The Residence Life Handbook

Living In

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Mission Statement

The department of University Housing recognizes that the University community provides two powerful and dynamic environments—curricular and co-curricular—and is committed to being a positive influence and partner in both.

The department mission, through the residence hall living/learning/leading experience of our students, is to amplify and support the comprehensive institutional mission of the University by:

- Providing safe, secure, clean, and reasonably priced residential environments conducive to the academic and personal development of the student
- Providing services, programs, and activities that encourage students to develop themselves intellectually, emotionally, socially, physically, vocationally, and spiritually
- Selecting and training professional and paraprofessional staff committed to developing residential communities that emphasize student development principles
- Identifying and addressing evolving student environmental needs via professional advisory staff working directly with University Faculty and Staff, Residential Life staff, the Residence Hall Association, and the Resident Advisor Advisory Council
- Providing residential environments that honor human diversity which embraces students as individuals—each with rights and responsibilities—each with unique goals and needs

Diversity Statement

Celebrating the Dignity of All People

The department of University Housing celebrates and recognizes that the university community is comprised of persons who represent diversity on many levels—diversity of thought, belief, race, ethnicity, culture, gender, gender identity/expression, and sexual orientation.

All members of the university community are equal and accountable to each other.

University Housing embraces the philosophy that ALL persons who are marginalized, ridiculed, and demeaned for their inherent and unique differences are entitled to “places where allies dwell.” By definition, this includes Chico State residence halls and the offices of each UH staff member.

In a community of scholars, there is no place for hateful behavior.

The department of University Housing affirms and celebrates the dignity of all people.
Community Living

Our Commitment to Community Respect

By choosing to live on campus, student residents and staff agree to use language and display behavior that demonstrates commitment to the following principles, which are an integral part of our purpose, values, and daily activities. The use of the pronoun “we” in this document refers to all University Housing community members.

Residents and staff of the University Housing program are a community of people from diverse cultural, racial, and ethnic backgrounds; our views encompass a broad spectrum and will differ on religion, sexual orientation, and politics. However, given our diversity, we strive to understand the individuality and life choices of those around us. We learn from one another in an atmosphere of positive encouragement and mutual respect for each person. Our activities and daily interactions are rooted in a genuine desire to learn from others and to give the respect that we ourselves desire.

We recognize that differences can at times be a source of conflict. We strongly believe that resolution of conflict always involves respectful treatment for and from all community members. We are committed to the idea that conflict is an opportunity to learn about others. Additionally, we believe that we are individually and collectively responsible for our behavior and are fully accountable for our actions. We take initiative and responsibility for our own learning and awareness of the differences that exist in our community and preclude all actions that diminish others.

Bigotry has no place within our community; and so we do not have the right to denigrate others on the basis of age, disability, national origin, sexual orientation, race, gender, or religious affiliation. We will never tolerate physical, verbal, or written abuse. Nor will we tolerate threats, intimidation, violence, or other forms of harassment against any member of our community. Likewise, we will not accept ignorance, humor, anger, alcohol, or substance abuse as an excuse for such behavior. Such behavior will be subject to the severest of disciplinary actions, which may include but are not limited to immediate removal from University Housing, suspension from the University, or forfeiture of employment.

The “Here and Now” of Community Living

As traditions come and go, so do rules governing on-campus residence hall and apartment living. Here at Chico State, many rules have been modified to satisfy new standards and meet the expectations of our residents. We take pride in creating an atmosphere of mutual respect and consideration for others that is flexible and sensitive to the needs of each student within the context of a residential community.

We believe most people do well in the environment provided, but there are exceptions. Some individuals have difficulty following rules that are meant to serve the community as a whole. Instead, they insist on making excessive noise at odd hours of the day and night. Others might not think about the inconveniences caused by having visitors without talking to their roommates in advance. An unlocked door is not an invitation to take someone’s property—it’s stealing.

Individuals who cannot follow the rules are not welcome in University Housing. If our expectations are too much to handle and you cannot get along with your roommate, neighbors, or our rules, you will be asked to live elsewhere.

We welcome students who can manage and accept “responsible freedom.” These are individuals who expect (and deserve) the rights and privileges of adulthood as well as accepting the responsibilities and obligations these rights and privileges demand.

We encourage you to read the terms and conditions of your UH License Agreement and the sections of this handbook that outline the University’s rules and regulations. When submitting a UH License Agreement you have obligated yourself to live by all of these regulations and will be held accountable for your actions.

The University Housing Community

1. Community Guidelines

Learning is a continual process. Just as you must adhere to your responsibilities in order to maintain your rights, the University Housing community accepts its responsibility to support your educational goals and provides opportunities for your growth and development.

• A community is positively served by responsible behavior. Our staff is committed to promoting respect for persons and property. We strive to maintain the rights and dignity of all students.

• People learn from diversity. We provide programs to strengthen interpersonal skills within the community and to increase our awareness of various lifestyles and cultural heritages.

• Environment affects behavior. A positive environment promotes positive experiences. Our staff provide a living environment that is clean, well-maintained, safe, comfortable, and conducive to educational and social development.

• Staff serve as role models. Our staff abide by the guidelines of confidentiality and responsibility. We are available for guidance, advice, and support.

We wish you success in meeting the challenges of your upcoming year and hope that University Housing will be a positive part of your experience at the University.

2. Student Rights and Responsibilities

The Association of College and University Housing Officers International (ACUHO-I) represents 900-plus international members globally and 6,500 student housing officers employed by
colleges and universities worldwide. University Housing subscribes
to and supports the ACUHO-I Statement of Student Rights and
responsibilities as reprinted here:

Students have the right...

- To free access to their living accommodations
- To be free of intimidation or harassment
- To enjoy individual freedoms without regard to race, sex,
national origin, disability, age, religion, sexual orientation, or
political affiliation
- To live in a clean and secure environment
- To expect a regionally competitive price on University
Housing accommodations and food service
- To written copies of University Housing rules and regulations
or individual building policies that govern individual and
group behavior
- To the respect and safety of personal property
- To study without interruption or interference
- To be free from unreasonable noise
- To express themselves creatively within established guidelines
- To expect enforcement of the University Housing
License Agreement
- To direct access to staff who provide assistance, guidance, and
support as needed
- To house guests within established guidelines
- To equitable treatment when behavior is in question
- To participate in student governmental bodies and University
Housing department committees
- To individual and group educational and developmental
opportunities in their living community

Students have the responsibility...

- To adhere to rules and regulation
- To comply with reasonable requests made by staff or
university officials
- To meet expected room and meal plan payment schedules
- To monitor and accept responsibility for behavior of guests
- To report violations of rules and regulations to
appropriate staff
- To respect the rights of others, as stated above
- To participate actively in self-governance
- To participate in University Housing departmental
committees as requested
- To express themselves individually or by association
with groups
- To participate in judicial proceedings to determine appropriate
standards of behavior
- To contribute positively to the community by participating in
educational and developmental activities

3. University Housing Staff

Resident Advisors (RAs) are returning students who mentor and
advise new residents. All RAs have undergone extensive training
and can answer most questions from residents, help residents
get involved and meet new people, and appropriately address
interpersonal conflict. All RAs have passed background checks and
are trained in crisis management. There are always at least two RAs
on call in every community from 8 p.m.–8 a.m.

Assistant Residence Community Coordinators (ARCCs) are
professional staff members who live in the residence halls. Each
ARCC oversees the Resident Advisors and the front desks, resolves
roommate conflicts, monitors room moves, assists with key changes,
and supervises Community Council for their community. ARCCs
have offices near the front desks and can be reached by email and
phone at www.csuchico.edu/housing/about-housing/staff.shtml. All
ARCCs have passed background checks and are specially trained in
crisis management. There is always an ARCC on call.

Residence Community Coordinators (RCCs) are professional
staff members who live in the residence halls. Each RCC oversees
the Resident Advisors and administrates student conduct. RCCs have
offices near the front desks and can be reached by email and phone
at www.csuchico.edu/housing/about-housing/staff.shtml. All RCCs
have passed background checks and are specially trained in crisis
management. There is always an RCC on call.

Facility Operations staff [i.e., custodian, maintenance, and
grounds] take care of the physical environment in which students
reside. This includes common/community areas and recreational
spaces; repairing and replacing things that break; and maintaining
all lawns, trees, and flower beds adjacent to University Housing
facilities. Residents are encouraged to become acquainted with
the Facility Operations staff assigned to their community. All are
committed to making your residence hall experience exceptional.

Please note: All employees of California State University,
including student employees such as Resident Advisors and desk
attendants, are required to report child abuse and
neglect to University Police. For more information, see CSU
Executive Order 1083 (Mandatory Reporting of Child Abuse
and Neglect) and the California Child Abuse and Neglect
Reporting Act.

4. Living with a Roommate

Your roommate is an asset and an ally in your university experience.
Most people enjoy the company of others and desire the
opportunity to share opinions, interests, and good times. Sharing a
room or living unit with another individual can sometimes result in
conflict. Roommates do not have to be best friends. However, one
of the more rewarding experiences of living in University Housing
is getting to know many different people. Learning to live with
the personality differences between you and your roommate is a
valuable part of your education.

Shortly after moving in, your RA will present you with a
Roommate Agreement. This document is designed to help you
and your roommate(s) facilitate discussion on how you expect
to live this academic year, as well as help you set up concrete
guidelines that you are all comfortable with and can hold each other accountable to. Your Roommate Agreement is a valuable tool, so be sure to give it the time and consideration that it deserves.

5. Cleaning Suggestions
You and your roommate share the responsibility for maintaining the cleanliness of your environment. This is a task to be worked out between you both. Vacuum cleaners and other cleaning implements can be checked out from the front desk. Consult the custodial staff before attempting to remove stains from the carpets or walls. They can advise you on the proper method for cleaning without doing further damage.

6. Room Change Requests
Often, room and community change requests are precipitated by a misunderstanding between roommates. Far greater results are obtained by efforts to work things out with your roommate than by avoiding the problem and moving out when the going gets rough. In many instances, your Resident Advisor can be of assistance in working out difficulties. Generally, all roommate changes will include a discussion among those involved before the change is approved. No room assignments will be changed until the third Monday of classes each semester, and then only upon the request and approval of the Assistant Residence Community Coordinator (ARCC). If you transfer to another room during the semester, please remember that you are responsible for the condition of the room and any community damages to the space you are vacating at the time you relocate.

7. University Housing Movement Policy
With the exception of some cluster apartments at University Village, single and triple rooms in Whitney, limited triple rooms in Sutter, and a few single rooms in Konkow, most on-campus accommodations are double occupancy. When a vacancy occurs in a multiple occupancy room, residents are hereby notified that they most likely will receive a new roommate. If you have a friend who also has a vacant bed space, we encourage you to request each other as roommates or be prepared to accept a new assigned student or a movement placement. If there is a vacant bed space in a room, UH reserves the right to fill that space.

8. Check-In and Check-Out
When you move in to your community, you must present your Wildcat ID Card and are responsible for reporting any room condition that is not satisfactory, such as less-than-desirable furniture condition, through the electronic service request system (Maintenance Connection) via your UH Resident Center. The electronic service request is kept on file as a record of inventory in your room. At the time of check out, you are required to complete the check-out process (see Move-Out Tips and Damages). UH will assess all damages in your room after you move out. You will be responsible for repair and replacement of any damaged item(s) unless they are pre-existing and were documented during the check-in work order submission process.

9. Move–Out Tips
During the academic year if you have a re-assignment or are relocated to a different bed space/room, you will need to make sure your bed space/room is returned to the same condition as it was at check-in. It is because after check-out is completed, a thorough room inspection is conducted by University Housing custodial and maintenance personnel.

In order to avoid additional University Housing charges, clean all items in the room and return the room to the same condition as it was when you first checked in.

Make sure you sign the paperwork!

Please remember there is a $50 improper check-out penalty and a total key charge of at least $70 for not returning room and mail keys and the WASH laundry card (when applicable).

To assist in your preparations for move-out, below is a checklist of commonly missed items for which residents are frequently charged:

- **Bathroom (UV only)**
  - Clean shower and toilet
  - Vacuum and clean bathroom floor

- **Carpet**
  - Vacuum carpet in the entire room, even under furniture

- **Common Space**
  - Do not leave any trash or unwanted items in the common space such as the bathroom, hallways, lobbies, and lounges*

- **Desk and Dresser**
  - Remove personal belongings
  - Empty drawers and wipe them out
  - Dust the inside and outside

- **Furniture**
  - Move all pieces of furniture back to original locations in the room

- **Kitchen (UV & Konkow)**
  - Empty and remove contents in refrigerator, cabinets, oven, microwave, and stove top
  - Scour sink clean
  - Vacuum and clean kitchen floor

- **MicroFridge**
  - Please leave your MicroFridge in your room
  - Unplug the unit to defrost it and clean the unit 48 hours BEFORE your check out with the RA
  - DO NOT USE sharp objects to defrost the unit
  - Completely clean and dry unit (this includes seals and inside/outside surfaces of the refrigerator, freezer, and microwave)
  - Return with all parts: ice cube trays, ice scraper, top and bottom shelves, and microwave plate and ring–there will be additional charges for missing parts
  - Leave refrigerator and freezer doors open

- **Mirrors**
  - Remove stickers
  - Wipe clean with glass cleaner such as Windex

- **Walls**
  - Remove tape and tape residues or marks
10. Damages

When items in bedrooms and common areas are identified with damages, and there is no prior record of pre-existing damage recorded at the time you checked into the space, then residents assigned to the room or apartment are responsible for the cost of repair or replacement of damaged items.

Work orders have been written and processed for all recorded damage and then cross-checked to room or space conditions noted at check-in. Consequently, charges represent only new damages that occurred during your period of occupancy.

The cost of items listed below is calculated based on average pricing of materials required, the labor costs to re-install or repair the damage(s) discovered, and administrative overhead to complete the work order, time, materials, etc.

Residents are financially and judicially responsible for damages in the space to which they are assigned. Residents are jointly responsible for the public areas they share with other residents within a community, floor, or wing. If a person(s) responsible for public area damage was not identified prior to hall closing, then charges are equally distributed to all residents within that particular community, floor, or wing.

Some examples of typical charges include (costs are subject to change):

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed components</td>
<td>$52 and up</td>
</tr>
<tr>
<td>Biohazard</td>
<td>$85</td>
</tr>
<tr>
<td>Blinds (vertical blinds)</td>
<td>$120</td>
</tr>
<tr>
<td>Carpet (requires reinstallation of carpet in entire room)</td>
<td>$985</td>
</tr>
<tr>
<td>Cleaning (carpet excluded)</td>
<td>$36 per hour</td>
</tr>
<tr>
<td>Cleaning-carpet (requires professional extraction and cleaning)</td>
<td>$85</td>
</tr>
<tr>
<td>Chair</td>
<td>$100 and up</td>
</tr>
<tr>
<td>Door interior/exterior</td>
<td>$320</td>
</tr>
<tr>
<td>Dresser</td>
<td>$335</td>
</tr>
<tr>
<td>Lock-door tampering</td>
<td>$250</td>
</tr>
<tr>
<td>Refrigerator (UV Cluster)</td>
<td>$1,160</td>
</tr>
<tr>
<td>Trash can/recycling bin</td>
<td>$30</td>
</tr>
<tr>
<td>Vandalism</td>
<td>$150 and up</td>
</tr>
<tr>
<td>Wall damage (requires Sheetrock repair, patching and painting)</td>
<td>$165</td>
</tr>
<tr>
<td>Wardrobe/closet/shelf</td>
<td>$350</td>
</tr>
<tr>
<td>Wardrobe/closet rod</td>
<td>$75</td>
</tr>
</tbody>
</table>

*Diversion Excursion bins will be available in the lobby the week of move out for you to donate usable items. See page 12 for more details.

Academics

Academic Environment

Each community has a study lounge set aside for quiet study 24 hours a day. If you are experiencing difficulty, you may wish to contact your RA for advice.

Faculty-in-Residence

A goal of University Housing is to increase opportunities for your total development. You will find yourself in class with some of your neighbors, and you will also be involved with others in your community discussing classroom experiences. One way to strengthen this connection is to invite faculty or staff members of the University to join you for a meal in the dining hall, for which there is no charge. UH also sponsors a Faculty-in-Residence (FIR) program in which faculty hold office hours in Whitney and plan events in our residence halls.

For more information, contact your Resident Advisor (RA), Residence Community Coordinator (RCC), or Assistant Residence Community Coordinator (ARCC).

Academic Achievement Banquet

As one way to recognize academic achievement, University Housing hosts a banquet each spring to honor University Housing residents who have achieved academic excellence in their fall semester at the University. There is a special recognition for residents and RAs who achieve a 4.0 GPA, and for those who achieved a 3.5 GPA or above.

Leadership Opportunities

Community engagement and involvement are essential for a healthy residential community. Leadership education and experience are provided through the Residence Hall Association (RHA), Prime Time Productions (PTP), and the individual Community Councils.

Residence Hall Association (RHA)

The direction and vigor of the Residence Hall Association (RHA) is dependent upon and determined by you. This recognized student organization represents all students living in University Housing. You support the organization by paying the RHA fee that
is included in your room fees. This fee allows you to be admitted free to all RHA-sponsored events. More importantly, all monies generated through RHA membership dues directly benefit residents.

RHA is the umbrella organization that supports individual Community Councils (COCO) and is involved in promoting professional development and leadership growth of all members.

Do you have the experience to lead? Information about recruitment will be sent to you during the summer. Additional leadership opportunities will be promoted at move-in and through your resident advisor.

You can find more information about RHA online at www.csuchico.edu/housing/residence-life/index.shtml

Community Council (COCO)

Individual Community Councils represent each residential community in RHA. Activities and programs are organized, directed, and supported by the students themselves with the assistance of the residence life staff. Residents can run for a COCO office position during the fall semester elections. Recruitment will begin immediately after move-in. COCO is involved in developing active programs for residents in the community as well as serving as a voice for students.

Prime Time Productions (PTP)

Prime Time Productions (PTP) is the major programming organization for University Housing. PTP is comprised of emerging leaders and upper-division students that are chosen through an application and interview process in the spring. This student board handles everything from publicity to sound and lights to booking professional entertainers.

You can find more information about PTP online at www.csuchico.edu/housing/residence-life/index.shtml

University Housing Services and Programs

Cable Television and XFINITY by Comcast

In-room basic cable is included in all residence halls and University Village. You must provide your own cable cord and television. You may upgrade your cable package at your own expense. Cable splicing is a crime and students who do so will be subject to disciplinary action.

Campus Connection

The Chico State Police Department offers a program called Campus Connection, our on-campus safety shuttle. This service is provided to staff, faculty, students, and University visitors as a safe alternative to walking alone on campus during hours of darkness. When you need an urgent ride, you do not need to call for a ride, just press the button under any “blue light.” Blue light phones are call boxes at exterior locations throughout the campus, which automatically dial 911 and ring directly to the Chico State Police Department when the button is pushed. The shuttle route takes 20 to 30 minutes. The hours are from 6 p.m. until midnight, every night during the fall and spring semesters only.

Common Areas

Common areas are intended as spaces where students can interact and enjoy the benefits of community living. As such, it is asked that each member of the community respectfully consider others when visiting the common areas. Students are not permitted to sleep in public study/TV lounges, as this discourages others from utilizing these areas.

Each community has a study lounge designated as a 24 hour study area, but may be used by groups within the hall for special guests and speakers by scheduling with your RCC/ARCC in advance. In addition to the study lounge each community has recreation rooms designated for leisure activities. Ping-pong tables and other recreational equipment are provided by the Community Council of that community and are subject to its control. Residents of Konkow Hall are allowed to use the recreation room located in Mechoopda Hall.

Common area furniture may not be moved to student rooms or another common area. Failure to adhere to this policy will result in disciplinary action and a minimum charge of $130 to the students or communities involved.

Dining Services/Sutter Residential Dining

Three years ago the National Association of College and University Food Service (NACUFS) honored the Sutter Residential Dining Center with the coveted “Silver Plate Award” for its institutional category: Residential Dining Concepts—Medium-Sized Institution.

NACUFS awards are determined by a national panel of college and university food service experts. Each campus program in the competition is judged in five categories: menus, merchandising and presentation, marketing, nutrition, and other program/services. The Residential Dining Concepts category is the most rigorous due to the complexities and demands associated with operating a residential dining program.

On average, the Sutter Residential Dining Center and Café serves more than 15,000 meals each week.

All meals on the Meal Plan are served in Sutter Residential Dining Hall or in the Sutter Café. The dining service staff works closely with staff and residents in developing policies that provide the type of service you want as well as protecting your food-related costs. The following guidelines are delineated so that all residents will benefit from the food service program:

- Your Residential Meal Plan has two parts to it: the “block meals” cannot be used toward meals at other food venues on campus while the “Flex Cash” can be used at the Marketplace in the BMU, the two coffee shops on campus, and the two convenience stores on campus. However, Flex Cash may not be used at Sutter Café or in the Chico State Wildcat Store.
• Breakfast, lunch, and dinner are served Monday through Friday, except for the Thanksgiving, winter and spring recesses. Brunch and dinner are served on Saturday, Sunday, and academic holidays.

• All meals at Sutter Residential Dining Center are “all you care to eat.” Please be aware of the amount of food that you may be wasting. We are all responsible for preventing waste and efficiently using our resources. And remember, you may not take food out of the dining hall.

• If you have a special dietary need, please contact the Sutter Dining Services manager at 530-898-4815. The manager will be happy to work with your special needs.

• If you have guests who would like to dine with you, you may use one of your meal plan swipes for your guest or they are welcome to pay the posted meal price (you may swipe in two guests per meal). Residents who swipe a guest into residential dining must remain with their guest for the duration of the meal.

• Please bus your own dishes to the dish room conveyor. This will reduce labor costs and provide ample seating for your fellow residents.

• Take-out meal boxes are available in the event you are ill and confined to bed. To receive this service you must have a sick card from your RA. Another person, with your sick card and your student ID, may pick up take-out meal boxes for someone who is ill.

• Any student living in University Housing may invite faculty members as your guests to eat in the dining center at no charge. Simply provide ID and introduce them to the checker who will have them sign the guest book.

• In addition to dining service personnel, University Housing staff takes active responsibility to assure that abuses do not occur in the dining hall. It is the responsibility of everyone to ensure that food dollars are being spent well.

• If you lose or misplace your Wildcat ID Card, you can pay cash at the door and you will be reimbursed for your meals by presenting receipts and your Wildcat ID Card within three business days of your purchases made while your Wildcat ID Card was missing.

• Intoxication—Entering Sutter Dining and Sutter Café in an intoxicated state is a major alcohol violation and will not be tolerated. When made aware of an intoxicated entrant, staff will escort the person out of the dining center and report to University Police.

• Dress code—Sutter Dining and Sutter Café are held to the same health code standards as restaurants. Therefore, entrants to Sutter Dining and Sutter Café must wear shoes/sandals and clothing that appropriately covers one’s body. Staff members have the authority to determine what is appropriate and what is not and may, at their discretion, instruct entrants to leave the facilities until appropriate attire is worn. Examples of inappropriate dress include, but are not limited to, bikinis, clothing that exposes one’s buttocks, and clothing that exposes one’s breasts. These standards are in place for the comfort and health of all entrants.

• Theft—Removal of food, utensils, crockery, and other UH-owned items from Sutter Dining and Sutter Café is prohibited. Taking food from the dining centers increases costs and may be considered theft by Chico State.

Meal Hours

Sutter Residential Dining Center

Monday–Friday

Breakfast: 7 a.m.–11:30 a.m.
Lunch: 11:30 a.m.–3 p.m.
Dinner: 4:30 p.m.–7 p.m.

Saturday, Sunday, and Holidays

Brunch: 10 a.m.–1 p.m.
Dinner: 4:30 p.m.–7 p.m.

Sutter Hall Café

Sunday–Thursday

7 p.m.–Midnight

Friday–Saturday

7 p.m.–10 p.m.

In addition to meals at Sutter Dining or Sutter Café, your University Housing Meal Plan includes Flex Cash, which may be used at the campus convenience stores, coffee shops, and BMU Marketplace. However, it is not accepted in the Chico State Wildcat Store or Sutter Café.

Butte Station

Monday–Thursday, 7 a.m.–7 p.m. | Friday, 7 a.m.–2 p.m.

Holt Station

Monday–Thursday, 7:30 a.m.–5 p.m. | Friday, 7:30 a.m.–2 p.m.

BMU Marketplace Café

Monday–Friday, 7 a.m.–3 p.m.

Creekside Coffee

Monday–Thursday, 7 a.m.–5 p.m. | Friday, 7 a.m.–3 p.m.

Common Grounds in BMU

Monday–Thursday, 7 a.m.–7 p.m. | Friday, 7 a.m.–3 p.m.

Energy and Water Conservation

Our energy comes from finite, irreplaceable resources that should be conserved for future use. Low-flow shower heads have been installed in an effort to conserve energy resources, and some communities have low-flow toilets. Please do your part by turning off lights and heating/air conditioning units when you are not home.

Service Desk

There are service desks at each community and most are open 24 hours per day (the desk at University Village is open from 7 a.m. to midnight Sunday through Thursday and 7 a.m. to 2 a.m. Friday through Saturday). A desk attendant is always available for assistance and can help residents schedule appointments with professional staff and answer general questions.
Services provided at the front desk include:

- **Mail**—Letters, magazines, and small packages are delivered to the mailboxes in each community Monday through Saturday. Residents are assigned a mailbox shared with roommates. Packages can be picked up at the Whitney mail room (for main campus residents) and the University Village mail room (for University Village residents).

- **Equipment**—Vacuums, games, and a variety of sports equipment are available at each front desk.

- **Lost and Found**—Items found by UH staff will be brought to the nearest front desk for storage. Desk Attendants will attempt to contact the owner. Items with considerable value will be turned over to University Police. Residents looking for lost items should contact their front desk. If lost items are not at the front desk, contact the Information Center at 530-898-4636.

- **Bins**—UH has a limited number of bins available during move-in and move-out. Bins may be checked out at the front desks. A driver’s license or state ID is required to ensure the return of the bins within the one-hour time limit. Unreturned bins will result in a $300 charge to the resident’s account.

### Furniture

All University Housing facilities are furnished. All closets and wardrobes are either built in or permanently attached to the wall. Any attempt to move a wardrobe will result in damage to the wall and the wardrobe. Closet doors are not allowed to be removed and/or used as tables for any activity. Painting of walls and furniture is prohibited. Water beds are prohibited.

Students may not place room furnishings in such a way that they are supported by other furniture or the residence hall structure. All room furnishings must be free-standing and self-supporting. Disposal of your personal furnishings is your responsibility. Disposing of furniture in or near the dumpsters will result in a charge.

All items assigned to your room must remain in place at all times during your stay. You may not lend or swap furniture with other students, store furniture on patios or balconies, or remove furniture from state property. Furniture may not be taken outside. Furniture found outside will be returned and a minimum charge of $25 per piece of furniture and a $20 administration charge will be assessed. Students will be charged for any damage to their rooms and furniture and may be subject to disciplinary action.

### Grounds

The UH grounds crew takes care to provide a variety of flowers throughout the seasons. Enjoy the colors and great aromas, and allow everyone to enjoy them by not picking or removing the plants and flowers. If you plan an evening or weekend activity on the lawns, notify UH staff 530-898-6325 so that the sprinkler schedule can be modified.

Charges will apply to landscape damages. Mud football and golf are very damaging; these and similar activities are prohibited. In addition, residents who trample, litter (including cigarette butts), or otherwise damage the landscaping near their window, entrance, patio, door, building, etc. will be held responsible for cleaning and financial restitution.

### Health and Safety Inspections

From time to time (at minimum two times per year), University Housing staff will inspect the facility to ensure the health and safety of all residents. In compliance with the UH Room Entry Policy, residents will be given a minimum 24 hour prior notice and we will not enter your living space without knocking. However, University Housing staff reserves the right to enter a room with another staff member if they believe there is an emergency situation. We will check for potential fire hazards, needed repairs, and overall cleanliness, which may include pest control. You will receive a written notice if any changes need to be made. Policy violations will be reported to the RCC/ARCC.

In addition to the academic year, inspections occur during the winter break. UH staff will also enter rooms at University Village to inspect and/or address facility issues. Notification of these scheduled entries will be provided at least 48 hours in advance **ONLY if you have notified the professional residence life staff of your intent to stay on premises during break prior to 5 p.m. on the Friday of finals week.**

### Internet Access

All UH facilities (including common spaces and bedrooms) have wireless access to the Internet. Devices should have 802.11 b/g/n wireless adapters to connect to the Internet. The Wildcat Store in the Bell Memorial Union offers wireless adapters. Personal wireless routers are prohibited, as they interfere with the existing access points. Assistance connecting to the wireless network can be found at www.csuchico.edu/resnet and 530-898-4357. All activity on the wireless and wired networks at Chico State is bound by an acceptable use policy, as well as the Digital Millennium Copyright Act. See www.csuchico.edu/resnet for more information.

Each community has at least one computer lab with 24 hour access by Wildcat Card and free printing for academic purposes. Residents can pick up documents from their front desk. Problems with computer labs or printing can be reported to UH at UHhelp@csuchico.edu or 530-898-4012.

### Kitchens

Each community (except Whitney Hall and Sutter Hall) has kitchens available for residents’ use only. Keys may be checked out with a student ID. The kitchens are located on the main floor in Lassen, Shasta, and Mechoopda Halls. There are kitchens in each Konkow house and every University Village apartment.

**PLEASE NOTE:** Emptying kitchen grease into the drain of the sink will cause the drain to clog, and emptying it into the landscaping is hazardous to the plant and animal life on campus. If you need to dispose of kitchen grease please drain it into a jar or cup, allow it to solidify, and scrape it into a garbage can.
Laundry

There are laundry facilities in each building for the exclusive use of residents of that building (Konkow residents share the laundry facilities in the Konkow Embassy and University Village residents share laundry facilities adjacent to the South Community Room or North Community Room). Washers and dryers in most communities are operated with "add-value cards" ("WASH cards") given to each resident upon move-in. Shasta and Lassen residents use debit cards. The WASH Company maintains the laundry machines; residents should call 800-225-5293 to report an issue. Tampering, defacing, unplugging, or otherwise modifying the normal operation of any laundry machine are prohibited. Loss or replacement of the add-value cards ("WASH cards") will result in a $5 charge to the resident.

Lockouts

RA's are not expected to unlock doors. However, in the case of extreme situations, your room door may be opened at your request. You will be charged $10 each for a third and fourth lockout request. All subsequent lockouts will result in a charge of $32 per instance. Community service hours may be assigned after the second lockout. You may also be asked to verify that you have not lost your key. A lost key charge is $43.

Mail Services

Deliveries of student mail are made to each front desk Monday through Saturday. You will be assigned a mailbox that you will share with your roommate(s). Please be aware that there may be a delay in mail service delivery if the address contains "CSU, Chico," "Chico State," or an incorrect ZIP code.

During break periods, mail is held in the mail room and is not forwarded. At the end of the academic year, you will be asked to provide a forwarding address. For more information, please call the Sutter Hall ARCC at 530-898-3182 or UV ARCC at 530-898-6504.

- Packages conveyed by most carriers (U.S. mail, FedEx, UPS, etc.) will be delivered to Whitney Hall and University Village mail rooms and you will be notified to pick up your package(s). Mail may take up to two days to process.
- DO NOT send cash.
- Please be advised only packages with the resident's name will be delivered.
- Packages with names of parents, siblings, or friends will not be delivered to residents. Your mail should be addressed as follows:

  **Student Name**
  **Hall and room number** (to be assigned at move-in)
  **Street Address** (see below)

| Lassen Hall: 501 Citrus Ave., Chico, CA 95926-4570 |
| Shasta Hall: 551 Citrus Ave., Chico, CA 95926-4570 |
| Whitney Hall: 545 Legion Ave., Chico, CA 95926-4571 |

**Maintenance of Common Areas**

The common areas of your living environments are maintained daily by the custodial staff. Each community has staff that is committed to keeping your hall clean and comfortable with the help of student staff. As part of your community, you are expected to clean up any excessive messes (e.g., popcorn, sunflower seeds, pizza boxes, food, or papers) and to take responsibility for any damage you produce.

Personal room trash should be taken to the dumpster and never dumped in the hallway, common areas, or bathroom receptacles (please note that Whitney Hall does have approved trash receptacles in the hallway of each floor). A minimum $20 charge will be issued to any person whose trash is found in common area receptacles. This will ensure that common areas can be properly cleaned and that the entire facility will be available to everyone. When no one claims responsibility for damage, the hall, floor, wing, or building will be charged.

Common area furniture is there for everyone's use and comfort. A minimum $20 administrative fee will be added to the labor and materials cost for repair or replacement of damaged property. Each month a statement of all damage charges will be posted by your RA. A wing or building meeting will be held to discuss responsibility for specific damages when the need arises. Damage, theft, or unauthorized use of common areas and furniture are subject to disciplinary action.

**Maintenance Requests (Service Requests)**

Residents are jointly responsible for cleaning their bedrooms or apartments. Water leaks, clogs, electrical, and lighting issues should be reported to Pro Staff for assessment of emergency vs. non-emergency. To request repairs or maintenance in your room, complete a service request form in the Resident Center online at www.csuchico.edu/housing. Click on the "Report Damages/Make a Service Request" button. UH staff members prioritize requests but will complete requests as soon as possible. Charges may result if damages are considered substantial, deliberate, or due to negligence.

**Parking**

Any place in Chico is within a 30 minute bike ride, ZipCar, Zimride, and Uber.

University Housing parking permits (B-lot and University Village) are available by lottery only (there are only 110 spaces). All residents will be invited to enter the lottery via email. Winners will be notified via email in August.
University residents will only be allowed to purchase B-lot parking permits, sold by the University on a semester-to-semester basis. If you win the privilege to purchase a B-lot permit, you will be notified via Wildcat email and be given a priority date link to the parking e-market. You must log in and purchase your parking permit during the priority period. Non-purchased permits will be released for purchase by other residents after the priority period.

B-lot permits expire at the end of each semester. If you purchase a fall permit, you may renew your permit by following the directions that will be provided to you before the residence halls close for winter break.

Our campus has several accessible parking spaces. If you have a valid disabled parking permit, you may park in these spaces, provided you obtain a campus parking permit.

Parking at University Village

Please familiarize yourself with the campus parking regulations by visiting UPD’s parking website at www.csuchico.edu/up/parking/index.shtml. Any violations of these regulations (especially violations deemed unsafe to UV residents and guests) may result in your permit being revoked and other disciplinary action. You will be required to provide vehicle information before obtaining a permit. Students arriving in the spring semester may contact the RCC to put their names on the University Village parking wait list. UV permits are only valid at UV, not campus.

UV has several accessible parking spaces. If you have a valid disabled parking permit, you may park in these spaces, provided you obtain a UV parking permit.

UV does provide guest parking spaces. A valid guest parking permit must be obtained during normal UV front desk operating hours to allow your guest to park in these spaces. Vehicles parked in the guest parking spaces with no valid guest parking pass or with a UV regular space parking permit will be ticketed.

Parking in any UV or main campus parking space without a valid permit is at your own risk and could result in being ticketed or towed.

Pest Control

Pest control may be required from time to time. Residents will be given at least 24 hours notice, and will be given a “to-do” list in an effort to aid in this process.

Recycling

Chico State is known for its focus on sustainability—we are proud of the campus wide commitment to leaving Chico better than we found it. This includes residence halls, Konkow Houses, and University Village. UH provides blue recycling bins in each room, as well as recycling centers in each community. Lassen, Shasta, Esken, and Mechoopda have centralized recycling centers adjacent to the rear entrances; Whitney and Sutter have recycling centers on each floor; and Konkow and UV have recycling centers adjacent to each Dumpster enclosure. Recycling centers can accept glass, plastic, aluminum, paper, newspaper, cardboard, and block Styrofoam. Cardboard should be flattened and placed next to the recycling center (pizza boxes cannot be recycled).

Waste from electronics and other hazardous materials cannot be accepted at the UH recycling centers. To make special arrangements for electronic waste, contact Environmental Health and Safety at 530-898-5126.

Diversion Excursion (DE). Residents often accumulate extra items during the year and wish to donate or recycle those items before moving out. Diversion Excursion is a volunteer-based program run by UH and Associated Students on Thursday and Friday of final exam week in May. DE prevents more than 21,000 pounds of waste from entering the landfill. For more information, contact UH grounds at 530-898-6325.

Refrigerators and Microwaves

Mini-refrigerators (maximum 4.4 cubic feet) are allowed in student rooms in Whitney, Shasta, Lassen, Mechoopda, Esken, and Sutter. ONLY one mini-refrigerator is permitted per residence hall room. Each kitchen in Konkow Hall is equipped with three refrigerator/freezers. Each double studio and cluster kitchen at University Village is equipped with ample refrigerator/freezer space, and therefore mini-refrigerators are not allowed unless approved by the RCC under special circumstances.

Stand-alone microwaves are NOT permitted in rooms. Combination mini-refrigerator/freezer/microwave units are only allowed (except in UV and Konkow) if rented or purchased from Collegiate Concepts, 515-597-2303.

If a student has brought their own mini-refrigerator and their roommate contracts a rental unit, the rental unit receives priority for the residence hall room.

ResNet (Internet Access)

Residential Networking (ResNet) is the program that administers University Housing connectivity. The ResNet office will be your resource for all networking concerns. For more information on the ResNet office, visit their website at www.csuchico.edu/resnet, or for assistance call their help desk at 530-898-HELP (4357).

PLEASE NOTE: Students are responsible for the “acceptable use policy” as it applies to computer technology on the residential network. You can find the policy online at www.csuchico.edu/its/s/top-nav/policies/acceptable-use.shtml. Violators will be subject to the conduct system and financial restitution.

Room and Mail Keys

UH issues a room key to each resident; these keys remain the property of UH. Duplication, modification, loan to another person, and unauthorized use or possession of keys is prohibited. Residents use their room key to access their assigned room and residents are required to keep their room key in possession at all times.

Residents who lock themselves out of their rooms may request a “lockout” from the front desk of their residence. RA’s will respond to
this request within two hours. The first and second lockouts are free of charge; the third and fourth lockouts are $10 each; the fifth and subsequent lockouts are $32 each.

Loss or theft of a room key should be reported to the ARCC immediately. A temporary room key may be issued for up to 48 hours to allow the resident to find the original room key. If that key is found, return the temporary room key to the ARCC. If the temporary key has not been returned within 48 hours, a lock change will be ordered and the charge will be billed to the resident’s account.

Tampering with doors or locks is prohibited and will result in a charge of $250.

Room Modifications
With a little imagination and effort, your campus room will reflect your personality. Before you begin to set up your room please note:

- Nails, thumbtacks, cellophane, and double-stick tape are discouraged and may result in a charge if they cause damage to the walls.
- Students may not make any renovation/addition or attachment that may cause damage (i.e., installing shelves).
- Absolutely no painting or altering of University property, facilities, or fixtures of any kind in your community and room.

Any unauthorized modifications must be removed within 24 hours of discovery. Any damages to your room or personal property as a result of the modification are your responsibility. You will be billed for all room damages.

Student Health Service
The Student Health Service is an outpatient primary care clinic staffed by physicians, nurse practitioners, and physician assistants, who provide medical care to students enrolled in the University. Services available include the treatment of acute conditions, injuries, illnesses, and a family planning program. An in-house licensed pharmacy, federally certified high-complexity laboratory, and x-ray department complement the services available to students. For more information call 530-898-5241.

The Hub
Located next to Sutter and Whitney Halls, the Hub is your home for student programs and events in University Housing. The Hub is where you can catch films, entertainers, dances, concerts, banquets, as well as leadership and academic activities. The Hub is open during programs and events so make sure to check the calendar of events posted in your hall or on the UH website. (The Hub is also home to RHA and PTP. Stop by and say hello!)

Thermostats
North Campus (Esken, Mechoopda, and Konkow)—Each room has a thermostat with buttons to adjust the temperature.

Shasta and Lassen—Each room is equipped with an individual thermostat and fan control that can be easily damaged unless its operation is understood. Heating and cooling are supplied to the building by a closed system that pipes hot or cold water throughout the entire building from a central boiler/chiller. Each room has a radiator-like core connected to the central piping system. Heating or cooling is achieved by the fan that circulates air through the core assembly. Every room in the hall will get the same result from the system at any given moment depending upon the temperature of the water being piped through the building. The central boiler is controlled by the outside temperature. The thermostat in each room merely determines whether the fan in that room will be on, thereby circulating the air across the radiator core. Storing items on top or in front of the unit will cause ineffective heating and cooling.

Sutter—Each room has a thermostat with a slider to adjust the temperature.

University Village—There is a centrally located thermostat with a slider to adjust the temperature.

Whitney—The heating/cooling units in rooms are controlled by a thermostat that senses the room temperature. The heat control is marked from warm to cool. It should be moved a small distance at a time until the correct temperature is reached in the room, and it should stay at that temperature as long as the fan is on. Please do not turn the fan off during very cold weather. The unit might freeze and later flood your room.

Water Damage
To avoid damage to personal items during the rainy season, remove all items from the top of the heating/cooling unit and from the floor of your room. University Housing will not be responsible for water damage to personal property. If you notice the heating/cooling unit or the floor around the area is wet, notify the RAs, DAs, or Pro Staff immediately.

Wildcat ID Card
You will use your Wildcat ID card to gain access to residence hall and University Village buildings, and participate in your meal plan program. You, and only you, may possess and use your ID card. The residence halls are secured 24 hours a day. However, as residents, you may enter and leave at your discretion.

Wildcat Mail
At Chico State, email is the officially adopted method for communicating official University business with students, faculty, and staff. Each student is provided with a campus Wildcat Mail account. Review the contents of your Wildcat Mail account on a frequent and regular basis. Official notifications from the University regarding University Housing status, enrollment, academic status, fees, holds, and financial aid will be sent only to your Wildcat Mail account. If you do not want to examine your Wildcat Mail account on a regular basis, you can set up that account to forward messages to another frequently checked email address. Be sure this address accepts mail from your university account and your email inbox is...
not full. Residents are required to check and respond to emails; failure to do so is not an excuse for non-compliance.

Wildcat Recreation Center (WREC)
Located on Cherry Street between First and Second Streets, the Wildcat Recreation Center is a workout facility completed in fall 2010. The fees for usage are included in your Chico State fee payments. The state-of-the-art facility uses a hand-scanning security system that is saved upon your on-site registration. The facility is open year round for student use and includes a variety of classes, several basketball courts, a swimming pool, hot tub, locker rooms, cardio equipment, a weight-lifting area, climbing wall, and an indoor track. For operation hours or for more information, visit the WREC’s website at as.csuchico.edu/index.php/wildcat-recreation-center-wrec/about-wrec.

Vacation Housing/Break Housing/Holiday Housing
The fee period of the residence halls covers the academic year and ends with the last day of finals. It does not include the days of semester breaks, which include Thanksgiving, winter, and spring breaks. If you remain in Chico during the recess periods and need assistance locating temporary housing, the University Housing Office can provide you with a list of area motels/hotels. University Village does not close during semester breaks (although guests are not allowed during breaks).

In addition to the academic year, inspections occur during the winter break. UH staff will also enter rooms at University Village to inspect or address facility issues. Notification of these scheduled entries will be provided at least 48 hours in advance only if you have notified the professional residence life staff of your intent to stay on premises during break prior to 5 p.m. on the Friday of finals week. See page 15 for more details.

Vehicle Repairs
You are not permitted to make any repairs to any vehicle or change oil in any vehicle in University parking lots. All parking lots and lawn storm drains empty into Big Chico Creek, the creek that runs through the main campus. Vehicles with oil leaks pollute the creek. If your vehicle leaks excessively, you must capture the oil in a legal oil pan and have the leak repaired as soon as possible. The environmental hazard team may charge for oil spill clean-up. For any questions, please call UH grounds at 530-898-6325.

Vehicles parked in the parking lots found to be discharging any fluids such as oil, transmission fluid, anti-freeze, or other hazardous waste will be subject to a clean-up charge. This charge can be expensive and if the vehicle continues to leak, it may be towed.

Zimride
Zimride at Chico State is a new, fun, and easy way to coordinate your trips home with friends and colleagues. Zimride is our private network that makes it easy to share the seats in your car or catch a ride with fellow Chico State students. It’s simple! Have a car? Add your ride to offer and split the costs by driving with friends and colleagues. Need a ride? Add your request and find a ride. Zimride at Chico State will help you find others making similar trips. More information is available at www.csuchico.edu/taps/rideshare-zimride.shtml.

License Agreement Summary
The full License Agreement can be found online at www.csuchico.edu/housing/documents/2016-2017_License_Agreement.pdf.

Room and Meal Plan Costs 2016–17
Current year room and board fees and payment schedules are listed in the full License Agreement. Students are encouraged to review their own university accounts through the Chico State Portal for an up-to-date account balance. Miscellaneous charges such as keys, lockouts, and individual and community damage charges are not included in the online payment schedules. For more information, visit www.csuchico.edu/housing/apply/payments.shtml.

Refunds and Cancellations
Prior to fee period (before your move-in date)
Your University Housing License Agreement is for the academic year, except as provided in the terms and conditions. It is the Licensee’s responsibility to notify University Housing in writing of cancellations. Notifying admissions, records, advising, etc., will not cancel your University Housing License Agreement. For a refund, minus the processing fee, University Housing must receive written notice by July 15, 2016.

After the fee period (on or after your move-in date)
Request for early License Release forms are available on the Housing website through the Resident Center at www.csuchico.edu/housing/. Requests to terminate the UH License Agreement will be reviewed by the Request Committee. It is their responsibility to evaluate and respond consistently to such requests. The criteria for evaluating these requests are available from University Housing.

All damage and cleaning charges are split between you and your roommate(s). If you have concerns about these charges, you are encouraged to consult with the University Housing office. When you check out of your room, you must follow the procedure set by the University Housing staff. Failure to do so will result in a minimum $50 administrative charge.

The terms and conditions of occupancy for use of all University Housing facilities are outlined in the University Housing License Agreement, which must be submitted before occupancy.
Unit Requirements

You must be a current Chico State student enrolled in at least six units per semester to live in University Housing.

Halls Closed

The license period of the residence halls covers the academic year through the end of spring semester but does not include days of break periods, which include Thanksgiving, winter, and spring breaks. If you remain in Chico during the recess periods and need assistance locating temporary housing, the University Housing Office can assist you by providing phone numbers to local motels. Please consult your Residence Community Coordinator/Assistant Residence Community Coordinator (RCC/ARCC). Licensees assigned to University Village are permitted to use assigned bed space during the semester breaks. Guests are not allowed during break periods.

The halls are closed during the following dates:

Thanksgiving Break
Friday, Nov. 18, 2016 at 6 p.m.–Sunday, Nov. 27, 2016 at 2 p.m.

Winter Break
Friday, Dec. 16, 2016 at 6 p.m.–Saturday, Jan. 21, 2017 at 2 p.m.

New Spring Residents Check-In
Saturday, Jan. 21, 2017 at 2 p.m.

Spring Break
Friday, March 10, 2017 at 6 p.m.–Sunday, March 19, 2017 at 2 p.m.

Definitions

• “UH” means University Housing, a department of Chico State.
• “Resident” means a Chico State student who has signed the UH License Agreement, is assigned to a space within Chico State-owned residences, and/or resides within a Chico State-owned residence.
• “Campus” means all Chico State-owned property, including the main campus, University Village, and the University Farm.
• “Residence” means an individual UH-owned building, including traditional residence halls, the Konkow Houses, University Village apartments, and University owned houses.
• “Community” means one or more residences that function as one unit. There are five communities at Chico State: Shasta/Lassen, Sutter, Whitney, North Campus (Esken, Mechoopda, and Konkow), and University Village. Residents of one building in a community generally have access to other buildings within the same community, but that privilege may be revoked for cause at any time by the RCC or ARCC.
• “Room” means the bedroom and/or apartment shared by residents assigned to that room.
• “Space” means the area of a room and/or apartment to which a resident is assigned. For example, residents in Lassen Hall are assigned to the left or right side of a room. The resident’s “space” is therefore the left or right side of a room.
• “University official” means any career staff or faculty member of Chico State.

Disciplinary Procedures

Resident Advisors (RAs) are paraprofessional staff and are responsible for documenting alleged violations of Living In and Student Code of Conduct policies. Professional staff, including Residence Community Coordinators (RCCs) and Assistant Residence Community Coordinators (ARCCs) may be involved in higher-level incidents such as public intoxication and drug use. Cooperation with the reasonable instructions of staff in the performance of their duties is expected [see section 17 of the Student Code of Conduct].

Documentation related to alleged violations of policy is confidential and will remain on file.

Inspection of a space to investigate an alleged policy violation may be requested by UH staff and/or University Police. Such an inspection will take place only under the following conditions:
Alleged violations of policy will be adjudicated according to the Attendance at this meeting is required. Residents will have the UH staff may find evidence of a policy violation (e.g. covering the smoke detector). In such a case, photos of the situation will be taken, prohibited items disposed of, and an incident report filed.

Residents documented for a violation of policy will be referred to the Residence Community Coordinator (RCC) for a meeting. Attendance at this meeting is required. Residents will have the opportunity to give their perspective on the documented situation during the meeting.

- If the resident is charged with violating policies in the Student Code of Conduct (in Title 5 of the California Code of Education), the RCC will refer the resident to Student Judicial Affairs for adjudication.
- If the resident is charged with violating policies in The Residence Life Handbook, the RCC will adjudicate the incident.

Alleged violations of policy will be adjudicated according to the applicable university and/or department procedures.

- The evidentiary standard is “preponderance,” meaning that a student may be found responsible for a policy violation if there is more evidence indicating the student violated the policy than evidence indicating the student did not.
- Photographs, audio recordings, and video recordings may be used as evidence, including such photographs and recordings posted to social media.
- Consequences of being found responsible for policy violations depend on the severity and frequency of the violation as well as how the resident’s actions have impacted the community. Potential consequences have been provided for several major policies.

Residents found responsible for violating either UH policy or the Student Code of Conduct may be subject to the following sanctions:

- **University Housing Probation**—A strong warning from UH that notifies a student that their behavior is leading them toward possible license termination.
- **Educational and Remedial Sanction**—A strong warning from SJA, this sanction may include conditions such as attending a special workshop, completing a reflection paper, paying a fine, or restitution to the community.
- **Disciplinary Probation**—An admonition of your behavior by SJA, this sanction may impact your continued status as a Chico State student, your ability to hold an office in Associated Students, your ability to hold an officer position in a student organization, play varsity or club sports, or be employed by UH. A note of this sanction is made on your academic transcript for the duration of the probationary period.
- **Suspension**—Temporary separation of the Student from active Student status or Student status (see Executive Order 1098 -- www.calstate.edu/oe/EO-1098-rev-6-23-15.pdf).
- **Expulsion**—Permanent separation of the Student from Student status from the California State University system (see Executive Order 1098 -- www.calstate.edu/oe/EO-1098-rev-6-23-15.pdf).

Please note that any of these sanctions can be recommended for a first violation based on the nature and circumstance of the incident.

## Termination of Your University Housing License Agreement

If your License Agreement is revoked, you will be given three days to check out of your room. If you are deemed a threat to yourself or others, you may be required to check out within 24 hours. Under conduct procedures, you will still be required to pay all of your University Housing fees for the remainder of the fee period. In addition, you will be notified of the specific period during which you may not enter any University Housing facilities or grounds. The final decision to terminate a University Housing License Agreement is made by the director of University Housing.

Note: Incidents that occur at the end of the fee period and are not fully processed will be carried over to the following year, and registration will be restricted until the matter is resolved.

## University Housing Appeal Process

If the student is not in agreement with the decision made through the conduct process, the student may appeal the outcome. Students must write and submit the appeal on their own behalf. Appeals written and submitted by an attorney will not be accepted.

The student will be granted an appeal based upon meeting at least one of the following criteria:

- New information
- Procedural rights violation
- Sanction dissimilar with similar cases
- Bias on the part of the Housing conduct officer

The student may appeal the decision of their informal hearing with a Residence Community Coordinator by submitting an appeal from their campus email account to the Coordinator for Student Conduct and Community Responsibility within three (3) business days of receiving their hearing outcome letter. Appeal decisions and sanctions made by the Coordinator for Student Conduct and Community Responsibility are final except drugs, alcohol, relocation, and license termination.

The student may appeal the decision of their informal hearing with the Coordinator for Student Conduct and Community Responsibility by submitting an appeal from their campus email to the Executive Director of University Housing within three (3) business days of receiving their hearing outcome letter. The Executive Director’s decision for termination of the University Housing license is final.
UH Policies and Expectations

Major Policy Violations

Alcohol

Background and Resources

- UH alcohol policies align with the Student Code of Conduct, Title 5 of the California Code of Education, and state law.
- The Campus Alcohol and Drug Education Center (CADEC) (www.csuchico.edu/cadec) can provide additional information for residents regarding alcohol use, alcohol cessation, and substance abuse.

Policies

- Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and university regulations), or public intoxication while on campus or at a university-related activity is prohibited [see section 10 of the Student Code of Conduct].
  - This policy applies to all individuals, regardless of age, and covers all areas of UH residences including lawns, patios, sidewalks, balconies, parking lots, and grounds surrounding residences.
  - Alcohol, opened or unopened, confiscated in connection to a policy violation will be disposed of.
  - Damage resulting from alcohol use, including vomit and other biohazards, will be the responsibility of the resident. Custodial and maintenance charges may be applied.
- Possession of alcohol paraphernalia including, but not limited to, flasks, empty containers of alcohol (e.g. empty beer cans, empty bottles of vodka), beer bongs, kegs, and/or wine boxes is prohibited.
  - This policy also includes alcohol paraphernalia used as decoration.
- Being in the presence of alcohol and/or alcohol paraphernalia is prohibited.
- Drinking games are not permitted with alcohol or other liquids.
- Deliveries from liquor stores to residences are prohibited.

Potential Consequences for Alcohol

- Expulsion, Suspension, Disciplinary Probation, termination of University Housing license and removal from residence (financial responsibility for the remainder of the fee period), movement to another community, parent or guardian notification, educational sanctions, community service, reflection paper, or other creative sanctions.

Compliance and Respect

- Residents and their guests must follow the directions of University staff members (including RCCs, ARCCs, RAs, DAs, Sutter Dining staff, custodians, maintenance staff, and others). Providing false information or failing to provide information to staff, interfering with staff while they are performing their duties, or being uncooperative or verbally abusive is unacceptable, and may be considered a Title 5 violation.
- Upon the request of University staff, residents shall identify themselves and present their Wildcat card. Failure to provide immediate identification may require that a person leave the residence hall, University Village, or the campus.
- All members of our on-campus community should treat one another with respect. These expectations are reflected in the University Housing Diversity Statement. Behavior deemed detrimental to the development of our communities is prohibited.

Drugs and Drug Paraphernalia

Background and Resources

- We want campus housing to be a place where residents grow and develop. We take seriously the negative effects of drugs and other controlled substances. Policies will be enforced on a “no warning” basis. UH alcohol policies align with the Student Code of Conduct, Title 5 of the California Code of Education, and state law. We strongly encourage residents to voluntarily surrender prohibited items to UH staff or University Police.
- The Campus Alcohol and Drug Education Center (CADEC) (www.csuchico.edu/cadec) can provide additional information for residents regarding alcohol use, alcohol cessation, and substance abuse.

Policies

- Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia (except as expressly permitted by law and university regulations), or the misuse of legal pharmaceutical drugs is prohibited (see section 9 of the Student Code of Conduct).
  - This policy applies to all individuals, regardless of age, includes drug use otherwise covered by Proposition 215 and the California Medical Marijuana Program, and covers all areas of UH residences, including lawns, patios, sidewalks, balconies, parking lots, and grounds surrounding residences.
- Proposition 215 and the California Medical Marijuana Program are in direct conflict with federal law regarding illegal drugs and, as such, the California State University system does not permit the use, possession, manufacture, or distribution of marijuana on any of its grounds. Proposition 215 also prohibits the use and possession of marijuana within 1,000 feet of all public schools; all residence halls are within 1,000 feet of Chico High School. Residents who possess a valid medical marijuana card under Proposition 215 are
encouraged to find a location off-campus where they can appropriately and legally use and possess marijuana.

- Butte County District Attorney’s Medical Marijuana Guidelines, www.buttecounty.net/dat/215.htm
- City of Chico’s Medical Marijuana Map, www.ci.chico.ca.us/police/documents/1000ftbuffersfinal.pdf
- This policy includes synthetic drugs, drug residue, and closely-related organic components, such as stems.
- Drugs confiscated in connection to a policy violation will be disposed of by University Police.
- Damage resulting from drug use, including vomit, other biohazards, burn marks, and stains, will be the responsibility of the resident. Custodial and maintenance charges may be applied.
- Carrying the odor of drugs (e.g. marijuana) on one’s person or belongings, or in one’s room is prohibited.
- The presence of odor may be used as evidence of use, possession, or manufacture of illegal drugs.
- Possession of drug paraphernalia, including—but not limited to—bongs, hookahs, scales, vaporizers, grinders, pipes, roach clips, or chillums is prohibited.
- This policy also includes drug paraphernalia used as decoration.
- Being in the presence of drugs or drug paraphernalia is prohibited.

Potential Consequences for Drugs and Controlled Substances

- Expulsion, Suspension, Disciplinary Probation, termination of University Housing license and removal from residence (financial responsibility for the remainder of the fee period), movement to another community, parent or guardian notification, educational sanctions, community service, reflection paper, or other creative sanctions.

Firearms and Weapons

Policies

- Use, possession, manufacture, or distribution of firearms, ammunition, hunting bows and arrows, blades longer than 2.5”, martial arts weapons and devices, Tasers and stun guns, paintball guns, air-soft guns, BB guns, Nerf guns, pellet guns, gunpowder, grenades, or explosives is prohibited (see section 13 of the Student Code of Conduct).
  - This policy also applies to any materials that, when assembled, would create an explosive device or ammunition.
- No person on campus property or at a University event shall bring or possess or wear upon his/her person or have within his/her control a sheath knife or “buckskin” knife of any length, nor shall he/she bring or have in his/her possession or control any dirk, dagger, ice pick, unguarded razor, or knife with a blade measuring over 2.5” in length, or folding knife with a blade that locks into place [California Penal Code, Section §626.10]. This also includes the use of “toy” guns or weapons that can have an adverse effect on the community.

Potential Consequences for Firearms and Weapons

- Expulsion, Suspension, Disciplinary Probation, termination of University Housing license and removal from residence (financial responsibility for the remainder of the fee period), movement to another community, parent or guardian notification, educational sanctions, community service, reflection paper, or other creative sanctions.

Fire and Life Safety

Background and Resources

- Resident safety is of paramount importance and, therefore, violations of fire and life safety policy are taken very seriously. Fire drills are scheduled once per semester and typically occur during the business day. False activation of the fire alarm desensitizes residents to the urgency of a fire and threatens the safety of hundreds of residents. For more information, see Chico State Environmental Health and Safety at www.csuchico.edu/ehs.

Policies

- Any open flame in buildings is prohibited.
- Activating the fire alarm, “pulling a fire alarm,” when there is no reasonable threat of fire is prohibited and will result in a minimum $500 charge (California Penal code 148.4).
- Covering, tampering, damaging, or otherwise modifying smoke detectors is prohibited and will result in a minimum $500 charge (California Penal code 148.4).
- Residents must immediately evacuate the building and follow directions of UH staff or civil authorities during an alarm.
- Use or possession of appliances with exposed heating elements, barbecues, candles, incense, extension cords, fireworks, halogen lamps, stand-alone microwaves, electric grills, toasters, toaster ovens, hot plates, space heaters, plug-in air fresheners, hookahs, smoking paraphernalia (including vaping items), and/or liquid fuels is prohibited. Coffee makers, electric kettles, and blenders are permitted.
  - University-provided appliances, electric grills, toasters, toaster ovens, and hot plates are permitted in University Village apartment kitchens and Konkow House kitchens (not bedrooms).
- Power strips are permitted only if they have built-in circuit breakers. All power strips must be UL or ETL listed. Connecting multiple power strips together (“daisy-chaining”) is prohibited.
- Storage of personal belongings, including bicycles, in hallways, public areas, or emergency exits is prohibited.
Storage of motorcycles, motorbikes, mopeds, and electric scooters inside UH facilities or bike racks is prohibited. The above vehicles should be parked in the designated spaces with a valid Chico State permit displayed. The above vehicles parked outside of designed spaces may be impounded and subject to impound and administrative fees.

Presence of more than eight individuals in a room is prohibited.

Decorations, due to the elevated fire risk, must conform to the following guidelines:

- Materials on doors must not be flammable, cover more than 10% (approximately 2.4 sq. ft.) of the door, or impede exit from the room.
- One small message board (provided by UH)
- Soap-based poster paint
- Single-strand LED holiday lights
- Artificial trees and trees/plastic ribbons treated with flame retardant (if certificate of treatment is displayed)
- Tinsel, ornaments, and mistletoe

Approved decorations
- Fabric wall hangings, flags, and/or tapestries
- Incandescent bulbs, halogen bulbs, and/or other “hot” bulb types
- Tissue and/or crepe paper
- Trees and/or plastic ribbons not treated with flame retardant
- Wreaths and/or non-plastic bows
- Canned spray snow
- Anything posted in room windows (except for neighborhood watch materials)
- Curtains

Anything not listed should be approved by the RCC or ARCC before posting. Clean-up of decorations is the responsibility of the residents—failure to remove decorations in a timely manner will result in a cleaning charge.

Potential Consequences for Fire and Life Safety

- Expulsion, Suspension, Disciplinary Probation, termination of University Housing license and removal from residence (financial responsibility for the remainder of the fee period), movement to another community, parent or guardian notification, educational sanctions, community service, reflection paper, or other creative sanctions.

Guests and Visitors

- Residents must accompany their guests at all times.
- Guests must be accompanied by the resident host.
- Residents must check in all guests at the front desk of their community from 8 p.m. to 8 a.m. All guests being checked in must be at least 18 years of age.
- Residents may check in guests of any gender.
- Residents may check in no more than two guests per night.
- Residents may check in guests no more than three consecutive nights and no more than nine nights per semester.
- Guests must abide by the terms of Living In: The Residence Life Handbook, applicable University policy, and local, state, and federal law. Guests who are students at a California State University are reminded that the Student Code of Conduct applies to all CSU campuses. Violations of policy may be communicated with a student's home campus.
- Guests who violate policy may be removed from UH premises. This could also result in the resident losing future guest privileges.

- Guests who violate policy may be removed from UH premises. This could also result in the resident losing future guest privileges.

- Guests are not permitted during the following periods:
  - Labor Day weekend: Friday, Sept. 2, 2016 at 8 p.m.–Tuesday, Sept. 6, 2016 at 8 a.m.
  - Halloween weekend: Thursday, Oct. 27, 2016 at 8 p.m.–Tuesday, Nov. 1, 2016 at 8 a.m.
  - St. Patrick’s Day week: Friday, March 10, 2017 at 8 p.m.–Sunday, March 19, 2017 at 8 a.m.
  - Cesar Chavez weekend: Wednesday, March 29, 2016 at 8 p.m.–Monday, April 3, 2017 at 8 a.m.

Sexual Misconduct

Background and Resources

- Sexual misconduct is treated with the utmost seriousness and tact. Student Judicial Affairs (SJA) offers not only a way for victims to report but also resources and support. SJA can be reached at 530-898-6897.
- Safe Place is a confidential resource available to students who have been victimized. Located at 633 Brice Avenue, Safe Place can be reached at 530-898-3030 or at safeplace@csuchico.edu.
- Details on policies and regulations regarding sexual misconduct are available on the CSU, Chico website at www.csuchico.edu/title-ix/index.shtml.
Policies

- Sexual harassment, assault, battery, or threat thereof is prohibited.
  - Federal law, state law, and CSU policy treat sexual misconduct severely. UH supports this approach and will not tolerate such behavior.
- Consensual sexual acts in public places (e.g. community restrooms, lobbies, lounges, and sidewalks) are prohibited.

MINOR POLICY VIOLATIONS

Animals
All animals, except small fish in a maximum five-gallon tank, are prohibited. Residents can request accommodation through the Accessibility Resource Center at www.csuchico.edu/arc.

Bicycles
- Riding a bicycle inside of a residence or in the campus core is prohibited.
- Storing or attaching a bicycle to a wall, stairwell, exits, posts, railings, or shrubbery is prohibited.
- Bicycles should be removed from racks adjacent to the residences during break periods to minimize chance of theft and vandalism. Residents may store bicycles in their rooms during break periods.
- In accordance with state law, all bicycles must be licensed. This may be done through the University Police. There is a $10 fee for a three-year license.
- Please see UPD Bike link for more information www.csuchico.edu/up/bike-skate-info/bicycle-safety.shtml.

Bulletin Boards and Postings
- Abiding by officially posted signs is required.
- Posting, hanging, or displaying advertisements or notices on community bulletin boards, or in any area of the community, is permitted only with approval from UH.

Facilities and Damage Charges
- Damage to facilities is prohibited.
  - Residents are financially responsible for damage to the space to which they are assigned. Residents agree to be jointly responsible for the public areas they share with other residents of the community. If a responsible party for damages to a public area cannot be identified, charges will be applied to the entire community.
  - Examples of public area damages:
    - Drawing with chalk on brick and masonry
    - Tread marks from bike grease
    - Damaged/broken ceiling tiles
    - Damaged/broken bathroom fixtures, accessories, or signage

Gambling
Gambling (defined as activities played for money or representations of value) is prohibited.

Keys
Keys are issued solely to the license of a particular bed space. Lending room keys, mail keys, or student IDs to any individual for any reason is prohibited.

Masks or Face Coverings
Wearing masks, costume hoods, face painting, or other objects that prevent University officials from making a visual identification is prohibited.

Noise and Sound

Background
- Our buildings are designed to support academic achievement. Residents live in close proximity to one another and noise travels through floors and walls. As such, “quiet hours” have been established from 9 p.m. until 9 a.m. on Sundays—Thursdays and midnight—9 a.m. on Fridays and Saturdays. “Quiet hours” during final exam weeks are 24 hours a day.
- The right to quiet supersedes the privilege to make noise.

Policies
- Excessive noise or sound (defined as that which can be heard or felt in an adjoining room or in the hallway three doors...
down in the traditional residence halls) is prohibited during “quiet hours.”

- Residents are encouraged to speak directly with the responsible individuals. If the noise remains excessive, contact the Resident Advisors on call.

- Extreme noise or sound (defined as that which can be heard at the opposite end of the hallways in the traditional residence halls, heard or felt on a different floor, and/or heard out of the windows) is prohibited at all times.

- Residents are encouraged to speak directly with the responsible individuals. If the noise remains extreme, contact the Resident Advisors on call.

- Playing amplified sound equipment out of windows is prohibited at all times.

Online Communities

Facebook and Twitter are popular online communities used by students. There are many positive uses for these, as well as some things to watch out for. Students need to know that any policy violations occurring in University Housing halls and documented on an online community space may be used as evidence in the conduct process. Also, please follow safety guidelines in sharing personal information on these online spaces. This may include, but is not limited to, hall and room number, cell phone number, birthdate, and photographs.

Smoking and Tobacco

Background and Resources

- We want campus housing to be a place where residents grow and develop. We take seriously the negative effects of tobacco. Therefore, our smoking and tobacco policies are designed to protect the health of the entire community. If you want help quitting smoking, talk to a health professional and/or consult this resource, www.smokefree.gov.

- The Food and Drug Administration (FDA) has determined that electronic cigarettes pose acute health risks and contain detectable levels of carcinogens and toxic chemicals. Therefore, the use of electronic cigarettes is not permitted within the residence halls and University Village.

- There are designated smoking areas on campus. See www.cscuchico.edu/prs/documents/Smoking_Areas.pdf for designated smoking areas on campus.

Policies

- Use of tobacco-related products (including, but not limited to, cigarettes, cigars, electronic cigarettes, vaporizers, hookahs, pipes, bongs, lighters, flammable liquids, incense) is prohibited in all Chico State buildings, www.cscuchico.edu/catalog/cat03/policies/universitypolicies.pdf.

- Possession of hookahs, bongs, flammable liquids, fuels, or incense is prohibited.

Social Activity Guidelines

- No open socials—all participants of socials must be either invited guests or residents of the room where the social is taking place.

- Maximum size of socials—the number of participants in a room or apartment social shall not exceed eight at any given time.

- Policy violations—University Housing staff may close down a social if either noise or alcohol violations occur or if the social threatens the health and safety of other residents.

- Social host/hostess—In the event of accident or injury related to alcohol consumption, the host/hostess could be held legally responsible.

- Closure of social activities—all socials are to end by midnight; however, staff may close a social earlier if it is disruptive to the building community.

Solicitation

Solicitation is considered trespassing and is prohibited. Residents are encouraged to contact UH staff if they encounter solicitors.

Sports

Sports (such as basketball, soccer, skateboarding, and Frisbee), roughhousing, tree climbing, and water fights in UH facilities are prohibited.

Window Displays

Student window displays are not allowed except for neighborhood watch and “private residence” signage/identifiers for University Housing staff apartments.

Window Screens

You may not remove window screens for any reason. Tampering with window screens will result in a $25 charge plus a charge for any damage to the window screen. Objects thrown from windows will result in disciplinary action.

State Standards For Student Conduct

(TITLE 5)

A. Standards for Student Conduct (Title 5, California Code of Regulations, Section §41301)

(a) Campus Community Values

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and to contribute positively to student and university life.
(b) Grounds for Student Discipline

Student behavior that is not consistent with the Student Code of Conduct is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences. The following are the grounds upon which student discipline can be based:

1. Dishonesty, including:
   a. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage
   b. Furnishing false information to a University official, faculty member, or campus office
   c. Forgery, alteration, or misuse of a University document, key, or identification instrument
   d. Misrepresenting one’s self to be an authorized agent of the University or one of its auxiliaries

2. Unauthorized entry into, presence in, use of, or misuse of University property

3. Willful, material, and substantial disruption or obstruction of a University-related activity or any on-campus activity

4. Participating in an activity that substantially and materially disrupts the normal operations of the University or infringes on the rights of members of the University community

5. Willful, material, and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University-related activity

6. Disorderly, lewd, indecent, or obscene behavior at a University-related activity or directed toward a member of the University community

7. Conduct that threatens or endangers the health or safety of any person within or related to the university community, including physical abuse, threats, intimidation, harassment, or sexual misconduct

8. Hazing or conspiracy to haze—Hazing is defined as any method of initiation or pre-initiation into a student organization or student body—whether or not the organization or body is officially recognized by an educational institution—which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state [Penal Code §245.6], and in addition, any act likely to cause physical harm, personal degradation, or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university, or other educational institution. The term “hazing” does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act and is also a violation of this section.

9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs

10. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and university regulations) or public intoxication while on campus or at a University-related activity

11. Theft of property or services from the university community or misappropriation of university resources

12. Unauthorized destruction or damage to university property or other property in the university community

13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University-related activity

14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose

15. Misuse of computer facilities or resources, including:
   a. Unauthorized entry into a file, for any purpose
   b. Unauthorized transfer of a file
   c. Use of another’s identification or password
   d. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community
   e. Use of computing facilities and resources to send obscene or intimidating and abusive messages
   f. Use of computing facilities and resources to interfere with normal university operations
   g. Use of computing facilities and resources in violation of copyright laws
   h. Violation of a campus computer use policy

16. Violation of any published university policy, rule, regulation, or presidential order

17. Failure to comply with directions, or interference with any university official or any public safety officer while acting in the performance of his/her duties

18. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of
members of the university community or to property within the university community or poses a significant threat of disruption or interference with University operations.

19. Violation of the Student Conduct Procedures, including
   a. Falsification, distortion, or misrepresentation of information related to a student discipline matter
   b. Disruption or interference with the orderly progress of a student discipline proceeding
   c. Initiation of a student discipline proceeding in bad faith
   d. Attempting to discourage another from participating in the student discipline matter
   e. Attempting to influence the impartiality of any participant in a student discipline matter
   f. Verbal or physical harassment or intimidation of any participant in a student discipline matter
   g. Failure to comply with the sanction(s) imposed under a student discipline proceeding

20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline

B. Procedures for Enforcing This Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

C. Application of This Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

Safety Information

Elevators

Elevators are located in Whitney and Sutter Halls. Unfortunately, a major cause of elevator malfunction is overloading and roughhousing. Any damage due to residents’ behavior will result in a charge to the individuals involved. If they cannot be identified, the hall community will be held responsible. The minimum damage charge is $500. Tampering with elevators is an extremely serious offense, and severe disciplinary action will be taken if you are involved. This includes, but is not limited to, pushing the emergency bell in a non-emergency, jumping in the elevator, and playing with the elevator doors. Please be advised, cameras are located in each elevator for the safety and security of all students.

Missing Student Policy

All students who reside in on-campus housing must designate another individual as a contact who will be notified by the University if a student is determined to be missing for more than 24 hours. Residence hall students will have the opportunity to designate an emergency contact when they check in to the University residence halls.

Notification will be made to the designated contact and the appropriate law enforcement agency for a student of any age who resides on campus and stipulates that the student’s custodial parent or guardian must be notified within 24 hours after the student is determined to be missing.

Many missing person reports in the University environment result from someone changing their normal routine and failing to inform others. Students can take a proactive role by

- Keeping emergency contact information up-to-date with the University
- Updating friends and family members with changes to email, cell, and other contact information
- Making sure a roommate, designated friend, or family member knows how to reach you and what your routine is
- Establishing a habit of checking in with family and friends on a regular basis

Motorcycles and Mopeds

The fire marshal prohibits motorcycles, mopeds, motorbikes, and electric scooters or extra fuel from being stored inside residence halls or apartments due to extreme fire hazard. These vehicles may not be driven on sidewalks or parked in bicycle racks. They should be parked in the designated areas with the appropriate permit displayed. Vehicles not in designated areas will be impounded and a minimum $100 impound fee, a $20 administrative fee, and property damage costs will be charged to recover the motorcycle, bike, or scooter.

Railways

The Union Pacific Railway System runs adjacent to the Chico State campus. There are clearly established and marked crossing points along the railway system (i.e., streets and bike paths) authorized for this purpose. Individuals discovered without permission on private Union Pacific “right of way” lands may be cited for a misdemeanor offense. “Right of way” property means any land owned, leased, or possessed by a railroad upon which is placed a railroad track in...
addition to the land immediately adjacent thereto to the distance of 20 feet on either side of the tracks.

Many trains travel through Chico daily, most at high speeds. Railway crossing other than at designated and authorized points of entry is trespassing and extremely dangerous. Unfortunately, there have been student fatalities associated with unauthorized railway access. Barriers and fences are in place to enhance security and to provide clearly identified crossing areas, which should be utilized at all times.

The California Penal Code Section 369(a) states: “Any person who enters or remains upon the property of any railroad without the permission of the owner of the land, the owner’s agent, or the person in lawful possession and whose entry, presence, or conduct upon the property interferes with, interrupts, or hinders, or which if allowed to continue would interfere with, interrupt, or hinder the safe and efficient operation of any locomotive, railway car, or train is guilty of a misdemeanor.”

University Police, the City of Chico, and Union Pacific Railroad Police work cooperatively to ensure that safe and authorized crossing points are maintained. Individuals discovered violating the California Penal Code or vandalizing property will be cited and prosecuted.

Safety, Security, and Theft

If you have been victimized by theft, acts of violence, sexual assault, harassment, or have witnessed unusual or bizarre behavior, report it to the Residence Life staff immediately and notify University Police. If you are a witness to a campus crime, call University Police immediately. University Police can be reached at 530-898-5555 (non-emergency) or 911 for emergencies.

Please be aware that the front doors of the traditional residence halls are locked 24 hours a day for your safety. Our card-access system is designed to allow only residents of each hall to enter their own building (except Sutter dining during meal hours). Please do not open the front doors of your building for others. Residents should use their Wildcat card to enter the building. Please remember to carry your room key and Wildcat card at all times. Asking fellow residents, whether they know you or not, to open the front door will put them in an awkward position and risk the security of your living environment. Periodically, usually in the evening, you may see University Police in or around your community. This should not be a cause for alarm, because they help to prevent thefts and serve as a deterrent for other crimes. We have requested that they drop by each hall’s main desk to become familiar with you and the staff. Please be advised that there are security cameras in various University Housing locations for the safety of all students.

As an additional safety measure, you may wish to engrave an identifying number on your property and record ID numbers of all valuables on a record form. During break periods, it is highly recommended that you take all valuables home with you, including TVs, DVD/VCRs, MP3 players, and computers. Even though the halls are shut down, the possibility of theft still exists. With fewer students and staff present, there is less security. As stated in the UH License Agreement, the University assumes no responsibility for lost, stolen, damaged, or destroyed property, including during periods when you are not in occupancy. You are encouraged to have appropriate renter’s insurance. You are strongly encouraged to store all valuables in your room and not in a common area.

Security Camera System

There are closed-circuit television camera (CCTV) systems in each UH residential community. In some instances, this includes CCTV cameras in common and public areas inside of residence hall buildings (i.e., entrances, exits, service desk offices, hallways, lobby areas, lounge areas, and stairwells). Be advised that the residence hall CCTV system is not a surveillance program. There is no one continuously viewing camera transmission. Instead, the UH CCTV system serves to provide an electronic record, a means to deter inappropriate behavior, and a method to determine responsibility when damage and vandalism occur.

Nontraditional Housing Additional Policies and Information

Konkow Residents

House Duties

Living in a Konkow House is a privilege—residents are expected to live up to the community standard of sharing the workload to keep up the house, respect one another’s property, and contribute to the well-being of every resident. Residents are responsible for their own bedrooms and food cabinet; residents are jointly responsible for kitchens and common spaces (including vacuuming, mopping, and washing dishes); and custodians are responsible for bathrooms. UH provides pots, pans, dishes, and utensils; residents bring a towel to dry their dishes (in addition to their other belongings).

Note: residents are instructed to not dispose of cooking grease in the sink or into landscaping.

Residents in each house will create a list of responsibilities, a cleaning and task schedule, and general expectations of the house. RAs, the ARCC, or the RCC will oversee this process to ensure a fair standard for all of the Konkow houses and that all residents understand the upkeep policies. The consequences for upkeep violations are determined by the RCC, but generally follow this pattern:

- Warning from the RA
- Official warning letter from the ARCC/RCC and one hour of community service
- Meeting with the ARCC/RCC and educational sanctions
- Movement to another building
House Funds

Houses generally collect $3–$5 from each resident to purchase shared cleaning supplies like dish soap, aluminum foil, sponges, and disinfectant wipes. House residents have the authority to determine the amount of the fee (up to $10 per resident) via a democratic process overseen by the ARCC, RCC, or RA.

Living in the International House

The International House offers the opportunity to live and learn with residents from around the world. Domestic and international students encounter new cultures, new foods, and new languages—a unique experience for all. The International House does not close during academic breaks, and there is a Resident Advisor on call during break periods.

Residents are expected to keep in mind the challenge of living in a cross-cultural community and should be mindful of differences and communicate as openly as possible so all may live together comfortably.

UNIVERSITY VILLAGE RESIDENTS

Cleaning

Residents are responsible for cleaning their kitchens and bathrooms. Residents in each apartment may choose to create a list of responsibilities, the cleaning and task schedule, and general expectations of the house. RAs and the RCC will oversee this process to ensure a fair standard and that all residents understand the upkeep policies. The consequences for upkeep violations are determined by the ARCC/RCC, but generally follow this pattern:

• Warning from the RA
• Official warning letter from the ARCC/RCC and one hour of community service
• Meeting with the ARCC/RCC and educational sanctions
• Movement to another building

Common Spaces, Pools, and Hot Tub

University Village has two swimming pools, one hot tub, two community rooms, and one programming and event center. The pools and hot tub are open from 10 a.m.–10 p.m. daily when in season.

• Use of common spaces, pools, and the hot tub is reserved for University Village residents and their guests only.
• Residents may host up to two guests and must accompany their guests at all times.
• Adult supervision of individuals aged 14 and under is required per state law.
• Possession of glass containers in and around the pool and hot tub areas is prohibited.

Patios and Balconies

University Village apartments have either patios or balconies. It is the responsibility of the residents to keep the areas clean. Safety is our priority. To that end, there are several policies that apply only to University Village:

• Use of patios or balconies for storage is prohibited.
• Blocking the path of access to patios or balconies (through accumulation of obstacles) is prohibited.
• Hanging clothing, towels, hammocks, or other personal belongings on hand rails, balcony rails, in walkways, in windows, or on patios is prohibited.
• Moving University-provided furniture outside is prohibited; moving personal furniture outside is permitted if approved by the ARCC/RCC.
• Placing objects (e.g. planters) on railings is prohibited.
• Use or possession of personal barbecues is prohibited.

Any violation of these policies may result in financial restitution and/or the initiation of the student conduct process.
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<tr>
<th>Department</th>
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<tr>
<td>Admissions</td>
<td>(530) 898-6322</td>
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<tr>
<td>Associated Students</td>
<td>(530) 898-6411</td>
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<tr>
<td>Campus Alcohol and Drug Education Center (CADEC)</td>
<td>(530) 898-6450</td>
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<tr>
<td>Career Center</td>
<td>(530) 898-5253</td>
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<tr>
<td>Counseling and Wellness Center</td>
<td>(530) 898-6345</td>
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<td>Custodial Services</td>
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<tr>
<td>Sutter Hall</td>
<td>(530) 898-3172</td>
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<tr>
<td>Whitney Hall</td>
<td>(530) 898-4065</td>
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<tr>
<td>North Campus and University Village</td>
<td>(530) 898-5790</td>
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<tr>
<td>Lassen/Shasta Halls</td>
<td>(530) 898-5656</td>
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<tr>
<td>Dining Services</td>
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<tr>
<td>Office</td>
<td>(530) 898-5962</td>
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<td>Emergency</td>
<td>911</td>
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<tr>
<td>Financial Aid and Scholarship Office</td>
<td>(530) 898-6451</td>
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<td>Grounds Shop—University Housing</td>
<td>(530) 898-4039</td>
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<tr>
<td>Library (Information Center)</td>
<td>(530) 898-4636</td>
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<tr>
<td>Maintenance Shop (on campus)</td>
<td>(530) 898-5354</td>
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<tr>
<td>Residence Hall Association Office</td>
<td>(530) 898-3180</td>
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<td></td>
<td>(530) 898-3181</td>
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<tr>
<td>Service Desks—Residence Halls</td>
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<tr>
<td>Sutter North Tower (Staffed 24 hours)</td>
<td>(530) 898-3185</td>
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<tr>
<td>Sutter South Tower (Staffed 24 hours)</td>
<td>(530) 898-3188</td>
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<td>Whitney (Staffed 24 hours)</td>
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<td>Lassen (Staffed 24 hours)</td>
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<td>Esken (Staffed 24 hours)</td>
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<td>Mechoopda (Staffed 24 hours)</td>
<td>(530) 898-5841</td>
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<tr>
<td>University Village</td>
<td>(530) 898-4463</td>
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<td>Student Health Service</td>
<td>(530) 898-5241</td>
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<td>Student Learning Center</td>
<td>(530) 898-6839</td>
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<td>Student Records</td>
<td>(530) 898-5142</td>
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<td>Telephone Communications Account Services (landline only)</td>
<td>(530) 898-6868</td>
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<td>The Hub Service Desk</td>
<td>(530) 898-3178</td>
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<tr>
<td>University Housing Office</td>
<td>(530) 898-6325</td>
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<td>University Police</td>
<td>(530) 898-5555</td>
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