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Mission Statement

The mission of UCR Housing, Dining & Residential Services is to provide a safe, inclusive and diverse living experience that supports academic success and personal development.
Welcome to the Residence Halls

Dear Resident:

On behalf of the entire Housing, Dining & Residential Services team, it is my privilege to welcome you to your new home. I know you will be as delighted to be here as we are to have you living with us. As a former UCR resident of the very halls in which you are now living, I know of the new journey and experiences on which you are about to embark.

On-campus living is an enriching part of your education, which allows you to become an active member of the college community. Part of the college experience is learning to live and work with others. Our goal is to provide you a suitable place to live at UCR that has an environment conducive to academic, social, cultural, and personal growth. We provide you with a variety of programs and activities that will supplement and/or complement your in-classroom educational experience. You will be educated as to the responsibilities of living as an adult in the UCR Housing community in order to create a positive living environment.

The Residence Halls offer a unique educational opportunity; they are more than just a place to eat and sleep. There are opportunities to expand your own personal horizons through involvement in activities. Your community is composed of people from various ethnic and socioeconomic backgrounds. For this reason, you will meet many new people and form friendships that would not occur in a more restrictive environment. This is important because it will challenge you to figure out ways to help all of us survive by living together in a productive manner, emphasizing our common humanity rather than our differences.

Your residential environment will be enhanced by your energy and enthusiasm. We cannot create your community; only you and your community-mates can do that. It takes courage, consideration, responsibility, and amiability to keep a Residence Hall community functioning at its optimal level. An understanding of and respect for the rights and interests of others is a key to making the residential experience meaningful for all.

This handbook is designed to acquaint you with the opportunities, benefits, and necessary regulations of residential life. Let it be your guide to your living experience. We believe in providing a supportive and respectful environment, and are committed to helping you meet your needs. Please read through this entire handbook; it is part of your housing contract and you will be held responsible for its contents. While every effort has been made to be accurate and complete, all information in this handbook is subject to reasonable changes.

It is my hope that the 2014–2015 school year is a rewarding experience for you. I treasure my memories and experiences of living in the Residence Halls, and know you will too.

Sincerely,

Andy Plumley
Assistant Vice Chancellor
Housing, Dining & Residential Services
ABOUT YOUR RESIDENCE HALL
Residence Hall Community

The Residence Hall community at UCR consists of you, the members of your community, and residents in the entire building. From the day the halls open in September, your community will begin to develop. The direction your community takes depends largely upon your involvement. Your interaction with others and their interaction with you are the greatest factors in the creation of a pleasant living environment. With the proper emphasis and effort, the Residence Hall environment offers support in the areas of academic excellence, social maturation, self-reliance, and an increased understanding of oneself and others.

To ensure the successful growth of your community, we want residents to foster a mutual respect and consideration for one another. Before you act, consider the impact your behavior will have on the lives of other students in your community. Living with your community, you will have the opportunity to meet people who have a variety of backgrounds and lifestyles. Your interaction with them may be one of the most rewarding aspects of your college experience. Each person you meet will have unique experiences to share. You are encouraged to become well acquainted with the people in your community and to use these experiences to increase your knowledge of others, making new and lasting friendships. You must also be willing to share yourself and your experiences with the members of your community.

YOUR ACTIVE INVOLVEMENT IN THE COMMUNITY AND YOUR PARTICIPATION IN HALL ACTIVITIES ARE ESSENTIAL FOR COMMUNITY GROWTH AND THE FORMATION OF POSITIVE RELATIONSHIPS.

To assist you in contributing to the development of your residential community, the Housing, Dining & Residential Services staff provides comfortable facilities, policies, and caring support designed to help you make the most of your Residence Hall experience at UCR.

RESIDENCE LIFE STAFF

The emphasis of our staffing responsibilities is centered around developing an atmosphere that enables you to study, excel academically, participate and enjoy the variety of programs presented in the residential communities on campus. The residential staff provides direct service to students, and staff members are easily accessible to their residents.

Director of Residence Life
Administers all Residence Life programs, which includes supervision of Associate and Assistant Directors, who supervise the live-in staff, and oversight of all programs, activities and student development. Oversees the Residence Life Management Team and sets the vision and goals for the department.

Associate Directors of Residence Life
The Associate Directors are in charge of a large function for the department (Residence Halls, Apartments or Student Conduct) and serve as a part of the Residence Life Management Team and assist in setting the vision and goals for the department. Supervise the Assistant Directors and Area Coordinators.

Assistant Directors of Residence Life
Administer specific functions in Residence Life, including academics, programming, conduct, and recruitment and development, which includes supervision of professional staff.

Area Coordinators (ACs)
Oversee buildings and areas in the communities and supervise Resident Directors.
Resident Directors (RDs)
Resident Directors are full-time professional staff members with extensive experience working with students. They are responsible for the total operation of their buildings/areas. This includes supervising the Assistant Resident Directors, Resident Advisors and Program Coordinators, helping residents with housing and personal problems, advising RHA Hall Councils, helping residents work toward healthy communities within the halls, and adjudicating student conduct situations. To contact an AC or RD, call your Residential Services Office.

Assistant Resident Directors (ARDs)
Assistant Resident Directors are undergraduate and graduate students who have previous experience in a residence life leadership role. They assist with coordinating specific programs and areas within the residential communities, including leadership, academics, programming, staffing, judicial, and apartment communities.

Judicial Coordinator
Oversees Peer Review Board, Community Ethics Class and adjudicates student conduct cases.

Program Managers
Oversees programming in all Residence Hall Communities and large scale events.

Resident Advisors (RAs)
The RAs are students who live in the communities and are in constant, everyday contact with 40–100 residents. They receive many hours of training to assist you and your neighbors in creating a healthy community. They are also responsible for communicating and enacting Residence Life policies. RAs sponsor and organize community activities throughout the year. In addition, they assist with emergency procedures in the halls, monitor building security and report maintenance problems. The RA helps residents with roommate problems, reviews community damages, liaises with the custodial and maintenance staffs and intercedes in community conflicts. They are responsible for assisting each living group in developing a positive community atmosphere, resolving conflicts and enforcing university policies. The RAs are trained in crisis management and are an excellent source of information and provide a link to the university community.

Program Coordinators (PCs)
The PCs plan, organize and promote all community-wide educational, academic and social programs, which amount to more than 100 programs annually. They produce a quarterly activities calendar, assist with emergency procedures and have additional oversight responsibilities.

Academic Outreach Coordinators (AOCs)
The AOPCs plan, organize and promote both community-wide and small scale academic programs. Their small scale programming is specific to HDRS’ cultural theme communities—PATH, Mundo and Stonewall. In addition, AOPCs assist with activities in the SHARC, with emergency procedures, and have additional community-building responsibilities.

RESIDENCE HALLS
There are three Residence Halls at UCR for students: Aberdeen-Inverness (A-I), Lothian and Pentland Hills. They are coeducational buildings, which house approximately 900, 1,000 and 1,200 students respectively.
Aberdeen-Inverness

A-I is UCR’s first Residence Hall and opened in 1959. Originally Aberdeen (A & B wings) was all-male and Inverness (D & E wings) was all-female. The building went coeducational in the late 1960s. Room dimensions are approximately 12’ x 12’. All rooms feature 10-foot ceilings and are carpeted. Some rooms are triple occupancy. The Student Recreation Center is conveniently located across the street from A-I.

Lothian

Lothian is the joining of two buildings: West Lothian & East Lothian. West Lothian (A & B Wings) opened in 1963 as an all-female hall and went coeducational in the early 1970s. Room dimensions are approximately 11.5’ x 12.5’. All rooms are carpeted. East Lothian (D, E & F Wings) opened in 1990. Room dimensions are approximately 12.3’ x 13’, and all rooms are carpeted. Some rooms are designed for three students. Lothian is conveniently located up the road from the Science Library.

Pentland Hills

Pentland Hills is in a suite-style configuration. Each suite is comprised of four carpeted rooms housing 8-12 students. Room dimensions are approximately 11’ x 13’. The “House” community is comprised of eight suites in the upper two floors of each building. “Floor” communities, found on the first floor of about half of Pentland Hills, are comprised of suites sharing common areas on the same floor. All rooms are carpeted and some rooms are triple occupancy.
About Your Hall

In A-I and Lothian, hall communities are coed and share a common hallway. These hall communities have a men’s bathroom, a women’s bathroom and a utility room, which has a sink and ironing board. Pentland Hills suites are single gender and consist of double or triple rooms, two shower rooms and two toilet rooms. All communities (A-I, Lothian, Pentland Hills) also have lounges and “living rooms” for the entire community hall, where there are sofas, chairs and study tables. These lounges are the focal point of many activities, from movie nights to study sessions.

Special Needs

Residence Hall rooms can be modified, or are already modified, for physically-, hearing- and sight-impaired students. Please coordinate your needs by calling (951) 827-6350. Our staff can work closely with the campus Student Special Services Office to coordinate the process of meeting your housing needs.

ABOUT RESIDENCE HALL NAMES

Many of UCR’s housing communities are named for notable places in Scotland, as befitting our Highlander heritage. Here are the tales behind the names:

Aberdeen-Inverness

The original Residence Halls at UC Riverside were named after two Scottish cities linked by the famed Aberdeen-Inverness railway. The line stretches from Aberdeen, Scotland’s third-largest city (located on the coast of northeast Scotland) to Inverness in the Highlands.

Originally, Aberdeen (A and B wings) was all male; Inverness (D and E wings) was all female. By the early 1970s, the twin-residences became fully coeducational.

Lothian

The wings at Lothian Residence Hall were once known as East Lothian and West Lothian, built at different times and with slightly different room layouts. But in Scotland there are actually three Lothians: East Lothian, Midlothian and West Lothian.

Together, the Lothians (as they’re known locally) are home to Edinburgh, the country’s capital, and the stunning Rosslyn Chapel, featured prominently in the book and film versions of Dan Brown’s *The Da Vinci*
Code. Among the legends surrounding this 550-year-old gothic masterpiece: its sealed crypt holds either the Holy Grail or The Ark of the Covenant...or maybe both.

Pentland Hills
The Pentland Hills Residence Hall, UCR’s first all-suites community, was named for a range of bucolic hills that runs from Edinburgh and Midlothian to the northeast, through West Lothian and southwest to South Lanarkshire.

Most of the land in Pentland is upland pasture, and the area is a paradise of walking trails, wildflowers, ancient ruins, reservoirs and open spaces — particularly the 22,000-acre Pentland Hills Regional Park. Robert Louis Stevenson once called the Pentland Hills “The Hills of Home.” Who are we to argue?

Your Home

ROOMMATES
You and your roommate(s) will be sharing the same living space for the entire school year. Ideally you will become good friends. However, because you have different attitudes and opinions, it may take time to develop an understanding that makes a positive relationship. It may be difficult to talk about differences when you and your roommate are first getting to know each other.

To live together you will need to realize and resolve your personal differences early in the year. The first step is to discuss the things each of you value, such as your backgrounds and lifestyles. Sharing background information is an easy way to begin to get to know your roommate. Topics such as birthdays, hometowns, academic interests and knowledge of UCR are good starting points.

Understanding Each Other and Conflict
To get along well with your roommate, it is important to understand how your roommate “feels” in certain situations. Most conflicts can be solved through open communication. If you can share your feelings and reactions in some of the following situations, you will be ahead of the game in understanding and empathizing with each other during the ups and downs of college life. Remember, consideration, communication and compromise is essential in developing a good relationship with your roommate.

Be sure to take some time to talk over when and how you behave under the following conditions:

- When you are under pressure, you react by...
- You become easily annoyed when...
- When you are depressed, you act like...
- Some things that make you tense are...
- When you would rather be alone, you...
- When angry, you let people know by...
- When you meet new people, you act like...
- When you are down, you cheer up by...

Friends and Overnight Guests
It is critical that you and your roommate(s) come to some agreement concerning visitors. Talk to your roommate(s) and decide what time is best for visitation. You are responsible for your guests’ behavior. If you have a roommate with friends who stay up late when you need to study or sleep, you may be in a bind. There is a limited allowance for guests (see Student Conduct Policy 1.14).
Note: You are always responsible for your guests and will be held financially responsible for damages caused by your guests. You are subject to disciplinary action if your guest violates university regulations. Please inform your guests of Residence Hall policies.

The bottom line is that each of you has your own right to privacy and to say no to guests. Your mutual understanding and cooperation is essential. RAs can assist you in coming to this understanding.

Talking It Over
By this time you have probably realized that communication is the key to successful Residence Hall living and interactions of all kinds. Strive to keep the communication channels open. Chances are that, if something is bothering you, it is also bothering your roommate. It’s not easy to keep your feelings bottled up inside. Be honest but tactful when talking to your roommate. Talk to your RA when you need assistance with conflicts.

Roommate Ground Rules
To help you develop a good relationship with your roommate, we have suggested that consideration, communication and compromise are key factors. The following will help you zero in on some typical lifestyle issues, allow you to examine the different ways that you and your roommate approach issues, and give you the opportunity to work out methods of resolving differences BEFORE conflicts arise.

ROOMMATE RESPONSIBILITIES
It is important for roommates to share responsibilities that are a part of the Residence Halls experience. Responsibilities such as:

1. Making sure the room is secure. Lock your room door whenever you leave.
2. Cleaning the room, vacuuming, making beds, emptying trash and picking up/tidying the room, etc.
3. Telephone usage: While you and your roommate will be billed individually for the calls you make, you will share the same number.

These are all-important matters that cannot be neglected.

Community and Personal Property
An area of concern is what to do about property, including “community” property (property that can be used by all roommates) and “personal” property (those “off-limits” items). Discuss with your roommate about the use of your possessions (e.g., stereo, computer, food, TV, clothes and other items) when you are not in your room.

Roommate Lifestyles/Hours
It is also important to discuss some lifestyle choices. Discuss the following:

- Will your room be used for socializing? If so, how often?
- What hours and days will be set aside for study time?
- Is low background music allowed while studying?
- What time do you expect to go to sleep?
- What time do you expect to get up most mornings?
- Do you take naps? If yes, when?
About Your Room

WHAT IS PROVIDED IN YOUR ROOM?
Your room is equipped with the following items:

- An extra-long twin bed (36” x 80” maximum size).
- A dresser, a bookshelf, and a desk with a chair.
- An Ethernet connection and a cable TV connection.
- A MicroFridge (microwave oven, freezer and refrigerator, as shown below).

Rooms also feature a closet, towel bars, window coverings, mirrors, ceiling lights, telephone jacks and smoke detectors.

All room furniture is to remain in your assigned room. The Residence Halls do not have storage space for unwanted furniture. University furniture may not be stored off-campus.

Smoke detectors and other fire-suppression devices are provided in each room for your safety and that of others and must not be tampered with. All extension cords must have a UL rating of at least 13A, 120V, 2- or 3-wire. The Fire Shield brand indoor extension cords model #90259, which can be purchased at most major hardware store outlets, are highly recommended.

WHAT TO BRING FOR YOUR ROOM?
You will need to provide the following:

- Bedding & towels
- Desk lamp
- Wastebasket
- Alarm clock or clock radio
- Telephone

WHAT NOT TO BRING?
The following items are not permitted, either because they are a fire hazard, an excessive drain on the electrical system, or both:

- Microwave ovens
- Mini-refrigerator
- Toasters, toaster-ovens or indoor grills
- Space heaters
- Halogen lamps and bulbs. Due to their high temperatures, halogen lights are not permitted in the Residence Halls, as they can be a fire hazard.

ROOM DECORATING
You may choose to do some interior decorating of your room. We encourage creativity with items like bedspreads, posters, lamps and plants. The basic common-sense rule is to avoid doing anything that may damage the room, doors, walls, furnishings, ceiling or floors. You will be held responsible for any damage to your room. Damage includes, but is not limited to, nail holes, stickers, holes or gouges and graffiti. Poster clay that will not damage the paint is recommended for adhering posters and other decorations; Scotch tape is not recommended. You are not allowed to paint your room. You are encouraged to ask your Resident Advisor about your decorating plans BEFORE you implement them.

See Student Conduct Policies for more information.
Resident Services

RESIDENTIAL SERVICES OFFICE (RSO)

Hours:
- Monday to Friday: 8am to 11pm
- Saturday and Sunday: 12 Noon to 5pm
- 6pm to 11pm

The Residential Services Office serves as a resource center for each building in the delivery of many services and providing answers to your questions. The RSO provides information about your Residence Hall and the facilities available to you, maps of the general campus, directions regarding the location of buildings and services, and information about the surroundings of the university.

To contact your Residence Hall staff, please call:

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Phone</th>
<th>On-campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-I</td>
<td>(951) 827-5460</td>
<td>2-5460</td>
</tr>
<tr>
<td>Lothian</td>
<td>(951) 827-5972</td>
<td>2-5972</td>
</tr>
<tr>
<td>Pentland Hills</td>
<td>(951) 827-6500</td>
<td>2-6500</td>
</tr>
</tbody>
</table>

The following information and services are available at the RSO:
- Equipment checkout (sporting, cleaning, tools, pool, ping pong)
- Key checkout if you become locked out of your room (call the RA on duty when the RSO is closed)
- Lost and found
- Mail distribution
- Message service
- Newspapers
- Parking
- Telephones
- R’Card malfunction and access

EQUIPMENT CHECKOUT

Monday through Friday 8am to 11pm; Saturday and Sunday, noon to 11pm. All equipment must be returned to the RSO before 10:45pm. Some equipment may have time limits due to its high demand. No item may be checked out overnight. Abuse of equipment, overnight use, or abuse of time limits may result in punitive fines or loss of equipment checkout privileges.

INSURANCE

The university does not assume responsibility for personal items lost, damaged, mislaid or stolen in the Residence Halls. Unfortunately, community living has the potential for providing irresistible temptation to some residents and non-residents. We strongly urge you to help prevent the possible loss of property by keeping your door locked and windows closed whenever your room is unoccupied. We strongly suggest that you research and consider purchasing a personal property insurance policy if your personal items are not covered by your parents’ homeowner policy.

LOCKOUTS

If you lock yourself out of your room during RSO hours, you may check out a spare key at the RSO. Spare keys must be returned to the RSO within 15 minutes. After RSO hours,
you must contact the RA on duty. The RA on duty’s telephone number is posted at the RSO. The RA on duty will unlock your room after verifying that you live there. Continually locking yourself out will result in punitive fines. **Do not borrow anyone’s ID or keys to get access to the community. You are allowed three lockouts per academic year without a fine.**

**LOCK YOUR ROOM AND TAKE YOUR KEYS AND R’CARD WITH YOU WHENEVER YOU LEAVE YOUR ROOM—EVEN IF YOUR ROOMMATE IS IN THE ROOM AT THE TIME, OR YOU ONLY LEAVE FOR A FEW MINUTES.**

**LOST-AND-FOUND**

If you lose or find something in the Residence Halls, call the RSO (A-I: 2-5460, Lothian: 2-5972 and Pentland Hills: 2-6500). The campus lost-and-found is in the Police Building (2-7285).

**MAIL**

You will be assigned a mailbox when room assignments are made. If you change rooms, you will keep the same mailbox (unless you change buildings).

Housing, Dining & Residential Services accepts and distributes mail for contracted residents only. Mail received for an addressee other than the contracted resident, or addressed “in care of” (i.e., c/o) will be returned to sender.

Your mailbox will be canceled when you move out of the Residence Halls. Be sure to fill out a forwarding address card with the Post Office (in person or [online](#)) when moving out.

**Your mailing address is:**

- Aberdeen-Inverness
  - Your Name
  - 100 Aberdeen Drive
  - Box # ________
  - Riverside, CA 92507

- Lothian
  - Your Name
  - 500 Big Springs Road
  - Box # ________
  - Riverside, CA 92507

- Pentland Hills
  - Your Name
  - One Pentland Way
  - Box # ________
  - Riverside, CA 92507

Mail is usually delivered and picked up between 9am and 10am. It is distributed to mailboxes by 6pm, Monday through Saturday. Oversized letters/packages will be held at the RSO. You will receive a notice for these items. An outgoing mailbox is at the RSO, where you may drop off letters with proper postage.

**MESSAGE SERVICE**

Check the RSO for information on receiving messages.

**NEWSPAPERS**

The UCR Highlander student newspaper may be picked up by residents in front of the A-I or Lothian Residential Restaurants. The Highlander is published weekly, on Tuesdays. Please recycle all newspapers in the appropriate recycling bins throughout the building.

**PARKING**

Parking requests are made when contracting for Residence Hall housing. Parking is limited. Permits are issued on a first-come, first-served basis for the entire academic year only. All residential lots (Lot 21 at Pentland Hills and Lot 22 at Aberdeen-Inverness) provide security via barrier-arm gates, which are activated by your R’Card. If your card is lost or misplaced, an emergency button with a live camera is provided at each barrier-arm gate. After pushing the emergency button and being properly identified, the gate will be remotely opened for you from the RSO. Excessive usage of the RSO for parking access will result in punitive fines.
DO NOT BRING YOUR VEHICLE TO CAMPUS UNTIL YOU HAVE RECEIVED CONFIRMATION OF A PARKING PERMIT IN YOUR ROOM ASSIGNMENT BROCHURE.

Motorcycles, Mopeds, Scooters
A parking permit must be purchased and you may park in designated areas only. Parking on sidewalks is illegal. Motorcycles, mopeds or motor scooters may not be brought into the buildings under any circumstances and will be impounded if found.

Guests
Guests may obtain parking permits at the UCR Information Kiosks or at self-service dispensers located in front of each Residence Hall (credit cards only). Permits are valid in visitor lots or Gold parking zones.

PRINTING & REPROGRAPHICS
CUSTOMER SERVICE CENTER
Printing & Reprographics (P&R) offers a wide range of services including course readers, lamination, copying, large posters and banners and color laser copying of favorite and color reproductions. Their office is located near the HUB and the UCR Campus Store. Their hours are 9am to 5pm, Monday through Friday. For further information, please call 2-4443 or 2-4444. See www.printing.ucr.edu for more information.

Copy Machines
Printing & Reprographics maintains public-access copiers that operate by coin, cash or R’Card. They are located in all Residence Halls, the HUB, Rivera Library, Science Library and the A. Gary Anderson Graduate School of Management.

TELEPHONE
You will need an authorization code to make off-campus calls. Authorization codes can be requested through the campus Telecom office by sending an e-mail to dial@ucr.edu. You will need to include your name, student ID number, community/building name, room number and telephone number.

Authorization codes must be kept confidential, as you will be held responsible for all charges made with the authorization code issued to your student ID number. If you do not want to keep your authorization code, you can cancel it by sending an email to dial@ucr.edu.

Charges and Billing
There is no charge for an authorization code. You will only be billed for off-campus calls that require you to enter your authorization code to complete the call.

A listing of monthly toll charges can be requested by emailing dial@ucr.edu. Monthly toll charges due will appear on your Statement of Account. The Student Business Services Office posts the Statement of Account by the 18th of each month. The amount due is payable at the Cashier’s Office in the Student Services Building. The Student Business Services Office charges a late fee of $12.50 if bill is not paid by 4pm on the 15th of each month. If the 15th falls on a weekend, payment is due the previous Friday.

Your Room Telephone Number
Your telephone number will be (951) 827-xxxx. You will receive the last four digits of your telephone number with your Housing Assignment brochure, which will be mailed to you prior to move-in.

On-Campus Calling
There is no charge for on-campus calls. To dial another Residence Hall room—or any campus number—you will need to dial “2” and the last four digits of the telephone number you wish to call. For example, if you wish to call the telephone number of (951) 827-1234, you would dial 2-1234.
Inquiries
If you have any questions about your charges or the services provided by the Communication Services Office, send e-mail to: dormtel@pop.ucr.edu or call (951) 827-4624. When sending e-mail, please provide your full name, student ID number, Residence Hall room number and telephone number.

Residence Hall Programs & Activities

We recognize the value of the co-curricular experience. Many of the things you will learn and the people you meet at the university involve activities in your residence community. Residence Life staff work hard to involve you in a variety of programs and activities sponsored throughout the year. The Resident Advisors (RA), Program Coordinators (PC), Academic Outreach Coordinators (AOC) and the Residence Hall Association (RHA) work in conjunction and separately to provide you with more than 200 opportunities each year. There is generally something for everyone, and we welcome feedback and ideas from YOU, the residents.

Overall, our programs are designed to connect our residents to their surroundings while involving them in their community. The staff classifies programs into three different categories: Educational, Academic and Social. Educational programs introduce new or different concepts to students. Many involve life skills or self awareness. Academic Programs focus on skills and tools that enable students to be academically successful. Social activities involve building community through increasing social interactions, entertainment and fun. The programs happen in your hall or across campus, and are posted on a quarterly calendar throughout the Residence Halls.

- **WELCOME WEEK**: A week of educational, academic and social programming designed to acclimate you to campus living and connect you with your community.
- **LARGE-SCALE DANCES**: Programs like Monte Carlo, SS Lothian and The Underground bring the residents out to have a good time. Meet other community members, listen to some great music and enjoy yourself.
- **BARBECUES**: Sometimes it’s nice to eat outside and socialize with community members. In addition to the great food, entertainment is provided.
- **AWARENESS WORKSHOPS**: Seminars and workshops that educate residents on a variety of topics including AIDS Awareness, study skills, sexual health, time management, dating, relationships and multicultural connections.
- **OFF-CAMPUS ACTIVITIES**: Includes trips to museums, film festivals, shopping malls, coffee shops and other interesting places.
DIVERSITY INITIATIVES: At UCR, we honor and celebrate diversity and encourage our residents to do the same. Many of the programs and activities involve learning about people from different backgrounds and cultures.

COMMUNITY SERVICE: These activities are designed to connect you with the community outside of campus. Past events have included clothing and food drives, trick-or-treating with local children or helping out at one of the many local service centers.

ACADEMIC INITIATIVES
It is important that you make the most of your academic career while you are here at UCR. Housing, Dining & Residential Services works with a variety of resources to help you in maximizing your potential. Below are just some of the services we provide:

Residence Hall Tutoring
Housing, Dining & Residential Services works with the Learning Center to sponsor tutors who come into the halls to provide services. These are upper-division students who are knowledgeable in many of the courses and often work with the professors and instructors. Throughout the year, there are meeting times and locations posted in the halls. Topics most often covered include: Math, Chemistry, Biology, English and Physics. Tutoring takes place at Pentland Hills A104.

Student Housing Academic Resource Center (SHARC)
Located in A-104 Pentland Hills, the SHARC is designed for students to drop by and pick up information, participate in study groups, or connect with other students. Housing, Dining & Residential Services works with a variety of campus offices including The Learning Center, The Counseling Center, The Career Center, CHASS and others to provide satellite services in this space.

Faculty In Residence (FIR)
The FIRs are faculty members who live in the Residence Halls and work with the staff to plan and promote a variety of programs and activities. They are also available to answer questions or provide feedback with your classes. FIRs serve office hours at the SHARC. Watch for posted times.

Educational Programming
Our Residence Life student and professional staff promote, plan and implement a number of educational and academic programming activities and events throughout the year. We work with various campus offices to bring necessary support programs for residents. Resident Advisors provide building-specific programming aimed at fostering a sense of community and a connection with UCR. Program Coordinators do large scale programming as a means of increasing exposure to relevant issues of diversity, academia and real world topics. Past programs include The Underground Dance Party, aimed at increasing awareness and exposure to gender-expression lifestyles; Monte Carlo Night, a social program that was coupled with information regarding the dangers of addiction; and Around the World in One Night, a museum-like program focusing on biracial identity development and exposure.

Faculty Fellows
Faculty members who express interest in connecting with students in the Residence Halls. Often times, Faculty Fellows will be seen eating with students in the residential restaurants, attending programs or serving office hours at the SHARC. They also work with staff to plan and promote activities.

Pre-Business Community
The College of Humanities, Arts, and Social Sciences’ Pre-Business program is designed to prepare students for the rigors of the Business Administration major. The Pre-Business Community will introduce you to other business-oriented classmates and provide you with the opportunity to develop the key networks necessary to be successful in business. Alumni and community speakers will visit the Pre-Business community to
provide experience, insight and mentoring. Academic support and resources will be made available through advisors and peer mentors. The Pre-Business Community offers students the space to explore the possibilities of the business world with like-minded peers in a supportive environment.

**Enginuity Community**
Enginuity is a special-interest housing option designed exclusively for first-year freshman students enrolled in the Bourns College of Engineering (COE). The hall will be part of a COE initiative known as an “Engineering Learning Community.” As such, learning and the development of close academic and social relationships will be fostered in this community.

**Honors Community**
The Honors community is composed of students admitted to the University Honors program, based on a separate application process. To learn more about the details of application to University Honors, please visit [www.honors.ucr.edu](http://www.honors.ucr.edu) or call (951) 827-5323.

**CHASS Learning Community**
This community is designed exclusively for first-year students in the College of Humanities, Arts, and Social Sciences. CHASS Connect program. Students in the CHASS Connect community will be provided academic and social activities that will help them get to know others in the program.

**Community Service**
To enhance your interaction and understanding of the surrounding community, you are encouraged to participate in community service opportunities. Activities include blood drives, Stratton Community Center, food, clothing and toy drives, trick-or-treat for children, area day care centers, community clean-up and helping out at the School for the Deaf.

**Programs and Seminars**
Many events are offered: rape prevention, self defense workshops, study skill seminars, time management, stress awareness, alcohol awareness, AIDS awareness, dating, blood pressure testing, women’s issues round table, first aid and CPR training, and more.

**General Facilities**
Housing, Dining & Residential Services makes every effort to provide facilities and services to meet your needs. We continually make improvements as we receive resident input. Let us know if you have any suggestions either at the RSO or through your RHA representative.

**AMBERLIGHT**
This is a social lounge located on D1 West in A-I with tables, chairs and a TV. This is also the location for hall dinners, BBQs and other community wide events. A convenience store is also located in the Amberlight.

**ATM MACHINES**
There is an ATM machine located in the lobby at A-I near the Residential Restaurant. This is provided by the School’s First Federal Credit Union. Any student employee may join School’s First FCU; information is available from Human Resources. There is an ATM transaction fee for non-members and additional fees from your financial institution may be incurred.
BARBEQUES & FIRE PITS
Barbecues and/or fire pits are located at Lothian and Pentland Hills. Residents wishing to utilize them must work with their RA in order to utilize the BBQ, and the RA needs to be present for the event.

If an on-campus group wishes to utilize a barbecue or fire pit, the Staff Advisor for the group is allowed to check out the key and must be present during the entire event.

BEAR CAVE
This is a study lounge located in Pentland Hills on the first floor of the B and C buildings. This area is used for programming and other events.

BICYCLE STORAGE AREAS
There are several bike storage areas available at the Residence Halls. Your building access key will open the bike areas. To protect your bike from theft, get a good lock with a cable and always attach your bike securely within a bike storage area. All bicycles must be registered through TAPS. See the “Bicycle” subsection in the “Student Conduct” section. Bicycles must be removed at the end of the school year.

CHANGE MACHINES
There are change machines located in the lobbies at A-I, Lothian and Pentland.

EDUCATIONAL CENTERS (STUDY ROOMS)
A-I’s Educational Center is located on B1W. Lothian’s Educational Center is located on G2. Pentland Hill’s Educational Centers are located in A104 and on the first floor of buildings B and C.

EDUCATIONAL LOUNGES
Computer Labs
Computer labs are located in the following locations:
- A-I Educational Center – B1W
- Lothian Educational Center – G2
- Pentland Hills – A1

All HDRS-operated labs have Windows-based personal computers, Microsoft Office software programs, printing equipment and access to the campus network and internet. Any problems with the computer labs should be reported to ResTech at extension 2-6512. The computer labs are open 24 hours/day and are accessible using your R’Card.

Network Connections
Housing provides hard-wired network connections in every room and in many common areas and study lounges. Please see the UCR Student Conduct Policies for specific policies regarding acceptable network use. For more information about connecting your computer to the network, please call our office at (951) 827-6512 or visit the “Computers & Gaming” page on the Housing website.

GALLEY
This is a social lounge located between E and F wings, off the main stairwell in East Lothian, which has tables, chairs and TV. This is also the location for hall dinners, BBQs and other community events.

GAME ROOMS
Game Rooms are open daily from 8am to 11pm and are at the following locations:
- Aberdeen-Inverness: D1W
- Lothian: F2
- Pentland Hills: First floor of building H
In addition, a computer gaming lounge, “The Escape,” is available exclusively for residents of A-I, Lothian and Pentland Hills. The Escape is open 24/7, and located in Pentland Hills E112. For more details and a full list of available games, check online at the “Computers & Gaming” page on the Housing website.

LAUNDRY FACILITIES
Washers and dryers are located in each hall community; A-I in the B and D wings; Lothian in the basement of A-wing and on E2; and in all Pentland Hills communities.

All machines are card-operated only, using your R’Card. For your own protection, do not leave laundry unattended for any time longer than the wash or dry cycles (30 and 40 minutes respectively). Please report any malfunctioning machine to the RSO. Laundry rooms are open 24 hours each day of the week.

Ironing boards are located on each hall.

PIANO PRACTICE ROOMS
Piano Practice Rooms are open daily from 8am to 11pm. Practice rooms are at the following locations:

- **Aberdeen-Inverness**: D1W
- **Lothian**: Room G1
- **Pentland Hills**: On the first floor of Building F

TELEVISION AREAS
LCD flat panel TVs are located in the Amberlight at A-I, Galley at Lothian and the H-building Game Room at Pentland Hills. All televisions receive cable stations such as MTV, ESPN, Lifetime and CNN. Sets also receive RHA-TV, Residence Hall Television, featuring campus news and special programming. Hall lounges also feature TV and DVD players for resident use.

VENDING MACHINES
Some communities have vending machines to purchase snack foods and beverages. Locations of machines include:

- **Aberdeen-Inverness**: Lobby, A1E and E1E
- **Lothian**: Lobby and the main East Lothian stairwell
- **Pentland Hills**: First floor of Buildings B and F

Should you lose money in one of these machines, please report it to the Carding Office at the HUB for a refund.

FITNESS ROOMS
Exercise rooms are open daily from 6am to 11pm at the following locations:

- **Aberdeen-Inverness**: Located on D1W
- **Lothian**: Off the Galley
- **Pentland Hills**: On the first floor of building H.

There are weight machines, sit-up benches, stair-masters and stationary bikes to meet your exercise needs.
Housekeeping & Maintenance

You are responsible for cleaning your own room. The Housekeeping staff is responsible for cleaning common areas. Please remember that common areas are only cleaned once a day, Monday through Friday. Housekeeping staff will not do dishes left in community lounges.

Vacuums are available from your RA. You are only allowed to use the vacuum for 30 minutes due to the high number of requests.

What Housekeeping Will Clean
- Bathrooms
- Showers
- Lounges
- Kitchen areas
- Common areas, lounges and restrooms
- Hallways, meeting rooms
- Windows
- Pull trash and recycling from kitchens, lounges, restrooms and common areas.

What Housekeeping Won’t Clean
- Housekeeping does not clean or vacuum inside student rooms.
- Housekeeping does not remove students’ personal trash or recycling from their rooms; students need to remove their own trash/recycling and take it to the designated trash room areas.
- Housekeeping will not pick up or clean excessive trash from the lounges/common areas because of overnight parties. If housekeeping is instructed to clean excessive messy areas by a supervisor, this may result in charges to the students.
- Housekeeping does not wash dishes left in sinks in kitchen areas. Students need to wash their own dishes and put them away.
- Students need to keep lounges and common areas neat and free from unsafe conditions. Scooters and personal items need to be put away, and not kept in lounges and common areas.

If something breaks or does not work, fill out a maintenance request online (at www.housing.ucr.edu) to repair and/or replace broken items. The maintenance staff is responsible for repairs, heating and air-conditioning, plumbing, major maintenance projects, furniture adjustments, replacing light bulbs in permanent fixtures and grounds maintenance. Excessive damage and clean-up will be billed to students/community.

HEATING & AIR-CONDITIONING

Energy Use and Conservation
Please keep your windows closed and your vents open at all times. The heating and air-conditioning systems in the Residence Halls are very sensitive and do not operate properly if windows are open and vents are blocked. For rooms with individual controls, please turn off units when not in your room.

PEST CONTROL
If you have a problem with pests, fill out an online service request at www.housing.ucr.edu. Remember: no pest control measures are effective if food is left out, trash is not emptied or if bedding and clothing are not routinely laundered.

TRASH DISPOSAL
Residents are responsible for discarding all trash from their room and personal trash from common areas. Trash chutes are located near the entrance of each hall in A-I and West Lothian, on D-wing at the front of each floor in East Lothian, and in the stair towers.
Contracts

UCR HOUSING CONTRACT

All funds required to operate the Residence Hall facilities and programs are obtained from room and board fees and summer conference income. The Residence Halls receive no funding from Federal, State or university resources. The Residence Halls are committed to keeping rates as low as possible without reducing the quality or integrity of the program.

MOVE-IN DATES

- Fall Quarter: Sunday, September 28, 2014 (time varies by room)
- Winter Quarter: Sunday, January 4, 2015, 8am
- Spring Quarter: Sunday, March 29, 2015, 8am

FALL QUARTER

September 28, 2014 is the starting date for your 2014–2015 contract. IT IS ESSENTIAL THAT YOU MOVE IN ON THIS DATE. We have various orientations and activities planned to help you “feel at home” before classes begin. We also ask that you do not go home until after the first two weeks. The building of hall communities and roommate relationships cannot occur if parts of the community are missing. These first few weeks are crucial in forging solid foundations for communities and roommate relationships.

INSTRUCTION

- Fall quarter classes begin on Thursday, October 2, 2014.
- Winter quarter classes begin on Monday, January 5, 2015.
- Spring quarter classes begin on Monday, March 30, 2015.

QUARTER BREAKS/HOLIDAYS

Winter Break
Winter break begins Saturday, December 20, 2014 at 5pm, and ends Sunday, January 4, 2015 at 8am

Spring Break
Spring break begins Saturday, March 21, 2015 at 5pm, and ends Sunday, March 29, 2015 at 8am

The Residence Halls will be closed and secured for both winter and spring breaks. There is no food service offered during break periods.

in Pentland Hills. Boxes, including pizza boxes, should be left on the floor by the trash chute (they will block the chute) and will be collected for recycling. Recycle aluminum cans, paper, cardboard and plastics in the appropriate places. Do not dispose of your trash in common-area trash receptacles.
You are asked to leave for break no later than 24 hours after your last Final Exam. It is important that a strict study atmosphere be maintained during the entire Finals week.

It is not necessary to remove your belongings from your room. However, while the university will provide security during the break, you should take valuables home. The university is not liable for anything stolen during break periods.

**EXTENDED STAYS**

Your academic-year contract cost does not cover winter break or spring break. If you have an exceptional and verifiable need for continued housing during break periods (for work, research or other valid purpose), contact your RSO no later than two weeks prior to your anticipated need. Additional documentation will be required.

There will be an additional daily cost for all extended stays.

**HOLIDAYS**

The Residence Halls remain open for most holidays during each quarter. Meals are provided on a weekend schedule for these holidays:

- Veterans Day, Thursday, November 11, 2014
- Martin Luther King Jr. Birthday, Monday, January 19, 2015
- President’s Day, Monday, February 16, 2015
- Memorial Day, Monday, May 25, 2015

No meals are provided during the Thanksgiving holiday. The last meal before this break will be brunch, Wednesday November 26. The first meal upon return is breakfast, Monday, December 1.

**PAYMENTS**

The 2014-15 payment schedule can be viewed at [www.housing.ucr.edu](http://www.housing.ucr.edu). All Residence Hall payments are due according to the dates listed in your online Residence Hall contract.

Where to pay?

Payments may be made online at [www.growl.ucr.edu](http://www.growl.ucr.edu) or directly to the Campus Cashiers Office located at Student Services Building, Room 1111, Riverside, CA 92521. The Campus Cashiers Office is open Monday through Friday, 9am to 4pm. A drop box is located outside the Cashiers Office for after-hours payments. In general, a First Payment of $250 is due with your contract submission. Monthly payments are due on the first day of the month, September-May. Quarterly payments are due on the first day of September, December and March. A late fee of $30 is assessed after the 15th day of every month for all late payments until the student account is paid in full. Payments are always applied to the oldest student bill and late fees are assessed accordingly. Payment dates have been selected for convenience only and the intervals between them should not be construed as the period covered by the payment.

Include your student ID (SID) number on all checks. A charge will be assessed for all returned checks. American Express, Discover, MasterCard and eCheck payments are only accepted online at [www.growl.ucr.edu](http://www.growl.ucr.edu). A Convenience Fee will be charged for all online payments. Credit card numbers are not kept on file and must be re-submitted with each payment.

For inquiries about your housing account, contact your respective RSO or the Resident Accounts Office at (951) 827-6350. The Main Campus Cashiers may be contacted at (951) 827-3208. Student residents who anticipate having difficulty making a housing payment should contact the Resident Accounts Office at (951) 827-6350 BEFORE the
PAYMENT DEFERMENT
If you anticipate a difficulty making your housing payment, contact HDRS at (951) 827-6350 as soon as possible in order to discuss making alternative payment arrangements. Payment arrangements MUST be made prior to your account becoming delinquent and do not negate late fees. Only documented hardship (e.g., illness, financial aid difficulties, etc.) will be considered a legitimate reason for deferment of housing payments.

DELINQUENT HOUSING ACCOUNTS
If your housing account becomes delinquent, HDRS may initiate eviction procedures and the associated fees. In addition, “holds” may be instituted which bar your ability to register for coursework and cause university transcripts to be withheld.

ROOM ASSIGNMENTS
The assignments staff works very hard in matching roommates and accommodating requests. Any request not fulfilled is usually due to requests exceeding availability. If you have any questions regarding your assignment, please call the appropriate RSO:

- Lothian (951) 827-5972
- Pentland Hills (951) 827-6500
- A-I (951) 827-5460

CONSOLIDATION
If your roommate moves out during the year, it may become necessary to either have you move to another room or have a new roommate move in with you. The university will make consolidations when necessary. The empty half of your room needs to be ready at all times for a roommate. Charges may be applied for non-compliance.

MOVE-IN
You must move in within 48 hours of the quarterly move-in date or your room will be assigned to another student. Upon moving in, carefully check your room inventory form, sign it, and return it to your RA. Your signature on the form indicates that you agree that the room is in the condition noted on the inventory form. If you disagree with something on the form, please note the difference on the form before returning it to your RA.

MOVE-OUT AT THE END OF THE YEAR
You must schedule your move-out with your RA at the end of the year. Checkout times will be published and procedures will be sent to you before the end of the academic year. You are asked to leave at the end of the academic year no later than 24 hours after your last Final Exam. It is important that a strict study atmosphere be maintained during the entire Finals week.

CHECK-OUT CHECKLIST
The following need to be completed when moving out of the Residence Halls, no matter when:
**Schedule of Charges**

Some typical charges include:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Replacement (Common, room, apartment or house key)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Mailbox Key Replacement, per key</td>
<td>$25.00</td>
</tr>
<tr>
<td>Replacement of Lock — Core Charges</td>
<td>$60.00</td>
</tr>
<tr>
<td>Failure to return key at checkout, per key</td>
<td>$50.00</td>
</tr>
<tr>
<td>Improper Checkout</td>
<td>$75.00+</td>
</tr>
<tr>
<td>Late Housing Payment</td>
<td>$30.00</td>
</tr>
<tr>
<td>Room Change (Administrative Fee)</td>
<td>$75.00+</td>
</tr>
<tr>
<td>UCR 'Card Replacement</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**CONTRACT CANCELLATIONS**

If you plan to move out prior to the end of the year, you will need to log into your online Residence Hall contract at [www.housing.ucr.edu](http://www.housing.ucr.edu) to complete a Contract Cancellation Request. Your Residence Hall Contract is for the entire academic year, and you are financially responsible for that contract unless a release is approved.

**SIMPLY MOVING OUT OR TURNING IN YOUR KEYS DOES NOT CONSTITUTE CANCELLATION OF CONTRACT OR A RELEASE FROM CONTRACTUAL OBLIGATIONS.**

After moving in, you may request to terminate your housing contract for one of the following reasons only:

- Cancellation of admission or release from UCR student status by UCR for the remainder of the academic year. This does not include voluntarily dropping classes for any particular quarter.
- Approval of a written request to Housing, Dining & Residential Services for a substitution of a full-time registered student who lives off campus. It is the responsibility of the resident under contract to find an acceptable replacement.

**RESIDENTS WHO MOVE OUT AND ARE NOT RELEASED FROM THEIR CONTRACT WILL BE RESPONSIBLE FOR THE REMAINING CONTRACT PAYMENTS, LESS BOARD PAYMENTS.** This amount will be billed to the student’s Campus account.

- Remove all your possessions from your room.
- Clean your entire room (dust, clean windows, etc.).
- MicroFridges must be cleaned and dried.
- Go to the RSO to have a staff member inventory your room.
- Turn in your keys. Failure to turn in any key when moving out results in a key replacement charge, core change charge, and a $50 punitive fine. See the Schedule of Charges below.
- Make sure your mail will be forwarded correctly. Normally, incoming mail will be sent to the home address listed in GROWL. However, if you want mail sent to a different (or temporary) address, you must fill out a forwarding address card with the Post Office (either in person or online at [www.usps.com](http://www.usps.com)).

Failure to follow the above checklist will result in a $75 “Improper Checkout” fine.

**Damages/Cleaning Charges**

If there are any cleaning or damage charges that the staff member has identified, the Resident Director will assess the appropriate fees. You will be billed through your campus account.
TERMINATION OF RESIDENCE HALL CONTRACT BY UCR HOUSING SERVICES

The student shall vacate the UCR Housing facilities within 72 hours of notification of termination of contract by HDRS for any of the following reasons:

- Non-payment of housing fees.
- Violations of UCR housing policies outlined in this handbook as a part of the Residence hall Contract.
- Violations of “Policies Applying to Campus Activities, Organizations and Students, University of California.”
- Dismissal or suspension from the university.
- General behavior that indicates the student’s continued presence would be detrimental to the welfare of themself, students or staff.
- Intentionally violating UCR Housing Code of Conduct or policies which result in a UCR Housing-initiated termination does not relieve the student of their financial obligation to be responsible for the room portion of their contract for the remainder of the academic year or until a replacement student is found. Any resident whose Residence Hall Contract is terminated due to misconduct will be automatically placed on the UCR Housing Exclusionary List.

EXCLUSIONARY POLICY

The UCR Housing exclusionary policy mandates that excluded persons are not to enter/return to the buildings or grounds of UCR housing facilities for any reason.

The Exclusionary List is strictly enforced, primarily by the UCR Housing staff, and secondarily by the UC Police; any violations will result in University Conduct review and/or legal action. Individuals placed on the exclusionary list may appeal their exclusion to the Director of Residence Life after one year.
For as long as you are a student here, your UCR ID Card – known as the R’Card – will be the single most important piece of student identification you possess. This multi-purpose ID integrates a number of functions that would have previously required you to carry enough cards and cash to fill your pockets—now you can pay for meals, buy snack food at the vending machines, do your laundry, work out at the Student Rec Center and borrow books from the library, each with a simple swipe of the card, making it the quickest, most convenient method of payment available on campus.

As a housing resident you will be using your ID card more than anyone on campus. Your R’Card is your access to your Dining Plan and Dining Dollars (if applicable) and Bear Bucks. The R’Card is also used to gain access to many UCR Housing communities, and to operate the laundry facilities at each community.

Your R’Card also provides a number of optional services that can save you both time and money. As a “Debit Card,” your “Bear Bucks” can be used for purchases and discounts at many on-campus locations, printing in the Library, purchases at the Campus Store and some vending machines, and at select off-campus merchants. For a complete list of off-campus merchants, please refer to our website, www.ucrcard.ucr.edu.

You can add funds to your R’Card online, at self-serve kiosks on campus, and at the following office:

**UCR Card Office**
Highlander Union Building (HUB), Suite 249
Office Hours: Monday to Friday 9am to 4pm
951-827-2273
www.ucrcard.ucr.edu

**Lost R’Cards**
If your R’Card is lost, stolen or misplaced, report it immediately by logging into your My Card Account at www.ucrcard.ucr.edu to deactivate your card, or notify us at (951) UCR-Card (827-2273), 24 hours a day. This will protect the funds in your Dining Dollars, Dining Plan and Bear Bucks accounts. A replacement card can be obtained for a fee of $20 at the UCR Card Office, located in the Highlander Union Building (HUB), Suite 249.

For students with dining plans, meal tickets will be provided at your RSO office on a limited basis until you can get your R’Card replaced.
Dining

OUR DINING VISION

The Housing and Dining divisions of HDRS work closely together to create a sense of community and offer social hubs focused around food in a comfortable environment.

We offer residents a variety of restaurants with high quality, authentic and healthy cuisine, and pride ourselves in providing a wide variety of food options daily in a cook-to-order and just-in-time format. Dining staff are family-oriented, and provide a friendly, interactive experience for our students.

All housing residents — along with staff, faculty and community members — are welcome in each of our restaurants, including our two Residential Restaurants.

Residents may purchase Dining Dollars at any time, in the following amounts:

Spend $50 and receive $52.50 (a 5% discount); spend $100 and receive $110.00 (a 10% discount). Dining Dollars may be used the same as cash at any UCR Dining location, and can be added to your R’Card at any Residence Hall RSO.

Dining Dollars are effective from the day purchased until the last day of school for the regular academic year. Unused Dining Dollars roll over to the next quarter. However, unused Dining Dollars do not carry over at the end of the year.

DINING LOCATIONS

Services within the Housing Community:

- Lothian Residential Restaurant
- A-I Residential Restaurant
- The Market at Glen Mor
- Scotty’s (A-I)
- Scotty’s (Lothian)
- Scotty’s (Glen Mor), includes grill
- Spinelli’s to Go (Lothian)
- The Culinary Chameleon Food Truck (A-I dinners)

Restaurants on Campus

- The Barn
- Bytes (in Winston Chung Hall/Engineering 2)
- Coffee Bean & Tea Leaf
- HUB (Highlander Union Building) Food Court restaurants:
  - Habanero’s
In addition, University Village, University Avenue and the immediate area adjacent to campus are home to an array of fast food and multi-ethnic cuisine. Residents are also encouraged to try the eateries located at Bannockburn Village: the Getaway Cafe and The Sub Station. Some of these off-campus restaurants may accept Bear Bucks, but will not accept Dining Dollars.

DINING PLANS

All students living in the Residence Halls and Glen Mor are required to purchase a Dining Plan as part of their housing contract. Students access their Dining account via their R’Card, which is “swiped” upon entering a Residential Restaurant or being served selecting items at some campus eateries.

Dining Plans are only for your personal use. They can not be used to purchase a meal for others. Guest passes are provided for friends and family to join you in Residential Restaurants.

The following Dining Plans have been developed to meet the needs of residents:

Residence Hall Dining Plans

**HIGHLANDER 120**
The perfect mix of affordability and practicality. The plan includes 120 delicious Residential Restaurant meals each quarter, whenever you want to eat them. That’s 11 meals a week, out of a possible 19. Your meal count re-sets each quarter; unused meals do not roll over to the next quarter.

The Highlander 120 also comes with $250 in Dining Dollars per quarter, good at all campus dining locations and C-Stores. Unused Dining Dollars do roll over to the next quarter. However, unused Dining Dollars are forfeited at the end of the year.

Plan holders also receive four Guest Passes per quarter — great for family and friends!

**HIGHLANDER 180**
The Plan for those who eat most of their meals at the Residential Restaurants, or other venues that accept Meal Swipes (such as the Culinary Chameleon food truck). Includes a full 180 Residential Restaurant meals each quarter – that’s about 16 meals a week!

The Highlander 180 also comes with $125 in Dining Dollars per quarter. Unused Dining Dollars do roll over to the next quarter. However, unused Dining Dollars are forfeited at the end of the year.

Plan holders also receive six Guest Passes per quarter!
**HIGHLANDER UNLIMITED**
The ultimate plan, designed for ultimate flexibility, offering as many meals at the Residential Restaurants as you need.

Unlimited meal swipes means you can stop by any time (until 9pm Sunday through Thursday; 7:30pm Friday) for a full meal or just a healthy snack. There’s just no limit. And it’s perfect for those eating multiple small meals a day for the nutritional and metabolic benefits.

The Highlander Unlimited Plan also comes with $75 in Dining Dollars per quarter, good at all campus dining locations and C-Stores. Unused Dining Dollars do roll over to the next quarter. However, unused Dining Dollars are forfeited at the end of the year.

Plan holders also receive **four Guest Passes per quarter** — great for family and friends!

Please note that the Highlander Unlimited is only valid at our Residential Restaurants. You will NOT be able to swipe your R’Card for a meal at the Culinary Chameleon or Market at Glen Mor.

**Glen Mor Dining Plans**

**GLEN MOR MARKET PLAN**
Designed for residents who plan to prepare most of their meals in their own kitchens. This plan provides $400 in Dining Dollars per quarter to be used in our markets (Scotty’s) or any other Dining venue on campus. Unused Dining Dollars roll over to the next quarter; unused Dining Dollars expire at the end of the year.

**GLEN MOR RESIDENTIAL PLAN**
Designed for residents who enjoy the all-you-care-to-eat meals at the nearby Residential Restaurants. This plan provides 50 meals per quarter — that’s four or five meals a week, out of a possible 19.

The plan also includes $250 in Dining Dollars per quarter. Unused Dining Dollars roll over to the next quarter; unused Dining Dollars expire at the end of the year.

**Dining Dollars**
Dining Dollars may be used for yourself or a guest at any Dining Services venue on campus, including the Residential Restaurants, convenience stores, the HUB, and The Barn.

Additional Dining Dollars may be added to your R’Card at any time by visiting any Residential Services Office (RSO).

Dining Dollars may be purchased at a discount in the following amounts:

- **Spend $50 and receive $52.50** (a 5% discount).
- **Spend $100 and receive $110.00** (a 10% discount).

Dining Dollars go into effect with the start of your Housing contract or when Dining Dollars are purchased, and are available for the duration of your contract until the last day of school for the academic year. Unused Dining Dollars roll over to the next quarter. However, unused Dining Dollars are forfeited at the end of the year.

Dining Dollars increase the flexibility of your Dining Plan by allowing you to purchase snacks, regular meals, late-night meals and guest meals at alternative locations and times.

**DINING PLAN CHANGES**
The Dining Plan selected is for the entire academic year. Changes are permitted during the first two weeks of the academic year only. Please submit a Dining Plan Change Request Form at your respective RSO. Please allow two weeks for your request to be processed. A Dining Plan Change Request Form needs to be completed and all instructions for documentation followed.

**DINING SERVICES**

**CONTINUOUS SERVICE**
Monday through Friday, both the A-I Residential Restaurant and Lothian Residential Restaurants will open for breakfast at 7:15am, and will remain open all day through the end of dinner at 9pm (7:30pm on Friday).
Designed for students who are always on the go, continuous services provides the ultimate access to meals throughout the day. Please refer to the Dining Services web site, www.dining.ucr.edu, for hours of operation.

- **LATE NIGHT SERVICE**
  We offer an outstanding late night restaurant experience at Spinelli’s Italian Oven, located at Lothian. Specialty pizzas, freshly tossed Italian pastas & salads and a variety of crave-worthy desserts are available nightly. Take out or dine in...pajamas and fuzzy slippers are always welcome. Please refer to the Dining Services web site, www.dining.ucr.edu, for hours of operation.

  The Culinary Chameleon Food Truck will also offer late night service Sunday through Thursday nights. Please refer to the Chameleon web site, www.foodtrucks.ucr.edu for location and hours of operation.

- **NUTRITION**
  We are committed to offering residents healthy dining options. To that end, we provide vegetarian and/or vegan options at all dining venues, and we can meet most special dietary needs upon request.

- **MEALS ON THE GO**
  The Market at Glen Mor (Lothian) offers home-style dinner meals to go (Sunday - Thursday; meal swipe accepted), while Spinelli’s Italian Oven (Lothian) offers a late night venue for students to either dine in or take out. The Culinary Chameleon Food Truck also offers to-go dinner service for a “swipe.” Please refer to the Dining Services web site, www.dining.ucr.edu, for hours of operation.

  NOTE: Residents on the Unlimited Plan cannot use their R’Card to “swipe” a meal at either The Market at Glen Mor or the Culinary Chameleon.

### RESIDENTIAL RESTAURANT BEHAVIOR

Please take the initiative to self-monitor noise. It is not acceptable to assume that it’s okay to be noisy until someone complains. See the Student Conduct Policies section of this Handbook.

Backpacks/bookbags will not be allowed in the Residential Restaurants. We recommend that you secure your backpack in your room before coming to dine. In the event that you must bring your backpack, a limited number of lockers are available outside the entrance of the Residential Restaurants.

You are only allowed to carry out one piece of fruit or one dessert, per visit, when you exit the Residential Restaurant.

### GUESTS

You are welcome to bring guests with you to any Residential Restaurant for a nominal charge. Guest prices will be available at the cashier station and payment for your guest may be made with your Dining Dollars, by adding funds to your UCR Card, or with a credit card or cash. Some Dining Plans offer a limited number of guest meal passes. Check the details of your plan above.

No one may enter the Residential Restaurants without a meal card or payment for the meal. At the HUB, guests pay the published prices.

### FEEDBACK

We encourage constructive feedback regarding all services that Dining provides. There are several ways in which you can provide feedback. If you would like to see something added or there is something not to standards, please bring it to the manager’s attention, as there is always one on duty. This allows us to make immediate corrections.

In addition, many of our restaurants offer instant feedback via the “TxtandTell” text messaging system. For directions how to text comments directly to our managers, look for posters or flyers at our Residential Restaurants, the Market at Glen Mor and The Barn.
QUESTIONS
Dining Services Managers are here to assist you. Please direct any questions, comments or concerns regarding Dining Services to the Dining Services Managers, and not the student employees. Managers and Supervisors are located at each facility and are prepared to assist you.

HOURS OF OPERATION
A complete schedule of operational hours will be available on the Dining web page, www.dining.ucr.edu. Although we will make every effort to keep the hours the same, hours are subject to change as needed and will be posted on our web page.

VENDING MACHINES
Many communities feature vending machines offering snacks and beverages. They accept coins and low-denomination bills. Many vending machines in A-I and Lothian also accept Bear Bucks.

If a vending machine is not operating properly, please notify the RSO immediately. (Vending machines are not serviced by Dining staff.)

Health, Safety & Wellness

EARTHQUAKES
Earthquakes are a reality in California. The more prepared you are to deal with earthquakes, the better you will be able to help yourself and others.

Before The Quake
Check to be sure that nothing heavy or breakable is hanging over your bed. Keep all breakable items stored low. Keep exits clear. Be familiar with the floor plan of the building. Keep a first-aid kit or earthquake preparedness kit in your room, along with a flashlight. The more self-reliant you are, the better. Although there is a campus-wide emergency plan that will be enacted after a large earthquake, your own self-reliance will help to ease the demands on emergency personnel.

During The Quake
Remain calm—do not run or panic. Remain where you are: indoors, outdoors or in a car.

If you are indoors:

➤ Take cover under desks, tables, beds or in doorways until the shaking stops.

➤ Do not stand near windows, shelves or heavy objects which may topple.

➤ Wait a few moments after the shaking stops before leaving your cover.

If you are outdoors:

➤ Move to an open area away from high buildings and power lines.

➤ Do not attempt to enter your unit or other buildings, or seek shelter beside building walls.

After The Quake

➤ Take time to think. Do not run down stairs. Do not run inside or outside. Wait until all motion has stopped.

➤ Do not light a match or turn on a light switch. There may be leaking gas or electrical shorts. At night, use a flashlight. Some communities have generators that will keep emergency lights lit.

➤ Wear shoes for protection from debris and broken glass.

➤ Check the immediate area for injured persons.

➤ Check for fires, spills or other hazards. Turn off all appliances.

➤ Evacuate if there is an immediate danger (See Fire: Evacuation). Use stairs, not elevators. Follow the evacuation route posted on your door.
Follow staff instructions. Again, for a severe earthquake, the campus emergency plan will go into effect. This plan is designed to provide medical attention, food, and shelter to the campus community. HDRS staff will inform you of this process should the need occur.

**FIRE**

**Equipment**

All units are equipped with smoke detectors that are designed to detect the presence of smoke. Fire alarm pull stations, fire extinguishers and fire hoses are located in general areas, such as building corridors. It is a misdemeanor offense to tamper with smoke detectors, fire alarm pull stations, fire extinguishers and fire hoses. Violators are subject to both legal prosecution and eviction.

In most communities, activating the fire alarm system automatically notifies the campus police. Tampering with these smoke detectors may automatically set off the fire alarm system. Residents are required to notify housing staff or the UCR Police immediately if a detector in their unit has been activated.

If you ever suspect that a smoke detector or other fire equipment is compromised in any way, immediately notify the Residential Services Office or RA On Duty.

**Bannockburn Village, The Plaza and Stonehaven** feature battery-operated smoke detectors. System alarm bells will be activated only once smoke reaches the common kitchen smoke detector. Therefore, if a fire occurs within a suite room, it is the responsibility of the resident to activate the nearest fire alarm pull station located on the building exterior.

**Falkirk and Oban** do not have automatic exterior alarm bells. It is the responsibility of the resident to activate the nearest fire alarm pull station located on the building exterior.

**Evacuation**

All residents and guests of UCR Housing are required to evacuate the premises immediately during a fire alarm. Residents and guests should exit buildings, proceed to the parking lots, and stand at least 100 feet from the nearest buildings. Further instructions will be given by HDRS staff, including permission to re-enter the buildings.

Every fire alarm must be treated as a genuine emergency. Residents who fail to respond to a fire alarm or to follow directions of HDRS staff are subject to one or more of the following disciplinary actions:

- **First Offense**: written warning.
- **Second Offense**: $100 fine and possible eviction.
- **Third Offense**: $200 fine and possible eviction.

Here are some additional guidelines for evacuations due to fire:

- Be sure your roommate/apartment mates or housemates are awake.
- Close your windows.
- Open your blinds.
- Dress quickly in appropriate clothes for the weather. Do not wear open-toed shoes. Always assume that you may not be able to re-enter your unit for an extended period.
- Take all of your keys (e.g., unit, car, etc.) and cell phone.
- Take a towel with you in case of smoke.
- Check your door when preparing to exit. If it is hot, do not open the door; call 9-1-1 to report your location, and hang a sheet or towel from your window to attract attention. If your unit fills with smoke, stay low to the ground. Fill sinks with water. Stuff wet towels at the base of doors. Block vents with wet towels.
- If your door is cool, proceed to hallway and then to the exit. Never use elevators during a fire.
Move to your staging area, as indicated by the map on your hallway or in your unit, keeping away from the building and driveway. Watch for emergency vehicles.

Walk away from the buildings. Do not run.

Prevention
Fire can cause significant damage and threaten human life. You must realize the important role you play in fire safety. Listed below are suggestions to help prevent fire hazards.

- Turn off and unplug all appliances immediately after use, including such items as curling irons, hot pots, irons and popcorn poppers.
- Remain in your unit when any electrical appliance is in use.
- The use of objects with open flames (including candles, potpourri, Sterno and incense), combustible decorations and/or chemicals are prohibited.
- Barbecues and starter fluids are not permitted in units or on patios and landings.
- Ensure that multiple outlet connections contain a built-in circuit breaker and are labeled as “UL Approved.” (Power strips with minimum 1449 UL listed surge suppressor with sufficient joule capacity should be used for protection of computers and other electrical equipment).
- Check for frayed electrical cords.
- Do not locate electrical cords under rugs or other items that permit heat build-up in the cord.
- Do not block any exits.
- Report any fire safety hazards immediately to your RA or the RSO.
- The use of halogen lamps is prohibited.

Fire Drills
Quarterly, in conjunction with the Campus Emergency Health & Safety Department, HDRS staff conducts fire drills. These drills are performed in order to verify that residents are familiar with the evacuation process and can safely and quickly execute the emergency plans.

Residents who fail to evacuate during such drills will be subject to disciplinary actions. HDRS staff may enter units during fire drills to confirm that all persons have evacuated.

SEXUAL ASSAULTS
Sexual assault is a general term, which covers a range of crimes including rape. As defined under California law, rape is non-consensual sexual intercourse that involves the use of force, violence, or immediate and unlawful bodily injury, or if the person is incapable of giving consent because they are incapacitated from alcohol and/or drugs, or if a mental disorder or developmental or physical disability renders the victim incapable of giving consent.

To be consensual there must be “positive cooperation” and “the person must act freely and voluntarily...” (Penal Code 261.6). Whether the perpetrator is a stranger, acquaintance or friend is irrelevant to the legal definition of rape. According to California Education Code 67385(d), sexual assault includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault.

A student who is charged with committing a sexual assault may be prosecuted under California criminal statutes, disciplined under the university’s student discipline procedures, and/or be the subject of a civil suit.

What to do if you’ve been assaulted:
- Your immediate safety is first. Try to go to a safe place.
Reach out for support. The RA On Duty is a great resource.

Get medical attention as soon as possible. Your local rape crisis center can assist you with finding options. Medical care is important, both in case you are injured and to protect against sexually transmitted diseases and pregnancy, if applicable.

Request the assistance of campus and/or community resources. Call your local rape crisis center or any of the resources listed on the following pages.

If you believe that you have been sexually assaulted you have several options:

Seek advocacy, counseling and/or medical attention.

Report to your RA/RD/AC (Area Coordinator) or to the Housing Judicial Office.

Report to the police and file charges.

Report to the police and not file charges.

Report to the Title IX Office for investigation.

Seek professional advocacy through the Riverside Rape Crisis Center.

File a civil suit.

Request disciplinary options, which may include alternative housing arrangements and interim suspension.

Obtain a restraining order.

Request mediation services.

Note: One or more of these options may be initiated simultaneously.

Professionally trained advocates are available via the Riverside Rape Crisis Center. An advocate can aid you by explaining your various options and help you choose which action is comfortable for you. The advocate will also be able to inform you about campus and community services which could be of assistance.

Here are campus and community telephone numbers to help you:

- Emergency Services: 911
- University Police Department (non-emergency): (951) 827-5222
- Women’s Resource Center: (951) 827-3337
- Title IX Office: (951) 827-7070
- Sexual Assault Resource Services Consultant: (951) 827-6225
- Campus Health Center: (951) 827-3031
- UCR Counseling Center: (951) 827-5331
- Riverside Area Rape Crisis Center: (951) 686-7273
- UCR Counseling Center 24-Hour Hotline: (951) 827-TALK
- Student Affairs Case Manager: (951) 827-9534
- Housing Judicial Affairs: (951) 827-4252
- Student Conduct & Academic Integrity Programs: (951) 827-4208
- Ombudsman: (951) 827-3213

In a sexual assault case, every effort is made to maintain confidentiality. While it is essential that campus representatives honor the choices of the survivor, there are instances where it is the university’s ethical and legal responsibility to disclose information regarding the circumstances related to a specific incident. Only those that have a need to know will know. For example, authorized representatives may share this information when the survivor or alleged perpetrator threatens his/her own health and safety or the health and safety of others, and/or when the survivor is a minor (under 18 years of age).
SAFETY & SECURITY

UCR Police
University of California Police Department, Riverside
3500 Canyon Crest Dr, Riverside, CA 92521
UCPD Dispatch (951) 827-5222
(On campus 2-5222)
EMERGENCY DIAL 9-1-1 on Campus

The UCR Police are State Police Officers responsible for law enforcement duties on and about the campus. The UCR Police have a direct line to a 24-hour emergency service, which responds to all emergencies, including medical emergencies. For a police or medical emergency you should call 9-1-1. For all non-emergencies, you may call extension 2-5222.

Campus Safety Escort Service—Call (951) 827-3772

UCR has a volunteer escort service, which we encourage you to use when you walk on campus at night. It is administered by the Women’s Resource Center. If you want to be escorted to any location on campus during the evening hours, call 827-3772. Hours are sundown until midnight, Sunday through Thursday. As new volunteer escorts are always welcomed, you should volunteer to help if you can afford the time.

ROAR
ROAR stands for Resources, Observe, Act and Report — the four pillars of Housing’s safety and security program for residents, staff and visitors:

▶ RESOURCES
You are not alone. There are many places to turn to for help, advice and support.

▶ OBSERVE
Keep your eyes and ears open. Be aware of your immediate environment at all times.

▶ ACT
Increase your safety and security — and that of others — by following a few simple steps.

▶ REPORT
Communicate anything that seems threatening; inform people in a position to help.

The ultimate goals of ROAR are to increase awareness and empower individuals to take an active role in ensuring their own safety, and that of others in their community.

Identification
All residents are issued a UCR Card and card key holder. These should be carried with you at all times.

Safety Tips
Unfortunately, crime is everywhere. Protect yourself with these simple crime prevention tips wherever you are:

▶ Avoid walking alone at night unless absolutely necessary. Use the Campus Escort Service or ask community-mates to accompany you. BE AWARE OF YOUR SURROUNDINGS AT ALL TIMES.

▶ Avoid shortcuts and dark, isolated areas.

▶ Walk purposefully, know where you are going.

▶ Avoid potentially dangerous situations.

▶ Have your door keys ready; carry them in your pocket or hand—not in your purse.

▶ Always lock your car—one in five stolen cars is left with keys in the ignition.

▶ Lock bikes and mopeds to racks with hardened-alloy locks and chains or U-shaped locks. Use Residence Hall bike storage areas.

▶ Do not leave any valuables or property visible inside the car. Lock these items in the trunk.

▶ Keep doors and windows locked, especially when you are not in your unit.

▶ Store valuables out of sight as much as possible in your unit.
If you find yourself in trouble, use emergency call box phones located on campus and in most parking lots. The UCRPD will answer these phones and will provide assistance (see campus map for location of these phones).

If you observe suspicious individuals in the complex, do not hesitate to contact the campus police at 9-1-1 from your phone or an emergency call box.

If you drink, drink responsibly and stay in control. Most assaults and accidents involve alcohol.

Look into your car before getting in. Lock doors and roll up windows once inside for protection.

Never leave your unit door unlocked, whether you are at home or not. Secure all money and valuables. If a theft should occur, contact the Campus Police or the RA On Duty.

Residents are advised to carry renters insurance for their belongings. The university assumes no responsibility or liability and provides no insurance or financial protection for a resident’s personal property.

Report any safety-related problems to the Residential Services Office or the RA On Duty.

**WELLNESS**

Housing, Dining & Residential Services is committed to maintaining high standards for health, safety and security in all of our communities. Individuals who jeopardize the health, safety and security of others by not following health and safety procedures will be subject to disciplinary action from not only HDRS, but also university and civil authorities. **All residents and their guests must follow health and safety regulations.**

**Injuries And Illness**

Student Health Services (827-3031), is located between A-I and Pentland/Lothian Halls, in the Veitch Student Service Building. These services are available from 8am to 5pm, Monday through Friday. If you become ill or sustain an injury when Student Health Services is closed and/or you are in need of immediate assistance, contact the RA On Duty or dial 9-1-1.

**Medical Information**

You should have returned an Emergency Medical Card with your contract and room/unit assignment form. This card requests information concerning any prescription medication you may be taking and any other medical information, which may be necessary to know in an emergency. This information is kept confidential and will only be used by the staff in the event of an emergency. Please inform the RSO of any changes in your health information during the year.

**Family Student Housing** Be sure to notify the RSO of the birth of new family members.

**Mental Well-Being**

Psychological services are available through the Counseling Center, 827-5531 and their 24-hour help line (951) UCR-TALK or (951) 827-8255. This center is also located in the Veitch Student Service Building. It is open from 8am to 4pm, Monday through Friday. If the Center is closed and/or you are in need of immediate assistance, contact the RA On Duty or dial 9-1-1.
Housing, Dining & Residential Services is the campus’ largest employer of students. The jobs offered conveniently work around your class schedules and many offer personal growth and leadership opportunities, in addition to a paycheck.

STUDENT EMPLOYMENT

Dining Services
Each quarter, Dining Services has student employment opportunities available in both Residential Dining and Retail Operations. To find out more about the job openings, visit the student housing office at Bannockburn J-115 or call (951) 827-6121.

Housing Services
Housing Services offers a number of student employment opportunities. These include Resident Services Assistants (RSA), Resident Advisors (RA) and Program Coordinators (PC). These positions are generally selected the year before, but there may be openings during the year. In addition, Housing also employs student workers in its administrative offices. For job availability, check the Student Jobs page on the Housing website or the bulletin boards in your building for any openings.

Both Dining Services and Housing Services positions are also available through the Work Study Program. To find out more about Work Study opportunities, you can visit www.careers.ucr.edu.

RESIDENCE HALL OPPORTUNITIES

Residence Halls Association
The Residence Halls Association (RHA) of UCR is a student run organization for all residents. RHA supports hall and campus programs and activities, provides leadership training and serves as a coordinating body for all hall events. RHA advises the Office of Residence Life in the development of Residence Hall policies, procedures, programs and facilities. RHA is advised by a professional staff member from the Office of Residence Life and manages an approximate annual budget of $35,000.

STRUCTURE & INVOLVEMENT
All residents are members of RHA, and are invited to attend meetings. RHA consists of four councils: A-I Council, Lothian Council, Pentland Hills Council and Glen Mor Council. Voting membership consists of one senator from each floor. From these representatives, officers are selected who, in addition to representing their floors, coordinate council functions. The President, Vice President, National Communications Coordinator, Vice President of Technology and Facilities and Finance Chair are elected at the end of the previous year.

FEES & FUNDING
As a member of RHA, each student in the Residence Halls pays $60 in activity fees. This money is used to finance community-wide programs and hall funds. RHA also advises the staff on the use of vending machine income. Your $60 goes toward funding hall activities (30%), community wide programs (60%) and RHA/student staff events (10%).

National Residence Hall Honorary
The National Residence Hall Honorary is an organization that is made up of the top one percent of Residence Hall students. Their primary function is to recognize students and staff who provide leadership within the Residence Halls. The
UCR Highlander Chapter has also taken an active role in encouraging community service events and putting on award banquets.

Peer Review Board

The Peer Review Board is comprised of volunteer resident peers appointed through a selection process. The Housing Judicial Coordinator serves as an advisor. The Peer Review Board hears conduct cases referred by staff from the various Housing areas. The Peer Review Board will determine to what extent you are responsible for the policy violation(s).

CAMPUS APARTMENT OPPORTUNITIES

Campus Apartment Resident Association

The Campus Apartment Resident Association (CARA) is an extension of the Resident Hall Association (RHA) of UCR, a student run organization for all residents. CARA supports programs and activities, provides leadership training and serves as a coordinating body for all community events. CARA advises the Office of Residence Life in the development of policies, procedures, programs and facilities. CARA is advised by a professional staff member from the Office of Residence Life.

FEES & FUNDING

As a member of CARA, each student in the UCR Campus Apartments (with the exception of Stonehaven) pays $60 in activity fees. This money is used to finance community-wide programs and hall funds. RHA also advises the staff on the use of vending machine income. Your fees go toward funding community activities (30%), community-wide programs (60%) and CARA/student staff events (10%).

Residents of Canyon Crest Family Student Housing do not pay activity fees.

INTERNATIONAL STUDENT RESOURCE CENTER

University Village Shopping Center, Suite #204 (above Quizno’s and Starbucks).

Hours: Monday through Friday, 8am to 5pm

Web: internationalcenter.ucr.edu
Phone: 827-4113
Fax: 827-3778

The International Student Resource Center (ISRC) offers a place for students to engage in a full range of international activities, such as intercultural programs, social events, speakers, etc. Students are encouraged to use the comprehensive multimedia resource library on international universities, travel planning, scholarships, work abroad, etc. The International Women’s Exchange meets at the ISRC every Wednesday morning. The International Service and Global Impact club, ISAGI, is also headquartered at the Center. The Center also provides protocol and arranges visitation for international guests of the campus.
SERVICES TO INTERNATIONAL STUDENTS

The ISRC provides support to all members of UCR’s international student body. New and continuing students may choose from a range of services, from pre-arrival to post graduation assistance. The professional staff facilitates all immigration issues related to student status, offering quarterly workshops on specialized topics. International Peer Advisors, a student volunteer team, welcomes newly arrived international students throughout the year. Prospective IPAs are always welcome.

All international students must meet three university requirements prior to enrollment: payment of nonresident tuition; proof of adequate health insurance coverage; and completion of English language proficiency. Center advisors participate in national networks to provide UCR international clients with up-to-date expertise on non-immigrant visa issues. Information on how to best meet the obligations under each visa category and to maximize the opportunities is made available to individuals and groups.

Special Scholarships for International Students. The University of California has reciprocal agreements with more than 130 institutions worldwide which provide competitive one-year scholarships to study at any UC campus. Applications for this scholarship are obtained and processed at the foreign campus.

OPPORTUNITIES ABROAD

UCR encourages students to include an international experience as part of a degree objective. Identification of the appropriate program option is important. The International Education Center has specific information on the Education Abroad Program (EAP), direct enrollment options and alternative opportunities. IEC advisors are available to discuss academic expectations, cultural adjustment and re-entry.

FULBRIGHT STUDENT PROGRAM

The International Education Center coordinates the application process for enrolled UCR students who enter the national Fulbright Student Program competition. Graduating seniors and graduate students can find brochures, applications and information on procedures at the Center. The application period is May to October for participation in the following year.

EDUCATION ABROAD PROGRAM

The University of California’s Education Abroad Program is often regarded as a prototype among exchange programs in colleges and universities nationwide. It is the largest and most varied program of its kind and has a distinguished reputation.

Students interested in the language, literature, engineering, science, art, culture, history, government or social institutions of the EAP countries can gain substantially from first-hand academic experiences. Opportunities are available at each class level. Options vary by duration (short term to full year) and by academic focus.

EAP operates in cooperation with more than 130 host institutions in 34 countries worldwide, and annually sends more than 4,000 students overseas.

Interested students should begin to plan for this experience as freshmen, since there are advanced language requirements for some countries and the application process is completed two quarters to a year in advance of departure. Additionally, students are encouraged to enroll in courses offering global perspectives and background on the United States as good foundation for a year abroad.

PLANNED OPPORTUNITIES ABROAD AGREEMENT (POAA)

The IEC is headquarters for students to access non-UC study-abroad programs. POAA permits students to study abroad for transfer credit and use eligible financial
aid for either direct enrollment or through third-party providers. POAA advising and applications are available at the Center.

**ALTERNATIVE OPPORTUNITIES**
Non-study opportunities abroad are popular. The International Education Center maintains liaisons with most of the networks offering internships, employment and budget travel.

**INTERNATIONAL EDUCATIONAL EXCHANGE LIBRARY**
The International Education Center houses a library of catalogs, books, maps and videos regarding the various options for international study or work. Intercultural journals and reference materials are available for professional, academic and career research. Comprehensive resources include information on financial aid, employment (voluntary or paid, temporary or career), domestic and foreign travel, and intercultural communication on cultures and countries.

**LGBT RESOURCE CENTER**
245 Costo Hall
Monday through Thursday, 9am to 8pm; Friday, 9am to 5pm
Phone: 827-2267
E-mail: out@ucr.edu
Web: lgbt.ucr.edu

**TOP 10 REASONS TO VISIT THE LGBT RESOURCE CENTER**
1. Enjoy our comfy lounge and meeting room. We are open until 8pm most days!
2. Use our CyberCenter of computers and one very large printer.
3. Read magazines like “Out,” “Girlfriends,” “The Advocate” or “Transgender Tapestry.”
4. Attend a Grrrl Talk or Fluidity, or Guy Talk or Queer People of Color (QPOC) discussion group on Tuesdays at 5pm.
5. Browse our lending library of 200 DVDs and 700 books.
6. Meet the staff: director Nancy Tubbs, program coordinator Toi Thibodeaux, office manager Mark Dunn, and student assistants.
7. Take home free resources on topics like coming out, bisexuality, transgender issues and hints for Allies.
8. Get involved in student events such as Dragalicious Drag Ball, The Coming Out Monologues and Pride Prom.
9. Learn about happenings with Queer Alliance & Queer People of Color.
10. Too shy to come by the center? Visit our website for resources, a calendar of events, and lots of good mojo, lgbt.ucr.edu, including Monday Online Chats, 7 to 9pm.

**ALLY**
When you see the Ally placard outside an office, room or apartment, you have found a safe place to talk about sexual orientation or gender identity issues. Every Ally has attended a three-hour seminar and has signed a contract agreeing to provide a listening ear and positive resources and referrals.

Visit our web site for Allies contact information and to learn more about the Allies program.

**OFFICE OF ALUMNI & CONSTITUENT RELATIONS**
Alumni & Visitors Center 3701 Canyon Crest Drive
Room 2203
Riverside, CA 92507
Phone: UCR-ALUM (827-2786)
Fax: 827-3186
Web: www.alumni.ucr.edu

The Office of Alumni & Constituent Relations serves to preserve and promote the relationships between UCR, its alumni, students and many external constituencies. Through its various services and programs, such as the UCR Student Alumni Association, UCR Alumni Association and UCR Parents...
Association, the office engages UCR’s extended family in support of the university and its tradition of excellence.

**UCR STUDENT ALUMNI ASSOCIATION (SAA)**

Unlike any other organization on campus, the UCR Alumni Association, a network of more than 75,000 alumni, sponsors the UCR Student Alumni Association. Our goal is to prepare you for life after college. After all, you’re a student for four (or five or maybe even six years!), but you’re an alum for life! Join us for some of our programs this year such as the Career Conferences, Dinners with Alumni, Student Alumni Mentorship, scholarships and many leadership opportunities!

**UCR ALUMNI ASSOCIATION (UCRAA)**

The UCR Alumni Association serves to preserve and promote the relationships between UCR and all its alumni. For more than 50 years, through its various services and programs, the Association has represented alumni and assisted the university in its quest for excellence.

**UCR PARENTS ASSOCIATION**

Since 1988, the UCR Parents Association and its activities have provided important ways for parents to stay informed about their students’ experiences. The Parents Association meets quarterly on campus, and the meeting agendas are directed by the parents. These meetings are informal opportunities for parents to network, as well as gather input and voice concerns to campus administrators.

**UCR MAIL SERVICES POST OFFICE**

Corporation Yard
Riverside, CA 92507
**Phone:** 827-6245  
**Hours:** 7:30am – 4:30pm  
**Web:** [www.ucrmail.ucr.edu](http://www.ucrmail.ucr.edu)

UCR Mail Services operates a special campus post office at their offices in the Corporation Yard (adjacent to the Materiel Management/Receiving Dock) offering most services offered by the United States Postal Service — including certified, registered, express and insured mail. They also offer package and shipping service via USPS, FedEx and UPS.

The Post Office accepts credit cards, debit cards and checks, but not cash.

**WOMEN’S RESOURCE CENTER**

260 Costo Hall  
Riverside, CA 92521  
**Phone:** 827-3337  
**Web:** [www.wrc.ucr.edu](http://www.wrc.ucr.edu)

**WOMEN’S RESOURCE CENTER**

The Women’s Resource Center provides awareness on women’s and men’s issues and concerns, with the intent of self-empowerment. The WRC has a safe, friendly environment where women and men can develop personally, educationally, culturally, socially, politically, and professionally. The office enhances the quality of individuals’ lives through advocacy, educational programs, informal counseling, support groups, and referrals.

**CAMPUS SAFETY ESCORT SERVICE**

The Campus Safety Escort Service volunteers walk you safely to your car or campus destination. The Service operates Sunday through Thursday, from dusk to midnight. To request an escort, call (951) 827-3772 or use the red dial telephones located in most campus buildings. Should you need an escort during non-operating hours, contact the Campus Police Department at (951) 827-3772. You don’t have to walk alone at night!
CAMPUS ASSAULT AND HARASSMENT PREVENTION EDUCATION PROGRAM

The Women’s Resource Center, along with other designated campus offices, provides advocacy and education around incidents of assault/rape, stalking, harassment, hate, and sex/race discrimination. A goal of the Center is to promote measures which allow people to have healthy interactions. For more information, please visit www.wrc.ucr.edu and/or contact the Title IX Office at www.conflictresolution.ucr.edu/titleix.html for resources. If you need assistance call (951) 827-3337.

THE RAPE PREVENTION & SEXUAL HARASSMENT EDUCATION DEPARTMENT

The Women’s Resource Center, along with other designated campus offices, provides advocacy and education around incidents of:

- Assault and rape
- Stalking
- Harassment
- Hate
- Sex and race discrimination

A goal of the center is to promote measures, which allow people to have healthy interactions. For more information, please visit www.wrc.ucr.edu and/or contact the Title IX Office at www.conflictresolution.ucr.edu/titleix.html for resources. If you need assistance call (951) 827-7070.

The WELL (WELL-BEING, EMPOWERMENT, LIFE, LEARNING)

Highlander Union Building 248

Interim Director: Jennifer Miller
Phone: 827-WELL
Web: www.well.ucr.edu

UCR offers a variety of wellness-related programs that are designed to support holistic student health and well-being. The WELL is a coordinated center for UCR’s wellness programs.
What HDRS Is Doing

Efficient use of energy and resources is not only a necessity today, but it also saves you money. You pay for your utilities through your housing payments. Any savings you make helps keep the cost of housing from going up. You can reduce the cost of utilities simply by being aware of what you use and avoiding waste.

In 2009, Housing, Dining & Residential Services launched our “Green Your Scene” initiative, involving ongoing substantial and systemic changes in the way we do business.

EATING GREEN

What are “sustainable foods”? The UC system groups them into four main categories: Local, Fair Trade, Ecologically Sound and Humane.

Last year, Dining Services spent roughly 15 percent of its total food budget on sustainable foods, most of which was spent on locally grown produce, dairy products and fair-trade coffee.

We proudly list some Green Dining highlights:

- **Home-Grown Citrus.** Oranges from our world-renown Citrus Varietal Collection are used to produce fresh-squeezed orange juice every day.
- **Local Produce.** More than half of all produce served on campus year-round is locally grown within 250 miles from campus.
- **Cage Free Eggs.** All eggs served at campus restaurants are certified cage-free.
- **Fair Trade Coffee.** We proudly serve Fair Trade Certified coffee at Bytes, Ivan’s and Scotty’s convenience stores.
- **Healthy Options.** Vegan and or/vegetarian options are offered at every meal. Last year, more than 25 percent of all entrees served in the Residential Restaurants were vegan or vegetarian.
- **Meatless Mondays & Beefless Fridays.** We promote both of these national campaigns, which encourages diners to make a positive impact on the environment by giving up meat/beef at least one day a week. Beef consumption, in particular, has an outsized impact on greenhouse gasses and water usage.
- **Food Day.** UCR is proud to be part of Food Day, the nationwide campaign for healthy, delicious and affordable food prepared in a sustainable and humane way.
Organics. Our convenience stores carry natural and USDA Organic snack products.

**WASTE REDUCTION**

Why just recycle when you can eliminate waste in the first place?

- **LESS Waste.** Dining Services composts more than 250 tons of food waste annually. By composting food waste, we’ve eliminated tons of solid waste from the landfill and generated a valuable soil amendment to return nutrients to the soil.
- **Trayless Service.** Eliminating trays in the residential restaurants has saved water and energy, limited food waste, and reduced use of cleansers. Estimated savings to date: two million gallons of water, enough to fill three Olympic-sized swimming pools.
- **Bye-Bye Bottles.** To eliminate tens of thousands of disposable plastic water bottles, we created campus “hydration stations” offering free filtered water to fill residents’ reusable bottles.
- **Proper Meal Portions.** We launched a nutrition education campaign centered on portion control, as recommended by the USDA’s MyPlate program. It reduces both waste and waistlines.

- **Reduced Napkin Usage.** We reduced use by 50% just by putting napkins (unbleached, of course) at every table in our residential restaurants.
- **BYO Coffee Cups.** We save thousands of paper cups a year by giving a discount for those who bring their own.
- **Just-in-Time Cooking.** Small-batch cooking allows us to reduce waste and increase food quality and freshness.

**ENERGY REDUCTION**

Sometimes, living green saves green, too.

- **Lighting Fixtures.** HDRS has installed compact fluorescent light bulbs and energy saving fluorescent light fixtures at all housing facilities.
- **Reduced Water Usage.** Reduced-flow shower heads are installed at all facilities, and six “waterless urinals” in public restrooms save 270,000 gallons of water annually. Retrofitting walk-in freezers and coolers saved 9,000 gallons a week.
- **Electric Vehicles.** HDRS has replaced most gas vehicles with electric and alternate fuels.
- **Wireless Irrigation System.** A wireless irrigation system maximizes the efficiency of landscape watering.

- **Energy Star Appliances.** We’ve upgraded appliances in housing units and our kitchens with Energy Star Certified appliances and equipment.

**RECYCLING**

The ultimate goal is to recycle everything possible. We’re getting there.

- **Cooking Oil.** We recycle 100% of our cooking oil, which is used for, among other things, bio-diesel fuel.
- **Cans, Glass, Paper.** Campus offices have recycling programs for cans, glass, plastic, paper and cardboard. Recycling is now available in common areas at Residence Halls and Campus Apartments.
- **Compostable Products.** UCR continually works to replace plastic and Styrofoam products with products that are compostable and/or made from renewable materials. In 2013, we introduced compostable Pepsi cups.
- **Recycling Food Waste.** We are using a food dehydrator to produce a nutrient-rich soil amendment that will be used to fertilize the soil at the R’Garden.
- **Surplus Food Donations.** We donate thousands of pounds of leftover food to Riverside County’s Inland Harvest each year.
CLEAN IS GREEN
Our green cleaning practices limit our environmental footprint and improve worker safety.

- **Cleaning Products.** We use Green Seal-Certified cleaning products on glass, floors, carpets and restrooms.
- **Sustainable Ware-Washing.** All dishware-washing equipment uses detergents designed to reduce water usage, while digital control systems monitor equipment for optimal operations.
- **Biodegradable Bags.** Housing uses biodegradable bags for trash and recycling liners. Dining uses compostable trash bags for food waste. A new liner standardization program will reduce plastic usage by up to 25 percent.

What HDRS is Doing Next

MORE NATIVE PLANTS
We’re planning to add sustainable landscape projects to save water and fertilizer run-off.

SUSTAINABLE FOOD PURCHASES
We’ve pledged that by 2020, at least 20 percent of our food budget will be used to purchase food that is local, fair, ecologically sound and humane. Such products are environmentally sustainable, and grown without pesticides, hormones, large-scale monocropping or huge carbon footprints.

LONG TERM GOALS
- Achieve zero waste by 2020
- Purchase only Energy Star appliances where available
- Incorporate sustainability and social justice guidelines in food procurement and franchise agreements

What UCR is Doing

Riverside has been named the first “Emerald City” in California for our commitment to going green! As an integral part of the city, the campus is currently focused on nine complimentary and interconnected areas of interest:

1. **Research.** Cutting-edge sustainability research, plus a goal to encourage every student to engage in “sustainability” education.
2. **Built Environment.** All new and remodeled campus buildings to be LEED-certified Silver with a 20 percent energy reduction, with the ultimate goal of new, 100% carbon-neutral buildings. The newly expanded Glen Mor community, for example, is LEED Gold Certified.
3. **Energy and Climate.** Pledged to reduce carbon emissions to 2000 levels by 2014 (and 1990 levels by 2020) through technology, education and renewable energy.
5. **Procurement.** New mandate to “buy green” includes 100% Energy Star compliance. Plus thousands of existing items are increasingly repurposed, not discarded.

6. **Recycling & Waste Management.** Broad recycling and waste-diversion programs vastly reduce materials headed to landfills; a 75 percent diversion rate by this year, and a 95 percent diversion rate by 2020.

7. **Sites.** Computerized irrigation system cuts water use. Coming soon: more drought-tolerant plantings, organic fertilizers, reduced level of pesticides and the use of “cool roofs.”

8. **Transport.** Free campus and city trolleys reduce need for cars, as do UCR-sponsored van pools. Many campus vehicles now use natural gas, electricity or alternate fuels.

9. **Water.** New systems will reduce use of potable water for landscaping. Installation of seven new “hydration stations” will decrease reliance on single-use plastic water bottles.

**ZIPCARS**

To reduce traffic congestion, parking problems and improve air quality, UCR has partnered with Zipcar, the world’s largest car-sharing service, to offer four fuel-efficient, car-sharing vehicles. The cars, available 24 hours a day, seven days a week, are located in reserved spaces in parking lots 1 and 15, and at the Housing Administration Office.

To use the service, you must first join Zipcar. The discounted membership fee for UCR faculty, students and staff is $35; rentals are $8/hour or $66/day on weekdays; and $9/hour or $72/day on weekends. Gas, insurance, 180 driving miles, reserved parking and roadside assistance are included in rates.

In addition, members 21 and older have access to Zipcar’s network of thousands of vehicles throughout North America.

Zipcar, which has been offering campus car sharing since 2002, has programs at more than 120 colleges and universities across the country including 20 in California alone (UCLA, USC, UC Irvine and UC San Diego, among others)

For more information, including how to join UCR’s Zipcar program, is available at [www.zipcar.com/ucr](http://www.zipcar.com/ucr).
What YOU Can Do

The following suggestions are most likely a part of your life already. You are encouraged to follow them during your stay in UCR’s housing communities.

REDUCE. REUSE. RECYCLE.
The new three “R’s.” Think creatively about reducing your carbon footprint. Start with easy steps, like using refillable bottles and reusable bags. Think about what you buy (reusable items that have little packaging and are made of recyclable products) and how you might reuse it. Landfills are almost full and new locations are scarce.

Recycling bins are available throughout the campus and at all housing communities. They’re generally found in common areas and strategically placed near dumpsters, trash chutes and other convenient locations.

The “Recycling” bins accept:
- Plastics coded #1 through #7
- All glass, any color
- Tin and bimetal cans (rinse if possible)
- Aluminum (cans)
- Newspapers, magazines and catalogs
- Mixed Paper (all bond paper, even glossy. Also all types of envelopes, manila folders, white & colored paper, junk mail, phone books and stickers)
- Paperboard (cereal boxes, tissue boxes)
- Clean styrofoam

Please, DO NOT include: plastic wrap, food waste, pulp waste, plastic bags, paper towels, plastic cups, pizza boxes, styrofoam food containers or wax-coated paperboard.

DO NOT place batteries in recycling bins. Batteries contain toxic materials that must be specially treated. Save used batteries for e-waste round-ups or for trips to stores with recycle bins for batteries (Home Depot, etc.).

BE ENERGY EFFICIENT
- Keep air conditioning to a minimum. Make sure vents are unobstructed. And whatever you do, don’t leave your windows open with the AC (or heat) on.
- DO NOT use electric door openers that are designated for students with disabilities unless necessary.
- Take the stairs and avoid using the elevators. Not only does it save power, it burns 10 times more calories.
- Turn off lights when leaving a room.
- Turn off your room fan when leaving your room.

USE GREEN POWER
Replace incandescent bulbs with energy efficient bulbs, which last 10 times longer and use one-fourth the energy. Housing has installed compact fluorescent light bulbs and energy-saving fluorescent light fixtures in most housing facilities.

BE WATER WISE
- Take short showers. Each minute you take off your shower saves up to three gallons of water.
- Turn the faucet off when brushing your teeth or shaving. Don’t let the water run.
- Wash only full loads of laundry.
- Report any leaks via the online Service Request link on the Housing home page.

RESOURCES
For more information, go to the HDRS website: www.housing.ucr.edu and click on the Sustainability site.

Click here to view the annual UCR Sustainable Food Systems report.

Click here for the University of California Policy on Sustainable Practices.

Other useful sites include:
www.sustainability.ucr.edu
www.facebook.com/sustainableucr.org
An Introduction to Student Conduct Policies

Dear UCR Community Member,

Thank you for choosing to be part of our residential housing community. UCR Housing, Dining & Residential Services takes pride in providing you with a safe and welcoming environment. We strive to continually improve our housing facilities and amenities, in order to provide you with the best possible academic and social setting in your journey toward educational advancement.

Your participation and citizenship in the UCR campus are essential components to creating a thriving community. We look to our students to aid in the development of strong social networks; to be the eyes and ears of our community; and to ensure that our community standards are respected.

Whether you are a first year student, a returning student, a doctoral candidate or a family member residing within our Family Housing area, our expectations for your conduct and your involvement in our community remain consistent. We expect that all members of our community are knowledgeable of their Student Rights and Responsibilities and that students abide by all Housing Student Conduct Policies, both of which are provided within this handbook.

In addition to the Housing Student Conduct Policies outlined, all UCR students are expected to know and follow the University Student Conduct Code regulations. These policies can be obtained at the Student Conduct & Academic Integrity Programs office located in 111 Costo Hall or via their web page (conduct.ucr.edu).

As citizens within the UCR community and the residential housing environment, it is our hope that you will display your concern for the UCR community by reporting policy violations that may be harmful to fellow students, by being actively involved in campus activities and by participating in projects which enhance our university campus, as well as the surrounding community.

Please be sure to take the time to review the information enclosed within this handbook, as it will be an invaluable guide to you in partnering with our staff to create a dynamic and enriching community atmosphere. We look forward to your contributions and citizenship within our community!
How Do I Report an Infraction of Housing Student Conduct Policy?

If you have witnessed an incident which you believe is a violation of the UCR Housing Student Conduct Policies you have a responsibility to report this incident to UCR Housing staff members. You can report infractions of our Housing Policies to any of the following contacts:

**IN AN EMERGENCY SITUATION:**
- UC Police Department (951) 827-5222 or 911

**IN A NON-EMERGENCY SITUATION:**
- Your Resident Advisor
- Your Resident Director/Area Coordinator
- Your Residence Services Office
- The Housing Services Administration Building

See the directory towards the back of this handbook, or search online at housing.ucr.edu, for specific contact information for your housing area.

OR, YOU MAY CONTACT ONE OF THE FOLLOWING INDIVIDUALS:

**Audrey L. Pusey**
Director for Residential Life and Services, Residential Conduct and Advocacy
Glen Mor Residential Services Office
(951) 827-4252

**Robert Stephens**
Assistant Director for Residential Life and Services, Residential Conduct and Advocacy
Glen Mor Residential Services Office
(951) 827-5972
Housing Conduct Flow Chart

<table>
<thead>
<tr>
<th>Initial Report</th>
<th>You (resident) receive</th>
<th>Type of meeting</th>
<th>Followed by resident being sent</th>
<th>If found responsible for violating policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incdent Report created by staff</td>
<td>Nothing (Minor incident addressed by the staff member / Documented in conduct database / No further follow-up needed)</td>
<td>Forewarning Letter/Other Follow-Up Letter</td>
<td>Education or Care/Concern Meeting</td>
<td>Follow-Up Letter</td>
</tr>
<tr>
<td></td>
<td>Notice of Meeting Letter</td>
<td>Peer Review Board Hearing</td>
<td>Formal Conduct Review</td>
<td>Decision Letter</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Frequently Asked Questions in the Housing Student Conduct Process

WHY DID I GET CONTACTED TO SET UP A MEETING?
An incident occurred where you may be involved. A report was filed and forwarded to the Resident Director/Area Coordinator (RD/AC). The RD/AC is responsible for deciding what policy(ies) may have been violated (if any) and who will follow-up regarding the incident. From the time a report is filed, the RD/AC will typically contact you within 3 business days (Monday-Friday non-holidays are considered business days). After this contact is made, you can expect to have a meeting, most often with the RD/AC, within 5 working days. For cases involving the Peer Review Board, the board will be convened typically within 1-2 weeks. Additionally, residents may be referred to the campus conduct system based on the severity of the incident.

WHAT HAPPENS WHEN I MEET WITH MY RESIDENT DIRECTOR/AREA COORDINATOR (RD/AC) REGARDING A CONDUCT VIOLATION?
These meetings may be either an informal educational meeting or a formal conduct review, at the discretion of the RD/AC. In an educational meeting, the RD/AC will discuss the purpose of the meeting and then the behavior that may have violated policy. The RD/AC will discuss with you what occurred and why, and possible ramifications for the community. The RD/AC will not assess responsibility for policy violations. The RD/AC and you will consider potential follow-up options. You will then be sent an email letter summarizing your meeting.

In a formal meeting, the RD/AC typically begins by explaining the conduct process. They share information from the incident report and/or other documentation and will ask you to share your perspective of the incident. Based upon your input and all of the information, including from other involved individuals, the RD/AC will decide to what extent you are responsible for the policy violation(s). You will then be sent an email letter summarizing your meeting and the RD/AC’s decision. If you are found to be responsible for violating one or more policies, the RD/AC will issue one or more sanctions.

WHAT HAPPENS IF I DO NOT SCHEDULE OR ATTEND A MEETING?
Failing to attend an educational meeting will shift your case into the formal conduct process. Should you take no action to schedule or attend a formal conduct meeting, a decision may be made without the benefit of your input based on available information in the report and collected from other involved individuals. Additionally, failing to schedule or attend a meeting may result in an academic hold being placed on your account (which restricts you from registering for classes, obtaining transcripts, and more actions related to your academic record).

WHAT IS THE PURPOSE OF A SANCTION?
A sanction is a consequence that typically includes an assignment or activity to complete. Sanctions are intended to be predominantly educational, encouraging you to reflect on past behaviors and consider future options. Additionally, sanctions serve to deter additional violations. Often sanctions will be determined at the meeting, but some situations require time to consider all of the information and then issue an appropriate sanction. Previous policy violations are considered when determining an appropriate sanction.
WHAT IF I DON’T COMPLETE A SANCTION?
Failing to complete a sanction is considered another violation. If you fail to complete a sanction in a timely or satisfactory manner, you will face further disciplinary action and potentially an academic hold (which restricts you from registering for classes, obtaining transcripts, and more actions related to your academic record).

WHAT’S A PEER REVIEW BOARD?
The Peer Review Board is comprised of volunteer resident peers appointed through a selection process. The Housing Judicial Coordinator serves as an advisor. The Peer Review Board hears conduct cases referred by staff from the various Housing areas. In these cases, the Peer Review Board will determine to what extent you are responsible for the policy violation(s).

WHO WILL FIND OUT ABOUT THIS?
Housing staff members value confidentiality and avoid discussing your case outside of this process. Federal law requires that a student must sign a release in order for a university official to discuss specific incidents and consequences with the student’s family members or future employers. Parents/Guardians can be notified when a student is found responsible for an underage drinking violation or any illegal drug possession violation.

HOW LONG WILL THIS BE ON MY TRANSCRIPT?
University Housing conduct related records and information are not part of an academic transcript. However, cases which involve possible violations of the University Standards of Conduct will be forward to the Student Conduct and Academic Integrity Programs office for review.

CAN I APPEAL A DECISION?
Yes. In order to appeal you must have one or more of the following reason(s):

- Severity of the sanction is inappropriate based on what you were found responsible for
- Introduction of new evidence not available at the hearing
- Lack of procedural due process (your student rights were not honored)

An appeal must be made in writing, using the University Housing online Appeal Form, within three business days of the decision. The appeal will be assigned to one of the Housing appellant hearing officers.

Appeals are a review of the conduct process and not a rehearing of the case. Appeals made based on introduction of new evidence may result in a rehearing of the case based on new pertinent information.

WHAT IS FERPA?
The Family Educational Rights and Privacy Act of 1974 is a federal regulation that guarantees students and/or their parents access to all educational records that pertain to them and protects the privacy of these records. Upon reaching the age of 18 or enrolling in an institution of higher education, the student is the primary owner of the record. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Students have the right to inspect and review their own educational records as well as to request that the school correct records believed to be inaccurate or misleading. Students may waive their rights under FERPA through a signed document and can rescind the waiver of those rights at any time.

STILL HAVE QUESTIONS?
Please contact your Resident Advisor (RA) or Resident Director/Area Coordinator or the Conduct Administrator listed on any Housing conduct letter which you may receive.
YOUR ROLE BEFORE, DURING AND AFTER A CONDUCT REVIEW MEETING

- Schedule your meeting or, if prescheduled, arrive to your meeting at the time indicated on the letter forwarded by the Housing Conduct Administrator.
- If the Housing Conduct Administrator is available, you may choose to meet prior to the 24-hour minimum notice.
- You may bring an adviser; if you choose to bring an adviser you must let the Housing Conduct Administrator know 24 hours before your meeting.
- You will have the opportunity to respond to the allegations and present relevant information; bring any relevant documents to your meeting.
- You can call forward a witness(es) to support your response to the allegations; you may bring these witnesses to your meeting or make them aware that the Housing Conduct Administrator may be contacting them to discuss the case.
- You may file a written reply to the decision, which will be kept in your file regardless of the outcome of the incident.
- You may appeal the decision(s) by completing the online appeal form within three (3) business days of the outcome letter.

THE HOUSING CONDUCT ADMINISTRATOR’S ROLE BEFORE, DURING AND AFTER YOUR CONDUCT REVIEW MEETING

- We will consider all alleged violations of Housing policy and determine appropriate follow-up.
- We will notify you, typically via email, at least 24 hours in advance of scheduled meetings or provide a minimum of 24 hours to schedule a meeting.
- We will provide an opportunity for you to review the report and other supporting documentation.
- We will engage you in an educational conversation about the incident and your response to the incident.
- We will notify you of the decision and the opportunity to appeal, typically via email.
- The decision may require future follow-up actions and sanctions as outlined in the letter; we may place an administrative hold on your student account if you fail to complete sanctions within the assigned timeline(s).

REMEMBER, IT IS A UNIVERSITY EXPECTATION THAT ALL STUDENTS REGULARLY CHECK THEIR EMAIL IN THEIR UCR STUDENT ACCOUNT. NOT BEING AWARE THAT AN ADMINISTRATIVE LETTER WAS FORWARDED TO YOU IS NOT AN EXCUSE!
Additional Information

ACRONYMS FOR UCR HOUSING, DINING & RESIDENTIAL SERVICES CONDUCT POLICIES:

- HDRS = Housing, Dining & Residential Services
- RSO = Residential Services Office
- RLS staff = Resident Director, Area Coordinator, or other Residential Life and Services professional staff designated by HDRS to manage a residential area

UCR Housing, Dining & Residential Services Conduct Policies

(Revised August 2014)

SECTION 1
GENERAL CONDUCT POLICIES

1.01 ABUSE, THREATENING BEHAVIOR, HARASSMENT, AND VIOLENCE

1.01.1 Animal Cruelty – Acts of abuse, violence, and neglect towards animals are prohibited.

Also see Policy 1.18 Pets

Canyon Crest Family Student Housing – also see Section 6, Policy 6.17 Pets

1.01.2 Direct and Indirect Forms of Abuse – Direct and indirect forms of abuse, threats, coercion, harassment, intimidation, stalking, bullying, unwanted personal contact, violence against another person or their property or causing the reasonable apprehension of physical or verbal harm, are prohibited. This policy includes but is not limited to, physical, electronic, written, and verbal interactions.

Also see Section 4, Policy 4.02.7 Online Harassment

Canyon Crest Family Student Housing – also see Section 6, Policy 6.07 Child Welfare/Child Neglect
1.02 **ALCOHOL**

1.02.1 **Campus Apartments** – Alcohol in any form may not be distributed to and/or consumed by, or in the presence of, persons under the age of 21. Alcohol may not be left unattended in the common area of an apartment or in any space shared with residents under the age of 21. Residents alleged to be involved in violations of UCR HDRS policy are required to dispose of alcoholic beverages upon request of staff members.

1.02.2 **Common Containers** – Alcohol in any form in common containers is not permitted. This includes any container or device intended to dispense large quantities of alcoholic beverages (including, but not limited to: beer bongs, kegs, punch bowls, trash cans, etc.).

1.02.3 **Empty Alcohol Containers** – Empty alcohol containers, collections, and/or displays (including cans, bottles, kegs, or boxes on which alcohol beverage insignia appears) are not permitted within or on grounds immediately adjacent to Residence Hall facilities or in spaces within the Campus Apartments shared with one or more residents under the age of 21.

1.02.4 **Public Spaces** – Alcohol in any form may not be consumed, possessed, or distributed in public spaces (including but not limited to: balconies, patios, lobbies, hallways, lounges, meeting rooms, public restrooms, suites, and swimming pools) or on properties adjacent to UCR HDRS facilities (such as UCR HDRS parking areas).

1.02.5 **Residence Halls** – Alcohol consumption, possession, or distribution in any form, or being in the presence of alcohol in any form, is not permitted in the Residence Halls or the areas immediately adjacent to them regardless of resident or guest age. This includes both opened and unopened containers of alcohol. Residents alleged to be involved in violations of UCR HDRS policy are required to dispose of alcoholic beverages upon request of staff members.

*Canyon Crest Family Student Housing* – also see Section 6, Policy 6.02 Alcohol

1.03 **BEHAVIOR WHILE UNDER THE INFLUENCE**

Problematic or disruptive behavior while under the influence of alcohol, hallucinogens, and/or other substances is not permitted. Inability to exercise care for one’s own safety because of alcohol, hallucinogen, or other substance use is considered a violation of this policy.

1.04 **CLEANLINESS, HEALTH, AND HYGIENE**

Residents are required to make reasonable efforts to maintain personal cleanliness and hygiene. Residential spaces must be kept clean and sanitary at all times, including proper disposal of empty food and beverage containers. Residents are prohibited from activities that violate any health code. Residents may not interfere with the safe and clean environment of others. Shared spaces cleaned by Housing staff must be kept organized to allow for cleaning by Housekeeping.

*Also see Section 2, Policy 2.10 Common Areas and Policy 2.30 Trash and Recyclables*

*Canyon Crest Family Student Housing* – also see Section 6, Policy 6.22 Trash and Recyclables
### 1.05 COMPLICITY
Residents who have knowledge of a violation of university or UCR HDRS policies are encouraged to take action to discourage the violation. If the violation continues, failure to either report the violation or remove oneself from the area of the violation is considered to constitute permission, contribution, or encouragement of the violation and is not permitted.

### 1.06 CONTRACT
Residents are required to adhere to the guidelines and requirements stated in their UCR HDRS contract/lease.

### 1.07 CONTROLLED SUBSTANCES
1. **1.07.1 Distribution, Possession, Use, Sale, or Consumption**
   - The possession of controlled substances as defined by State and/or Federal laws or regulations is prohibited. Distribution, possession, use, sale, or consumption of medicinal drugs not prescribed to yourself, controlled substances, and/or hallucinogenic substances (including but not limited to salvia, bath salts, and legal hallucinogenic mushrooms) are prohibited.

2. **1.07.2 Drug Paraphernalia**
   - possession of drug paraphernalia is not allowed within UCR HDRS facilities or on their adjacent properties. Drug paraphernalia may be confiscated and destroyed.

3. **1.07.3 Medical Marijuana**
   - Medical marijuana licenses are not recognized within UCR HDRS properties and use of medical marijuana is prohibited.

### 1.08 DISORDERLY CONDUCT
1. **1.08.1 Lewd, Indecent, or Obscene Conduct**
   - Lewd, indecent, or obscene conduct or expression (including oral, visual, and other means) is prohibited. Viewing of sexually explicit materials or engaging in sexual acts in common areas is not permitted.

2. **1.08.2 Aggressive and/or Disruptive Behavior**
   - Aggressive and/or disruptive behavior which creates an unreasonable disturbance to the orderly functioning of the university or to the comfort of others is prohibited.

3. **1.08.3 Unreasonable Interference**
   - Acts or behaviors that unreasonably interfere with others’ normal use of the facilities or privileges are prohibited. This includes but is not limited to pranks, practical jokes, horseplay, retaliatory actions, and other forms of disruptions.

### 1.09 EVACUATION
All residents and guests are required to leave the building in a reasonable and timely manner whenever the fire alarm activates or when directed to do so by UCR HDRS staff or emergency personnel. Residents are expected to report to the designated assembly area and await further instruction and/or information. Residents are not permitted to reenter an evacuated building until authorized by UCR HDRS staff or emergency personnel.

### 1.10 EXPLOSIVES
Explosive devices of any form are prohibited within UCR HDRS facilities or on their adjacent properties. This includes, but is not limited to: fireworks, ammunition, pyrotechnics, etc. Any explosives found may be immediately confiscated and destroyed.
1.11  FALSE INFORMATION
Furnishing false information or identification to a university official (including furnishing false information for the purpose of gaining unauthorized access into a residential facility, dining facility, or sponsored event or to gain use of restricted equipment) is prohibited. Impersonation of university personnel is prohibited.

1.12  FIRE SAFETY
1.12.1 Fire Alarms - Activation of a fire alarm system when no fire exists is a violation of policy. This includes but is not limited to: improper cooking, burning food, usage of incense, use of synthetic smoke machines or bug bombs, smoking indoors (including electronic cigarettes), vaping, alarms caused by tampering with fire safety equipment, etc. Cooking appliances, including microwave ovens, must be attended while in use.

1.12.2 Fire and Arson - Causing, attempting to cause, or contributing to the causation or continuation of a fire, either intentionally or unintentionally, within UCR HDRS facilities or on their adjacent properties, is prohibited. Also see Section 2, Policy 2.03 Barbeques, Smokers, and Grills and Policy 2.21 Public Areas, and Section 5, Policy 5.03 Meeting Spaces and Facilities.

1.12.3 Fire Safety Equipment - Tampering with, relocating, disabling, or disarming fire safety equipment or using any such equipment for any purpose other than the prevention or control of fire is not permitted. Fire equipment includes, but is not limited to: heat and smoke detectors, fire alarms, fire extinguishers, fire extinguisher boxes, fire hoses, fire sprinklers, and any other fire-fighting devices. No items may touch, obstruct, or be hung from fire sprinkler heads.

1.12.4 Obstruction of Egress and Regress Areas - Blocking or obstructing doorways, windows, or pathways used to enter and exit any HDRS area is considered a violation of fire safety and is prohibited.

1.13  GAMBLING
Gambling within UCR HDRS facilities or on their adjacent properties is prohibited. This includes, but is not limited to, activities played for: money, checks, credit, or any other item representative of value (e.g. barter of items, chips, or markers to be traded in later for cash). Games of chance played for recreation, but not for monetary exchange, are allowed.

1.14  GUESTS
A ‘guest’ is defined as any person who visits a room, suite, apartment, or residential unit to which he or she is not assigned. Guests involved in an alleged violation are required to leave if requested by a UCR HDRS staff member. Alleged violations of UCR HDRS policy by non-resident students may be forwarded to the office of Student Conduct and Academic Integrity Programs for review. Alleged violations of UCR HDRS policy by non-students may result in these guests being placed on UCR HDRS exclusionary status.

1.14.1 Excluded Persons - Persons excluded from UCR HDRS facilities may not return as guests.

1.14.2 Guest Actions - Residents are responsible for, and may be held accountable for, the actions of guests at all times within UCR HDRS facilities and on their adjacent properties. Guests must follow all UCR HDRS conduct policies.
1.14.3 **Guest Limit** – There is a limit of 6 (six) guests in an assigned residential unit.

1.14.4 **Overnight Guests** – Having overnight guest(s) without the approval of your roommate(s) is prohibited. Each resident in the Residence Halls is limited to one overnight guest at a time. In Campus Apartments and Canyon Crest Family Student Housing, there is a limit of two overnight guests per bedroom per night. Room occupancy may not exceed the Occupancy Limits as outlined in each resident’s contract. Overnight guests are permitted to stay only in residential rooms/bedrooms, not in residential common areas. There is a three-day, two-night limit for each guest, per month. “Continual” guests are not permitted and may result in the exclusion of the guest.

1.14.5 **Unattended Guests** – Residents are not permitted to leave guests unattended in residential areas. Allowing unescorted non-residents entry through locked building, hall, or suite doors is not permitted.

**Canyon Crest Family Student Housing – see also Section 6, Policy 6.12 Guests**

1.15 **HAZING**

Hazing of any kind will not be tolerated. Hazing includes any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person. Those students involved in alleged infractions of hazing may be referred to the office of Student Conduct and Academic Integrity Programs (refer to the University of California Policies Applying to Campus Activities, Organizations, and Students).

1.16 **IDENTIFICATION**

All UCR students must be able to present valid UCR student identification upon request. All persons visiting UCR HDRS facilities must to be able to present valid photo identification upon request. Children under 16 years of age accompanied by their legal guardian or resident host with valid photo identification are an exception.

1.17 **MENTAL/BODILY HARM TO SELF AND/OR OTHERS**

Residents who: display inappropriate behavior or conduct towards themselves or others; exhibit an inability to live in a residential community setting; refuse intervention and/or are endangering themselves or others in any manner, are subject to administrative or student conduct action. Behavioral examples include but are not limited to: eating disorders, usage of controlled substances, self-mutilation, dependence upon other residents and/or staff for self-care, reckless behavior, suicidal ideation and/or suicide attempts, overt and/or covert threats, etc.

1.18 **PETS**

Residents in the Residence Halls and Campus Apartments are not permitted to keep pets, with the exception of fish in an aquarium (30-gallon maximum per resident). Visiting pets and “pet-sitting” are not permitted within UCR HDRS facilities or on their adjacent properties. Animals approved for academic projects/research and animals covered by the Fair Housing Act are permitted upon completion of the approval process for the department. Users of licensed service animals must provide proof of certification/identification to the department. Residents are not to feed stray animals. If stray animals are observed, contact the Residential Services Office for your community.

**Canyon Crest Family Student Housing – also see Section 6, Policy 6.17 Pets**
1.19 PUBLIC LAW
Any act that could constitute a violation of public law(s), even in the absence of citation, arrest, or conviction, will establish cause for disciplinary action by UCR HDRS.

1.20 RESIDENTIAL UNIT BEHAVIOR
Residents are responsible for all policy violations that occur in their assigned room, suite, apartment, or residential unit.

1.21 SANCTIONS
Residents are expected to comply with all assigned sanctions by assigned deadlines.

1.22 SEXUAL MISCONDUCT
Sexual offenses of any nature, including but not limited to sexual harassment and sexual assault, are prohibited. Such violations are grounds for UCR HDRS disciplinary action, university disciplinary action, and possible criminal prosecution. See also: University Student Conduct Code (conduct.ucr.edu), UCR Policies and Procedures regarding rape and sexual assault, and UCR campus policy on sexual harassment (titleix.ucr.edu).

1.23 SMOKING, NICOTINE, AND TOBACCO-FREE ENVIRONMENT
The university prohibits smoking and the use of tobacco products in all interior, exterior, and parking areas of university-controlled properties. As such, smoking, the use of smokeless tobacco products (such as dip and chew), vaping, and the use of unregulated nicotine products (such as electronic cigarettes) are strictly prohibited. Hookahs, bongs, glass pipes, and other similar smoking devices are not permitted within UCR HDRS facilities or on their adjacent properties. Items of this nature may be confiscated.

1.24 SOLICITING
No advertising, recruiting, campaigning, selling, or soliciting is permitted within UCR HDRS facilities or on their adjacent properties without proper authorization. This includes residents and non-residents. If you encounter a solicitor, notify UCR HDRS staff immediately. Do not purchase anything from an unauthorized solicitor. HDRS staff may participate in the active solicitation of residents for department and/or building related purposes. Also see Section 5, Activities Policies

1.25 SPORTS
Athletic games or similar activities inside any UCR HDRS facility (except within designated areas or when properly authorized) are not permitted. Running is prohibited within residential facilities. Water fights, water guns, water balloons, water pong, or other games involving water/liquid are prohibited within UCR HDRS facilities and on their adjacent properties. Activities taking place on the grounds adjacent to UCR HDRS facilities, which have the potential to damage facilities and/or disrupt the community, are prohibited. In addition, the usage of aerial devices (such as drones) is prohibited.

1.26 STAFF DIRECTIONS
1.26.1 Compliance with Lawful Requests – Residents and guests are required to comply with lawful requests of staff members performing their duties. For the purposes of this policy, the term staff members refers to but is not limited to Residential Life and Services, administrative, Dining Services, custodial, maintenance, police, and other university staff. Failure to open room doors for staff members upon request can be considered non-compliance.
1.26.2 Obstruction/Disruption of Staff Duties - Behavior and/or conduct that obstructs and/or disrupts university staff members from performing their official duties is prohibited. Being uncooperative or verbally abusive to staff, providing false information, or failing to provide identification and information to staff, or interfering with staff while they are performing their duties, is not permitted.

1.27 STUDENT CONDUCT PROCESS ABUSE
1.27.1 Hearing Officer Abuse - Harassment (verbal and/or physical) and/or intimidation of a member of a student conduct administrative body prior to, during, and/or after a student conduct proceeding or influencing another person to commit an abuse of a student conduct process is prohibited.

1.27.2 Manipulation - Falsification, distortion, or misrepresentation of information before a student conduct administrative body, discouraging an individual’s proper participation in, or use of, a university student conduct process, and/or influencing the impartiality of a member of a student conduct body prior to and/or during the course of a student conduct administrative review is prohibited.

1.27.3 Process - Failure to obey the summons or directives of a student conduct body or university official or disruption or interference with the orderly conduct of an administrative conduct review is prohibited.

1.28 STUDY ENVIRONMENT
UCR HDRS is committed to providing living environments that complement and foster the academic and intellectual development of UCR students. Residents are expected to maintain an atmosphere conducive to studying, especially in the evenings. The following policies have been implemented in an effort to maintain a supportive study and sleep environment.

1.28.1 Amplified Sound - Amplified sound is not permitted within UCR HDRS facilities or on their adjacent properties. Residents are not to place stereo speakers in windows or otherwise amplify sound from windows to the outside. UCR HDRS must approve the use of amplified sound systems for events or programs.

1.28.2 Courtesy Hours - Loud or disturbing sounds (such as, but not limited to, talking, yelling, stereos, musical instruments, etc.) that interfere with others’ ability to sleep or study are not permitted. Musical instruments may only be played in designated music rooms or in common areas when associated with previously posted and authorized community programs.

1.28.3 Finals Week Quiet Hours - Beginning at 5pm on the final day of instruction each quarter, 24 hour Quiet Hours are in effect for the remainder of the academic quarter.

1.28.4 Quiet Hours - Quiet Hours are those times when noise will not be tolerated. Quiet Hours are in effect as follows, with the exception of Finals Week:
- Sunday, 10pm - Monday, 8am
- Monday, 10pm - Tuesday, 8am
- Tuesday, 10pm - Wednesday, 8am
- Wednesday, 10pm - Thursday, 8am
- Thursday, 10pm - Friday, 8am
- Saturday, 1am - Saturday, 10am
1.29 THEFT
Theft or unauthorized use of any property, equipment, or resources of the university or other person is prohibited.

1.30 THROWING, DROPPING, OR PROJECTING OBJECTS OR MATERIALS
Throwing, dropping, projecting, or allowing any object or material to fall from any residential community window, balcony, railing, bridge, or stairwell is prohibited. Similarly, throwing, dropping, or projecting any object or material at or from any building is prohibited.

1.31 TRESPASS
Trespassing includes unauthorized entrance into residential rooms, residential units, or normally locked common areas without the permission of a resident living in that area, including suite areas and bathrooms. Residents and or guests are prohibited from entering closed buildings without authorization. Unauthorized entry into, or access of, restricted access areas (including but not limited to: offices, behind the Residential Services Office desk, maintenance closets, loading docks, dumpsters, attic/roof access doors, rooftops, ledges, seismic bracing, fire escapes, attic space, emergency exits, construction areas, and areas marked or known to be restricted access in any residential facility) is prohibited.

1.32 UNIVERSITY CONDUCT CODE
University regulations and policies regarding student behavior are inherent under the UCR HDRS contract. Violations of the University Student Conduct Code (available at conduct.ucr.edu) occurring within UCR HDRS facilities or on their adjacent properties may be enforced as part of the UCR HDRS Conduct Code.

1.33 VANDALISM OR DAMAGE OF PROPERTY
Vandalism, damage, or destruction of university or personal property is not permitted. Tearing down or defacing posters, flyers, banners, and/or door decorations is also prohibited. Bills for the cost of repair of university property, including both parts and labor, will be assessed to the student accounts of those found responsible. Charges for damage in public areas and/or additional clean up not readily assessable to a particular individual may be assessed to the residents of the community where the damage has occurred. There is a $5 minimum charge per person for each incident.

1.34 WEAPONS
Possession and/or brandishing of weapons, including but not limited to the following, are prohibited within UCR HDRS facilities and on their adjacent properties: any bladed knives (including but not limited to: retractable bladed knives, knives with a fixed blade, and pocket knives over 2.5 inches; switchblades; and swords), axes/hatchets, spears, ice picks, nun-chucks, brass knuckles, daggers, hunting equipment, bows and arrows, slingshots, firearms, air rifles, air-powered guns, gas-powered guns, dart guns, BB guns, paintball or pellet guns, ammunition, Tasers, mace (without a license), and other weapons (including those used for decoration or display). Also prohibited is the possession of facsimile/replica/decorative (including toy and practice) weapons. Any weapons found will be immediately confiscated and may be destroyed. Residents using weapons for classes must make alternate arrangements for storage outside of UCR HDRS facilities. Kitchen knives used strictly for food preparation are
permissible in UCR HDRS facilities. Exceptions may be granted for facsimile weapons (limited to items that may not be confused with real weapons) that are required for campus sponsored activities, such as wooden rifles for Color Guard and tools required for academic projects. Students must receive approval via the Resident Director in charge of the area prior to the on-campus storage and utilization of these items.

SECTION 2
FACILITIES POLICIES

2.01 ANTENNAS/SATELLITE DISHES
Items such as private antennas and satellite dishes may not be mounted, attached, or placed on or outside of residential units. Residential units which have had satellite dishes approved and installed in the past may continue to utilize this equipment until the resident(s) terminate their contract and/or no longer subscribe to the satellite service.

2.02 BALCONIES, BRIDGES, LEDGES, PATIOS, TRELLISES, AND ROOFTOPS
The use of ledges, trellises, and rooftops for any purpose is prohibited. This includes keeping plants or other items in or on these areas. Balconies and patios are not to be used to store furniture, bicycles, or other items. Interior furniture, clotheslines, trash, mops, and unsightly items are not permitted on the balconies or in or on other exterior areas. Climbing on, around, or over balconies, bridges, and patios is prohibited. Scaling walls is not permitted. Residents are responsible for maintaining their enclosed patio area.

Canyon Crest Family Student Housing – also see Section 6, Policy 6.09 Exterior Unit Surfaces

2.03 BARBEQUES, SMOKERS, AND GRILLS
Personal barbeques, smokers, and grills are not permitted within UCR HDRS facilities or on their adjacent properties.

Also see Section 2, Policy 2.21 Public Areas and Section 5, Policy 5.03 Meeting Spaces and Facilities

Canyon Crest Family Student Housing – also see Section 6, Policy 6.03 Barbeques, Smokers, Grills, and Pot-Bellied Stoves
2.04  PUBLIC BATHROOMS
Individuals should use bathrooms that correspond to their sex or gender identity, or utilize bathrooms designated as gender-inclusive. In the absence of an available gender-inclusive bathroom, parents with children of a different gender and people with disabilities who have attendants/caregivers of a different gender are able to use male- or female-specific bathrooms. Except in the case of caregivers providing assistance, there is a limit of one person per bathroom stall at a time.

2.05  BICYCLE AND GAS-POWERED VEHICLE STORAGE
Bicycles must be stored either in a bicycle rack or in individual residential units. Mopeds or other gas-powered vehicles may not be stored inside of UCR HDRS facilities and must be stored in an outdoor bicycle rack or in a motorcycle parking stall (with appropriate permit) if larger than 50cc. Bicycles and mopeds may be impounded if found unattended in any undesignated area or if they are not registered/licensed. Bicycles and mopeds may not be left in front of the building, in hallways, in other common areas, or locked up on public/common area railings, poles, or structures, other than bicycle racks.

2.06  BICYCLES, MOPEDS, SKATEBOARDS, ROLLER BLADES, ROLLER SKATES, AND SCOOTERS
2.06.1 Indoor and Outdoor Usage – Bicycles, mopeds, skateboards, roller blades, roller skates, scooters, and other similar devices are not to be used inside any HDRS building; additionally, residents and guests must dismount before accessing bridges, pathways, and sidewalks that are designated for pedestrians only.

2.06.2 Bicycle Registration – All bicycles and mopeds less than 50cc must be registered with Transportation and Parking Services.

2.06.3 Trick Riding and Stunts – Trick riding and stunts are prohibited within UCR HDRS facilities and on their adjacent properties.

2.06.4 Moped Licensure – Mopeds with engines which are 50cc or larger must be licensed.

Also see Policy 2.20 Motor Vehicles

Canyon Crest Family Student Housing – also see Section 6, Policy 6.04 Bicycles and Strollers

2.07  BUSINESSES
Any business activity, for-profit or not-for-profit, that utilizes university and/or UCR HDRS resources is prohibited.

2.08  CHECKING IN
Residents are required to check in prior to occupying their assigned residential space. Residents will not be permitted to check in prior to the date specified in the UCR HDRS contract. When checking into UCR HDRS, residents must fill out and sign a room inventory form upon inspection of the residential unit. This must be returned to the Residential Services Office within 24 hours of occupancy.

2.09  CHEMICALS
Storage or use of toxic, hazardous, or flammable non-household chemicals, in any quantity, or misuse of household chemicals, is prohibited within UCR HDRS facilities or on their adjacent properties.
2.10 COMMON AREAS

Common areas, including but not limited to hallways, walkways, and stairwells, are to be kept clear of furniture, equipment, trash, and any other obstacles that might obstruct passage. Common areas are not to be used for overnight sleeping. Personal belongings may not be left unattended or impede others’ usage of common areas.

Also see Section 1, Policy 1.04 Cleanliness, Health, and Hygiene
and Section 2, Policy 2.30 Trash and Recyclables
Canyon Crest Family Student Housing – also see Section 6, Policy 6.22 Trash and Recyclables

2.11 DECORATIONS

Residence Hall residents are permitted to decorate their residential unit room doors if they are facing onto a closed hallway and provided this decoration will not result in damage to the door. Campus Apartment residents are prohibited from posting items on the outside of their doors. Residents may not post personal items in hallways on any surface, other than their door, without approval. Decorations inside residential units or on the inside of doors may not interfere with the operation of doors or windows or otherwise endanger health or safety. Decorations may cover no more than 25% of any surface.

Also see Policy 2.15.3 Holiday/Hazardous Decorations

2.12 DOORS AND LOCKS

2.12.1 Altering/Tampering – Altering or tampering with doors, doorjambs, door closures, doorknobs, and locking mechanisms is prohibited. Installation of any additional door locking mechanism (e.g., deadbolt, latch, chain, etc.) is prohibited.

2.12.2 Removal/Installation – Removing or adding doors (including closet/cabinet doors) is prohibited.

2.12.3 Security – Residents are prohibited from using or attempting to use items other than a university-issued key or access card to unlock doors and gain entry into residential spaces. Residents are prohibited from bolting or propping open room, apartment, or hallway doors, or leaving their residential space unlocked and unattended. Residents are prohibited from opening doors for non-residents or unescorted guests.

2.13 ELEVATORS

Tampering with, vandalism of, or other misuse of elevators is prohibited, including misuse of switches, alarms, and telephones.

2.14 ENTERING ROOMS

UCR HDRS respects the right to privacy of individuals. UCR HDRS staff members are not permitted to give any unauthorized person access into a residential space without expressed permission.

Authorized university personnel may enter residential spaces (with proper notification, when warranted) as follows:

- For the purposes of health, safety, sanitation, and/or maintenance inspections; or to exhibit for prospective residents or contractors;
- To make alterations, improvements, or repairs when a work order was submitted by the resident; or
- For closing periods, when a building lock down is required.

Occupants will be notified in advance whenever possible in the following situations. If an unscheduled entry is made two staff members will be present together in the room except in the case of an emergency. Entrants will leave a notation of when and why they entered the room.
In case of an emergency (including safety issues, welfare checks, and facilities issues)

To stop noises from a stereo, alarm clock, or other appliance that is disrupting the environment for others in the community when the occupants are not available to take action themselves

Pursuant to a court order

When the room is believed to be abandoned

Contracted residential spaces may be searched only by law enforcement agencies with a legal search warrant or probable cause, with permission of the resident, or in an emergency (crime in progress, health and welfare check, etc.).

2.15 FIRE HAZARDS/FLAMMABLES

2.15.1 Appliances – Open element appliances (such as hot plates, indoor grills, immersion heating coils, toasters, and toaster ovens) are prohibited in Campus Apartment and Canyon Crest Family Student Housing bedrooms and all Residence Hall spaces with the exception of kitchens and specific kitchenless suite apartments in Bannockburn Village (i.e. Loft Suites, Scot Suites). Space heaters, other than those issued by the university, are prohibited within all residential units. Torchiere halogen lights are not permitted in UCR HDRS facilities. Connecting multiple extension cords together or overloading existing circuits is not allowed. Only power strips and power surge protectors with minimum 1449 UL (Underwriters Laboratory) listed surge suppressor with sufficient joule capacity may be used.

2.15.2 Flammable Materials – Possession, storage, or use of flammable substances including gasoline, propane, butane, kerosene, Sternos, flame starters, candles (except with clipped or removed wicks), combustible chemicals, or any item with an open flame is prohibited within UCR HDRS facilities or on their adjacent properties. Residents in Campus Apartments and Canyon Crest Family Student Housing may appropriately, dependent on facility, store materials related to using barbeque facilities. For questions or clarification, please see a Housing, Dining, or Residential Life and Services staff member.

2.15.3 Holiday/Hazardous Decorations – “Live cut” trees (such as Christmas Trees) or other combustible decorations are prohibited in the residential facilities. Any decorations (including miniature lights) in the residential communities must be made of fireproof materials and be UL (Underwriters Laboratory) list-approved for the intended use. Also see Policy 2.11 Decorations

2.16 FURNITURE

2.16.1 Beds – Alterations to beds, such as lofting, is prohibited. Residents with medical needs who require adjustments to bed height may submit an online service request. Adjustments are permitted only after approval by HDRS administration and must be performed by designated staff. Waterbeds are not permitted in UCR HDRS facilities.

2.16.2 Common Area Furniture – Furniture in common areas (lounges, study rooms, lobbies, etc.) is not to be removed from the common area.

2.16.3 Hammocks – Hammocks may not be attached to UCR HDRS property, including but not limited to furniture, walls, trees, and/or balconies.
2.16.4 **Personal Furniture** - Personal furniture (couches, sofas, chairs, etc.) may not be stored in common areas. Personal furniture (couches, sofas, chairs, etc.) kept in residential spaces must be fire rated and may be required to be approved by the campus fire marshal.

2.16.5 **University-Provided Furniture** - University-provided furniture may not be removed from residential rooms of original assignment without proper authorization from UCR HDRS. Furniture may not be altered from original design in such a manner that creates violations of health and safety codes and/or results in damage to UCR HDRS property.

2.17 **KEYS/CARDS**

2.17.1 **Key or Card Use** - Keys/cards are not to be duplicated, loaned, or furnished to any other person.

2.17.2 **Lockouts** - Lockout keys must be returned as designated by the Residential Services Office. Residents may not have more than three lockouts per quarter.

2.17.3 **Lost Keys or Cards** - Replacement keys/cards must be obtained within one business day of original keys/cards being lost.

2.18 **LOFT SAFETY**

2.18.1 **Furniture** - Furniture may not be relocated or stored on lofts. No furniture is permitted on the loft with the exception of two mattresses and two university-issued metal frames.

2.18.2 **Maximum Occupancy** - No more than two people can occupy the loft space at any one time.

2.19 **MAIL/MAILBOXES**

Residents are responsible for regularly checking and removing items from their mailbox (at least once every 72 hours). Frequent (daily) monitoring of mailbox contents is important as official university communications which need immediate attention may be delivered via campus mailboxes. Residents are prohibited from pushing unwanted mail through the mailbox onto the mailroom floor.

2.20 **MOTOR VEHICLES**

No motorized vehicle may be parked, stored, or used within UCR HDRS facilities or on their adjacent properties (except in designated parking areas). A proper parking permit is required for all motorized vehicles on adjacent UCR HDRS properties. Motorized vehicles must be parked appropriately in designated parking areas only. Pocket motorbikes and unlicensed motorized scooters are not street-legal and are not to be used on UCR streets, roadways, or sidewalks or in parking areas. Motorized wheelchairs and other motorized devices, which act as aids to residents who have a disability, are an exception to this policy.

*Canyon Crest Family Student Housing – also see Section 6, Policy 6.08 Engine or Automobile Overhaul and Policy 6.16 Parking*

2.21 **PUBLIC AREAS**

UCR HDRS meeting rooms and other common areas are not available to campus clubs, organizations, or departments without expressed permission by UCR HDRS administration. This includes meeting rooms, hall lounges, swimming pools, lobby areas, parking areas, barbeque areas, fire pits, and surrounding grounds. No unauthorized formal gatherings are allowed. Residents wishing to utilize provided community barbeques or fire pits must obtain approval from Residential Life and Services staff. Residents are required to have Residential Life and Services staff check community barbeques or
fire pits before and after use. Parking areas are not to be used as gathering or activity spaces, except for authorized formal programs.  
*Also see Section 5, Policy 5.03 Meeting Spaces and Facilities*

### 2.22 REFRIGERATORS

Personal refrigerators are not allowed in Residence Hall facilities or in Campus Apartment kitchens, including the Bannockburn Suite common kitchen area. Residents may not place refrigerators in any enclosed area that will obstruct the air circulation surrounding the appliance creating a potential fire hazard. In Campus Apartments and Canyon Crest Family Student Housing, university-issued refrigerators must remain in kitchens or in the bedroom of specific kitchen-less suites at Bannockburn Village. In Residence Hall spaces, which are not designed as year round housing units, university-issued refrigerators must be emptied and unplugged during the winter and spring breaks and upon checking out.

### 2.23 REPAIRS

Residents may not make repairs to residential facilities or furniture.

### 2.24 ROOM/BED SPACE AVAILABILITY

If there is an unoccupied space in a residential unit, the current resident(s) may not take over that space with their belongings. Residents are required to keep their room in such a state that a new roommate could move in with no advance notice.

### 2.25 ROOM/SUITE/APARTMENT CHANGES

Unauthorized room, suite, and/or apartment changes are prohibited.

### 2.26 SECURITY

Jeopardizing or interfering with the safety and security systems of UCR HDRS facilities is prohibited. This includes but is not limited to: propping open facility egress doors; unauthorized use of emergency doors; and/or tampering with surveillance cameras, parking gates, “EXIT” and other safety and security signs, lights, and other security mechanisms.

### 2.27 SIDEWALK CHALKING

Writing on sidewalks is prohibited unless approved by UCR HDRS.

### 2.28 SUBLEASING

Subleasing of residential spaces is prohibited.  
*Canyon Crest Family Student Housing – also see Section 6, Policy 6.21 Subleasing*

### 2.29 SWIMMING POOLS

#### 2.29.1 Pool Use – Use of swimming pools is restricted to residents of that building and a maximum of 6 escorted guests. Pools may only be used during posted hours. All rules and regulations posted at the pool must be followed. *Also see Section 5, Policy 5.03 Meeting Spaces and Facilities*

#### 2.29.2 Wading Pools – Wading pools and other water play devices are not allowed within UCR HDRS facilities or on their adjacent properties with the exception of Canyon Crest Family Student Housing areas.  
*Canyon Crest Family Student Housing – also see Section 6, Policy 6.23 Wading Pools*

### 2.30 TRASH AND RECYCLABLES

#### 2.30.1 Dumpster Use – Dumpsters are for UCR HDRS and resident use only. Individuals are prohibited from removing trash or recycling from dumpsters (aka “dumpster diving”).
2.30.2 Trash Disposal and Recyclables – Trash and recyclable disposal must be done using the trash chutes or appropriate receptacles. Using public area (lounge, bathroom, common area) trash receptacles to dispose of trash or recyclables from your assigned unit is prohibited.

Also see Section 1, Policy 1.04 Cleanliness, Health, and Hygiene and Section 2, Policy 2.10 Common Areas

Canyon Crest Family Student Housing – also see Section 6, Policy 6.22 Trash and Recyclables

2.31 WINDOWS

2.31.1 Covering Windows – Windows are not to be covered or visually obstructed, with the exception of UCR HDRS approved postings and/or university issued window coverings.

2.31.2 Entering/Exiting – Entering or exiting the building through a window is prohibited. Residents may not use windows to bring items in or out of residential spaces.

2.31.3 Hanging Items – Items are not to be hung out windows. Air-conditioners and other non-standard items may not be installed by residents.

2.31.4 Screens – In areas where screens are present, window screens may not be removed at any time.

Canyon Crest Family Student Housing – also see Section 6, Policy 6.25 Windows

SECTION 3
DINING POLICIES

3.01 DINING FACILITY BEHAVIOR

Dining facilities are an extension of UCR HDRS and all UCR HDRS policies are in effect in Dining facilities. In addition, residents are responsible for abiding by the policies and procedures of the Dining facilities. Policies also apply to special event meals and barbeques where appropriate.

3.01.1 Busing Dishes – Residents are responsible for taking (busing) dishes to the returns area at the end of each meal.

3.01.2 Card Use – Residents’ UCR Card must be shown at all meals in such a manner that the photo is clearly visible to the cashier. This card is not transferable and no one else is allowed to use your card. Meal plan holders may not pass, loan, or sell meals or their ID card to anyone for any reason.

3.01.3 Chairs – Chairs need to be pushed in when resident(s) leave the table.

3.01.4 Dining Services Property – No Dining Services property may be removed from the dining room.

3.01.5 Disturbances – Disturbances in the Dining facilities including food fights, the throwing of any objects, and the destruction of property are prohibited.

3.01.6 Dress Code – Shoes and shirts are required in the Dining facilities in accordance with the State Health Code.
3.01.7 Entry and Re-Entry - Unauthorized individuals (including non-paying persons) are not permitted to enter a residential restaurant. Re-entry into a residential restaurant is not permitted as only one “swipe” may be used each meal period, except for those students that are on unlimited meal plans. Additional meals (including for guests) must be purchased with Dining Dollars, cash, or credit. There may be times during the academic year that re-entry is permitted during promotional, advertised events.

3.01.8 Food – No food may be taken out of a residential restaurant with the exception of one piece of fruit or one dessert item. If to-go meal options are provided, to-go meals may be taken out in accordance with Dining guidelines. Sick meals are an exception to this policy.

3.01.9 Personal Property – Bags (including but not limited to backpacks, oversized handbags, and book bags) and beverage containers (including but not limited to tumblers, sipper bottles, and thermoses), other than authorized UCR HDRS sustainable containers, are not permitted in the residential restaurants. Skateboards and scooters may be taken into the residential dining areas. However, skateboards and scooters must be placed in a manner that does not interfere with travel flow and/or otherwise create a hazard to others.

SECTION 4
COMPUTING FACILITIES/ CONNECTION USE POLICIES

Use of HDRS Res Tech computing facilities and networks is a privilege and requires users to act responsibly. Users are to respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Information regarding HDRS Res Tech can be viewed at housing.ucr.edu. Information on University of California computing policies is accessible at cnc.ucr.edu/policies.html. UCR HDRS reserves the right to immediately suspend computing privileges if a user and/or user’s machine is operating in a manner that allegedly violates acceptable use policies. Residents will be notified upon disconnection. Connection may not be reinstated until investigation is complete and/or determination is made that reconnection would not jeopardize network integrity. Permanent suspension may apply as part of a disciplinary sanction.

4.01 COMPUTER LAB BEHAVIOR

4.01.1 Academic Priority – Academic work takes priority over non-academic activities.

4.01.2 Food and/or Drinks – Food and/or drinks are prohibited in the Computer Labs.

4.01.3 Installation – Installation of any hardware (except flash drives) or software on the lab computers is prohibited.

4.01.4 Posted Policies – Residents must adhere to all policies posted in the Computer Labs.
4.01.5 **Proper Use** - Residents are responsible for properly using the provided equipment and promptly reporting any failures to HDRS Res Tech.

4.01.6 **Residential Use** - Computer Labs are only to be used by residents living in UCR HDRS facilities.

4.01.7 **Respectful Behavior** - Residents are to respect the rights and needs of others using the facility and behave in a manner conducive to studying.

4.01.8 **Sexually Explicit Materials** - Viewing of sexually explicit materials in the labs is not permitted.

4.02 **GENERAL COMPUTER USE**

4.02.1 **Account and Password Security** - Residents are responsible for taking precautions for securing computers, accounts, and/or account passwords. Residents are not to give out their account passwords to others and sharing of account information for any HDRS computing system is prohibited.

4.02.2 **Activation** - Policies stated in the “Terms of Service” agreement upon activating a room port or computer lab account are inherent under this policy code.

4.02.3 **Circumvention** - Attempting to circumvent data protection schemes or uncover security loopholes is prohibited within the HDRS Res Tech Network or other networks connected to HDRS Res Tech. This includes but is not limited to port scanning, packet sniffing, and other methods.

4.02.4 **DMCA** - Unauthorized distribution and/or reproduction of any U.S. copyright law protected material, including but not limited to software, video, digital books, and/or audio files, is prohibited (this includes but is not limited to MP3s, feature films, software, etc.).

4.02.5 **Limiting Network Service** - Operations which are designed to limit network service or that of another user’s system are prohibited.

4.02.6 **Masking Identity** - Masking the identity of an account or machine is prohibited.

4.02.7 **Online Harassment** - E-mail spamming and other forms of abuse or harassment are not permitted. This includes the use of the network to connect to and use 3rd-party sites (i.e. MySpace, Facebook, etc…) for the purpose of abuse and/or harassment.

4.02.8 **Tampering** - Tampering with the lab computers’ and/or other residents’ systems’ files, passwords, or accounts is not permitted. This includes but is not limited to hacking/cracking into other systems for any purpose.

4.03 **IN ROOM CONNECTION BEHAVIOR**

4.03.1 **Commercial Use** - Using an in-room Ethernet connection for any commercial use is prohibited.

4.03.2 **DHCP** - All machines on the HDRS Res Tech Network must use DHCP (Dynamic Host Configuration Protocol); failure to use DHCP will result in immediate disconnection.
SECTION V
Student Conduct Policies

4.03.3 **IP Address** - Residents must use the IP address supplied via DHCP. Static or manual IP addressed are prohibited.

4.03.4 **Routers** - Use of routers, bridges, switches, access points, and/or hubs is not permitted in the Residence Halls, Glen Mor, or Stonehaven.

4.03.5 **Unauthorized Servers/Websites** - Establishing an unauthorized server or website on the network is prohibited.

SECTION 5
ACTIVITIES POLICIES

The following policies have been established for advertising activities in UCR HDRS facilities and to protect our residents’ right to privacy. UCR HDRS facilities include Residence Halls: Aberdeen-Inverness, Lothian, and Pentland Hills; Campus Apartments: Bannockburn Village, Falkirk, Glen Mor, Oban, Stonehaven Apartments, and The Plaza; and Canyon Crest Family Student Housing.

5.01 **ADVERTISING MATERIALS**
All materials for posting or distribution must comply with activity guidelines put forth by the Office of Student Life and the UCR HDRS posting guidelines listed below. All university offices/departments and student organizations registered with the UCR Office of Student Life are eligible to submit materials for posting in UCR HDRS facilities. The sponsoring organization’s name shall clearly appear on all printed materials. Events sponsored by off-campus housing agencies are not permitted. Off-campus businesses or organizations and private parties are not eligible to post materials in UCR HDRS facilities, unless the materials are part of a specific UCR HDRS sponsored event. All postings should be for non-commercial purposes. Allow at least five (5) business days for all posting requests.

All advertising materials in or on UCR HDRS facilities must be approved and posted or distributed by UCR HDRS staff. UCR HDRS reserves the right to refuse advertisements. Violations by student groups may result in suspension of posting privileges and referral to the Student Life Office/Student Conduct and Academic Integrity Programs. UCR police will be contacted for possible trespass by non-campus persons.

In compliance with state fire laws, flyers/posters/banners may cover no more than 25% of any wall space. In addition, no postings will be allowed in public areas or common areas unless they are laminated, created on fire retardant material, placed on bulletin boards, or placed in designated posting areas.

5.01.1 **Flyers** - To have flyers posted, follow the guidelines below: In each of the following areas please deliver flyers to the Residential Services Office:
- Aberdeen-Inverness: 25 flyers
- Bannockburn Village, Falkirk, Glen Mor, Oban, Stonehaven Apartments, and The Plaza: 20 flyers (via UCR Campus Apartments RSO, Bannockburn Village D-102)
- Canyon Crest Family Student Housing: 10 flyers (via UCR Campus Apartments RSO)
- Glen Mor: 15 flyers
- Lothian: 21 flyers
- Pentland Hills: 24 flyers
- Stonehaven Apartments: 10 flyers (via UCR Campus Apartments RSO)
5.01.2 Posters - Posters are not to exceed a maximum of 4 feet by 3 feet. Posters must be left at the Residential Services Office of each building for approval and posting. Posters will be posted in designated posting areas. Non-UCR HDRS related organizations will be allowed only one poster per building, per event. Posters will be posted up to 10 days prior to the advertised event.

5.01.3 Posting Authorization - All posters, flyers, and table tents must be authorized and stamped by UCR HDRS. The stamp indicates review of the posting by UCR HDRS and approval to post; it does not indicate an endorsement of content. In most cases, posting is restricted to the promotion of campus-related activities. The posting should display the time, date, location, and sponsor of the event, as well as a telephone number or email where additional information concerning the program or sponsoring organization may be obtained. Additionally, printed material publicizing programs or workshops must include a description of the program and subject matter to be discussed. Advertisement of off-campus functions will not be authorized unless the event is sponsored by a registered student organization or a university department. Unauthorized materials will be removed and discarded. Violations may result in suspension of posting privileges and referral to the Student Life Office/Student Conduct and Academic Integrity Programs. UCR HDRS staff will post flyers only on designated bulletin boards, with the exception of UCR HDRS events and emergency UCR HDRS announcements, which may be posted in designated areas within UCR HDRS facilities.

5.01.4 Residential Restaurants - General posting in the Residence Hall Residential Restaurants is reserved for activities sponsored by Residential Life and Services, the Campus Apartment Resident Association, the Residence Halls Association or HDRS. No other banners, posters, etc. are permitted. Table tents are allowed when clearly sponsored by UCR Student Organizations and Campus Departments. For the table tent approval and distribution process, please contact the HDRS Programs Manager.

5.01.5 Space Limitations - Priority of posting materials will be based on the following order: UCR HDRS; UCR HDRS student government (RHA, CARA, NRHH, etc.); academic departments; university administrative units; officially recognized university organizations and clubs.

5.02 MEDIA BROADCASTING AND RECORDING
Residents may not broadcast or record the images or voices of other residents or guests without their expressed knowledge and permission. This includes, but is not limited to, video, webcam, photo, and phone recordings. Residential students wishing to conduct media projects, which may create a disruption in the community, must follow established media project protocols. All media recording by student organizations must be approved prior to the onset of media recording including, but not limited to, video and audio recording in residential community common areas and on adjacent property. In addition, the usage of aerial devices (such as drones) is prohibited. For more information, please contact the Senior Director of Residential Life and Services.
5.03 MEETING SPACES AND FACILITIES
Residential community public spaces are not available to campus clubs, organizations, or departments without expressed permission by UCR HDRS administration. This includes, but is not limited to, hall lounges, lobby areas, parking areas, barbeque areas, fire pits, swimming pools, and surrounding grounds. No unauthorized formal gatherings are allowed. Campus clubs, organizations, or departments granted permission by UCR HDRS administration to utilize residential community public spaces must adhere to all Housing policies, including any specific policies provided to them for their event and/or location. Facilities are paid for by the residents and are kept for their use and for UCR HDRS sponsored activities. For conference information and fees, contact the Conference and Event Office at 827-5471. Unauthorized use of public spaces will result in the group being asked to leave. Violations by a campus group may result in suspension of privileges (including advertising) and referral to the Student Life Office/Student Conduct and Academic Integrity Programs Office. Also see Section 2, Policy 2.21 Public Areas and Policy 2.29.1, Pool Use.

5.04 PRODUCTS OR SERVICES
Advertising and promotion of non-university goods, services, or organizations is allowed in UCR HDRS facilities only with approval from the Senior Director of Residential Life and Services or as part of an approved UCR HDRS sponsored event. Selling of products and/or services is prohibited in or around public areas of UCR HDRS facilities unless it is part of a UCR HDRS sponsored event.

5.05 RESEARCH PROJECTS
All research and assessment projects must be conducted according to specific guidelines and with prior approval of UCR HDRS. For more information please contact the Senior Director of Residential Life and Services.

5.06 SOLICITING
5.06.1 Residential Areas – UCR HDRS facilities are considered private property and unauthorized solicitation is prohibited. This policy prohibits all forms of unauthorized posting, door-to-door sales or recruitment, distribution of flyers or other materials, or any other form of solicitation. UCR HDRS, UCR Residence Hall Association, and the UCR Chapter of the National Residence Hall Honorary are exempt from this policy.

5.06.2 Tabling – Registered UCR student organizations and recognized departments may request a table outside the Lothian or Aberdeen-Inverness Residential Restaurants or in the main lobbies in these buildings. Requests for tabling may be submitted on-line at vcsaforms.ucr.edu/conferences/ratesandinfo/ at least five (5) business days prior to the requested date. Only two groups are allowed per evening per building. Tabling should in no way obstruct the free flow of traffic into the dining facilities or through the lobby area. Only passive soliciting is allowed, meaning you may have a sign at the table and interested residents will approach you. You are not to approach the residents. If there is an issue regarding group or group members’ behavior, the group may be asked to leave immediately and the matter forwarded to the Student Life Office and/or to Student Conduct and Academic Integrity Programs for review. HDRS staff may participate in the active solicitation of residents for department and/or building related purposes.
SECTION 6
CANYON CREST FAMILY STUDENT HOUSING POLICIES
(Exceptions and Specifications)

The following policies provide specific information in regards to the Canyon Crest Family Student Housing properties only. Canyon Crest Family Student Housing residents are responsible for all Section 6 codes and all preceding information in the UCR HDRS Conduct Policies, except where exemptions and/or specifications are listed.

6.01 AIR CONDITIONERS
Resident-supplied air conditioners must be approved by UCR HDRS administration and installed by UCR HDRS maintenance personnel.

6.02 ALCOHOL
Alcohol in any form may not be distributed to and/or consumed by persons under the age of 21.
Also see Section 1, Policy 1.02 Alcohol

6.03 BARBEQUES, SMOKERS, GRILLS, AND POT-BELLIED STOVES
BBQs, smokers, and grills are allowed but must be well maintained and operated in an appropriate (e.g. open air) outdoor area. Leaving these cooking units unattended while in use or while cooling down is prohibited. Pot-bellied stoves are prohibited.
Also see Section 2, Policy 2.03 Barbeques, Smokers, and Grills

6.04 BICYCLES AND STROLLERS
Residents are not permitted to leave unattended bicycles unsecured. All unattended bicycles must be secured or kept inside the unit. Bicycles secured on the exterior of the unit may not obstruct entrance or exit ways. Securing bicycles to clothesline posts, trees, light poles, or signs is prohibited. Unattended strollers must be kept inside the unit.
Also see Section 2, Policy 2.05 Bicycle and Moped Storage and Policy 2.06 Bicycles, Mopeds, Skateboards, Roller Blades, Roller Skates, and Scooters

6.05 CAR WASHING
Car washing is prohibited.

6.06 CEILINGS AND WALLS
Residents are not permitted to wallpaper, paint, puncture, sticker, or otherwise alter unit ceilings or walls (e.g. hooks or other hanging devices).

6.07 CHILD WELFARE/CHILD NEGLECT
Residents are responsible for supervising their children so as to prevent harm to them or to other individuals or damage to the property.
Also see Section 1, Policy 1.01 Abuse, Threatening Behavior, Harassment, and Violence

6.08 ENGINE OR AUTOMOBILE OVERHAUL
Engine or major automobile overhaul may not be performed on the premises. Vehicles not in operating condition or abandoned must be removed or the university will remove them at a charge to the Resident. Also see Section 2, Policy 2.20 Motor Vehicles

6.09 EXTERIOR AND INTERIOR UNIT SURFACES
Items affixed to the exterior or interior of the unit that damage the unit or block windows or doors are prohibited.
6.10 FENCES
Fences are prohibited unless they are approved by UCR HDRS administration. Once a fence is installed, the resident is responsible for grounds care within the fence.

6.11 GROUNDS CARE, LAWNS, AND GARDENS
Residents are responsible for maintaining the grounds surrounding their unit including the watering of their lawn. Lawns will be mowed by UCR HDRS staff. Residents may plant annual flowers, herbs, vegetables, or fruit plants, not past two feet of the exterior of their unit. Foliage may not block, cover or obstruct windows or egress areas of the unit. Residents are required to remove dead plants and overgrowth in the garden areas and/or next to residential units. Composting is permitted in standalone containers that are fully enclosed. Containers must be kept in good repair and removed when the contracted resident vacates the unit. Composting may not cause other nuisances such as pests, smell, etc.

Also see Policy 6.24 Water Utilization

6.12 GUESTS
6.12.1 Extended Guest Stay – If a unique situation exists in which a guest will need to stay longer than three days (two nights), but not more than six (6) months in any 12-month period, residents are required to obtain approval prior to guest arrival by submitting an Extended Stay Guest Application at the UCR Campus Apartments Residential Services Office. Occupancy may not exceed the Occupancy Limits as outlined in each resident’s contract.

Also see Section 1, Policy 1.14 Guests and Section 6, Policy 6.15 Occupancy Limits

6.13 HANGING ITEMS
Any items hanging from trees (including, but not limited to bird feeders, lights, swings, and hammocks) and items (other than laundry) hanging from clotheslines or their supports are not permitted.

Also see Section 2, Policy 2.16.3 Hammocks

6.14 NOISE
After 10pm, noise shall be held to a minimum, except for social activities approved by Residential Life and Services staff.

Also see Section 1, Policy 1.28 Study Environment

6.15 OCCUPANCY LIMITS
The maximum number of Residents allowed to occupy the unit is as follows: 2 Bedroom – 4 people; 3 Bedroom – 6 people.

Also see Section 1, Policy 1.14 Guests and Section 6, Policy 6.12.1 Extended Guest Stay

6.16 PARKING
A Resident may not park more than two vehicles in Canyon Crest Family Student Housing.

Also see Section 2, Policy 2.20 Motor Vehicles

6.17 PETS
Fish in an aquarium (30-gallon maximum per household) and pets in cages (small birds, rabbits, and small rodents) are permitted inside units in Canyon Crest Family Student Housing. Dogs, cats, and other pets are not permitted; see Policy 1.18 for exceptions (such as licensed service animals). Pets may not be left outside unattended.

Also see Section 1, Policy 1.18 Pets
6.18  PORTABLE AND PERMANENT OUTDOOR ITEMS
Items not designed and manufactured for outdoor use and tools (such as mops and brooms) may not be stored outside of Canyon Crest Family Student Housing units. Portable outdoor items (such as outdoor toys and outdoor furniture) must be placed within two feet of the unit when not in use. Permanent, non-portable outdoor items (such as swing sets, basketball hoops and gardening accessories) must be approved and/or installed by UCR HDRS administration. These items must be fixed in place and residents are responsible for grounds care around these items. Items surrounding the exterior of the unit that create an unsightly or unkempt appearance will need to be removed.

6.19  SHEDS
Sheds must be approved by UCR HDRS administration prior to installation. Up to two non-metal sheds, each no larger than 10’ x 12’, may be approved. Approved sheds must be kept in good repair and removed when the contracted resident vacates the unit. Due to safety concerns, metal sheds are now prohibited. Sheds approved prior to this change in policy may remain on the unit lot until the current resident(s) depart. However, these metal sheds may not be transferred or sold to other residents and must be kept in good repair.

6.20  (INTENTIONALLY BLANK)

6.21  SUBLEASING
Subleasing in Canyon Crest Family Student Housing is not permitted prior to written approval from UCR HDRS administration. Subleasing is permissible during the summer months (i.e. in the period between June Commencement and the start of instruction in September) and Winter Break only.
Also see Section 2, Policy 2.28 Subleasing

6.22  TRASH AND RECYCLABLES
Residents are responsible for keeping the property surrounding their unit free of trash, recyclables, and debris. Outside storage of bins used for trash and recyclable materials is prohibited. Residents must use the appropriate community bins provided by UCR HDRS to dispose of all trash and recyclables.
Also see Section 2, Policy 2.30 Trash and Recyclables

6.23  WADING POOLS
Wading pools are allowed but must be attended at all times when filled. When not in use, pools should be stored so as not to damage the grass or other structures. Wading pools cannot be stored or hung on trees, bushes, clotheslines, or other structures.
Also see Section 2, Policy 2.29 Swimming Pools

6.24  WATER UTILIZATION
Utilization of outdoor water in unsafe or wasteful manner (including but not limited to flooding, over watering plants, water features, and water damage to property) is prohibited. Watering must follow the current guidelines in effect (such as number of days and length of time for watering) and should occur in early morning or late afternoon. Please refer to the Residential Services Office and/or Residential Life and Services staff for guidelines.

6.25  WINDOWS
Canyon Crest Family Student Housing residents may install window coverings (i.e. drapes, blinds, shutters, shades). These items must be removed by residents upon move-out.
Also see Section 2, Policy 2.31 Windows
University Student Conduct Code

All UCR students are responsible for conducting themselves in a manner that does not infringe upon the rights of others or interfere with the educational function of the university. Students are expected to know and follow the Student Conduct Code regulations taken from the University Policies Applying to Campus Activities, Organizations, and Students. These policies can be obtained either at Student Conduct & Academic Integrity Programs (104 Costo Hall), or online at www.conduct.ucr.edu. University Student Conduct Code violations are adjudicated through UCR Student Conduct & Academic Integrity Programs.

Many of the policies above are reflective of policies which govern your behavior in University Housing, such as alcohol, controlled substances, etc. In addition, there is a specific policy (see Section 102.07 of the University Policies Applying to Campus Activities, Organizations and Students) which states it is a violation of university policy for a student to violate Housing policy. Therefore, you, and any guests who visit you in Housing are accountable to the expectations of Housing Services and the university during residency or visitation in Housing-run facilities. In addition, there are standards of conduct which are unique to the expectations of students as scholars at the university (expectations regarding academic integrity, proper use of classroom materials, etc.). You will find a helpful listing of classroom behaviors below which may be subject to discipline.

Student Conduct & Academic Integrity Programs (SCAIP) is the office responsible for enforcing these university policies, however, it is also a resource for you as a student. If you believe that you have been subjected to inappropriate behavior by another student which may violate the Standards of Conduct, you are encouraged to seek out this office for assistance in filing a report. SCAIP is also available to clarify policies and procedures in relation to student conduct.

ACADEMIC INTEGRITY AT THE UNIVERSITY OF CALIFORNIA, RIVERSIDE
(Taken from www.conduct.ucr.edu)

At the University of California, Riverside (UCR) honesty and integrity are fundamental values that guide and inform us as individuals and as a community. The culture of academia requires that each student take responsibility for learning and for producing products that reflect their intellectual potential, curiosity, and capability. Students must represent themselves truthfully; claim only work that is their own; acknowledge their use of others’ words; research results, and ideas, using the methods accepted by the appropriate academic disciplines; and engage honestly in all academic assignments. Anything less than total commitment to honesty circumvents the contract for intellectual enrichment that students have with the university to become an educated person, undermines the efforts of the entire academic community, and diminishes the value of an education for everyone, especially for the person who cheats. Both students and faculty are responsible for insuring the academic integrity of the university.

Academic misconduct is any act that does or could improperly distort student grades or other student academic records. The following examples of academic misconduct are provided to assist students in developing an understanding of the university’s expectations, recognizing that no set of written guidelines can anticipate all types and degrees of violations of academic integrity. To the extent that the examples provided are not exhaustive, duly appointed representatives of the university will judge each case according to its merits.
Misunderstanding of the appropriate academic conduct will not be accepted as an excuse for academic misconduct. If a student is in doubt about appropriate academic conduct in a particular situation, he or she should consult with the instructor in the course to avoid the serious charge of academic misconduct.

**Cheating**

Examples include:

- Copying from another student’s examination, quiz, laboratory work, or homework assignment.
- Possession or use of pre-prepared notes or other resources, in any form, during an examination, unless such use is expressly authorized by the instructor.
- Revising a work after its final evaluation and representing the revised version as being the original work.
- Using external assistance, including but not limited to tutors, books, notes and calculators, on any “in-class” or “take-home” examination, unless the instructor has specifically authorized external assistance.
- Allowing others to conduct research or to prepare work for you without advance authorization from the instructor to whom the work is being submitted.
- Unauthorized use of electronic instruments, such as cell phones, pagers or PDAs, to access or share information.
- Submitting for academic advancement an item of academic work that you have previously submitted for academic advancement without prior authorization from the faculty member supervising the work.

**Plagiarism**

Plagiarism includes the copying of language, structure, or ideas of another and attributing (explicitly or implicitly) the work to one’s own efforts. Plagiarism means using another’s work without giving credit.

Examples include:

- Reproducing another person’s work, with or without that person’s knowledge or permission, whether published or unpublished, including but not limited to, original ideas, strategies, and research, art, graphics, computer programs, music and other creative expression. The work may consist of writing, charts, pictures, graphs, diagrams, data, websites or other communication or recording media, and may include sentences, phrases, innovative terminology, formatting or other representations.
- Submitting as your own any academic exercise prepared totally or in part by another.
- Copying information from computer-based sources, i.e., the Internet.
- Allowing another person to substantially alter or revise your work and submitting it as your own.
- Using another’s written ideas or words without properly acknowledging the source. The term “source” includes published works (books, magazines, newspapers, websites, plays, movies, photos, paintings and textbooks) and unpublished sources (class lectures or notes, handouts, speeches, casual conversation, other students’ papers or material from a research service).
- Failure to acknowledge study aids such as Cliff’s Notes or common reference sources.
- Unauthorized use of another person’s data in completing a computer exercise or other class work.

Helpful resources, which offer guidelines for avoiding plagiarism and illustrations of correct and incorrect citation, follow. Please note that specific requirements for citation may vary by discipline or course.

- **Avoiding Plagiarism**, Purdue University, Online Writing Lab. [https://owl.english.purdue.edu/owl/resource/589/01/](https://owl.english.purdue.edu/owl/resource/589/01/)

Using Sources. Lisa Trivedi and Sharon Williams, Hamilton College, Writing Center. www.hamilton.edu/academics/resource/wc/usingsources.html

Unauthorized Collaboration
Examples include:
- Working with other students to do lab work, review books or develop a presentation or report without permission from the instructor to do so.
- Making lab data available to a student who did not attend the lab.
- Jointly calculating homework problems without professorial permission.
- Having another help you rewrite a paper.
- Sharing sources for a take-home exam.
- Working in a group on a lab assignment without professorial permission.
- “Debugging” another’s computer program without professorial permission.
- Submitting a group assignment, or allowing that assignment to be submitted, representing the project is the work of all of the members of the group when less than all of the group members assisted substantially in its preparation.

Facilitating Academic Dishonesty
Examples include:
- Intentionally or knowingly helping or attempting to help another student to commit an act of academic misconduct.
- Giving unauthorized assistance to others during a test or evaluation, including allowing someone to copy from a test or examination, or arranging with others to give or receive answers via signals.
- Providing specific information about a recently given test, examination or assignment to a student who thereby gains an unfair advantage in an academic evaluation.
- Substituting for another student in order to meet a course or graduation requirement.
- Providing aid to another student, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing or publication of work to be submitted for academic evaluation.
- Permitting your academic work to be represented as the work of another.
- Signing in students other than yourself for class attendance.

Interference or Sabotage
Examples include:
- Destroying, stealing, changing or damaging another’s lab experiment, computer program, term paper, exam or project.
- Removing, defacing, damaging, hoarding or displacing library materials with the effect that others have undue difficulty using them.
- Interfering with the operation of a computer system so it has an adverse effect on the academic performance of others.
- Damaging computer equipment (including disks) or laboratory equipment in order to alter or prevent the evaluation of academic work.
Fabrication

Examples include:

- Falsifying the results of any laboratory or experimental work or fabricating any data or information.
- Crediting source material that was not used for research.
- Falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including but not limited to, schedules, prerequisites, transcripts, attendance records, or university forms.
- Giving false reasons (in advance or after the fact) for failure to complete academic work.
- Giving false information or testimony in connection with any investigation or hearing under this policy.

Failure to Comply with Research Regulations

Failure to comply with research regulations such as those applying to human subjects, laboratory animals and standards of safety.

Retaliation

Retaliation of any kind against a person who reported or provided information about suspected or alleged misconduct and who has not acted in bad faith.
Aberdeen-Inverness Residence Hall
Community Map

2. Administrative Offices
7. Amberlight (D1W)
22. ATM
22. Change Machine
17. Conference Room (Small)
4. Copy Machine
1. Entrances to Building
L. Hall Lounge (all floors)
23. Head Resident Office
5. Lobby
3. Mail Drop (Outgoing)
24. Offices
10. Piano Practice Rooms
11. Ping Pong & Pool Tables (D1W)
25. Residential Restaurant
2. Residential Services Office (RSO)
9. Scotty’s (Convenience Store)
19. Security Door (D & E Wings)
12. Staff Room
16. Study Lounge (B1W)
8. Television (D1W & each hall lounge)
15. Tutor Rooms (B1W)
14. Upper Study Lounge
6. Vending Machines
13. Weight Room/Exercise (D1W)

Amazon Locker
Bike Storage Area
Blue Emergency Phone
Computer Lab
Elevator
Emergency Exits
Laundry Rooms
(2nd floor)
Lockers
Mail Boxes
Public Restrooms (lobby)
Staircase
Trash Chute

Lot 22
West West West West
East East East East

MAIN ENTRANCE
HORSESHOE
Lothian Residence Hall Community Map

1. Administrative Offices
2. Residential Restaurant
3. Change Machine
4. Copy Machine
5. Entrances to Building
6. Galley (nolite)
7. Hall Annex Room (on each floor)
8. Hall Balcony (on each floor)
9. Hall Lounge (on each floor)
10. Large Meeting Room (2nd Floor)
11. Meeting Room–Small (2nd Floor)
12. Offices
13. Piano Practice Rooms
14. Pool Tables, Air Hockey (2nd Floor)
15. Residential Services Office (RSO)
16. Study Lounge (2nd Floor)
17. Television
18. Vending Machines
19. Weight/Exercise Room
20. Scotty’s (Convenience Store)
21. Spinelli’s Italian Oven
22. Garden Patio

Amazon Locker
Bike Storage Area
Computer Lab (2nd floor)
Elevator
Emergency Exits
Laundry Rooms
Lockers (outside Residential Restaurant)
Mail Boxes
Public Restrooms
Public Telephone
Staircase
Trash

Lothian Residence Hall Community Map

Aberdeen-Inverness
Glen Mor
Pentland Hills
Lothian

to Pentland Hills & Aberdeen-Inverness Residence Halls

to Glen Mor

to campus
Pentland Hills Residence Hall Community Map

1. Academic Resource Center
2. Administrative Offices
3. Bearcave (Conference / Study B1, C1)
4. Copy Machine
5. Dance Studio / Meeting Room
6. The Escape (Gaming Lounge)
7. Foxhole (Social / Study F1, G1)
8. Game Room: Ping Pong / Pool Table / Air Hockey
9. Housekeeping/Maintenance Offices
10. Meeting Rooms
11. NRRH Office
12. Piano Practice Room
0. Residential Services Office
13. SATS Tech Services
14. RHA Office
15. Tutor Rooms
16. Vending Machines
17. Weight Room / Exercise

- Copy Machine
- Amazon Locker
- Bike Storage Area
- Blue Emergency Phone
- Computer Lab
- Elevator
- Entry (Main Hall / Floor Entry)
- Mail Boxes
- Public Restrooms
- Public Telephone
- Staircase
- Trash Chute

Parking Lot 21

(Area - Residents Only)
Falkirk Community Map

UCR CAMPUS APARTMENTS
RESIDENTIAL SERVICES OFFICE
BANNOCKBURN VILLAGE
3615 CANYON CREST DRIVE, D-102
RIVERSIDE, CA 92507
(951) 827-5723

UPSTAIRS UNIT
DOWNSTAIRS UNIT

Amazon Locker
Bike Rack
Blue Emergency Phone
Computer Lab
Laundry Room
Mail Boxes
Study Lounge
Trash/Recycling
Visitor Parking Kiosk
Visitor Parking

WE LINDEN STREET
CANYON CREST DRIVE TO RESIDENTIAL SERVICES OFFICE
(AT BANNOCKBURN VILLAGE)
Glen Mor Community Map

- Amazon Locker
- Bike Storage Area
- Blue Emergency Phone
- Computer Lab (J319)
- Conference Room (C001, C104, J315, K106, K108)
- Convenience Store & Grill (Scotty’s)
- Elevator
- Entry (Primary)
- Fitness Room (K206)
- Gaming Lounge (Ctrl Room)
- Laundry Room
- Mail Boxes
- Multi-Purpose Room (K205)
- Public Restrooms
- Recreation Room
- Resident Services Office
- Study Lounge (F224, G322, I225, L421, M328)
- The Loft (J309)
- The Market at Glen Mor
Oban Community Map
Retail Dining Locations  For current hours of operation, check the [Dining website](#)

### The Barn
Burgers, salads, pastas and more in an historic 1916 structure.

### Bytes
Located on the ground floor of Winston Chung Hall, serves up hot coffee, espresso drinks, flatbread sandwiches, snacks and our new savory or sweet cheese-filled swirls!

### Coffee Bean & Tea Leaf
Serving up hot coffee, espresso drinks, ice blended beverages, pastries, freshly brewed teas, sandwiches and more!

### Hub Restaurants
**HUB FOOD COURT (open Mon-Fri)**
- HABANERO’S - Breakfast or lunch, we offer the ability to custom-build fresh Mexican food just the way you want it.

- **LA FIAMMA** - Traditional hearth-baked style pizza offered by the slice, as a combo, or the whole pie, and specialty flatbread pizzas. Gourmet pasta, prepared to order with your choice of ingredients. And a selection of gourmet salads customizable your way.

- **PANDA EXPRESS** - From traditional Chinese favorites to fresh new creations, the Panda Chefs have wokked up a delicious menu with something for everyone.

- **SUSHI BY PANDA** - Enjoy fresh sushi rolls made to order, or from a premade selection in our grab-n-go case.

### The Grill (at Latitude 55)
- Whether you crave a mouth-watering burger, tasty chicken strips, zesty chili cheese fries, crispy onion rings or our all new Big Bowl Salads, The Grill will satisfy your “snack attack”.

### Subway
- Hot and cold sandwiches, wraps, salads, snacks, beverages and desserts

### Scotty’s (convenience store)

### Trucks
**BEAR TRACKS** - Location varies. Serving up pastries and Coffee Bean & Tea Leaf coffee and espresso drinks.

**CULINARY CHAMELEON** - An eclectic blend of Mexican favorites with a California twist

**HIGHLANDER** – Snacks and grill items

**MOO MOO** – Soft serve ice cream that’s utterly delicious!
Residential Dining Locations

For current hours of operation, check the Dining website

**ABERDEEN-INVERNESS**

**A-I Residential Restaurant**
Offers continuous all-you-care-to-eat dining service, with a spotlight on healthy options. It features a food-court style of service with The Grill, My Gourmet and World’s Fare as the primary concepts.

**Scotty’s A-I**
Featuring snacks, cold drinks, foods, sundries and more.

**LOTHIAN**

**Lothian Residential Restaurant**
Offers continuous all-you-care-to-eat dining daily, with a spotlight on healthy options. It features a food-court style of service with Comfort Table, Urban Kitchen, Village Garden and The Neighborhood Grill.

**Spinelli’s Italian Oven**
Our late-night dining option, with fresh oven-baked pizza, wings, chips & beverages in an entertainment-filled environment.

**Scotty’s Lothian**
Featuring snacks, cold drinks, foods & sundries and more.

**GLEN MOR**

**The Market at Glen Mor**
Food-court-style venue features: STARBUCKS coffeehouse; SIZZLE (grill and salads); SAVOR (home-style take-out meals) and SHOP (convenience store).

**Scotty’s Glen Mor**
Features grilled breakfast & lunch sandwiches, snacks, drinks & sundries.

**FOOD TRUCKS**
See Retail Dining Locations

All Residential Dining locations are open to the public. Staff, faculty and university guests are always welcome.

Accepts both Meal Swipes & Dining Dollars
Accepts Dining Dollars

For current hours of operation, check the Dining website

Accepts both Meal Swipes & Dining Dollars
Accepts Dining Dollars
RESTAURANTS, FAST FOOD & SUPERMARKETS: Throughout area

DISCOUNT STORES (Target, Costco, Walmart): Day Street

DEPARTMENT STORES (Macy’s, JC Pennys, Sears): Moreno Valley Mall

MOVIE THEATERS: University Village, Riverside Plaza, Moreno Valley Mall

SPECIALTY STORES (Crafts, Electronics, Furnishings): Day Street

OFFICE SUPPLIES: Riverside Plaza, Day Street

BOUTIQUES: Canyon Crest Town Centre, Downtown Riverside, Riverside Plaza

NIGHTLIFE: Downtown Riverside
### Main Campus Directory

<table>
<thead>
<tr>
<th>Service/Department</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Aberdeen-Inverness (A-I) Residence Hall</td>
<td>827-5460</td>
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<tr>
<td>Academic Resource Center</td>
<td>827-3721</td>
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<td>Admissions Office</td>
<td>827-3411</td>
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<td>African Student Programs</td>
<td>827-4576</td>
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<td>Alumni Center</td>
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<td>Asian Pacific Student Programs</td>
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<td>ASPB (Campus Programming)</td>
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<td>Associated Students (ASUCR)</td>
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<td>Athletics</td>
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<td>Bannockburn Village RSO</td>
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<td>The Barn</td>
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<td>Bookstore</td>
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<td>Botanic Gardens</td>
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<td>Campus Cashier</td>
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<td>Canyon Crest Family Student Housing RSO</td>
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<td>Chancellor’s Office</td>
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<td>College of Engineering</td>
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<td>College of Humanities and Social Sciences</td>
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<td>College of Natural and Agricultural Sciences</td>
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<td>Communication Services (Residence Halls)</td>
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<td>Computing and Communication</td>
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<td>Counseling Center (Psychological)</td>
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<td>Credit Union (SchoolsFirst Credit Union)</td>
<td>(800) 462-8328</td>
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<td>Cultural Events</td>
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<td>Dining Student Office (Student Employment)</td>
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<td>Dining Services, Lothian Residence Hall</td>
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<td>Dining Services, A-I Residence Hall</td>
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<td>Disabled Student Services (Voice &amp; TTY)</td>
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<td>Escort Service (Sundown-Midnight)</td>
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<td>Event Management and Protocol</td>
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<td>Falkirk Student Apartments RSO</td>
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<td>Financial Aid</td>
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<td>Fine Arts Ticket Office</td>
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<td>Housing Services Administration</td>
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<td>Insurance, Student Health</td>
<td>827-5683</td>
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<td>Intercollegiate Athletics</td>
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<td>International Student Resource Center</td>
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<td>International Village Student Apartments</td>
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<td>Internship Coordinator (Career Services)</td>
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<td>KUCR Radio FM 88-3</td>
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<td>Lesbian, Gay, Bisexual, Transgender Resource Center</td>
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<td>Library, Tomas Rivera</td>
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<td>Library, Orbach Science</td>
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<td>Media Resources</td>
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<td>Native American Student Programs</td>
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<td>Oban Student Apartments RSO</td>
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<td>Off-Campus Academic Experiences</td>
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<td>Off-Campus Housing Program</td>
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<td>Ombudsman</td>
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<td>Parking Services (TAPS)</td>
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<td>Pentland Hills Residence Hall RSO</td>
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<td>The Plaza Student Apartments RSO</td>
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<td>Police Department (non-emergency)</td>
<td>827-5222</td>
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<td>Printing &amp; Reprographics</td>
<td>827-4443, 827-4444</td>
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<td>Recreation (Student Recreation Center)</td>
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<td>Registrar’s Office</td>
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<td>ROTC Referral (Student Special Services)</td>
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<td>Stonehaven Student Apartments RSO</td>
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<td>Student Business Services</td>
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<td>Student Conduct and Academic Integrity Programs (SCAIP)</td>
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<td>Student Conduct/Judicial Affairs (Housing)</td>
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<td>Student Health Service</td>
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<td>Student Life</td>
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<td>Student Recreation Center (SRC)</td>
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<td>Women’s Resource Center</td>
<td>827-3337</td>
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<tr>
<td>Work Study Placement (Career Services)</td>
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<tr>
<td>Title IX Office</td>
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*UNLESS INDICATED, AREA CODE IS (951)*
Housing Services Directory  UNLESS INDICATED, AREA CODE IS (951)

HOUSING SERVICES ADMINISTRATION BUILDING
3595 Canyon Crest Drive
Riverside, CA 92507
(951) 827-6350
E-mail: housinginfo@ucr.edu
Website: www.housing.ucr.edu
Office Hours: Monday through Friday, 8am to 5pm

ADMINISTRATION
Assistant Vice Chancellor
Andy Plumley  827-7711
Executive Director of Housing Services
Susan Marshburn  827-7711
Director of Contracts and Outreach Services
Bob Brumbaugh  827-6350
Executive Director, Dining, Catering & Conferences Services
Cheryl Garner  827-5857
Director of Residential Dining
David Henry  827-1202
Director of Retail Dining
Duane Gornicki  827-1202
Director of Facilities
Hassan Ghamlouch  827-4851

FACILITIES
Campus Apartments
Maintenance Supervisor
Enrico Baez  827-5723
Residence Halls
Maintenance Supervisor
Irven Rocher  827-7747
Housekeeping Manager
Luis Lara  827-7749
Grounds Supervisor
Tim Holmes  827-7063

SUPPORT SERVICES
Assistant Director of Housing, Resident Assignments
Daisy Dizon  827-6350
Assistant Director of Housing, Resident Accounts
Jo-Ann Alvarez  827-6350
Assistant Director of Housing, Marketing & Publications
Michael Kaplan  827-7716
Assistant Director of Residence Life, Administration
James C. Smith  827-5723
Associate Director of Residence Life, Judicial
Audrey Pusey  827-5972
Associate Director of Residence Life, Residential Education
Mary Tregoning  827-6500
Assistant Director of Residence Life, Judicial
Robert Stephens  827-5972
Assistant Director of Residence Life, Student Success
Jack Saxon  827-6500
Programs Manager
Judith Ogunyoku  827-4372

Judicial Coordinator
Jason Wimbley  827-5972

RESIDENCE LIFE
Assistant Director of Residence Life, Judicial
Robert Stephens  827-5972
Assistant Director of Residence Life, Student Success
Jack Saxon  827-6500
Programs Manager
Judith Ogunyoku  827-4372
## Residence Halls Directory

### ABERDEEN-INVERNESS (A-I)

100 Aberdeen Drive  
Riverside, CA 92507  
(951) 827-5460  
**Office Hours:** Monday through Friday, 8am to 11pm, Saturday and Sunday 12pm to 5pm; 6pm to 11pm  
**Resident Director, A & B Wings:** Laura Merchant  
**Resident Director, D & E Wings:** Elizabeth Hagen

<table>
<thead>
<tr>
<th>Role</th>
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<tr>
<td>RA On Duty, A &amp; B Wings</td>
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<tr>
<td>Business Operations Assistant</td>
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<tr>
<td>Customer Relations Representative</td>
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<tr>
<td>General Manager, Dining Services</td>
<td>827-4121</td>
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<td>General Manager, Dining Services</td>
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### LOTHIAN

500 W. Big Springs Road  
Riverside, CA 92507  
(951) 827-5972  
**Office Hours:** Monday through Friday, 8am to 11pm, Saturday and Sunday 12pm to 5pm; 6pm to 11pm  
**Resident Director, A & B Wings:** Hannah Moore  
**Resident Director, D, E & F Wings:** Jamal Myrick

<table>
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<tr>
<td>General Manager, Dining Services</td>
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### PENTLAND HILLS

One Pentland Way  
Riverside, CA 92507  
(951) 827-6500  
**Office Hours:** Monday through Friday, 8am to 11pm, Saturday and Sunday 12pm to 5pm; 6pm to 11pm  
**Area Coordinator, Pentland Hills:** Joshua Witbeck  
**Resident Director:** Antonio Banks

<table>
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**Business Operations Assistant Mary Juma**  
**General Manager, Dining Services Michael Neener**  
**Customer Relations Representative LaDeana Lee**  
**Customer Relations Representative Christine Burgett**  
**Business Operations Assistant Vanessa Rocha**  
**Business Operations Assistant Christine Castro**  
**Business Operations Assistant Mary Juma**
# UCR Campus Apartments Directory

## Bannockburn Village

**Address:** 3637 Canyon Crest Drive, Riverside, CA 92507  
**UCR Campus Apartments Residential Services Office:** Bannockburn Village D102  
**Business Operations Manager:** Hector Linares (951) 827-5723  
**Area Coordinator:** John-Paul Wolf (951) 827-5723  
**Resident Director:** Chris Williams (951) 827-5723  
**Assistant Resident Director:** 827-6020  
**RA On Duty:** 288-1770

## Falkirk Student Apartments

**Address:** 3429 Canyon Crest Drive, Riverside, CA 92507  
**UCR Campus Apartments Residential Services Office:** Bannockburn Village D102  
**Business Operations Manager:** Hector Linares (951) 827-5723  
**Area Coordinator:** John-Paul Wolf (951) 827-5723  
**Resident Director:** Patricia Garcia (951) 827-5723  
**Assistant Resident Director:** 827-6020  
**RA On Duty:** 237-2078

## Glen Mor Student Apartments

**Address:** 400 W. Big Springs Road, Riverside, CA 92507  
**Glen Mor Residential Services Office:** (951) 827-7540  
**Business Operations Manager:** Hector Linares (951) 827-6500  
**Area Coordinator:** Josh Witbeck (951) 827-6500  
**Assistant Resident Director:** 827-6500  
**RA On Duty:** 750-2133
UCR Campus Apartments Directory / 2

OBAN STUDENT APARTMENTS
950 Linden Street
Riverside, CA 92507
UCR Campus Apartments Residential Services Office: Bannockburn Village D102
(951) 827-5723
Office Hours: Monday through Friday, 8am to 9pm; Saturday, 12pm to 4pm

Business Operations Manager
Hector Linares 827-5723
Area Coordinator
John-Paul Wolf 827-5723
Resident Director
Chris Williams 827-5723
Assistant Resident Director 827-6020
RA On Duty 288-1770

THE PLAZA STUDENT APARTMENTS
1020 Linden Street
Riverside, CA 92507
UCR Campus Apartments Residential Services Office: Bannockburn Village D102
(951) 827-5723
Office Hours: Monday through Friday, 8am to 9pm; Saturday, 12pm to 4pm

Business Operations Manager
Hector Linares 827-5723
Area Coordinator
John-Paul Wolf 827-5723
Resident Director
Chris Williams 827-5723
Assistant Resident Director 827-6020
RA On Duty 288-1770

STONEHAVEN STUDENT HOUSING
3201 Canyon Crest Drive
Riverside, CA 92507
Stonehaven Residential Services Office:
(951) 782-7979
Office Hours: Monday through Friday, 8am to 5pm;
RA Office Hours: Monday through Thursday, 6pm to 9pm; Saturday 10am to 2pm

Resident Services Coordinator
Sandra Barrett 782-7979
Area Coordinator
John-Paul Wolf 827-5723
Resident Director
Patricia Garcia 827-5723
Assistant Resident Director 827-6020
RA On Duty 961-0274
Family Student Housing Directory

Canyon Crest Family Student Housing

UCR Campus Apartments Residential Services Office: Bannockburn Village D102
(951) 827-5723
Office Hours: Monday through Friday, 8am to 9pm; Saturday, 12pm to 4pm

Business Operations Manager
Hector Linares 827-5723
Area Coordinator
John-Paul Wolf 827-5723
Resident Director
Patricia Garcia 827-5723
RA On Duty 237-2078

Emergency Numbers

Off-Campus (24-hour service)

California Missing Children (800) 222-3463
California Youth Crisis Line (800) 843-5200
Mental Health Crisis Counseling/Referrals Hot Line 686-4357
National Runaway Switchboard (800) 621-4000
Parents of Runaway Children, Inc. 351-0179
Poison Control Center (800) 876-4766
Riverside Children’s Protective Services (800) 442-4918
Riverside County Alcohol Program 778-3500
Riverside County Mental Health Outpatient Crisis Center 358-4705
Riverside County Substance Abuse Program 955-2105
Riverside Domestic Violence Hot Line 683-0829 or (800) 339-7233
Riverside Rape Crisis Center Hot Line 686-7273
Suicide/Crisis Helpline 683-0829
Suicide Hotline (national) (800) 784-2433

UCR Services

UCR Emergency 911
UCR Police (non-emergency) 827-5222
Campus Safety Escort Service (or use Red Escort Phone) 827-3772
Campus Health Center 827-3031
Counseling Center 827-5531
Domestic Violence (800) 339-7233
LGBT Resource Center 827-2267
Rape Prevention 827-2938
Transportation & Parking Services 827-8277
Women’s Resource Center 827-3337
Bannockburn Commercial Residents

In the front of the Bannockburn Village community, there are several commercial businesses on the ground floor. These establishments serve the campus community and the general public:

Archetype  (951) 369-8058
Typesetter/Graphic Arts can help you with creating a resume or a thesis.

Fitness United with Nutrition (F.U.N.)  (951) 827-9482
Personal training studio that offers exercise, nutrition and weight management for all ages and fitness levels.

Getaway Cafe  (951) 786-3606
Family Italian restaurant serving a variety of pizza, pasta, sandwiches and salad dishes.

Riverside Computer Center  (951) 827-0200
Computer Store has a wide selection of computers, printers, software and accessories for sale. In addition, it has a repair center to service hardware.

The Sub Station  (951) 683-4523
Sandwich shop is known for some of the best subs in town. Also serves soup and salads. A fixture at UCR for more than 40 years.
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