cause obnoxious noise that echoes throughout the concrete buildings. Such behavior will not be tolerated. Quiet hours are designed to assist in keeping noise down during sleep and study hours. (See section on “Quiet Hours.”) If someone is disturbing you, tell him or her immediately. Most people do not realize the disturbance their behavior is causing and will cooperate with you to permanently solve the problem. As a resident of the Muir community, you are expected to address the individual disturbing you as the first step in dealing with an unacceptable situation. It becomes a violation of policy if students do not respond to requests from other residents to lower the volume or stop a specific noise. If your personal efforts fail, or if you are being continually disturbed by the same repeated behavior or offender, contact your house advisor, the house advisor on duty, or the Residential Life Office for assistance in addressing the situation.

PEST CONTROL

Pests are an undesirable nuisance you may have to deal with sometime during your stay in the Muir residential life complex. While they are not always unavoidable, you can take some steps to modify the surrounding environment to make it a more unattractive place for pests to live. Each pest must have food, water, and a desirable place for shelter.

- a.** Mice and other problem pests must have food. It is almost impossible to rid a habitation of pests when sanitation is neglected. It is extremely important to clean up promptly after a meal or snack. Regular trash removal is a necessary step in eliminating ants, mice, roaches, and other pests. If snacks are eaten outside of the kitchen, be sure the carpeting and upholstered furniture are vacuumed frequently. Keep foods such as rice, noodles, crackers, grains, and popcorn in airtight containers such as glass jars. Rodent control techniques require the animal to be attracted to some type of food staple. If food is left out in your room, the pest control person cannot even begin to eliminate the problem.
- b.** In our environment, it is very difficult to deny pests their supply of water, but a few things can be done. Keep the kitchen and bathroom as dry as possible. Always report leaky plumbing fixtures promptly, and do not over water plants.
- c.** Another difficult factor to control is the environment. If clutter can be eliminated, most pests do not find it a comfortable place to live. Sealing around plumbing fixtures and wall sockets will discourage infestations within the walls. Stuffing small holes in lower walls with steel wool can eliminate nesting places for mice.

If you continue to have a pest problem after taking these steps, contact the Environmental Health & Safety Office (534-4535) for pest control service. Be sure to report pest problems before they are out of control.

PETS AND ANIMALS

As specified in the housing contract, pets (other than fish in aquariums not to exceed ten gallons) are not permitted in the Muir residence halls and

apartments. Aquariums causing damage or complaints will not be permitted in the residential life complex. Residents violating the pet policy will face disciplinary action, will be administratively charged, and may be responsible for fumigation, damages and cleaning.

In addition, the resident will be liable for any costs incurred by the university for damage, carpet shampooing, or furniture repair.

PLANTS

Plants can be beautiful additions to every room. However, there are restrictions where they may be placed and how you care for them. Plants may not be hung from any ceiling. Electrical wiring in the apartments is located in the covered electrical track around the perimeter of the room. Therefore, hanging objects from this covering as well as from the ceiling is prohibited.

Plants may not be placed on any windowsill or balcony railing at any time because of the safety hazard posed to those below. Plants should never be watered over any sink, bathtub, or shower drain because soil may clog the drain and garbage disposal. Damage charges resulting from soil clogging any drain will be assessed to those responsible for the area.

Apartment residents may water plants on their balcony provided they do not allow the run-off water to flow off their balcony causing problems to the apartments below them.

POLICIES

Violations of residential life or university policies and regulations may result in residential life or college disciplinary action, including but not limited to verbal

or written warnings, administrative charges, probation, educational sanctions, community service, cancellation of the housing contract, and suspension or dismissal from the university. Violation of any of the following policies may result in disciplinary action.

- 1.** Possession of illegal drugs for use or sale, the cultivation of marijuana, medical marijuana and the possession of drug paraphernalia are strictly prohibited. (See section on “Drugs”)
- 2.** California State law prohibits the possession or consumption of alcoholic beverages by individuals under twenty-one years of age. Furthermore, university policy prohibits alcohol paraphernalia as well as the display of any alcohol container in any area and in any manner. Kegs, defined as large volume containers, are strictly prohibited. (See section on “Alcohol Policy”)
- 3.** The possession of firearms, ammunition, and weapons of any type (including but not limited to knives, BB guns, sling shots, paint pellet or CO2 cartridge guns, and martial arts equipment), fireworks, explosives, or highly flammable substances is strictly prohibited.
- 4.** Motor vehicles (including motorcycles and mopeds), their engines, or parts thereof may not be brought into the residential life complex at any time. (See section on “Motorcycles and Mopeds”)
- 5.** Bicycles may not be kept in common areas of the residence halls or in apartment stairwells. (See section on “Bicycles”)
- 6.** Tampering with any fire safety equipment is strictly forbidden. (See section on “Fire Safety”)
- 7.** Pets, other than fish in aquariums no larger than ten gallons, are not permitted. Aquariums, which cause damage or complaints, may not be kept in the residence halls or apartments. (See section on “Pets”)

8. Construction involving heavy building materials, platforms, and/or lofts in student rooms is strictly prohibited. Altering the wall or ceiling of any room in the residence halls and apartments, including the addition of paneling, mirrors, bottle caps, or cork is also strictly prohibited. (See section on “Decorating”)

9. Ceilings may not be touched, repaired, or altered in any way. The ceilings in the residence halls are legally encapsulated for asbestos control and contain heating coils. Cable and electrical wiring in the apartments is located in the covered electrical track around the perimeter of the room. Because of the potential hazard, hanging objects from this track is not permitted. Attaching any type of decoration to the ceiling is strictly prohibited. (See section on “Decorating”)

10. Furniture in the common areas is provided for the use of all students and their guests. Furniture may not be removed from any common area. Individual room or apartment furniture may not be removed from that area, nor may apartment furniture be moved outside to any apartment balcony or patio. (See section on “Furniture”)

11. Individuals are financially responsible for damage to rooms, common areas, and furnishings. (See section on “Damage”)

12. Identified as the “window” policy, throwing, lowering, or accidentally dropping any object from the windows, balconies, or rooftops of any of the residential buildings is strictly prohibited, as is throwing anything up to an individual in a building or into a window or balcony, or throwing anything at any of the residential buildings. Individuals endangering the health and safety of others through such activity will be subject to disciplinary action. For general information, items tossed out of a tenth floor window will fall with a velocity of 55 miles per hour. An apple thrown from the fifth floor hits the ground with a force of 188 pounds.

- 13.** Items such as plants, wet suits, towels, or clothes may not be hung outside any window or from any residence hall balcony.
- 14.** Scaling the outside of any university building is prohibited.
- 15.** Outside antennae or aerials and satellite dishes on the residence halls or apartments are prohibited.
- 16.** Destructive acts, pranks, and/or “horseplay” (e.g., water fights or shaving cream fights) which could result in damage or injuries to the person(s) involved or to others are prohibited.
- 17.** Every resident is entitled to reasonable study conditions in the residence halls and apartments. Any resident may request that any other resident or group of residents cease any activity that interferes with the ability to study. Not responding to such a request is a violation of policy. Please be considerate! Remember that a radio, TV, stereo, or activity that bothers people in other rooms is too loud. (See sections on “Noise” and “Quiet Hours”)
- 18.** The use of substances that may cause damage or adversely affect the surrounding environment is prohibited in residence hall rooms, all common areas including bathrooms, study carrels and lounges, and apartments.
- 19.** Open flames (such as candles) are prohibited. You may obtain from your house advisor and prior to the event, an exception to observe certain religious ceremonies and celebrate birthdays. If this permission is granted, you must be present the entire time the candles remain lit.
- 20.** Hot tubs, pools, water-filled devices, waterfalls, jacuzzis, fountains, etc., are prohibited.
- 21.** The use of “strippers” for any type of event is never condoned. The residential life staff will shut down any event in a common area utilizing such individuals.

- 22.** The use of incense is not permitted.
- 23.** For the convenient use of all individuals, the round tables located in front of MOM may not be moved to any other area of the complex.
- 24.** Individual members of a particular house may only use their own house and suite lounges. In addition, only approved house organizations such as house government or study groups of house residents are permitted to use house and suite lounges for meetings, and only when they do not disturb individual residents using the lounge. The same policy is in effect with regard to laundry facilities. Planned house activities will always have priority over other informal house activities.
- 25.** The use of laser pointers, other than for their intended use in a lecture or educational environment, is prohibited. California penal code states that anyone who knowingly exhibits a laser scope (pointer) that projects a colored target on a person in a threatening manner with the specific intent to cause apprehension or fear of bodily harm is guilty of a misdemeanor. For these intents and purposes, the laser need not be attached to a firearm.
- 26.** General behavior in the residential complex that indicates a resident is unable to adjust to the requirements of group living, as determined by the resident dean, shall be grounds for dismissal from the residence halls or apartments. (See article #8 in the housing contract.)

The residential life staff reserves the right to change policies as necessary during the academic year. After appropriate and adequate notification, changes will be enforced during the current year.

POSTING POLICY

Posting in the Muir residence halls or apartments must be done in compliance with the UCSD posting policy, which may be viewed on the Web at

http://ugr8.ucsd.edu/judicial/15_00.html#15.15

The Residential Life Office does not provide a posting service for any student organization.

Only approved UCSD and Muir organizations and university offices are permitted to post within the Muir residential facilities. These are the approved posting areas in the Muir residential complex for:

Flyers

Flyers may be attached to interior wood areas only with tape.

In the residence halls, flyers may be posted on the bulletin boards in each wing lounge and on the wooden areas by the elevators.

In the apartment complex, flyers may be posted on the bulletin boards by each elevator and in the stairwells around the apartment complex.

Only Muir College student organizations and programs and the Inter-College Residents' Association (ICRA) may post banners on the windows in the main elevator lobbies of Tenaya and Tioga and on the banner-posting frames in the Muir apartments.

All UCSD organizations and offices (except those based at Muir College) wishing to post inside the residence halls and/or around the Muir apartments must register their posting material with the Residential Life Office during regular business hours.

Posting is not permitted inside elevators, in the residential life mailroom located near Redwood Lounge, nor on any sidewalks, trees, lampposts, cement walls and pillars, fences, and similar areas.

With the exception of specific programs expressly approved by the Residential Life Office, the use of chalk in or around the residential facilities is prohibited.

QUARTER BREAKS

During breaks between quarters, Tenaya and Tioga Halls are closed and secured. It is not necessary for you to remove your belongings from your room during quarter breaks. Tuolumne Apartment residents have access to their apartments without additional charge. Prior to the end of the quarter, each resident will receive a closing notice giving information and instructions to prepare for the quarter break. While the university will provide adequate security during quarter breaks, for peace of mind, you may want to take your valuable property home with you. A final check of all rooms in the residence halls will be conducted by the residential life staff at the close of every quarter.

Apartment residents willing to allow residents from Tenaya or Tioga Halls to stay with them during the breaks should notify the Residential Life Office and give their guest one of the resident's keys. Guests staying in the apartments during the breaks must be registered with the Residential Life Office in writing for security reasons and so they may have access to the apartment back-up key for lockout purposes. Other than for a lockout, the office will not check out keys to guests for the length of the break.

QUIET HOURS

Taking into consideration the wide variety of individual lifestyles in the residential life complex, quiet hours begin at 11:00 p.m. on Sunday through Thursday nights, and at 1:00 a.m. on Friday and Saturday nights and on any night before a day without classes. Experience has shown that these hours satisfy the largest number of our residents. Taking into consideration your own personal lifestyle, you may need to adjust your living habits to comply with this policy.

Because finals week is a serious and stressful time for most students, regular quiet hours are adjusted. During finals week, quiet hours are in effect from 10:00 p.m. until 10:00 a.m. each day, beginning the Saturday before finals.

At the start of quiet hours, it is your responsibility to adjust your activity to comply with the quiet hours policy. Any noise heard outside of your room is in violation of the quiet hours policy. All other activity must be consistent with sleep or late-night quiet study. (Time for a good set of headphones!)

Should a room be found in violation of quiet hours, all individuals present in that room at that particular time will be held responsible for the violation of the quiet hours policy.

We request your consideration at all times toward those living around you. The Muir consideration policy requires you to comply with any request that asks you to lower your noise or control your behavior at any time, regardless of the hour of day or night. Not responding to such a request from another resident becomes a violation of policy.

RECYCLING

Students concerned about the environment initiated the Muir residential life recycling program. General recycling receptacles are located throughout the complex and in areas convenient to all residents. If you would like to get involved or need more information, see the Muir Environmental Corps chair.

All batteries are classified as hazardous waste. Toxic heavy metals and corrosive properties of batteries make them unsuitable for disposal in the regular trash. You can deposit batteries of all shapes, sizes and uses in the receptacle located in the Residential Life Office or at MOM.

RESIDENTIAL GOVERNMENT

The quality of life in the Muir residential life complex is strongly influenced by student participation in the various levels of residential life government. This involvement begins at the house level, with each house organizing some system of self-government. Most houses select representatives from each suite to work with their house advisors. Together they plan activities for the house and decide how the house will spend its allocated activity money. The apartments have a similar system, with representatives from the different levels working with the apartment advisors to plan activities for apartment residents.

The Muir Residents' Council meets weekly to plan and support programs for students. The council is composed of representatives from each house/apartment area and has committees that plan social, cultural, and educational programs and activities.

Some of the activities the council either sponsors or co-sponsors are the Halloween Carnival and Pumpkin Drop, finals week Burnout Center, the Muir Semi-Formal, an authentic Luau, Bingo Night, noon concerts, and study breaks.

The Residents' Council provides valuable activities and programming for Muir residents. It is a great way to begin getting involved in life outside of the classroom. Involvement in these leadership activities provides you with the opportunity to directly influence residential life at Muir College. Get involved! Take an active role in determining what goes on in your community and how your activity money is spent. Select representatives who will work in your best interest and will report back to you regularly. Involvement in residential life government is an excellent experience and can prepare you for subsequent involvement in other areas of college and campus-wide student leadership.

RESIDENTIAL SECURITY OFFICERS: (RSOs)

The RSOs help maintain the safety and security of the residential areas, enforce university policy and are great resources for assistance in a variety of matters. RSOs begin their shifts in the evening and do security rounds of the residences and parking lots until the following morning to ensure that everything at the college is safe and sound. To contact an RSO, call (858) 534-HELP. RSOs are members of the UCSD Police Department staff and are therefore university officials. RSOs do rounds throughout the residential facilities during the evenings and early mornings to help ensure that a quality safe and secure living and learning environment is being provided. RSOs enforce university and residential life policies and are permitted in all public areas, including suite lounges. Under the Student Conduct Code, students are expected to comply with all reasonable requests made by any university official. Such requests are usually asking a student to stop conduct which is in violation of a Student Conduct Code or a residential life policy, or asking a student to present their university ID. Students are required by the Student Conduct Code to carry their university ID card at all times while on the UCSD campus, are also required to present the card as identification when asked to do so, and to comply with any university official, including RSOs and house advisors.

ROOM CHANGES

Room changes are permitted only with the approval of the resident dean. No room changes will be permitted until after the first week of classes each quarter. Unless the resident dean makes an exception, room changes may then be made during the following two to three weeks. If you find a room change to be necessary, make an appointment to meet with the resident dean in the Residential Life Office to discuss your request. An administrative charge will be assessed to any student who changes rooms without following proper procedures.

Single rooms in the residence halls cost an additional \$800 per year. Students wishing to make a room change to a single room in either Tenaya or Tioga Halls should sign up on the waiting list in the Residential Life Office. The waiting list is available on the first day of classes in the fall quarter, Thursday, September 25. The office will contact residents on the waiting list when singles become available. A waiting list for spaces (but not for single rooms) in the apartments is maintained in the Residential Life Office. Residents of the Tuolumne Apartments are assigned to specific rooms in their apartments. Single rooms in the apartments also cost an additional \$800 per year. Room changes within an apartment are allowed without charge, but they must be approved by the resident dean prior to the change. Unauthorized room changes are subject to an administrative charge. Residents of an apartment have first priority to move into any room that becomes vacant in their apartment. No waiting list for single rooms in the apartments is maintained.

ROOM ENTRY

When you contract for space in the residence halls or apartments, you have a right to privacy in that space. No one, not even your parents, may obtain a key to your room. We believe all residents are capable of taking responsibility for their own behavior, and we do not attempt to monitor it. However, any activity that is illegal, disturbs or endangers others is not private and the staff will respond to complaints of that nature as appropriate. It is always in your best interest to cooperate with any university staff member when they knock on your door requesting your individual cooperation or information about a particular situation.

The university may enter your room to perform necessary inspections during the year and at the end of each quarter closing, to perform repairs, to respond to a problem or emergency, to check on the safety of a student if it is in question, when in possession of a search warrant, in actual hot pursuit of a

person who has been witnessed committing a crime, if there is reason to suspect a felony is being committed on the premises, or if evidence is being destroyed.

ROOM SELECTION

Each year a limited number of housing spaces in the Muir residential life complex is reserved for continuing students. Residents with a two-year housing guarantee are guaranteed housing space on campus but not necessarily at Muir College. So, additional space for Muir students is normally reserved at other college housing facilities. This space is distributed through a lottery process. Students are assigned specific times to select from the available spaces. Room selection is held in spring quarter and only registered and guaranteed Muir College students are eligible to participate in the Muir College room selection process.

During winter quarter, Muir residents will receive specific instructions through their campus email on how to enter the selection process. Please read these instructions carefully!

ROOMMATES

Maintaining a positive relationship with your roommate takes effort but you will find it to be extremely rewarding! You will need honest communication, flexibility, common courtesy, and the ability to compromise to make your roommate relationship work. We recommend going through the “How to Avoid Roommate Ruin” flyer you received at Orientation with your roommate. Additional copies of this flyer are available in the Residential Life Office. If you and your roommate(s) are having difficulties, there are several steps available to assist with resolving the situation.

Talk to each other!!! Small problems and annoying behaviors can often be resolved with honest conversation.

Ask for some help! Your house advisor has been trained in conflict mediation. They may give you some advice on how to approach your roommate or may set up a time to mediate the situation.

A resident dean may be brought in to assist with the mediation process. A contract or agreement can be created for all involved parties to sign. This agreement would spell out the compromises and acceptable behaviors agreed to by each individual.

A resident dean may determine that a room change is appropriate and, if necessary, has the authority to determine who makes the room change.

SECURITY

Residents must take an active role in ensuring adequate security. Use common sense and always be aware of what is going on around you. In an emergency, contact the Campus Police Department by calling 858/534-HELP (4357). A free, non-emergency number is available on all pay phones on campus. Dialing *83 from any pay telephone on campus will directly link you to the Campus Police Department. It is always advisable to find a companion when walking across campus at night. The community service and residential security officer (CSO & RSO) programs provide security escort service in the evening to 6:00 a.m. each day of the week. Contact the Campus Police Department at 534-WALK (9255) or by picking up a “police assistance” telephone (located in yellow boxes with blue flashing lights placed throughout the campus and parking lots) for an escort. The RSOs and CSOs are radio-dispatched through campus police and are readily identifiable by the uniforms they wear.

Always keep your room or apartment door locked and carry your key. Since the residence halls are open for 24-hour visitation, access to the suites and bathrooms can be controlled only if suite residents keep their suite door locked. Report suspicious persons to the Residential Life Office or to the Campus Police Department for investigation. Solicitation is prohibited in the residential life complex.

The university is not responsible for the loss or destruction of personal property. Therefore, you are strongly urged to carry some type of personal property insurance. Find out if your belongings are covered by a family homeowner's or renter's policy. The Residential Life Office can provide you with information to purchase insurance for your personal belongings. High-density living can present irresistible temptations for some individuals. Theft is the most common security problem in the residential life complex. Always keep your room and suite or apartment door locked to avoid problems. Report thefts and other crimes to the Campus Police Department by calling 534-HELP (4357). A police report is usually required to make an insurance claim.

Monitor the kind of information you give out on your answering machine or your away message on your computer, and what you post on your room, suite, or apartment door. By stating your name and room number on your answering machine or away message, you are giving a stranger personal information they may use in future prank or obscene phone calls, or you may be inviting an unwanted visitor to your room.

During nights and weekends a house advisor and a resident dean are always on duty and can immediately respond to security problems. They can be reached at 534-DUTY (3889). In addition, an RSO patrols the residential life complex each night. The RSO is in constant radio contact with campus police and can be reached by calling 534-HELP (4357). Campus police can also dispatch a police officer to respond to problems.

The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act of 1998 provides that information regarding the crime statistics about certain specified crimes and incidents having occurred on campus be made available to everyone requesting such information. Copies of this report may be obtained on the campus police website located at www.police.ucsd.edu

SKATEBOARDING AND ROLLERBLADING

The Muir student population has expressed concern about the use of skateboards and rollerblades within the residential life complex. Indoor skateboarding and rollerblading are not permitted nor will that behavior be tolerated. Both cause obnoxious noise and can be a disturbing nuisance at any time of the day or night. In addition, we are concerned about the safety of riders and bystanders, as well as the property damage that skateboards and rollerblades can cause. We request skateboarders to refrain from rolling across the bricks in front of Tenaya and Tioga Halls.

For the purpose of this policy, “indoor” is defined as including ALL interior areas of Tenaya and Tioga Halls, the Tuolumne Apartments, AND all stairwells and apartment level walkways in the Tuolumne Apartments. Reckless skateboarding and skateboard and rollerblade practice are prohibited in the entire Muir quad including in front of MOM. Skateboards and rollerblades may be used in the quad for transportation purposes only. Violators of this policy may be subject to citation by campus police or their designee.

SMOKING POLICY

Smoking is not permitted inside any UCSD residential facility, on any balcony or patio of any residential facility nor is it permitted within twenty (20) feet of any residential entrance or facility window. If you are a smoker, this means you

may only smoke in a location at least twenty (20) feet from any residence hall or apartment entrance or any facility window. With the lack of precipitation we are currently experiencing in California, we ask that you be particularly safety conscious of the residential facilities when discarding ashes from any smoking implement. Cigarette urns have been placed outside various buildings for your convenience. We request you use these to maintain the cleanliness of our complex.

SOLICITATION POLICY

Because the Muir residential life complex is for the private use of residents and their invited guests only, solicitation (selling or canvassing by individuals on a door-to-door basis) is strictly prohibited. Please inform the Residential Life Office, the house advisor on duty, or the Campus Police Department if individuals violating this policy are in the Muir residential life complex. Beware of solicitation scams! Bogus businesses or individuals will sell any number of things in this way, especially magazines. We have received confirmation from numerous residents who have been financially ripped off and who have no recourse in these situations!

STORAGE SPACE

Most houses are equipped with a small storage room for storing large packing boxes, stereo and computer boxes, and luggage. The university takes no responsibility for damage to or loss of personal items by theft, flood, fire, etc., so storing personal items of value in these storage rooms is not permitted. Access to this room in your house is available through your house advisor, so plan accordingly when it is time to remove your luggage for a trip or quarter break. Some apartments also have access to a small storage room in their apartment.

TELEPHONES

All bedrooms in the residence halls and all bedrooms and living rooms in the apartments are wired for private telephone service. One jack is provided per room, so it is necessary for roommates to share telephone service. The telephone company will bill telephone service to one name only, and that individual is financially responsible for all charges. While the university may serve as a mediator when requested, the university has no authorization to force individuals to pay their share of any telephone charge.

For your convenience, you may order service through AT&T once you are on campus by calling 1-877-7CAMPUS. After plugging your telephone into the modular jack in your room, you can expect service within forty-eight hours. When you have phone service, notify your house advisor or the Residential Life Office as soon as possible so your telephone number will be available to people trying to locate you.

The university is responsible for repair and installation costs associated with the wiring required to connect your telephone. Should you have any questions concerning this wiring work, please refer to the letter you received on your desk in September at check in, or contact the Muir Residential Life Office or the Central Housing Office for further information. Any problem with telephone service in your room should be called directly to AT&T at 1-877-7CAMPUS.

IMPORTANT DATES

fall '08

Saturday, September 20 - Residence Halls open at 9:00 a.m. Apartments open at 2 p.m. Meals begin with dinner.

Thursday, September 25 - Instruction begins.

Tuesday, November 11 - Veteran's Day Academic and administrative holiday. Observe holiday dining schedule.

Thursday, November 27 to Saturday, November 29 - Thanksgiving holiday. Academic and administrative holiday. No meals

winter '09

Saturday, January 3 - Residence Halls open at noon. New winter quarter residents check in at the Muir Residential Life Office from noon–9 p.m.

Sunday, January 4 - Contract meals begin with dinner.

Monday, January 5 - Instruction begins.

Monday, January 19 - Martin Luther King, Jr. Day Academic and administrative holiday. Observe holiday dining schedule

spring '09

Saturday, March 28 - Residence Halls open at noon. New spring quarter residents check in at the Muir Residential Life Office from noon–9 p.m.

Sunday, March 29 - Meals begin with dinner.

Monday, March 31 - Instruction begins.

Monday, May 25 - Memorial Day Academic and administrative holiday. Observe holiday dining schedule.

fall '08

will be served.

**Sunday,
November 30** -
Meals begin with
dinner.

**Saturday,
December 15** -
Meals end with
dinner.

**Monday,
December 17** -
Residence Halls
close at noon.
Residents of
Tenaya and Tioga
Halls have no
access to the
buildings until
noon on Saturday,
January 3.
Apartment
residents have
access to their
apartments
through the break.

winter '09

Monday, February 16 -
Presidents' Day
Academic/administrative
holiday. Observe holiday
dining schedule.

Saturday, March 21 -
Meals end with dinner.

Sunday, March 22 -
Residence Halls close at
noon. Residents of
Tenaya and Tioga Halls
have no access to the
buildings until noon on
Saturday, March 28.
Apartment residents
have access to their
apartments through the
break.

spring '09

Saturday, June 13
- Contract ends.
Residence halls
and apartments
are closed and
locked at 6 p.m.
Residents must
vacate within 24
hours after their
last final. Meals
end with dinner.

IMPORTANT TELEPHONE NUMBERS

(UCSD's area code: 858)

Academic Advising, Muir	534-3580
Cable TV Assistance	534-1853
Custodial/Housing Services Assistance	534-2600
Dean of Student Affairs, Muir	534-3587
Emergency Phone, Muir (HA on duty)	534-DUTY (3889)
Emergencies (Police)	911 from a landline phone.

Note: Calling 911 from a cellular phone will connect you to the California Highway Patrol. (CHP)

Escort Service (CSOs)	534-WALK (9255)
Housing Office, Central	534-4010
Housing Services/Custodial Assistance	534-2600
Maintenance Assistance	534-2600
Meal Card Office (and Triton Plus)	534-PLUS (7587)
Psychological & Counseling Services, Muir	534-3585
Police (campus)	534-HELP (4357)

Note: Calling 911 from a land line will connect you with the Campus Police Department.

Residential Life Office, Muir	534-4200
Residential Facilities Manager's Office, Muir	534-4202
ResNet Help (computer/network help desk)	534-3227
Student Health Center	534-3300
Thornton Hospital	657-8590
UCSD Emergency Phone Number	(888) 308-UCSD (8273)

