

JOHN MUIR COLLEGE

# RESIDENTIAL LIFE HANDBOOK

2019-2020



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# WELCOME

To your home in the John Muir College residential complex! We are delighted you are here living with us, and we 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. Our community is made up of people from diverse cultural, socioeconomic, and ethnic backgrounds, which gives you the opportunity to meet people and form new friendships with people who are different from yourself. For this experience to be positive and pleasant for everyone, each individual must 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 be involved and take an active role in your community.

We believe you will find living on campus is an integral part of your education. As a result of your community living experience, we hope that you will develop a concern and respect for others; make responsible choices and decisions about a lifestyle which suits you best; share your academic, social, and cultural experience with other students; and learn to live peacefully in close quarters with a diverse group of people. We encourage you to work toward developing a positive involvement in your community, based on your rights and responsibilities as a resident living on campus.

Whether you are a new student or are returning to campus, please read this handbook carefully. It contains important information about 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 your House Advisors or the staff in the Muir Residential Life Office.

## OUR MISSION

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

## 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 Director and two Assistant Directors of Residence Life and twenty-six House Advisors all live in the residence halls or apartments and are available when the office is closed.

### **Residential Life Office Location**

Northeast corner, Tuolumne Apartments

**Phone #: 858-534-4200**

**Email: [muirreslife@ucsd.edu](mailto:muirreslife@ucsd.edu)**

**Hours: 8 am -4:30 pm, Monday-Friday**

**(Quarter Breaks & Summer: 8 am - 4:30 pm; hours may vary.)**

## 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 the Muir resident population. HAs are involved in college and UCSD organizations, and they are great resources about campus. HAs assist in organizing the community in which

you live, and work closely with residents to plan programs and activities. You may turn to them if there is an emergency or if you have questions about campus life. When the office is closed, there is an HA on duty who is available until 9:30 pm, Monday through Friday, and on the weekends from 9 am to 9 pm, to respond to immediate problems in the residential life community. The HA on duty can be reached by calling the **emergency phone number, 858-534-DUTY (3889)**. The HA duty schedule is posted in your suite and around the Muir complex. There is always a Director of Residence Life on call who can be contacted through the HA on duty.

## ACTIVITIES & ACTIVITY FEES

An activity fee is included in your housing contract. A portion of this fee is allocated directly to the Houses 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 the Inter-College Residents' Association (ICRA), which funds special programs and large activities that benefit all campus residents. The Muir Residents' Council is comprised of representatives from each House; ICRA is comprised of representatives from all seven undergraduate living areas.

In addition, every Muir resident and commuter student pays a quarterly activity fee to Muir College Council (MCC). MCC uses these funds to plan activities and programs that benefit all Muir students. As a UCSD student, one of your challenges is to balance your academics with your co-curricular activities. Getting involved will be an important part of your college experience. Ask your HAs or any Muir College staff

member about the numerous opportunities available to you.

## AMENITIES

**Air Conditioners:** Air conditioners are prohibited.

**Bunk Beds and Lofts:** Due to fire regulations, lofts, other than those provided by the University in certain residential areas, are not permitted. Any room construction, modification, or alteration is also strictly prohibited. Access to the top bunk may be accomplished by using the ladder that is provided. If your bunk bed is missing a ladder or a guard rail, call the Customer Service Center (CSC) at 858- 534-2600.

**Internet Connection:** Each bedroom is equipped with an Ethernet data connection. Wireless computer connections are available in all Muir residential facilities and areas around them. 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.

**Carts:** Carts are available for checkout from the Residential Life Office. A photo ID must be left with the Residential Life Office while using the cart. You will be informed of the length of time of your check out, if you do not return the cart on time or contact us about an extension, then you will be charged a late fee. After office hours, the House Advisor on duty can check out carts after office hours until 9:30 pm.

**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. Hammocks or slack lines of any type are never permitted to be hung from any tree.

**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 and Tamarack apartment residents should call for maintenance assistance (858-534-2600) if the heat in their apartment and individual bedrooms needs adjustment. Heating elements in residence hall bedrooms are thin filaments located throughout the ceilings. Consequently, nothing can hang from any ceiling nor may anything be inserted in any ceiling. A number of residence halls rooms have wall heaters because the heating elements in the ceilings have been damaged. In addition, nothing may be hung under any of the lights.

**Storage:** There is limited storage space in the Muir residential facilities. Residents in the residence halls have access to limited storage space for 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 rooms on some apartment balconies and patios.

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 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 the quarter break. Some apartments also have access to a small storage room in their apartment.

**Waterbeds:** No waterbed shall be placed in any residential facilities without prior written consent of the Housing, Dining & Hospitality (HDH) Office. Please see waterbed information in the housing contract.

## MUSIC 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 the courtesy hours 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 858-534-3150. There is a digital piano in the Middle of Muir (MOM) that students can use. Cannot be reserved but students can come in and trade their student ID for the power cord. 30-minute increments if anyone is waiting.

## 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 <http://transportation.ucsd.edu/alternatives/cycling/register.html>. Bikes may never be ridden in any building and should be stored outside the buildings in the bicycle racks or bike lockers provided for that purpose. Always be sure to lock your bike to avoid having it stolen. Any bicycle found in any common area of the residence halls or apartments (including nerd boxes, balconies, bathrooms, or apartment stairwells) will be removed and a charge will be assessed against the owner for the return of the bicycle.

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 residence halls room, nor may additional hooks be installed on any wall to hang anything, including bicycles. When bringing bicycles into the buildings, people always have priority in the elevators. If you keep your bicycle in your room during the quarter breaks, you should place non-absorbent material under the bicycle and not chain it to any furnishings.

Housing, Dining & Hospitality (HDH) has bicycle lockers around the residential areas for you to rent. You can use your Triton Cash Account to pay the \$20 monthly fee. Limit one locker per student. For more information on bike lockers visit the HDH website page: <https://hdh.ucsd.edu/gettingaround.html>

## 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 in June but is not necessary if you are returning to your residence after the fall and winter quarter breaks.

When you make a room change within Muir or out of Muir, you must complete paperwork at the Muir Residential Life Office prior to your move. 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 when you moved in, and any excessive cleaning in your room and in any of the common areas for which you are responsible.

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 fall and spring quarters. Please follow the checkout and closing instructions in the closing notice you will receive around 8<sup>th</sup> week each quarter. This closing notice will be emailed to your UCSD email address.

## CLEANING & CUSTODIAL SERVICES

Please refer custodial requests to the Customer Service Center (CSC) at 858-534-2600, or submit them on line through the Housing, Dining & Hospitality "Fix it!"

Request Form:

<https://hdh.ucsd.edu/popcustodial/pages/FixIt.html> .

Requests are handled on an emergency priority system. If your request has not been addressed within a reasonable amount of time, call the CSC again. All custodial staff wear uniforms and University identification badges. 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, sanitary napkins or personal wipes down any toilet, even if the package says they are "flushable". The toilet may become clogged, and the area responsible for it will be billed for the repair.

**Tenaya and Tioga Halls:** You are responsible for the condition of your room and appropriate common areas in the residence halls. The custodial staff will clean the lounges, hallways, and bathrooms regularly. Trash and recycling should be placed in the cans kept in the trash closets near each suite lounge. In an emergency, 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. Charges for excessive cleaning may be billed to the residents responsible for an area at any time.

**Tuolumne and Tamarack Apartments:** Custodial Services will clean each 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 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 by residents 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 cleaning and maintenance tips may assist you in keeping your apartment clean, comfortable and pest free. Recycling may not be kept on any apartment balcony.

- **Stoves:** Stoves must be cleaned with warm, soapy water after every use. The ovens are not self-cleaning; the oven must be cleaned regularly

with an oven cleaner so spills do not become baked on grease.

- **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 in the freezer, and do not overstock the freezer. If your freezer is not keeping items sufficiently cold, thinning out your freezer inventory is a good first step in solving the problem. If this does not solve the problem, call the Customer Service Center (CSC) at 858-534-2600 for assistance.
- **Garbage Disposal:** Each Muir apartment is equipped with a garbage disposal. It is a temperamental piece of equipment so use it carefully. Never put rice, bones, seeds or hard fruits or vegetables (e.g., avocado pits, celery, etc.) in it, and 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 the CSC at 858-534-2600. Apartment residents will be responsible for damages resulting from misuse or improper use of the garbage disposal. There are no garbage disposals in Tenaya or Tioga.

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

# CONSTRUCTION, RENOVATIONS, & REPAIRS

Construction of new facilities, planned renovations to existing buildings, and the general maintenance of all campus facilities is an on-going process on campus. These activities can generate a level of disruption to occupants residing in on-campus housing. In other words, the work going on is LOUD, especially the construction work in our neighborhood right next to Muir College! This new neighborhood will be completed in fall 2020 when Sixth College will become our neighbor! The campus makes every effort to reduce disruptions from this type of work whenever possible. However, residents should be aware that it is impossible to eliminate these types of activities and still meet the operational demands of the University.

During finals week each quarter, Housing, Dining & Hospitality makes every effort to reduce any disruption to the residents and HDH only focuses on the work that must be performed to ensure that all residential facilities operate safely, and services required in an emergency.

## HOUSING CONTRACT

The UCSD housing contract is a legally binding document, which is in effect for the entire academic year. Read it carefully, and be certain you understand it. The Housing, Dining & Hospitality Office issues all housing contracts. All financial questions should be directed to that office at 858-534-4010. You can refer to the housing contract, housing information, and the housing calendar online.

Housing Contracts/Information/Housing Calendar:  
<https://hdh.ucsd.edu/housing/incoming/pages/HousingContract.html>

Residents who request release from their housing contract must provide supportive evidence to the Director of Residence Life. The contract provides for release upon termination of student status or evidence of marriage. Other reasons, including unanticipated financial or medical problems, etc., will be considered on an individual basis. If a resident does not plan to attend UCSD as a registered student in a subsequent quarter, the resident must request release from their housing contract.

Students who are temporarily terminating their student status or drop below the required full-time student status (enrolled in 12 units each quarter) as required by the housing contract but wish to remain in the residence halls or apartments must meet with the Director of Residence Life 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 exception must not be a disruption to others in the community.

## COOKING

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

When cooking in the apartments, please keep the following in mind: Never leave a stove or microwave oven 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 call 911 immediately. Microwave ovens are located in the residence halls and in each Tuolumne Apartment; there are no microwave ovens provided in any Tamarack Apartment.

## DAMAGES

Each resident is responsible for the condition of their own room and the common areas, which are shared by groups of residents. Therefore, residents of a suite share the hallway, bathroom, and nerd box within the suite, and are responsible for any damage or excessive cleaning in those areas. 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 laptops, portable speakers, video consoles, TVs, and lamps) resulting from overloading circuits. Using heavy-duty extension cords and multi-outlet power strips with surge protectors are helpful in protecting your property.

Damage charges are assessed by the housing services and maintenance staff, and are administered through the Muir 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 Muir Residential Life Office so the responsible individuals will be appropriately billed. Damage needing repair should be called into the Customer Service Center at 858-534-2600.

The majority of damage charges will be billed to your student account. It is unusual for the Muir Residential Life Office to accept payment for any charge, but if they do, coins will **not** be accepted for payment under any circumstance. Charges to residents living on floors, in houses and in 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, and whether or not these damages will be billed to your account, or paid at the Muir Residential Life Office. Damage charges are billed to your student account at a minimum charge of \$5. If you do not agree with these charges, you have a short period of time to appeal.

## Renter's Insurance:

Students should insure their personal belongings either through their families' homeowner's insurance or with renter's insurance. Here is a link to follow that is specifically designed for UC San Diego renters: <https://www.gradguard.com/uc>. Check to see if you are covered under your family member's homeowner's insurance policy.

# DECORATING POLICY

To ensure that all rooms are always in the best condition for all residents, and to limit normal wear and tear, the following decorating policies have been established.

1. Painting rooms and common areas is not permitted. Any painting is a violation of this policy and may result in possible conduct charges, and repainting charges.
2. Masking tape is not permitted for posting on any painted area. You can use "painter's" tape, generally blue in color, and damage free command strips for hanging posters, but please be advised that these posting materials may even cause damage to the wall or your door.

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 residence hall 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. Message boards on the exterior of your room, suite or apartment door must be limited to one per resident of that room, and no larger than 8 ½" X 14". 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 or closet; you may not drill or nail anything to your walls to install bookcases, bike or surfboard 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 legally encapsulated to ensure protection from the low concentration of asbestos present in the tiles. While the asbestos is legally encapsulated, it must not be touched.

Heating coils are also located in the 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 resulting from these decorations.

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 bins and areas, full, partially empty or empty beverage containers in large quantities may not be stored for recycling in rooms, lounges, living rooms, balconies, and/or the rest of the complex.
8. Items placed on display in plain view of others: Just as with noise and with guests, you are expected to be sensitive to others living in your community and to exercise sound judgment and restraint as appropriate.

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.

9. Only lofts provided by the University are permitted.
10. Only heavy-duty extension cords and multi-outlet power strips with surge protectors may be used in your room.
11. Chalk may not be used on any interior surface.
12. Window screens may not be removed from any window. There is a \$75 administrative charge for removing a screen from any window.

Should you have any questions concerning these decorating policies, refer to the handout you received in room, or consult with a Director of Residence Life or your House Advisor BEFORE you begin decorating. Violation of any of these policies will result in appropriate repainting or repair charges, and possible referral to the conduct system.

## DINING SERVICES

Dining Services offers a wide variety of services throughout the campus. John's Market, Pines Dining Hall and Roots Restaurants are located at Muir. You will use your dining dollars account on your student ID to purchase food at any of the HDH dining facilities. Dining dollars may not be used at dining facilities that are not operated by HDH, which means that your dining dollars may not be used at the Food Court in the Price Center. We would like to bring these dining policies to your attention. Each housing dining facility is equipped with a camera surveillance system. Individuals found in violation of any dining policy or observed by the surveillance system removing food from the dining facility, or if you are found using another student's ID, will be subject to disciplinary action, which includes a significant administrative charge.

For information detailing dining services, policies, and behavior expected of you when you are in any dining facility on campus, please refer to the housing contract, and dining services information online:

<https://hdh.ucsd.edu/dining/pages/>

# DISCIPLINE & CONDUCT

(ALSO see Judicial Process)

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 if you find it too difficult to live in the residential community without infringing upon the personal rights of your neighbors, you will face a disciplinary review by a Director of Residence Life, the Dean of Student Affairs, or the campus-wide community standard 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, an educational opportunity, loss of privileges or exclusion from activities or facilities, or behavioral probation. Misbehavior that warrants a more severe sanction may also be sanctioned by the Muir College Dean of Student Affairs. Disciplinary action may then 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 via your UCSD email. Upon receiving a misconduct notice, the student has five academic days from the date of the notice to contact the appropriate administrative staff person to schedule an appointment, usually the Director or Assistant Director of Residence Life, or the Dean of Student Affairs of the College.

During this scheduled appointment, the student and the staff member will discuss the alleged involvement of the student in the reported incident. 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 alleged violation, they may request a formal hearing in front of the campus-wide community standards board. A student may have a personal representative, such as the AS appointed student advocate, present during any part of the conduct process.

Matters resolved informally will result in an informal resolution agreement and sent to the student via their UCSD email. 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 appeal to the Office of Student Conduct within ten business days from the date of the original decision. Once submitted to the Office of Student Conduct, the Council of Provosts will review your appeal.

For more detailed information concerning conduct 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.

The complete UCSD Student Conduct Code is available on the web at

<https://students.ucsd.edu/files/student-conduct/ucsd-student-conduct-code2017-18.pdf>

## EMERGENCY PREPAREDNESS

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 ultimately save lives.

You will learn about the University's emergency preparedness plan from a letter you will receive from the Housing, Dining, & Hospitality Office, as well as in meetings with your House Advisor in early October. You will then have the opportunity to practice that plan in an emergency preparedness drill at 7 a.m. on Thursday of third week in fall quarter, and the dining emergency plan later that same day. You can expect to receive ongoing emergency preparedness education throughout the year.

A toll-free telephone number (888) 308-UCSD (8273) and the UCSD's emergency status website <http://ucsd.edu/emergency/> will provide information on the status of UCSD during and following any major campus emergency. Information includes the status of the campus, and any special instructions for the faculty, staff, and students.

In addition, you and your family are encouraged to register with the UCSD emergency notification system. The website to do this is

<https://blink.ucsd.edu/safety/emergencies/campuswide/notifications/index.html#Affiliates-and-guests>

The Muir Residential Life Office manages emergency situations from the AREA CONTROL location. This is the chief communication post and is located in front of The Middle of Muir (MOM). It is critical that you follow the instructions as directed by University personnel.

The main area for ASSEMBLY is 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 near the AREA CONTROL location by MOM. The map ON THE NEXT 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. This kit should include basic first aid supplies, an LED flashlight, drinking water, additional batteries, portable charger for your cell phone, and a blanket. Be sure you have a pair of close-toed shoes, a sweatshirt, and a pair of sweatpants easily accessible to you at all times.

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.

## RESIDENTIAL LIFE EMERGENCIES

**AREA CONTROL:** The location is the chief communication post for all College, Housing, Dining & Hospitality, and residential life operations. All staff reports here.

**FIRST AID:** For all persons in need of MEDICAL ATTENTION

**ASSEMBLY:** Evacuation area. 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 858-534-4357 (HELP). The HA on duty, who is in contact with the Director of Residence Life on duty, can be reached at 858-534-3889 (DUTY). The campus also operates and responds to the 911 emergency system.

## EARTHQUAKES

Southern Californians are generally familiar with earthquakes. 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 the misconception. 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; evacuate when you hear the building alarm sound.
- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. 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 quickly and cautiously to an open area away from overhead hazards if possible. Stand away from buildings, trees, and telephone and electric wires.

## ENERGY CONSERVATION

We encourage each of you to take an active role in environmental issues. The Muir way is for all of us to reduce our consumption of electrical energy and water in our daily routine. Please turn off your lights, game consoles, laptops, computers, and other personal appliances whenever you leave your room. Although California is no longer in a drought, we still suggest that you be conscious of your water consumption and cut back on the amount of water you use. Take a shorter shower and do not run the water when you brush your teeth.

Since we are always 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, iPad, and your cell phone charged. If you are stuck in an elevator, prying open the doors is extremely dangerous. 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 LED flashlight has fresh batteries, burning candles is never permitted, and be sure to keep your computer files backed up so you don't lose your school papers! Please know that in a blackout always 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. Most importantly, stay calm!

We recommend you buy and use only ENERGY STAR labeled equipment. ENERGY STAR® is the trusted, government-backed symbol for energy efficiency helping us all save money and protect the environment through energy-efficient products and practices.

The ENERGY STAR label was established to:

- a). Reduce greenhouse gas emissions and other pollutants caused by the inefficient use of energy; and
- b). Make it easy for consumers to identify and purchase energy-efficient products that offer savings on energy bills without sacrificing performance, features, and comfort.

## FILE SHARING

UC San Diego is on your side. Our goal is to provide students, faculty, staff, residents, and guests of the University with a safe, open, and accessible network that respects individual privacy. As part of that goal, we strive to educate users of our network about safe online habits, including avoiding the consequences of illegal file sharing.

UC San Diego **never** monitors the content of your network traffic to find copyrighted material, and only responds when we receive notification of infringement from outside agencies.

However, as a University entity, we take copyright protection very seriously and are legally obligated to comply with federal laws that govern copyright. UCSD takes copyright violations very seriously. Students who receive a notice have their devices temporarily blocked and must attend a presentation on file sharing and copyright law. Repeat violations result in disciplinary sanctions imposed by the Muir College Dean of Student Affairs.

For more information on file sharing go to:

<https://acms.ucsd.edu/filessharing/general.html>

The UCSD ResNet Acceptable Use Policy:

[https://acms.ucsd.edu/students/resnet/info/resnet\\_aup.html](https://acms.ucsd.edu/students/resnet/info/resnet_aup.html)

## 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, lock the door behind you.
- Be sure to carry your keys and your ID 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, or if instructed, proceed to Muir field.

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 once you re-enter the building, the Muir Residential Life Office or the HA on duty will do lockouts free-of-charge for fifteen minutes after the alarm is turned off. For your safety, it is a violation of regulations to remain in a building while a fire alarm is sounding.

You must take responsibility for your own safety, and 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 in October, 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. Suite doors must remain closed and locked at all times. The other doors must remain closed, though not necessarily locked, at all times.

Careless or improper use of appliances or other materials which present a direct threat of fire, or which may ignite a fire, are 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 with flammable chemicals.

## GROUP LIVING

In accordance with the undergraduate housing contract, each resident agrees to respect the rights of other residents and to conduct themselves in a manner conducive to a harmonious living environment as determined by the Director of Residence Life. Each resident is also expected to conduct themselves in a manner that is socially acceptable, and respectful to everyone living in the residential community. The University may terminate your contract if you demonstrate an ongoing inability to abide by such requirements for group living.

## 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. Racial discrimination may include, but is not limited to, a verbal assault of epithets, derogatory comments, jokes, or slurs; physical assault such as impeding or blocking movement, or any physical interference with

normal work or movement; or visual harassment including derogatory posters, cartoons, or drawings. Racial harassment is more than an isolated incident of racial hostility or an accidental racial comment that is not intended to cause harm. Rather, the totality of circumstances must show that the harassment created a racially hostile and abusive environment.

UCSD's Office for the Prevention of Harassment and Discrimination (OPHD) defines sexual harassment as unwelcomed 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 Muir Residential Life Office for information, or call the Office for the Prevention of Harassment and Discrimination (OPHD) directly at 858-534-8298.

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 you have been a victim of any type of harassment, contact your House Advisor, the Director of Residence Life, the Muir College Dean of Student Affairs, or the Office for the Prevention of Harassment and Discrimination (OPHD) for assistance to either formally or informally resolve the situation.

## **HIGH-PRESSURE RELIGIOUS GROUPS**

There are numerous religious groups available on campus for you to join. Most are positive organizations and allow you the freedom to join or leave them. However, be aware of any religious organization that uses tactics to pressure you into joining. These groups may become harmful if they isolate you from your family and friends, ask you to give up control of your life, focus on guilt and shame, promote crises within your life, and do not allow you to leave their organization. If you feel a high-pressure religious group is recruiting you, or if you have some questions about them, contact your House Advisor, a Director of Residence Life, or the Center for Ethics and Spirituality at 858-534-2521.

## 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 you or any other person, intimidation of any type or conduct that threatens the health and safety of any person is a serious offense and may lead to serious judicial consequences. 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 alcohol will not mitigate the consequences of this type of behavior nor limit the responsibility of the individual(s) involved.

## CONFIDENTIAL INFORMATION

The Federal Educational Rights & Privacy Act (FERPA), also known as the Buckley Amendment, is designed to protect students' educational records. When a student age 18 or older attends a university that receives funding from the federal government, their educational records are held private from parents or other parties.

Parents/legal guardians may not inspect a student's grades, disciplinary records, or health records without the written consent of the student. The only information that is released, unless the student requests otherwise, is classified as "directory" information. This is limited to a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. If for any reason you do not want this directory information to be released, you must notify the Residential Life Office, and change your student information online through Triton Link.

The Muir College staff members and faculty will not disclose confidential information and/or room numbers to family members or other members of the community, regardless of their status as a guardian or whether they are financing the student's tuition. The Muir staff would like to encourage parents/legal guardians and students to establish positive communication with each other, in order to foster a climate of mutual trust, support and encouragement.

## INSPECTIONS

For environmental health and safety reasons, UCSD staff will inspect all residence hall rooms and apartments. All residents will be 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 Muir Residential Life Office.

## RENTER'S 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 have their own personal insurance. Check with your parents/legal guardians to see if your possessions are covered under their homeowner's insurance policy. If not, individual renter's insurance information is available through <https://ucsd.uloop.com/renters-insurance/>.

## INVENTORY SHEETS

Once you check in, you will receive an electronic room inventory sheet to complete. It is very important that you complete the on-line Move-in/Move-out Inventory checklist accurately, noting any missing or defective furnishings, and any existing damage to the room. Please submit it by the deadline given to you. Inventory forms should be completed no later than 7 days after a resident moves into their space. When you check out, you will be held financially responsible for any discrepancies in the condition of your room and its furnishings when compared to the information you provided when you checked in. If you do not submit this room inventory form, you will be notified that if there are any damages, you will be charged for them and there will not be an appeal available to you for those charges.

## JUDICIAL PROCESS

(ALSO see Discipline)

Consistent with UCSD's educational objectives, student conduct at Muir College is a learning process. A significant amount of learning about others and yourself takes place during the time you spend outside the classroom, in your living community, and around campus. Students form values and develop decision-making skills that will affect their lives and their quality of life on campus. The 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 the errors they make.

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 decisions about their behavior in the future, and develop strategies to change their behavior so it is in compliance with community living standards.

A student charged with violating the Student Conduct Code, or any Muir Residential Life policy or regulation will either be seen by a Director of Residence Life, the Muir College Dean of Student Affairs, or appear in a hearing with the campus-wide community standards board. A student advocate, appointed by the Associated Students, may assist a student accused of misconduct in understanding the judicial process, and through any part of the conduct process.

Students responsible for a violation of a policy or regulation will receive a disciplinary sanction. A disciplinary sanction may be a warning, a requirement to perform community service, a specified length of probation, financial restitution, or an administrative charge. A student may be required to attend a workshop, seminar, or individual or group counseling session, or write a reflection paper. Any one or a combination of these sanctions may be used to facilitate learning for a particular student. The ultimate goal of the conduct process is to assist students in taking responsibility for their own actions, thinking before they act, and making appropriate decisions regarding their behavior.

Students may submit a written appeal to the Office of Student Conduct within ten business days from the date of the original decision. The written appeal must include the reason for the review, which is generally for one of these three reasons: the introduction of new information, failure to uphold the student's rights, or the appropriateness of the sanction for the violation. The Council of Provosts will review the appeal.

## KEYS, KEYCARDS & LOCKOUTS

Residents of Tenaya and Tioga Halls, receive a physical key for their bedroom. While their student ID cards grant access to their specified building and suite door.

Apartment residents receive a physical key to their bedroom. While their student ID cards grant access to their specified building and apartment door.

*ALWAYS KEEP YOUR DOORS LOCKED, and CARRY YOUR KEY AND ID. NEVER GIVE THESE ITEMS OR YOUR PIN TO ANYONE.*

If you are locked out, the Muir Residential Life Office can assist you when it is open. The first three lockouts are free; all subsequent lockouts after the third free lockout will cost you \$10 each. You will be billed for these lockouts on your student account. You must be able to identify yourself with either a picture ID or other personal information to check out a back-up key or key card or to have the staff open your door for you when the office is closed.

During the day when the office is open, you will receive a key, a key card code, or a temporary key card for a period of time to let you into your room or apartment and return to the office. Residents may only access their own living space.

If you are locked out when the Residential Life Office is closed, the House Advisor on duty or the Residential Security Officer (RSO) can let you into your room or apartment or make arrangements to get you a back-up key or a temporary keycard for your use. Between 5:30 pm and 9:30 pm, contact the House Advisor on duty by calling 858-534-3889 (DUTY). After 9:30 pm, contact the Residential Security Officer (RSO) through the Campus Police Department by calling 858-534-4357 (HELP).

For your convenience and security, always carry your key and ID with you. Lost keys and IDs must be immediately reported to the Residential Life Office. When the office is closed, temporary keys and keycards to use when you have lost or misplaced your own are available through the House Advisor on duty who can be reached by calling 858-534-3889 (DUTY). Lost bedroom keys are generally replaced at a \$10 replacement charge.

However, at the discretion of the university, these locks may be changed and the individual resident responsible

for losing the key will be billed for the lock change. When necessary, the University reserves the right to re-key a room, and may bill the resident(s) of the room or area.

## LAUNDRY FACILITIES

The Muir Tuolumne and Tamarack Apartments and all the houses in Tenaya and Tioga Halls have their own laundry rooms with washing machines and dryers. Payment for laundry services is through a Triton Cash account on your UCSD ID card. If you plan on using laundry service, please give yourself at least 24 hours to set up your Triton Cash account online at [tritoncash.ucsd.edu](http://tritoncash.ucsd.edu).

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 at 858-534-2600. 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 a mailbox number to a mailbox they will share with other nearby residents. If a resident receives a package, Mail Services will contact the resident via their UCSD email address that they have received a package and that they can pick up their package at the Muir Parcel Room during their open scheduled times. Mail is delivered to student mailboxes Monday through Friday, excluding holidays. Mail not addressed correctly will delay the delivery of mail.

Mail Services will not accept packages for any resident "business". Mail and/or packages from questionable establishments will be investigated.

Your mailing address for all mail is:

Your Name: John Muir  
9450 Gilman Dr., #5xxxx  
La Jolla, CA 92092-0100

Adding any other information added to your mailing address, like your room number, will only delay the delivery of your mail.

A U.S. mailbox for mailing letters is located on the street at the northeast corner of Tenaya Hall.

## MAINTENANCE

All maintenance repairs should be called in to the Customer Service Center, 858-534-2600, or reported on line through the HDH website at <https://hdh.ucsd.edu/popcustodial/pages/FixIt.html>. All requests for repairs are prioritized. 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 Muir Residential Life Office for assistance. All maintenance workers wear uniforms and University identification badges.

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 this necessary work and still meet the operational demands of the University.

## MEDICAL TREATMENT

Each House Advisor has been certified in basic first aid and CPR, and has a first-aid kit to treat minor injuries. Injuries that are more serious should be seen at the Student Health Center (858-534-3300). Student Health is open on weekdays during business hours and is located on Library Walk, west of the Price Center.

For critical emergencies at any time, call 911.

The University of California requires all students to possess mandatory health insurance, and a variety of vaccines. Most students are covered by 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 & 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 or stored in any building.

## 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 and courtesy hours policies, which state 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 may find themselves in violation of either the quiet hours or courtesy hours policies.

## PEST CONTROL

Pests are an undesirable nuisance you may encounter sometime during your stay here at Muir. While they are not always unavoidable, you can take some steps to modify your environment to make it an unattractive place for pests to live. Pests are attracted to areas with food or water left out and will try to take shelter in these areas. To avoid pests, limit leaving a mess of food, crumbs, or anything else that might attract unwanted guests.

- a.** Mice and other 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, silverfish, 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 there is food in your room that is not properly contained, 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 overwater 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.

Follow these simple steps to get rid of unwanted pests:

**a. PREVENTION**

- Visit UCSD Environment, Health & Safety at <http://blink.ucsd.edu/safety/general/pests/index.html>

**b. SUBMIT A WORK ORDER**

- If pests are already present, go to <http://blink.ucsd.edu/safety/environment/pests>
- Under the “Pest Control Tab” complete the “Request Pest Control Services” form: <https://blink.ucsd.edu/safety/general/pests/request-pest-control.html>
- Pest Management Services will contact you to conduct an inspection of the premises **prior** to providing any treatment.

**c. URGENT SITUATIONS** (e.g. Swarm of bees in your room or a snake in the lounge)

- Call EH&S at 858-534-4534 for **EMERGENCIES ONLY** from Monday-Friday between 8:00 a.m. -4:30 p.m., otherwise call Campus Police at 858-534-4357 (HELP)

## PLANTS

Plants can be beautiful additions to every room. However, there are restrictions on where they can be placed and how you care for them. Plants may not be hung from any ceiling in either the residence halls or the apartments. Electrical wiring is located in the covered electrical track around the perimeter of the room in the Tuolumne Apartments. 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 it is a safety hazard 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.

Tuolumne 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: Introduction

Please be aware that as part of your housing contract, everyone who chooses to live in our residential communities must abide by the rules and regulations of UCSD, including, but not limited to, the UCSD Student Conduct Code, the UCSD RESNET Acceptable Use Policy, all applicable local, state, and federal laws, and the Housing and Residential Life policies outlined below. All

of these guidelines are here to establish a safe and secure living environment and to support your success as a UCSD student. Any student who anticipates or observes a potential violation of policy is expected to immediately remove themselves from the environment in which the violation may occur. One's presence during any violation of University or Housing policy ultimately condones, supports, and/or encourages the behavior or potential violation of policy. It is important to realize that students living in a group environment affect each other's lives in many ways. We strongly believe that your actions demonstrate your commitment to respecting differences. In addition, we will not accept ignorance, humor, anger, alcohol, or substance abuse as an excuse, reason, or rationale for your behavior. Certain shared responsibilities such as mutual cooperation, inclusion, and respect are integral to any successful group living situation. It also means accepting personal responsibility for how your everyday actions affect others living with you as roommates and neighbors. Establishing a positive and supportive residential environment means each individual must make occasional adjustments in personal habits, attitudes, and beliefs. Successful on-campus living, whether in the residence halls or apartments, means exercising your rights while recognizing your responsibilities in respecting the equally legitimate rights of the other members in your community.

Violations of the rules and regulations described below may become the basis for a referral to the student conduct process. Additionally, breach of any term/provision of the Single Undergraduate Residential Housing Contract may result in contract cancellation prior to move-in, termination of the contract after move-in, or exclusion from future UCSD student housing application processes.

Please be aware that as part of your housing contract, everyone choosing to live in our residential communities must abide by the rules and regulations of UCSD including the:

**The UCSD Student Conduct Code:**

<http://studentconduct.ucsd.edu/>

**The UCSD RESNET policies:**

<http://acms.ucsd.edu/students/resnet/>

All applicable local, state, and federal laws; and the Housing and Residential Life policies outlined below.

## Housing & Residential Life Policies:

- 1. Alcohol:** California State Law, University policies, the UCSD Student Conduct Code, and/or these Housing and Residential Life policies prohibit those under the age of twenty-one (21) from the consumption, possession, solicitation, procurement, sale, or manufacture of alcohol. For the purposes of these rules, having consumed alcohol of any quantity and in any location, as well as the presence of any open, full, or empty alcohol containers, equates to possession of alcohol. Further, these policies prohibit those over the age of twenty-one (21) from manufacturing or providing alcohol to anyone under the age of twenty-one (21). Residents are responsible for their behavior at all times, and may be responsible for that of their guests (see Guest or Visitor Behavior policy). More specifically:

**a. Under twenty-one (21):** Persons under the age of twenty-one are prohibited from consuming, possessing, distributing, purchasing, transporting, soliciting, procuring, selling or manufacturing alcohol at any time. Persons under the age of twenty-one in the presence of alcohol, with or without objective signs of intoxication, may be in violation of this policy. Alcohol possession or consumption, which can be detected from outside the room/suite/apartment, will result in further inquiry and may be a violation of this policy;

**b. Over twenty-one (21):** Residents who are twenty-one (21) or older and their guests who are twenty-one (21) or older may possess and/or consume alcohol in the resident's contracted bedroom space so long as they are following Federal Law, California law, and all other University policies. Manufacturing alcohol or providing alcohol to those under the age of 21 is prohibited. Residents who are 21 or older must store open, sealed, or empty alcohol containers in their own contracted bedroom space and must dispose of or recycle empty alcohol containers regularly. A resident who is 21 may only have two guests who are 21. In such cases, the door should be closed and all other policies concerning noise and other common courtesies must be followed.

**c. Roommates:** Residents who are under 21 and who have roommates who are 21 or over may be present in their residence when their roommate is consuming alcohol, but may not consume nor possess alcohol at any time;

**d. Alcohol paraphernalia:** Devices and games intended for the rapid consumption of alcohol (e.g., beer bong, beer pong, and commercial dispensers) are prohibited whether or not alcohol is present. The presence of any open, full, or empty alcohol containers will be interpreted as possession of alcohol;

**e. Bulk alcohol:** Possession of bulk quantities of alcohol is prohibited. Bulk quantities include, but are not limited to: kegs, punch bowls, greater than 750 mL of liquor or wine, greater than 144 oz. of beer, powdered alcohol, or any alcohol by volume equivalencies;

**f. Alcohol delivery:** Regardless of age, alcohol delivery from any source is prohibited;

**g. Gatherings:** Social gatherings, where alcohol is present, are allowed provided all guests are 21 years or older and attendance at the gathering does not exceed two (2) guests per resident of the room/apartment. Hosting of multiple room gatherings where the consumption of alcoholic beverages takes place and where people move from one room to another is prohibited. This regulation applies even if all rooms involved are within allowable guest limits.

**h. Public Consumption:** At no time should the consumption of alcohol occur in public areas or occur outside of resident rooms or apartments.

**2. Balconies/Window ledges:** Balconies, ledges, window ledges and sunshades may not have any items hanging from them or covering them. Further, balconies, patios, and decks may not contain

decorative items, food storage, trash, trash containers, items to be recycled, or recycling containers.

- 3. Bathrooms:** In keeping with our community living standards, residents are encouraged to be mindful of the needs of fellow residents who have occasional guests or family members of a different gender, with mobility issues, people with disabilities who have attendants/caregivers of a different gender, and residents who have specific religious or cultural accommodations, regarding the use of bathroom facilities.

Roommates and suitemates should be in regular communication with each other to discuss these needs early and often. Your Office of Residence Life can be of assistance to help facilitate this communication.

- a.** Residence Halls: All suite bathrooms/showers in the residence halls are gendered. Residents and their guests may only use bathrooms/showers of the gender with which they identify. Due to safety and privacy issues, residence hall residents and their guests may not enter bathrooms designated for the gender of which they do not identify; and,
- b.** Apartments: Except for designated and approved gender-inclusive assignments, apartment bathrooms are gendered according to the apartment. Guests who do not identify with the gender identity of the apartment residents may use the bathroom with the prior approval of all apartment residents.

- c. *Muir has a gender- neutral bathroom on the 11<sup>th</sup> floor of Tioga Hall.*

**4. Bicycles/Scooters/Skateboards/Roller skates/ Roller Blades/Hoverboards:**

- a. The use of bicycles, scooters, skateboards, roller skates, roller blades, or hoverboards is prohibited inside any Housing\*Dining\*Hospitality-owned or operated facilities; this includes the inside of any residential facilities, and/or designated areas of the residential facilities.
- b. Residents may store bicycles only in the owner's bedroom or apartment upon approval of all roommates, if applicable, or in designated bike rack areas. Bicycles cannot be stored in stairwells, common areas, and lounges and cannot be locked to handrails, trees, or signposts;
- c. Bicycles, scooters, skateboards, roller skates, roller blades, or hoverboards must not block entrances/exits or sidewalks around residential facilities;
- d. Performing tricks on bicycles, scooters, skateboards, roller skates, roller blades, or hoverboards is prohibited in or around all residential facilities; and,
- e. Use, possession, and storage of hoverboards is prohibited from all residential facilities.

*For the purpose of this policy, "indoor" is defined as including ALL interior areas of Tenaya and Tioga Halls, the Tuolumne and Tamarack Apartments, AND all stairwells and apartment level walkways in the Tuolumne and Tamarack Apartments. Reckless hoverboarding and skateboarding*

*indoors and on the apartment walkways, and skateboarding and rollerblade practice is prohibited in the Muir residential facilities and in the Muir quad, including in front of MOM. Skateboards and rollerblades maybe used in the quad for transportation purposes only. Violators of this policy may be subject to citation by Campus Police or their designee. We request skateboarders refrain from rolling across the bricks in front of Tenaya and Tioga Halls because of the disturbance the noise it causes to residents living on the lower floors of the buildings.*

**5. Business:** Students are prohibited from operating a business of any kind, including an e-business, and/or utilizing University owned or operated facilities or services for the business. With the exception of food delivery, residents may not personally make a contract with any vendor for services to be delivered to any residential facility without the approval of the Muir Residential Life Office.

*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 and 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.*

**6. Campus Card:** You must carry your Campus Card (i.e., UCSD student identification) at all times for proper identification. You must also present it immediately when requested by a University official. Your Campus Card is not transferable and students cannot lend, sell, or give the card to others. Proper use of a Campus Card is regulated by the UC San Diego ID Card Terms and Conditions.

**7. Cleaning:** Residents are responsible for maintaining a clean, sanitary, and hazardous-free living environment. Common areas should be prepared for regularly daily or weekly scheduled mandatory cleaning as instructed by Housing, Dining & Hospitality (HDH) staff. It is the responsibility of all residents to keep the common areas clean, sanitary, hygienically clean and hazardous-free. Administrative charges and/or other sanctions will be assessed for excessive cleaning that must be performed by University and University-contracted staff, including Environmental, Health, and Safety (EH&S) inspection staff.

**8. Controlled Substances:** Federal Law, California State Law, and University policies prohibit the unlawful possession, solicitation, procurement, sale, consumption, or manufacture of narcotics or controlled substances. Cannabis and cannabis products containing tetrahydrocannabinol and/or cannabidiol are prohibited on campus. This includes marijuana for medical use. In addition, this document addresses the following controlled substance-related residential specific policies:

- a. Possession or consumption of controlled substances that can be detected from outside the room/suite or apartment will result in further inquiry and may be a violation of this policy; and
- b. Persons in the presence of controlled substances, with or without objective signs of intoxication, may be in violation of this policy;
- c. The possession and/or use of drug paraphernalia is prohibited in or around all residential facilities; and,
- d. The use of any prescribed medication, over the counter drugs, and other controlled substances in an

abusive or recreational manner is prohibited. Prescription medication may only be used or possessed by the person to whom it is prescribed.

***The cultivation of marijuana is prohibited.***

**9. Decorations:** Corridor, room and common area decorations must conform to the following Environment, Health & Safety (EH&S) standards. Damages resulting from violating these policies may be assessed to the resident(s).

**a. Decorative materials** are not permitted in corridors. Do not obstruct exit signs, fire alarms, extinguishers, sprinkler heads, or hose cabinets;

**b. Ceiling Decorations:** Items of any kind are not to be affixed or adhered to any ceiling and no ceiling may be altered by painting, and;

**c. Walls:** Walls may not be altered in any way and any item hanging from any wall must be mounted with removable adhesive strips or painter's tape.

*There is asbestos in the residence halls room ceilings. It is legally encapsulated, but it must not be disturbed to remain safe.*

**d. Door Decorations:** Message boards on the exterior of your room door must be limited to one per resident and no larger than 8 1/2" x 14" each. The exterior of your apartment front door may have one message board, which is no larger than 8 1/2" x 14".

**10. Disruptive Behavior:** Behavior that intentionally or unintentionally creates an unsafe environment in the community or that poses a significant risk to the health or safety to any person, including oneself, or that damages university property or the property of others is prohibited.

**11. Failure to Comply:** Failure to comply with, or interfering with, the legitimate directives or questions of University staff, law enforcement, or emergency personnel, identified as such, in the performance of their duties in the residential complex, is prohibited.

Such behavior includes, but is not limited to:

- a. Failure to answer your room/suite/apartment door while present in the residence is prohibited;
- b. Concealing or withholding information and/or providing false information;
- c. Failure to immediately produce one's UC San Diego Campus Card upon request is prohibited; and,
- d. Failure to immediately identify your guest.

## **12. Fire Policy:**

**a. Appliances:** Every electrical appliance must be 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 prohibited on an outdoor balcony or patio.

All appliances (e.g. cooking and portable heaters) with exposed heating elements are prohibited. Microwaves must be 750 watts or less and refrigerators must be 5.0

cubic feet or less. Heat producing cooking appliances (i.e. toasters, electric grills, water boilers, coffee makers, rice cookers, etc.) must be used in kitchen areas only; these appliances are prohibited in resident rooms.

Burned food may activate the building fire alarm and the resident responsible may be financially liable for the costs of the response to the alarm, including fire suppression and will be subject to disciplinary action. Residents using the microwave must remain in the presence of the microwave while it is being used.

Portable or installed air conditioning or heating units are prohibited;

**b. Evacuation Maps:** Evacuation maps may not be removed or altered;

**c. Electricity/Extension cords and Power Strips**

All extension cords and power strips must have the following components: 1) Be three-pronged; 2) Be UL Listed; 3) Be plugged directly into a wall outlet (not to another extension cord); 4) power strips must have an on/off switch and/or, 5) Be sized adequately to handle the load.

Extension cords may only be used on a temporary basis and not as a substitute for permanent wiring. A power strip with a built-in breaker may be used in place of an extension cord for low- draw appliances (generally 600 watts or less). Some examples of appliances with low wattage that can be used with power strips include, laptop computers (40W-120W), 25" televisions (150W), clock radios (7W), gaming consoles (195W) and curling irons (90W). Multi-plug,

non-circuited, adaptors and extension cords can create fire hazards and are not allowed.

Flexible wiring (i.e., circuited power strips and extension cords) 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 electrical, telephone, cable, or computer wiring, from apartment to apartment or from room to room is prohibited;

**d. Failure to Evacuate:** It is each resident's responsibility to evacuate to the designated assembly areas when the fire alarm sounds. Failure to evacuate immediately is prohibited and is a violation of the California Fire Code;

**e. False Fire Alarms:** Causing false fire alarms, pulling fire alarm stations without cause, tampering with smoke detectors, etc., is prohibited and a violation of the California Fire Code. Engaging in such behavior may be punishable by up to 6 months in jail and/or \$1000 fine;

**f. Fire Doors:** Residents should not bypass nor disable the safety measures of doors by propping them open, throwing a deadbolt, or blocking latches;

**g. Fire and Emergency Equipment:** Tampering with, covering, or interfering with fire alarm pull stations, smoke and heat detectors, fire extinguishers, hoses, fire sprinkler systems, EXIT signs, and emergency lighting is prohibited. Hanging items on, damaging, dismantling, deactivating, covering, or otherwise altering smoke detectors, heat detectors, or any fire/emergency equipment is prohibited.

Hanging items on, damaging, dismantling, deactivating, covering, or otherwise altering smoke detectors, heat detectors, or any fire/emergency equipment is prohibited.

In addition to a referral to the student conduct process, violations of this policy may result in contract termination and/or exclusion from future UCSD student housing application processes;

**h. Flammable, Explosive, or Corrosive Materials:**

Storage or use of any flammable liquids, fireworks, compressed gas canisters, photo developing chemicals, or corrosive materials in any quantity is prohibited in or around the residential facilities. No vehicles or machines with flammable or corrosive materials can be brought into or stored in or around the residential facilities;

**i. Halogen Lamps:** Halogens lamps are prohibited, and;

**j. Open Flames:** Use of candles, charcoal grills, incense, tiki torches, or anything with an open flame are prohibited in or around the residential facilities. Gas BBQs can be used 25 feet away from all residential buildings, and;

*With permission from your House Advisors and completion of the form they give you, residents may have lit birthday candles on a cake and observe religious holidays where candles are a necessary part of the observance for a short period of time. Residents must remain with these candles until they are extinguished.*

**13. Gambling:** California Law forbids dealing, playing, conducting, betting on, and providing facilities for games

involving cards, dice, and other devices for money, checks, credit, or other representation of monetary value on state property. As such, gambling in or around the residential facilities is illegal and thus prohibited.

**14. Guest or Visitor Behavior:** A guest is defined as anyone that is not contracted in the space that is being visited. Residents are responsible for and may be held accountable for the actions and behavior of their guests, visitors or those they are hosting, at all times. Resident hosts should accompany their guests at all times while in the residential community. Should a resident's guest(s) or visitor(s) violate any University policy, the host may be held accountable and the guest or visitor may be asked to leave. Residents are responsible for properly and accurately identifying their guest(s) to university staff upon request. Guests can be invited or individuals who "just show up".

**15. Guest Visitation:** All guests need to be approved by all roommates or apartment mates of a particular residence. Overnight guests are not allowed to stay longer than three consecutive days and no resident may have overnight guests more than six nights in any quarter. Guests may not sleep in any of the common rooms or public spaces and must use gender appropriate restrooms or one that is approved by all apartment mates. During the Sun God Festival and other special events, limitations and/or restrictions on guest visitation may be implemented.

**16. Noise:**

**a. Quiet Hours:** The minimum quiet hours in each residential community are: 11:00 P.M. – 8:00 A.M., Sunday through Thursday, and 1:00 A.M. – 8:00 A.M., Friday and Saturday, and any night before a University

holiday. Others in neighboring spaces must not hear noise generated during quiet hours.

**b. Courtesy Quiet Hours:** Courtesy Quiet Hours are the hours in which any community member may ask another resident to cease making noise that is disruptive to study or sleep at any time. Courtesy quiet hours are to be observed 24-hours a day, 7 days a week. Residents are encouraged to request that other community members cease any activity that hampers their ability to study or sleep. All residents must take the initiative to self-monitor noise; it is not acceptable to assume that a noise level is appropriate until someone complains about it.

*At Muir College, it is your responsibility to adjust your activity to comply with the quiet hours policy at the start of quiet hours. During quiet hours, any noise heard outside of your room is a violation of the quiet hours policy. Be sure to close your windows! All other activity must be consistent with sleep or late-night quiet study.*

*You should be aware that activities, such as bouncing balls on floors and walls, volleyball or basketball practice, skateboarding in the hallway, hoverboarding and/or disruptive noise that echoes throughout the concrete buildings. Such behavior will not be tolerated. If someone is disturbing you, tell the person bothering you 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 Muir Residential Life Office for assistance in addressing the situation. 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.*

**FINALS WEEK:** *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 24 hours each day, beginning the Friday night before finals begin on Saturday.*

**17. Posting/Solicitation:** All posting, distribution of materials, or solicitation in the public areas of the residential facilities must be approved by the Muir Residential Life Office. Refer to the residential area's posting rules and the University posting policy for further detail. Posting on exterior balconies or railings of apartment rooms or residence hall suites is prohibited. Postings inside bedrooms or on the inside of exterior-facing bedroom windows or doors may not interfere with the operation of doors or windows or otherwise endanger health or safety.

Posting of material in common living areas of apartments or residence hall suites not open to the general public is permitted provided that none of the residents of adjoining rooms with access to the common area object to the posted material. Any material posted in the common area of any apartment or residence hall suite must be removed in the event that any resident of an adjoining room with access to the common area objects to what is posted.

For Muir College, all posting must be done in compliance with the UCSD posting policy. Muir College Posting Policy can be found at

<https://muir.ucsd.edu/files/Student%20Organization%20Resourcecs/Muir%20Posting%20Policy%20rev%202.19%20pdf.pdf>

*The Muir Residential Life Office does not provide a posting service for any student organization. Posting is not permitted inside elevators, on sidewalks, trees, lampposts, cement walls and pillars, fences and other similar areas. Vendors and organizations with no affiliation to UCSD are never permitted posting privileges inside any of the residential facilities.*

**18. Public Areas:** Depending on the unique architecture of each residential community, public areas are generally defined as spaces outside of residence hall bedrooms and interiors of apartments. All public areas must be kept free of obstructions and/or trash. Additionally, no one may sleep in lounges or public areas unless it is in conjunction with a University-sponsored event. Use of these areas for group activities and/or performances requires permission from the Muir Residential Life Office responsible for the space. In the event of a health or safety hazard, and/or vandalism, lounges and/or restrooms the Muir Residential Life Office may temporarily close these areas.

**19. Residential Facilities:**

**a. Alteration/Damage/Theft:** The University, at its sole discretion, will determine costs for the theft, conversion, destruction, or damage to university fixtures, furnishings, equipment, or decorations or damage to a residential facility. Payment for such costs will be made by the resident and is due upon receipt of the notice. Damage

should be reported immediately to Housing's Customer Service Center 858-534-2600. Do not attempt to repair damages; doing so may result in additional administrative charges;

**b. Closet/Cabinet Doors:** Removing any door from its hinges is prohibited. If doors are removed, they will be re-installed immediately, and the student will be assessed an administrative charge for their reinstallation/repair;

**c. Doors/Walls:** Written messages, tacks, or tape (other than painter's tape) placed directly on any door or wall is prohibited;

**d. Door Closure Devices:** State law requires that door closure devices always be in working order. If a door closure device has been tampered with, it will be repaired, and the residents responsible for it will be charged for the repair;

**e. Elevators:** Tampering with, misuse of, or vandalism of elevators is prohibited by law and University policy, and is extremely dangerous. Those responsible for such activities will be charged for cleaning or repair;

*Misuse of the elevators, such as forcing doors open or closed, overloading them, 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.*

**f. Unauthorized Entry and Facility Use:** All residential facilities, including the grounds immediately surrounding the facility, is intended for the use of

residents, the Muir Office of Residential Life, and Muir residential activities. Unauthorized entry into any HDH-owned space and/or facility is prohibited. Use of these facilities by outside organizations or the general public is limited and determined by the Office of Residential Life responsible for that area. During University breaks, as defined by the UCSD Single Undergraduate Housing Contract, all residence halls are closed and unavailable for entry, occupation, or use.

**g. Unauthorized Events:** All group activities, hired performances, or organized and/or publicized events in or around the residential facilities, including public areas, must have the prior approval of the Muir Residential Life Office;

**h. Furnishings:** Moving furniture from any rooms/suites/apartment/public area is prohibited. Students who move furniture from public areas or use furniture for purposes other than its original intention may be referred to the student conduct process and any labor costs associated with returning the furniture to its appropriate location or its replacement. Outdoor use of University-owned furniture from rooms/apartments/suites is prohibited;

**i. Keys & Key Cards:** Residents are responsible for all University-issued keys and keycards. Students may be charged for the costs associated with a lost or stolen key or keys that are unreturned after a resident vacates a space. It is against policy to duplicate or use any university-issued key without authorization. Providing false information to obtain a key is a breach of security and grounds for referral to the student conduct process;

**j. Pets:** Pets and animals are prohibited in the residential facilities. This includes pets or animals of visitors, regardless of length of stay. However, the following exceptions apply:

- Personal 'Service Animals' as defined by the Americans with Disabilities Act;
- 'Emotional Support Animals' as certified by the Office for Students with Disabilities; and,
- Aquarium fish in tanks not to exceed 10 gallons. Limit of one tank per resident.

*Any "pet" must live totally underwater 24/7. Aquariums causing damage or complaints will not be permitted in the residential life complex. Residents violating the pet policy will be held responsible for their actions, will be administratively charged, and may be financially responsible for fumigation, damages, and cleaning.*

**k. Recycling:** Recycling is each resident's responsibility and should be regularly removed to designated areas. If recycling from a resident's room is found in non-designated areas, residents will be held responsible for all administrative charges associated with its removal and cleaning.

**Battery Recycling:** *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 Muir Residential Life Office, the Student Affairs Office as well as the Middle of Muir.*

**I. Trash:** Trash is each resident's responsibility and should be regularly discarded to the area designated for trash. If trash from a resident's room is found in an area not designated for trash, the resident will be held responsible for all administrative charges associated with its removal and cleaning.

**20. Roofs/Rails/Ledges:** Residents are prohibited from scaling or climbing walls, entering any building in an unauthorized way, traversing to/from balconies, accessing roofs, rails, and ledges of all residential facilities unless otherwise designated. Throwing objects to or from the roofs, rails, or ledges of any residential facility is prohibited.

**21. Security:** Residents should not bypass or disable residential security by propping doors, blocking latches, throwing a deadbolt, or any other method that disables residential security. Residents should not allow suite and/or building access to unauthorized persons. Residents are reminded to lock doors and close and lock windows when they are not present in their room or while asleep in their room. Students are required to call the Customer Service Center 858-534-2600 if they are unable to lock and secure room doors and/or windows. If a resident sees suspicious activity, they are expected to call Campus Police at 858-534-4357 (HELP). The safety and security of the community is everyone's responsibility.

*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 am each day of the week. Contact Campus Police at 858-534- 9255 (WALK) 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.*

*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 Campus Police by calling 858-534- 4357 (HELP). A police report is usually required to make an insurance claim.*

*Monitor the kind of information you give out on your voicemail or your away message on your social media, and what you post on your room, suite, or apartment door. By stating your name and room number you are giving strangers personal information they may use in future pranks, obscene telephone calls or inviting an unwanted visitor to your room.*

*For your safety and security, a Residential Security Office (RSO) patrols the residential life complex each night. The RSO is in radio contact with Campus Police and can be reached by calling 858-534- 4357 (HELP). 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: [www.police.ucsd.edu](http://www.police.ucsd.edu)*

## **22. Smoke-Free, Tobacco-Free & Tobacco Free products**

**Campus:** Smoking of any kind is not permitted in any area owned or leased by UCSD; and

**In accordance with the University of California Tobacco Free Policy**, the use, sale, and advertising of all tobacco products, including but not limited to, cigarettes, electronic cigarettes (e-cigs), cigars, pipes, and smokeless tobacco is prohibited on campus and on properties owned or leased by UCSD.

For detailed information about this policy, please refer to the campus website at <http://smokefree.ucsd.edu>

**23. Suite & Apartment Doors:** Suite doors in the residence halls and the front doors to each apartment must remain closed and locked at all times. All individuals in any suite or found in violation of this policy will be billed an administrative charge.

*Any suite or apartment door that is found propped open in any way (including but not limited to "throwing the deadbolt", propping with a trashcan, obstructing the door jam, etc.) which compromises the safety and security of our residents is a violation of residential policy. Each resident of the suite is charged an administrative fee of \$5 for each violation, or the individual who is responsible for this violation will be charged an administrative fee of \$50.*

**24. Weapons and Explosives:** University policies prohibit the use or possession of firearms on campus, with or without a valid permit.

Also prohibited on campus is the use, possession or storage of any kind of ammunition and/or weapon(s), including but not limited to, stun guns, daggers, retractable bladed knives, knives with a fixed blade over 2.5 inches used for any purpose other than cooking, martial arts equipment, any device resembling a firearm, (including but not limited to, airsoft, paintball, bb guns and nerf-type guns), slingshots, spear guns, bows and arrows, explosives, fireworks, lasers, and Taser guns.

The improper discharge of a chemical agent including, but not limited to, mace, pepper spray, or other aerosols is prohibited. Other items or implements used aggressively or for violent purposes are prohibited and should be reported to the UCSD Police at 858-534-HELP (4357).

**25. Windows and Screens:** Throwing to or from, dropping or allowing any object to fall from any window, climbing in and out of windows to gain entrance to a room or the unauthorized removal of window screens is prohibited. Any weather-related damages that occur to a room as a result of a window or sliding door not being closed will be billed to the resident(s) responsible for the damage.

*Anything thrown or dropped from a window, or thrown up to any window will result in student conduct charges and the resident will be charged an administrative of \$25 per item. Referral to the student conduct process will be initiated.*

# ADDITIONAL POLICIES PERTINENT TO THE MUIR RESIDENTIAL FACILITIES

- a.** Motor vehicles, including motorcycles and mopeds, their engines, or parts may not be brought into any residential facility or the residential life complex at any time.
- b.** 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 or apartments, including the addition of paneling, mirrors, bottle caps, iridescent stars or decorations, or cork is also strictly prohibited.
- c.** Items such as plants, wet suits, or clothes may not be hung outside any window or from any residence hall balcony.
- d.** Scaling the outside of any university building is prohibited.
- e.** Outside antennae or aerials and satellite dishes on the residence halls or apartments are prohibited.
- f.** Destructive acts, pranks, and/or "horseplay" (e.g. water fights or shaving cream fights) that can result in damage or injuries to the person(s) involved or to others are prohibited.
- g.** 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, nerd boxes and lounges, and apartments.

- h.** Hot tubs, pools, water-filled devices, waterfalls, Jacuzzis, fountains, etc. are prohibited.
- i.** The use of “strippers” for any event is never condoned. The residential life staff will shut down any event in any common area utilizing such individuals.
- j.** For the convenient use of all individuals, the tables located in front of Middle of Muir (MOM) may not be moved to any other area of the complex.
- k.** 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 lounges. The same policy is in effect with regard to laundry facilities. Planned house activities will always have priority over other informal house activities.
- l.** 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.

- m. In accordance with the housing contract, general behavior in the residential complex that indicates a resident is unable to adjust to the requirements of group living, as determined by the Director of Residence Life, shall be a reason to terminate the resident's 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.

## QUARTER BREAKS

Tenaya and Tioga Halls are closed for the break between fall and winter quarter. The buildings are secured and residents do not have access to their rooms until the start of winter quarter. It is not necessary for you to remove your belongings from your room during this quarter break. Tenaya and Tioga do not close for the break between winter and spring quarter, but dining and other services are very limited. Tuolumne and Tamarack Apartment residents have access to their apartments without additional charge over the quarter breaks.

Prior to the end of the quarter, each resident will receive a closing notice with information and instructions to prepare for the quarter break delivered to their UCSD email address. 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 fall quarter.

Apartment residents willing to allow residents from Tenaya or Tioga Halls to stay with them during the breaks should notify the Muir Residential Life Office to give their guest(s) access to their apartment. Guests staying in the apartments during the breaks must be registered with the Muir Residential Life Office in writing for security reasons, and so they may have access to a temporary keycard for lockout purposes. Other than for a lockout, the office will not check out keycards to guests at any time.

## RESIDENTIAL GOVERNMENT

### Muir Residents' Council

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 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 Muir Residents' Council (MRC) meets weekly to plan and support programs for students. The Council is composed of representatives from each House area and has committees that plan social, cultural, and educational programs and activities.

Some of the activities MRC either sponsors or co-sponsors are the Halloween Carnival and Pumpkin Drop, finals week burnout activities, study breaks, the Muir semi-formal, and other educational, cultural, and social programs.

The Muir Residents' Council plans and facilitates activities and programs for Muir residents. It is a great way to get 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! Play 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 involvement in other areas of college and campus-wide student leadership.

## RESIDENTIAL SECURITY OFFICERS (RSOs)

The Residential Security Officers 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 surrounding areas until the following morning to ensure that everything and everyone in the residential complex is safe. To contact an RSO, call 858-534-4357 (HELP). RSOs are members of the Campus Police staff and are University officials.

RSOs do rounds throughout the residential facilities during the evenings and early mornings to help ensure that a 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 any behavior that is in violation of the Student Conduct Code or a residential life policy, or

asking a student to present their university ID and identify themselves. Students are required by the Student Conduct Code to carry their University ID card at all times while on campus, are required to present the card as identification when asked, and to comply with any University official, including RSOs and House Advisors.

## ROOM CHANGES

Room changes are permitted only with the approval of the Director of Residence Life. We know that room changes this year will be very limited. In October, Housing, Dining, & Hospitality (HDH) will start a room change interest list on their website.

Single rooms in the residence halls cost an additional \$1900 more than a triple room per year. There are no double rooms in the residence halls. Students wishing to make a room change to a single room in either Tenaya or Tioga Halls should sign up on the HDH room change interest list.

Room exchanges, where students living at Muir want to exchange their room with another Muir resident, must be approved by the Director of Residence Life before the change takes place. Both individuals must meet with the Director of Residence Life together. Residents can call the Muir Residential Life Office at 858-534-4200 to schedule this appointment.

## 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 have access 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. It is always in your best interest to cooperate with any University staff member when they knock on your door requesting your cooperation or information about a particular situation.

In accordance with your undergraduate housing contract, University staff may enter your room for the following reasons: to perform necessary inspections during the year and at the end of fall 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 complex is reserved for continuing students. Residents with a housing guarantee are guaranteed housing space on campus, but not necessarily at Muir College. Additional space for Muir continuing students is normally reserved at other Undergraduate residential facilities. This space is distributed through a lottery process in spring quarter. Students are assigned specific times to select from the available spaces. 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 via their UCSD email on how to enter the

selection process. Please read these instructions carefully!

## RESIDENT AGREEMENT FORMS

Maintaining a positive relationship with your suitemates/apartment mates/roommate takes effort but you will find it to be extremely rewarding! You will need honest communication, flexibility, common courtesy, and have the ability to compromise to make your roommate relationship work.

Within the first four weeks of moving into their contracted space, residents are required to complete a "Resident Agreement" with their on-campus housing room/apartment mates. Resident Agreements are facility-specific and designated to facilitate discussion and compromise around issues of individual preference. Stipulations in the Resident Agreement supplement the Single Undergraduate Housing Residential Regulations; in any conflict between the terms of a Resident Agreement and the Single Undergraduate Housing Residential Regulations, the Single Undergraduate Housing Residential Regulations will prevail.

Additionally, when there is conflict, residents are expected to review and revise their agreement, consulting with their Resident Assistant/House Advisor as needed. A Resident Agreement is to be completed each time there is a change in contracted occupants of a room/suite/apartment and will be due within four weeks of that change becoming effective. It is the responsibility of each resident to complete this agreement, but Resident Assistants/House Advisors can facilitate Resident Agreements upon request.

If you and your roommate(s) are having difficulties, there are several steps available to assist with resolving the situation.

- Discuss the living agreement you made with each other at the beginning of the academic year.
- Talk to each other. Small problems and annoying behaviors can often be resolved with honest conversation.
- Ask for help. Your House Advisors have 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 Director of Residence Life may be brought in to assist with the mediation process. A contract or a revised agreement of what was created at the beginning of the school year may be amended. This agreement would spell out the compromises and acceptable behaviors agreed to by each individual.
- A Director of Residence Life may determine that a room change is appropriate and, if necessary, has the authority to determine who makes the room change.

## 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 Muir Residential Life Office, the House Advisor on duty, or Campus Police 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.

# IMPORTANT TELEPHONE NUMBERS

(Area code: 858)

Academic Advising, Muir	534-3580
Custodial/Maintenance Assistance	534-2600
Dean of Student Affairs, Muir	534-3587
Emergency Phone, Muir (HA on duty)	534-3889 (DUTY)
Emergencies (Police)	911
Escort Service (CSOs)	534-9255 (WALK)
Housing Office, Central (Payments)	534-4010
Maintenance/Custodial Assistance	534-2600
Meal Card Office (and Triton Cash)	534-PLUS (7587)
Central Counseling Services, (CAPS)	534-3755
Police (Campus)	534-4357 (HELP)
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	657-7000
UCSD Emergency Phone Number (UCSD)	888-308-8273

# FALL 2019

A YEAR AT

## MUIR COLLEGE

THURSDAY,  
SEPTEMBER 26TH

Instruction begins

MONDAY, NOVEMBER 11:

Veteran's Day. All administrative offices are closed; there are no classes.

MONDAY, DECEMBER 2:

Classes resume.

SUNDAY, DECEMBER 15:

Residence halls close at noon. Tenaya & Tioga residents have no access to the buildings until noon on Saturday, January 5. Apartment residents have access to their apartments through the break

SEPTEMBER 15TH-22ND

**Move In!** Students will be allowed to begin moving in without extra fees beginning on *September 15th*

**September 22nd:** the undergraduate housing contract officially starts.

THURSDAY, OCTOBER  
17 @ 7 AM & 5 PM

Emergency preparedness drill for all residents; including a dining drill during dinner.

THURSDAY, NOVEMBER 28-  
SUNDAY, DECEMBER 1ST:

Thanksgiving break. All administrative offices & dining facilities are closed; no classes. Markets have limited hours on Sat., 11/24.

SATURDAY, DECEMBER 14:

Reduced Dining Hall hours

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# W I N T E R 2 0 2 0

## SATURDAY, JANUARY 4:

Residence halls open at noon.

\*New winter quarter residents check in at the Muir Residential Life Office between noon and 6 pm. Contract meals begin with dinner.\*

## SUNDAY, JANUARY 5:

New winter quarter residents may check in at the Muir Residential Life Office between **noon and 6 pm.**

## MONDAY, JANUARY 6:

Instruction begins.

## MONDAY, JANUARY 20: MARTIN LUTHER KING, JR. DAY.

All administrative offices are closed; there are no classes.

## MONDAY, FEBRUARY 17: PRESIDENTS' DAY.

All administrative offices are closed; there are no classes.

## SATURDAY, MARCH 21:

Reduced Dining Hall hours

## SUNDAY MARCH 22ND- SUNDAY MARCH 29TH

Spring break. Limited dining services. Apartments and Residence Halls will remain open during the break,

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# SPRING 2020

● **SATURDAY & SUNDAY,  
MARCH 28 & MARCH 29:**

New spring quarter residents check in at the Muir Residential Life Office between noon and 6 pm. Contract meals begin with dinner on Saturday.

**MONDAY, MARCH 30** ●

Instruction begins.

● **MONDAY, MAY 25:**

Memorial Day. All administrative offices are closed; there are no classes.

**SATURDAY, JUNE 13 @ 6  
PM** ●

Housing contract ends. All residents must be moved out by this time. Dining facilities have reduced hours.