Introduction

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

Please be aware that as part of your housing contract, everyone who chooses to live in our residential communities must abide by the rules and regulations of UCSD, which include the UCSD Student Conduct Code, the UCSD RESNET Acceptable Use Policy, all applicable local, state, and federal laws, and the Housing and Residential Life policies outlined below. All of these guidelines are here to establish a safe and secure living environment and to support your success as a UCSD student. Any student who anticipates or observes a potential violation of policy is expected to immediately remove herself/himself from the environment in which the violation may occur. One's presence during any violation of University or Housing policy ultimately condones, supports, and/or encourages the behavior or potential violation of policy.

It is important to realize that students living in a group environment affect each other's lives in many ways - we strongly believe that one's actions demonstrate one's commitment to respecting differences. In addition, we will not accept ignorance, humor, anger, alcohol or substance abuse as an excuse, reason, or rationale for behavior. Certain shared responsibilities such as mutual cooperation, inclusion and respect are integral to any successful group living situation. It also means accepting personal responsibility for how your everyday actions affect others living with you as roommates and neighbors. Establishing a positive and supportive residential environment means each individual must make occasional adjustments in personal habits, attitudes, and beliefs. Successful on-campus living, whether in the residence halls or apartments, means exercising your rights while recognizing your responsibilities in respecting the equally legitimate rights of the other members in your community.

Housing and Residential Life Policies:

In accordance with the University of California San Diego (UCSD) Single Undergraduate Residential Housing Contract, every UCSD student who lives in or enters our residential communities must abide by the rules and regulations of UCSD: the UCSD Student Conduct Code, the UCSD RESNET Acceptable Use Policy, all applicable local, state, and federal laws, and the Housing and Residential Life policies contained herein, the UCSD RESNET Acceptable Use Policy, and all applicable local, state, and federal laws. Violations of the rules and regulations may become the basis for disciplinary action. Additionally, breach of any term/provision of the Single Undergraduate Residential Housing Contract may result in contract cancellation prior to move-in or termination of the contract after move-in.

1. Alcohol: California State Law, University policies, the UCSD Student Conduct Code, and/or these Housing and Residential Life policies prohibit those under the age of twenty-one (21) from the consumption, possession, or receipt of alcohol. Further, these policies prohibit those over the age of twenty-one (21) from providing alcohol to anyone under the age of twenty-one (21). Residents are responsible for their behavior at
all times, and may be responsible for that of their guests (see Guest or Visitor Behavior policy). More specifically:

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

b. Over 21: Residents who are twenty-one (21) or older and their guests who are twenty-one (21) or older may consume alcohol within the privacy of their own room or apartment. In such cases the door should be closed and all other policies concerning noise, resident to guest ratios, and other common courtesies must be followed;

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

d. Possession/Alcohol paraphernalia: Possession of any open, full, or empty alcohol containers will be interpreted as possession of alcohol. Kegs of beer, cases of beer, and other beverages with an equivalent amount of alcoholic content in any form of container are considered bulk alcohol and are prohibited. Devices and games used or intended for consumption of alcoholic beverages are prohibited whether or not alcohol is present. Alcohol production and alcohol delivery from an outside vendor are prohibited in the residential areas regardless of age;

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

f. Public Consumption: At no time should the consumption of alcohol occur in public areas, nor may it occur outside of resident rooms or apartments.

2. Balconies/Window ledges: Balconies, ledges, window ledges, and sunshades may not have any items hanging from them or covering them. Further, balconies, patios, and decks may not contain food, trash, trash containers, items to be recycled, or recycling containers.

3. Bathrooms: Restrooms and showers in the residence halls are all single-sex. Due to safety and other privacy issues, residence hall residents and their guests may not enter bathrooms designated for another sex. Gender-neutral bathrooms are available at most colleges. Please see your Residence Life Office for a complete list.

4. Bicycles/Scooters/Skateboards/Roller skates/Blades: The use of bicycles, scooters, skateboards, roller skates, and roller blades is prohibited in the residential facilities and in designated areas of the residential facilities. Residents may store bicycles only in the owner’s bedroom or apartment upon approval of all roommates, if applicable, or in designated bike rack areas. Bicycles cannot be stored in stairwells, common
areas, and lounges and cannot be locked to handrails, trees, or signposts. Performing tricks on roller skates, roller blades, skateboards, bicycles, and scooters is prohibited in or around any residential facilities.

5. Business: Students are prohibited from operating a business of any kind, including an e-business, and/or utilizing University owned or operated facilities or services for the business. With the exception of food delivery, no resident may personally contract any vendor for services in the residential facilities without the approval of their Office of Residence Life.

6. Campus Card: You must carry your Campus Card (i.e., UCSD student identification) at all times for proper identification.

7. Cleaning: Residents are responsible for maintaining a clean, sanitary, and hazard-free living environment. Common areas should be prepared for regularly scheduled mandatory cleaning by HDH staff. It is the responsibility of all residents to keep the common areas clean, sanitary, and hazard-free. Administrative charges and/or other sanctions will be assessed for excessive cleaning that must be performed by University and University-contracted staff, including EH&S inspection staff.

8. Controlled Substances: Federal law, California State Law, and University policies prohibit the possession, solicitation, procurement, sale, or manufacture of narcotics or controlled substances. Additionally, the possession of drug paraphernalia is prohibited in or around all residential facilities. If the use of a controlled substance can be detected, or if a student is known or is suspected to be in possession, using, or distributing drugs, including medical marijuana, or in possession of drug-related paraphernalia, the student is subject to criminal action in addition to any Student Conduct Code violation.

b. The use of any prescribed medication, over the counter drugs, and other controlled substances in an abusive or recreational manner is prohibited. Prescription medication may only be used or possessed by the person to whom it is prescribed.

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

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

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

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

d. Door Decorations: Message pads on the exterior of your room, suite, or apartment door must be limited to two pieces not larger than 8 1/2" x 14" each;

10. Disruptive Behavior: Behavior that intentionally or unintentionally creates an unsafe environment in the community or that poses a significant risk to the health or safety to any person, including oneself, or that damages university property or the property of others, is prohibited.
11. **Failure to Comply:** Failure to comply with, or interfering with, the legitimate directives or questions of University staff, law enforcement, or emergency personnel, identified as such, in the performance of their duties in the residential facilities, is prohibited. Such behavior includes, but is not limited to, not answering your room/suite/apartment door, providing false information, and failing to immediately produce one’s UCSD student identification card upon request.

12. **Fire Policy:**

   a. **Appliances:** Every electrical appliance must be UL-listed and may only be used within the limitations of that listing. Any appliance not specifically listed for use “where exposed to the outside elements” is prohibited on an outdoor balcony or patio. In addition, flexible wiring (i.e., wiring not in a conduit) shall not be extended through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage. Wiring, including but not limited to telephone, cable, or computer wiring, from apartment to apartment or from room to room is prohibited. All appliances (e.g., cooking, portable heaters) with exposed heating elements are prohibited. Microwaves must be 600 watts or less and refrigerators must be 5.0 cubic feet or less. Heat producing cooking appliances (e.g., toasters, electric grills, water boilers, coffee makers, rice cookers, etc.) must be used in kitchen areas only. Burned food may activate the building fire alarm and the resident responsible may be financially responsible for the costs of the response to the alarm, including fire suppression;

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

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

   d. **Failure to Evacuate:** It is each resident’s responsibility to evacuate to designated assembly areas when the fire alarm sounds. Failure to evacuate immediately is prohibited;

   e. **False Fire Alarms:** False alarms (pulling fire alarm stations without cause, tampering with smoke detectors, etc.) are prohibited;

   f. **Fire Doors:** Residents should not bypass or disable safety design features by propping doors or blocking latches;

   g. **Fire and Emergency Equipment:** It is a misdemeanor to tamper with, cover, or interfere with fire alarm pull stations, smoke and heat detectors, fire extinguishers, hoses, fire sprinkler systems and EXIT signs and emergency lighting. Smoke and heat detectors cannot be covered for any reason. Violators may be referred to the student conduct process as well other legal consequences;

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

   i. **Halogen Lamps:** Halogen lamps are prohibited;
j. Open Flames: Use of candles, charcoal grills, incense, tiki torches, or any other open flames are prohibited in or around the residential facilities. Propane gas and charcoal for BBQs may not be stored in or around any residential facility. Gas BBQs can be used 25 feet away from all residential buildings, and;

k. Smoke Detectors/Sprinkler Heads: Hanging items on, damaging, dismantling, deactivating, covering, or otherwise altering smoke detectors and/or sprinkler heads is prohibited.

13. Gambling: California Law forbids the dealing, playing, conducting, betting on, and providing facilities for games involving cards, dice, and other devices for money, checks, credit, or other representation of monetary value on state property. As such, gambling in or around the residential facilities is illegal and thus prohibited.

14. Guest or Visitor Behavior: A guest is defined as anyone that is not contracted in the space that they are visiting. Residents are responsible for and may be held accountable for the actions and behavior of their guests, visitors or other persons they are hosting, at all times. Resident hosts should accompany their guests at all times while in the residential community. Should a resident’s guest(s) or visitor(s) violate HDH policies, the host may be held accountable and the guest or visitor may be asked to leave. Residents are responsible for properly and accurately identifying their guest(s) to university staff upon request.

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

16. Noise:

a. Quiet Hours: The minimum quiet hours in each residential community are as follows: 11:00 P.M. – 8:00 A.M., Sunday through Thursday and 1:00 A.M. – 8:00 A.M., Friday and Saturday. These hours may be amended at the student’s area of residence for University holidays and finals week. Others in neighboring spaces must not hear noise generated during this time.

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

17. Posting/Solicitation: All posting, distribution, or solicitation in the public areas of the residential facilities must be approved by the Office of Residential Life responsible for that space. Refer to the residential areas’ posting policies and the University posting policy for further detail. Posting on exterior balconies or railings of apartment rooms or residence hall suites is prohibited. Postings inside bedrooms or on the inside of exterior-facing bedroom windows or doors may not interfere with the operation of doors or windows or otherwise endanger health or safety. Posting of material in common living areas of apartments or residence hall suites not open to the general public is permitted provided that none of the residents of adjoining rooms with access to the common area object to the material. Any material posted in the common area of apartments or residence hall suites must be removed in the event that any resident of an adjoining room with access to the common area objects to the posting of such material.
18. Public Areas: Depending on the unique architecture of each residential community, public areas are generally defined as any residential space excluding residence hall bedrooms and the interiors of apartments. All public areas must be kept free of obstructions and/or trash. Additionally, no one may sleep in lounges or public areas unless it is in conjunction with a University-sponsored event in the lounge or public area. Use of these areas for group activities and/or hired performances requires permission from the Office of Residential Life responsible for the space. In the event of a health or safety hazard, and/or vandalism, lounges and/or restrooms may be closed.

19. Residential Facilities:

a. Alteration/Damage/Theft: Residents will be held responsible for the theft, loss, alteration, or damage of university fixtures, furnishings, equipment, or decorations or damage to the facility, if either the resident or a resident’s guest is the cause of such loss, theft or damage. The University, at its sole discretion, shall determine such costs, and payment for such costs shall be made by the resident and is due upon receipt of the notice. Damage should be reported immediately to Housing’s Customer Service Center 858-534-2600. Do not attempt to repair damages; doing so may result in additional administrative charges;

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

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

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

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

f. Unauthorized Events: All organized and/or publicized events in or around the residential facilities must have the prior approval of the community’s Office of Residential Life.

g. Unauthorized Facility Use: All residential facilities, including the grounds immediately surrounding the facility, is intended for the use of residents, each area’s Office of Residential Life, and residential activities. Use of these facilities by outside organizations or the general public is limited and determined by the Resident Dean or her/his designee;

h. Furnishings: Moving furniture from any rooms/suites/apartments is prohibited. Students who move furniture from public areas or use furniture for purposes other than its original intention are subject referral to the student conduct process which will include any labor costs associated with returning the furniture to its appropriate location or its replacement. Outdoor use of University-owned furniture from rooms/apartments/suites is prohibited;

i. Keys: Residents are responsible for all University-issued keys. Students may be charged for the costs associated with a lost or stolen keys or keys that are unreturned after a resident vacates a space. It is against policy to duplicate or use, without authorization, any University-issued key. Providing false information to obtain a University key is a breach of security and grounds for referral to the student conduct process;
j. **Pets:** Pets and animals are prohibited in the residential facilities. This includes pets or animals of visitors, regardless of length of stay. However, the following exceptions apply:

- Personal ‘Service or Assistance Animals’ that assist with a disability as certified by the Office for Students with Disabilities;
- Aquarium fish in tanks not to exceed 10 gallons. Limit of one tank per resident.

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

l. **Trash:** Trash is each resident’s responsibility and should be regularly discarded to designated areas. If trash from a resident’s room is found in non-designated areas, residents will be held accountable for its appropriate disposal and all administrative charges associated with its removal and cleaning; and,

m. **Unauthorized Entry:** Unauthorized entry into any HDH-owned space and/or facility is prohibited. During University breaks, as defined by the UCSD Single Undergraduate Housing Contract, all residence halls are closed and unavailable for entry, occupation, or use.

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

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

22. **Smoke-Free & Tobacco-Products-Free Campus:**
   a. Smoking: Smoking of any kind is not permitted in any area owned or leased by the University of California, San Diego (UCSD).

   b. The use, sale, and advertising of all tobacco or tobacco-related products, including but not limited to cigarettes, electronic cigarettes, cigars, pipes, and smokeless tobacco is prohibited on campus and on properties owned or leased by UCSD.

23. **Weapons and Explosives:** University and Housing policies prohibit the use or possession of firearms, on campus, with or without a California permit. Also prohibited, on campus, is the use, possession, or storage of any kind of ammunition and/or weapon(s), including but not limited to, stun guns, daggers, retractable bladed knives, knives with a fixed blade over 2.5 inches used for any purpose other than cooking, martial arts equipment, any device resembling a fire arm (including but not limited to, airsoft, paintball, bb guns, “nerf”-type guns), slingshots, spear guns, bows and arrows, explosives, fireworks, lasers and Taser guns. The improper discharge of a chemical agent including, but not limited to, mace, pepper spray, or other aerosols is prohibited. Other items or implements used aggressively or for violent purposes are prohibited and should be reported to the UCSD Police at (858) 534-4357.
24. Windows and Screens: Throwing to or from, dropping, or allowing any object to fall from any window, climbing in or out of windows to gain entrance to a room, or the unauthorized removal of window screens is prohibited. Any weather-related damages that occur to a room as a result of a resident not closing a window will be billed to the resident(s) responsible for the damage.