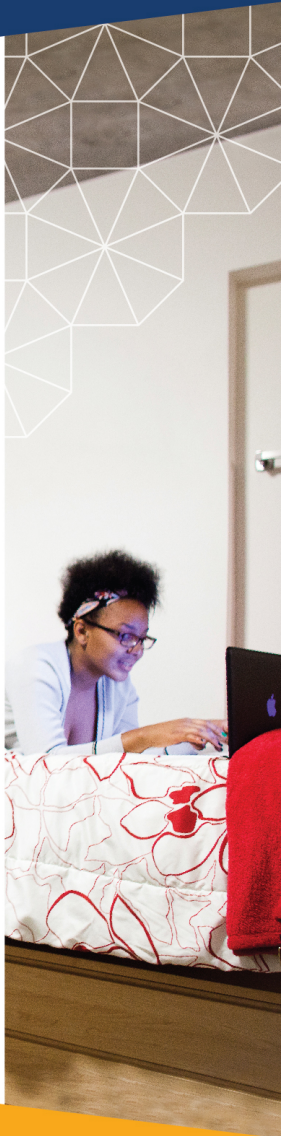


Bear Necessities

2014 | 2015

*The official guide
to living on campus
at UC Berkeley*



Berkeley
UNIVERSITY OF CALIFORNIA

Emergency and Resource Numbers

For Emergencies and Crimes Which Have Just Occurred

Dial 9-1-1 from any campus phone or (510) 642-3333 from a mobile phone or when an immediate response is needed.

University of California Police, Non-Emergency.....	642-6760
BEARWalk Service and Night Shuttle Service Information	642-WALK
University Police Lost and Found	642-6760
City of Berkeley Police Department, Non-Emergency	(510) 981-5900

Office for Prevention of Harassment and Discrimination ... (510) 643-7985	
Alta Bates Hospital Emergency.....	204-1303
Advice Nurse @ University Health Services	643-7197
Campus Emergency Information Line	642-4335
Financial Aid Office	642-6442
Gender & Equity Resource Center.....	642-4786
Health Promotion.....	642-7202
Housing Assignments Office	642-4108
Center for Community Standards & Student Conduct	643-9069
Residential & Housing Services	642-3213
Ombudsperson for Students.....	642-5754
Parking & Transportation	643-7701
Recreational Sports Facility.....	643-8038
Campus Shared Services.....	664-9000
Residential Computing	642-HELP
Sexual Assault Counseling	642-6074
Sexual Harassment, Title IX Officer	643-7985
University Health Services.....	642-2000
Welcome Week Information	642-4970

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Cover photo & publication design; Keith Stevenson, Student Affairs

UNIVERSITY OF CALIFORNIA, BERKELEY
Residential & Student Service Programs • Residential & Housing Services

Nondiscrimination Policy

The University of California, in accordance with applicable Federal and State Law, does not discriminate on the basis of race, color, national origin, religion, sex (including sexual harassment), gender identity, pregnancy/childbirth and medical conditions related thereto, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. This nondiscrimination policy covers student admission, access, and treatment in University programs and activities. It also covers faculty (Senate and non-Senate) and staff in their employment. Further information may be found at <http://ophd.berkeley.edu>.

INQUIRIES MAY BE DIRECTED AS FOLLOWS:

Respect and Civility

Sex Discrimination, Race Discrimination, Sexual Harassment, Racial Harassment

Office for the Prevention of Harassment
and Discrimination
Title IX and Title VI Compliance Officer
(510) 643-7985

Direct other discrimination inquiries to:
**Office for the Prevention of
Harassment and Discrimination**

685 University Hall, #1120
(510) 643-7985

**For Disability Discrimination and Access,
please contact:**

Disability Complaint Resolution Officer
(510) 642-2795

The University of California, Berkeley, is a public institution of higher education committed to excellence in teaching, research, and public service.

Our student body represents the diversity of our state, and will provide its future leaders. Together, the students, faculty, and staff form our campus community, which reflects a variety of backgrounds and cultures. The quality of life on and about the campus is best served by courteous and dignified interaction between all individuals, regardless of sex, ethnic or religious background, sexual orientation, or disability.

Therefore, the administration of this University publicly declares its expectation that all members of the campus community will work to develop and maintain a high degree of respect and civility for the wealth of diversity in which we are all fortunate to live and work together. This civility and respect for diversity ought to flourish in an atmosphere of academic freedom that is considerate and tolerant of the ideas of others.

The administration of this University expects you to consult the student conduct code <http://sa.berkeley.edu/code-of-conduct> for specific regulations regarding respect and civility.

—Office of the Chancellor

UNIVERSITY OF CALIFORNIA, BERKELEY
Residential and Student Services Programs
Residential & Housing Services

Greetings Bears, and welcome to the UC Berkeley family and your new residential community! I consider UC Berkeley's on-campus housing to be an integral part of the undergraduate and graduate experience for our students. Living in our residential community will be one of the most rewarding opportunities you will have at Berkeley; it will enhance your academic experience by fostering a culture of care through the principles of inclusion, diversity, and social justice. Together, we'll support you and challenge you to experience more and accomplish more so you can become the leaders who will transform yourselves, the nation, and the world.

In addition to the numerous benefits of living on-campus, you will make lifelong friendships and create a support network that extends well beyond your years at Berkeley. This experience will encourage you to examine and confront your personal assumptions and beliefs, with support from faculty, staff, and peers. As you embark on this process of building a new community for yourself here at Berkeley, I encourage you to review the Berkeley Campus Principles of Community at <http://www.berkeley.edu/about/principles.shtml>.

I wish you the best of success as you embark on this new chapter in your lives. *Go Bears!*



Harry Le Grande

Vice Chancellor,
Student Affairs

<http://sa.berkeley.edu>

Berkeley
UNIVERSITY OF CALIFORNIA

CONGRATULATIONS ON BECOMING A CAL STUDENT!

On behalf of Residential and Student Service Programs (RSSP) I would like to welcome you to the University of California, Berkeley! The Golden Bears of the University of California have a proud tradition of scholarship, public service, leadership, and community involvement. Welcome to our caring and involved community. RSSP exists to provide you excellent programs and services, particularly academic support, housing and dining. We practice “service excellence” in all that we do to support your academic and leadership success.

We are excited you are here and wish you well during your time at Cal. As a member of The Cal Family you will join others who share your passion for intellectual growth, academic achievement, public service, and change that matters. You will meet and learn from world renowned faculty, dedicated and knowledgeable staff members, and talented fellow students from California, and from all over the world. The benefits you will derive from your Berkeley experience will depend, in part, on your own sense of adventure and initiative.

It is our hope that you utilize this guide to learn about all the programs and services that are readily available to you. Contained in this guide you will find the Residential Conduct Code and the Berkeley Campus Code of Student Conduct. It is important that you familiarize yourself with these policies. At Berkeley, we cherish a community that embraces personal freedom with responsibility. Your familiarity with our *Principles of Community* below, will provide you with important information that will help you to enjoy student life on campus. Should you have any questions, our residential staff will be happy to assist you.

<http://www.berkeley.edu/about/principles.shtml>

We wish you all the best for a successful year ahead. We look forward to the contributions you will make that will help shape this University for the future of California and the world.

Fiat Lux,



LeNorman Strong

Associate Vice Chancellor,
Residential and Student
Service Programs

<http://www.housing.berkeley.edu/student/>

Introduction to Bear Necessities

Your Responsibilities as a Resident in University Housing

The agreements outlined in your housing contract and the policies and procedures described in the “Terms of Condition of Residence” and Bear Necessities have been designed and written to support a successful community living environment for all of our residents. After reading through this site, please bookmark it and use it as a resource through your time in University housing. A successful housing experience contributes to your overall success at the University of California!



As a resident within University housing, you have agreed to abide by the housing contract you accepted. The housing contract is a legal and binding agreement between the University and you and it is in your best interest to read and understand your contract. This contractual agreement is applicable to all residents. Specific information on housing contracts may be found at <http://www.housing.berkeley.edu/housing/index.html>.

The “Terms and Conditions of Residence” outlines both your responsibilities and ours for your period of occupancy and Bear Necessities provides you with additional information on guidelines, processes, and regulations which are also part of the “Terms and Conditions of Residence.” All residents have a responsibility to read and follow policies and procedures contained in these two documents. The “Terms and Conditions” document may be found at http://www.housing.berkeley.edu/housing/reshall_terms_conditions.pdf and the Residence Hall Assignments Office (510-642-4108) staff can answer any questions you may have about it. If you have any questions about Bear Necessities, please talk to the Resident Director in your area or the Unit Office Staff.

Residential & Housing Services

Residential & Housing Services (R&HS) is committed to creating positive residential communities through excellence in academic integration and personal development opportunities for students. There is a number of staff charged with this mission in your residential area. Departments within Residential & Housing Services include: Residential Programs, Assessment and Operations, Incentive Awards Program, Custodial Services, Cal Housing and Family Housing.

Living with a Roommate

During your time at Cal, you are likely to learn more about yourself and others than during any other time in your life. Your fellow residents and students are also committed to succeeding academically, personally, and professionally.

Roommates do not need to be best friends. However, we do expect you to be fair, honest, and considerate with one another. Creating an environment characterized by respect and civility is a central goal for the campus and is outlined in our Principles of Community <http://www.berkeley.edu/about/principles.shtml>. Everyone needs to take responsibility for their behavior and share the responsibility for a positive roommate relationship. For more information on making this important transition to life at the University, visit our website:

<http://g.berkeley.edu/livingatcal/roommate.html>

Please use the sample roommate agreement for creating the best relationship possible. The residential staff is a resource to help you manage conflict. Share your concerns with them in order to make the best of your experience in the halls.

Living in a Multicultural Environment

The University is proud to maintain one of the most diverse student populations in the world and being part of a vibrant community can be both exciting and challenging. In order for a community to continue to develop and grow in a healthy manner, all members of the community need to feel they belong and have a voice within the community. We all play a part in achieving this goal. Because our community consists of many diverse people, it is imperative that we engage in difficult and respectful conversations with each other to expand our understanding of the world around us. Take advantage of the opportunity to learn from others who may appear to be different from you. Be aware of the assumptions and generalizations you make about people and remember that your experiences in the world may be very different from your new neighbors. Be open to see the world differently and ask questions. Through collaboration, openness, education and growth, together we can develop a community where every member can be successful and safe.

If at anytime you feel unsafe, please contact your residential program staff or the University of California Police Department at 911 or 510-642-3333 (from a cell phone). If you are witness to or involved in a hate or bias related incident you may report this incident to the police or at

http://geneq.berkeley.edu/hate_crimes.

Theme Living Programs

The Residential and Housing Services sponsored theme programs provide an academic residential environment for students who share an interest in a particular area of study. Residents explore the histories, language, and literature of the respective groups and maintain close relationships with their sponsoring academic

department and the Residential and Housing Services. There are seven theme programs located throughout the residential facilities at Cal. The **African American Theme Program** and the **Native American Theme Program** are housed at Unit 1; the **Asian Pacific American Theme House** is in Unit 2; **Casa Magdalena Mora** (Chicano/Latino) and **Unity House** (Gender Identity & Sexual Orientation) are in Beverly Cleary Hall in Unit 3; the **Women in Science and Engineering (WiSE)** theme program is in the Foothill Housing complex, and the **Global Environment Theme House** (GETH) can be found in the Clark Kerr Complex. Applications to the Theme Programs are made on the online Cal Housing application. For additional information, please check out:

<http://themeprograms.berkeley.edu>

<http://www.housing.berkeley.edu/livingatcal/themeprograms.html>

Key R&HS Staff

Resident Assistants (RAs), Theme Program Advisors (TPAs) and Apartment Assistants (AAs) are student staff whose primary role is to create and maintain a community that promotes academic, personal, and social growth. They have been trained to provide you with information on University resources and to respond to your questions and concerns.

Community and Leadership Assistants (CLAs) are student leaders who create and support programming and community development activities within their assigned unit. They also serve as advisors to the hall associations, mentoring their peers as they learn and grow as community leaders.

Resident Directors (RDs) are full-time, live-in professional staff members with extensive experience working with students in a university setting. They are responsible for coordinating the residential community in a unit and serve as valuable resources during your time in University housing.

Academic and Leadership Coordinators (ALCs) are full-time professional staff committed to implementing academic and career related services for residence hall students. The Academic Centers, under the supervision of ALCs, provide tutoring, computing facilities, advising, faculty programs, and courses.

Security Monitors (SMs) are students who have been hired to uphold safety and security in your new home. Their main responsibilities include monitoring the access of residents and guests to the halls and maintaining the safety of the residential areas.

Security Coordinators (SCs) are students in your residential community who are responsible for promoting safety. Their responsibilities include supervising the Security Monitor program and facilitating educational programs with a focus on safety and security.

Resident Faculty are Professors who live in the residence halls (Units 1, 2, & Clark Kerr Campus and provide academic support and mentoring to residence hall students. They offer programs, field trips, office hours, and other opportunities for residents to interact with faculty on an informal basis.

Assistant Directors Associate Director, Director, Managers, Analysts, and the Executive Director are full-time professional staff who work to manage and direct the system-wide community building and academic programs in University housing. They plan and implement staff hiring and training, oversee the conduct process, monitor and guide hall activities, oversee safety and security, serve as resources for programming, and help ensure residents' needs are being met.

For current R&HS staff contact information, visit:

http://www.housing.berkeley.edu/student/osd_directory.html

Leadership Opportunities

The following is a description of the many leadership opportunities available to you. Contact any hall staff for more information.

The Residence Hall Assembly

Residence Hall Assembly (RHA) is the umbrella organization for the Hall Associations in each building. RHA consists of representatives from each residence hall and serves as an advocacy group for student issues. They represent the residents living on campus to Residential and Student Service Programs (RSSP) and to other groups that impact residential life. RHA coordinates many campus-wide activities and programs and recommends policy changes to RSSP. If you have questions about Assembly activities or want to learn more about how to become involved, contact the RHA Office at 510-643-9741 or visit the website at <http://rha.berkeley.edu/>. The RHA Office is located at Unit 1, L-03 Christian Hall.

Hall Associations

Hall Associations are the student governments in each residential building or area. They organize many of the activities for the community such as movie nights, dances, coffee houses, finals study breaks, excursions to local points of interest, intramural sports teams, and cookouts. Each Hall Association elects an Executive Committee (Ex Comm) for both the fall and spring semesters at the beginning of each semester. To cover the cost of special events and activities sponsored in the residence halls, \$45 per year is paid by you as part of your housing contract and distributed among the Residence Hall Assembly and Hall Associations. You are encouraged to attend weekly meetings, share your ideas, and get involved.

Peer Review Board

Want to positively influence community behavior? As a Peer Review Board (PRB) member, you will be able to review and evaluate the behaviors of your peers and reinforce and clarify community expectations. There are two boards whose members are trained to hear conduct cases throughout the residential system.

Health Worker Program

The University Health Services' (UHS) Health Worker Program is the largest and longest running peer health education program on the UC Berkeley campus. UHS staff train student peer educators to provide health promotion services to over 5,000 residents in nine of our campus living center communities, including the residence halls. Health Workers provide peer health education, outreach, and advising services to support you with your health-related needs. They are first-aid/CPR certified, and hold weekly office hours for residents to discuss physical and emotional health concerns. Health Workers post weekly health tips, coordinate numerous health-oriented programs, and provide information about UHS and community health resources. For more information, visit our website and be sure to meet your Health Worker!

<http://uhs.berkeley.edu/students/healthpromotion/healthworker.shtml>.

Residential Sustainability Program

Members of the Residential Sustainability Program (RSP) are students living in the residence halls who are passionate about the environment and want to educate their peers about sustainable ways of living. This is accomplished through hands-on activities, informational tabling, and special events. Paid and volunteer positions are available. For more information, e-mail:

rsp-supervisors@lists.berkeley.edu.

Academic Services

The Academic Centers are your residential resource for academic support. From tutoring in a range of subjects to career and academic advising, our staff is trained to assist you with your academic needs. The Academic Centers also offer quiet places to study and a Computing Center that includes support and training. All information on the Academic Centers, including hours and study resources, is available at:

<http://academicsservices.berkeley.edu>

Academic Center in Your Unit

When you need to print a paper, graph a chemistry problem, design an A+ presentation, figure a best strategy for the Chem 1A final, get help with telebears, or decide what breadth requirements fit your intellectual interests best, come to the Academic Center (AC) in your residential area. The Academic Centers are the main locations for tutoring (in writing, chemistry, math, and physics and academic advising by L&S professional advisors through the *Finding Your Way* program. A full line of new Macintosh and Windows PC computers equipped with the latest software are also available for your use. Please consult with the friendly Academic Center staff to answer your questions.

Residential Computing

Residential Computing Consultants (RCCs) provide free computer-related assistance, consulting, and technical support for all students living in University housing. This includes support for the computing resources available in the Academic Center and in-room network connections. If you have any questions regarding computing services available to you, please contact Residential Computing at 510-642-HELP (4357) or e-mail: helpdesk@rescomp.berkeley.edu. You can also access extensive on-line resources at: <http://www.rescomp.berkeley.edu>

Custodial and Maintenance Services

Our vision is to create an environment that fosters academic success, social growth and community development by providing secure, clean, attractive, and comfortable facilities and by actively responding to all clientele.

The residential facilities staff members provide a wide range of services year round. Our maintenance staff can remedy most problems that arise anywhere in the unit. The custodial staff works diligently to keep your bathrooms and all common areas clean. Your Unit Office is an excellent source of information about the University and the greater Berkeley community.

Maintenance and Custodial Requests

We work hard to keep your room and common areas in good condition. If a problem arises, please file a Maintenance Request at the Unit Office or online at: <https://maintenance.housing.berkeley.edu>. If there is a maintenance emergency during non-business hours, please contact the RA on-duty. Your request will be given a priority based on the other projects throughout the housing unit.

Unit Office

Each Unit Office serves as the central location for all facilities-related services. They are generally open from 8:00 a.m. to 5:00 p.m., Monday through Friday (except holidays). Please consult your office for its hours. The best way to contact the unit office is either in person or by phone during office hours so that your request is addressed immediately and completely. If this is not possible, you may leave a voice mail message after hours or an e-mail message at any time (please be as specific as possible if leaving a message about a maintenance problem):

Unit 1 / Jackson Graduate House/ Channing-Bowditch Apartments

642-3141 or u1admin@berkeley.edu

Unit 2/Maximino Martinez Commons

642-3143 or u2admin@berkeley.edu

Unit 3/Manville Apartments

642-5391 or u3admin@berkeley.edu

If the problem is too large or falls under a specific building trade area (including elevator and major electrical problems), it will be forwarded to the Physical Plant-Campus Services (PPCS) for resolution. This may add to the amount of time needed to correct the problem. If you have questions regarding the status of your request, please feel free to contact the Unit Office or if you filed the work order online, you can check its status using the work order number provided when you placed the request. University staff will enter your room to respond to your maintenance requests.

Mail Room

The Mail Room processes thousands of pieces of mail for residential students. To expedite the handling of mail, we ask that you use the correct mailing address for your particular unit (see below). Mail with incomplete addresses will be delayed and possibly returned to sender.

Unit 1 Residence Halls

First and Last Name
Building and Room Number
2650 Durant Avenue
Berkeley, CA 94720-2274

Unit 2 Residence Halls

First and Last Name
Building and Room Number
2650 Haste Street
Berkeley, CA 94720-2278

Unit 3 Residence Halls

First and Last Name
Building and Room Number
2400 Durant Avenue
Berkeley, CA 94720-2276

Bowles/Stern

642-9703 or sbadmin@berkeley.edu

Foothill Housing Complex

642-9703 or fhadmin@berkeley.edu

Clark Kerr Campus

642-6290 or ckcadmin@berkeley.edu

Bowles Hall

First and Last Name
Your Room Number
Bowles Hall
Stadium & Gayley Way
Berkeley, CA 94720-2290

Stern Hall

First and Last Name
Your Room Number
Stern Hall
Hearst & Highland
Berkeley, CA 94720-2292

Martinez Commons

First and Last Name
Martinez Commons and Room Number
2520 Channing Way
Berkeley, CA 94720

Foothill Student Housing

First and Last Name
Building and Room Number
2700 Hearst Avenue
Berkeley, CA 94720-2292

Clark Kerr Campus

First and Last Name
Box Number
2601 Warring Street
Berkeley, CA 94720-2288

When you receive a certified letter or special delivery package, a notification slip will be placed in your mailbox and/or sent to you electronically. To claim the item, please bring the notification and a picture ID to the Mail Room or Unit Office during regular hours of operation. Packages/letters are released only to the person to whom they are addressed; your friends/roommates/third parties may not claim them for you.

You may purchase stamps at the Postal Office at 2515 Durant Avenue. Forwarding of mail and change of address can only be done through Bear Facts (<https://bearfacts.berkeley.edu/bearfacts/>). The US Postal Service will not process change of addresses for students living in the residence halls.

No postage is required for Campus Mail but you must include the 4-digit Campus Mail Code in the address. Campus Mail is for University business only and users must adhere to Campus Mail policies.

Campus Mail Codes can be found at:
<http://mailservices.berkeley.edu/incoming/mailcodes/list>

Common Area Use Procedures

Residential common area space may be reserved only for departmentally sanctioned programs and events which are sponsored by the departmental staff or groups sponsored by the Residential and Housing Services such as hall staff programs, Theme Programs, and Hall Associations.

Registered Student Groups may NOT use residential common area space for group meetings or practice space. Please contact Classroom Scheduling at 510-642-0313 or the Martin Luther King, Jr. Student Union at 510-642-1141 for information on campus meeting space.

Bathrooms

All bathrooms are mixed gender unless specifically designated by University staff. If a sign is posted indicating a bathroom is gender specific, it will be considered trespassing by an individual who does not abide by the signage.

Damages

Residents in University housing are responsible for their own actions and for the actions of their guests and you may be held responsible for loss of property or damage to your room, suite or building. All residents of a floor or hall may share joint responsibility for loss of property or damage to common areas within a building that are not part of an individual resident's room or suite. Whenever possible, the residents or their guests responsible for the damage will be charged for it. If the individual responsible for the damage is not known, the cost will be shared:

- *In a room or suite, all the residents of the room or suite may be charged.*
- *On a floor common area, all the residents of that floor may be charged.*
- *In a common area that is not located on a residential floor (such as the ground floors in Units 1, 2 and 3), all the residents of the building may be charged.*

- *The residence halls have a Damage Fund through the Hall Association, which contains monies from the initial housing deposit paid by each resident. Excessive common area damages will deplete this fund.*
- *If the hall damage fund is exhausted, the students in the affected room, suite, floor, hall, or building will be charged.*

Residents who accept responsibility will have the damage charge reviewed by the Housing Facilities Manager and the Resident Director. Residents identified to be responsible for damage, but who fail to come forward to accept responsibility, will be billed for the entire amount of the damage charges. In addition, disciplinary action may be taken against residents who are involved in malicious damage. Actions may include, but are not limited to, probation, exclusion, community service, or referral to the Center for Student Conduct.

Please assist us in maintaining the facilities by reporting anyone who is engaging in malicious mischief or vandalism in the facilities. Remember, this is your home!

Custodial Services

Custodial Services are provided for routine cleaning of the common areas in University housing. The common areas include bathrooms, hallways, lounges, stairwells, and outside grounds. Our custodial staff provides routine cleaning only and requests residents' assistance by moving personal belongings prior to the scheduled cleaning day. Staff are not responsible for excessive cleaning resulting from large social events or long-term neglect. Residents are ultimately responsible for cleaning up after themselves. If the custodial staff needs to clean any excessive messes, residents found responsible will be charged a cleaning fee. If the residents responsible are not identified, all suite or floor members may be charged equally. Residents will be billed for placing their room trash in common area garbage receptacles. For your particular area's cleaning schedule, please contact your Unit Office.

Inside Your Room

Room Condition Report

You will receive a copy of your Room Condition Report (RCR) shortly after check-in. The RCR documents the condition of your room or suite at the time you arrived. Please check it carefully for accuracy. If you find any discrepancies, please note them on your copy and contact the Unit Office immediately. We will be happy to make the changes to your RCR on file.

You are responsible for keeping your room or suite clean and free from damage. Any damages not noted on the RCR and beyond normal wear-and-tear will be charged to your account. Report any damages or need for repairs immediately to the Unit Office so it can be repaired as soon as possible and to avoid further damage.

All furniture must remain in the room during your residency. When you check out of the room, this report will be used to determine any damage costs for which you will be financially responsible. Any changes you would like to make to your room or its furnishings must be approved by the Facilities Manager.

Appeals for damage charges must be directed to the Facilities Manager within seven (7) working days after the date of assessment. You may appeal the decision of the Facilities Manager to the Director of Housing within seven (7) work-

ing days after the Facilities Manager's decision. The decision of the Director is final.

NOTE: *The University does not provide insurance or financial protection, nor assume any responsibility or liability for any loss, damage or destruction to the residents' private property, nor for articles left during Winter Break, or after vacating the premises in the Spring. We recommend that you purchase personal property insurance.*

Door Closers

Every door opening into a hallway or the outside is fitted with an automatic door closer for fire safety as mandated by the State Fire Marshall. Tampering with or removing a door closer is subject to a \$50 fine and disciplinary action.

Decorations

Personalizing your room is an important part of feeling at home in a new space. At Unit 1, Unit 2, Unit 3, Foothill, CKC, and Martinez Commons, we ask that you use the wall boards for hanging decorations or posters. Carefully consider any changes or additions you would like to make to your room since any damages resulting from decorations will be billed to you at check-out. Adhesive decoratives (e.g. stars), taped, glued or stapled items not removed from walls or ceilings upon vacating, will result in damage charges.

Large amounts of paper in a room can pose a fire hazard. For this reason, decorations made of paper are NOT permitted on the ceiling. They should be limited in number on wall surfaces as well.

All surfaces in hallways are considered to be public areas and, by order of the Fire Marshall, are not permitted to be decorated. This includes the exterior of your room door and the area surrounding it. Bulletin boards are the only areas authorized for posting in hallways and common areas (Residential Conduct Code 21).

Furniture

Each room is furnished with a bed, desk, study chair and dresser. Wardrobes are provided in rooms without built-in closets. Storage space on campus is extremely limited which is why we are unable to remove furniture from resident rooms. To maximize the lifetime and cleanliness of your mattress, it must be kept on your bed frame. The furniture that you are provided is expected to stay in your room. Unauthorized removal of University furniture is prohibited (Residential Conduct Code 19). Residents living in UC Berkeley residence halls who wish to have a refrigerator or microwave in their room will rent these appliances or the combination (a microfridge) from UC Berkeley's approved vendor. Personal microwaves and refrigerators are not allowed.

Lounge furniture is provided for all residents to use in the common areas. Moving lounge furniture to a bedroom is not permitted (Residential Conduct Code 19). Charges may apply to residents possessing lounge furniture in their suite or bedroom areas. Removing any room or lounge furniture to an off campus location is considered theft and conduct and/or legal action will be taken.

Halogen Floor/Desk Lamps

Due to the danger of fire, halogen lamps of any size are not permitted. Many lamps marketed as "torchieres" are about 72 inches high and have an unprotected 300 to 500 watt halogen bulb. Because of the high wattage, any type of combustible material that comes near or in contact with the lighted bulbs can ignite in seconds (Residential Conduct Code 8G).

Heaters

Heat in each residence hall room is supplied by a steam radiator. A handle on the heater allows you to control the room temperature to maintain your comfort level. In most rooms, the heater is under the window. Please turn the heater off when you are not in your room.

If you do not know how to operate your heater, please ask your Resident Assistant or contact the Unit Office for help. If you believe your heater is not working properly or is leaking onto the floor, please report it directly to the Unit Office for service.

Heat generating appliances that draw more than 1200 watts are prohibited in private bedroom or common suite room space. Hot plates, space heaters, rice cookers and air conditioning units are not allowed under any circumstances (Residential Conduct Code 8D).

Keys

All bedroom doors lock automatically. For this reason, it is important that you keep your room key with you at all times. However, if you do get locked out of your room during a business day, the Unit Office will issue you a temporary lockout key if it is between 8:00 a.m. and 5:00 p.m., Monday through Friday. The lock out key must be returned within 15 to 30 minutes. If you are locked out when the Unit Office is closed, please contact the hall staff on duty.

The contact information is posted in the common areas of your suite, floor or building.

To ensure the security of your room or suite, it is important to notify the Unit Office as soon as you realize your key is lost or has been stolen. There is a \$50 charge for lost keys for each room and if it is a suite or apartment, residents are charged \$75.00 since all suite or apartment door locks must be re-keyed and reissued. If you lose your key in the elevator shaft, you will be charged prevailing labor wages for an electrician to retrieve the key.

Loft Beds

All Units have a limited number of loft beds available. There is a charge for lofting beds that covers the cost of labor to install the loft and to remove it at the end of the year. Because of the potential for shifting and falling, no other lofting systems are permitted. This includes placing the bed on top of room furniture (Residential Conduct Code 30). Some rooms, particularly triples, come with a loft bed and they cannot be de-lofted given the space constraints.

Window Stops and Security Screens

Window stops provide a safety mechanism that limits how far windows can be opened. If the stops are missing from your windows, please contact the Unit Office upon check-in. Removing window stops is not permitted and you may be charged. Security Screens are in place in certain windows in Foothill, Stern Hall, Beverly Cleary Hall, Clark Kerr Campus, Channing/Bowditch Apartments, and the Jackson Graduate House. They are there for your safety and are not to be opened except in case of emergency. In addition, they are not designed to support your weight. Please do not lean on them. Improper operation of these screens could result in fines (Residential Conduct Code 34). Bug screens for all other windows are not provided. You may purchase and install adjustable bug screens to fit your windows as needed but they must conform to the existing fire codes.

Landfill, Recycling & Sustainability

The University of California is committed to minimizing the University's impact on the environment and reducing the University's dependence on non-renewable energy.

Recycling collection areas for glass, plastic, aluminum cans, newspapers and cardboard are located within or adjacent to the residence halls. Please sort your trash & recycling properly.

The locations of the bins will be posted in your hall at the beginning of the year. If you need help finding these locations, check with your local unit front desk.

You should save as many recyclables as possible and dispose of them frequently as they can become health and safety hazards. Students are responsible for removing recyclable materials from their rooms and common areas. A fee will be charged if Custodial Services has to remove trash or recycling from student rooms.

Electronic Waste (e-waste)— any electronic item with a circuit board, motor, switch, transformer or plug—can not be disposed of in the trash. These items should be deposited in marked collection bins for that purpose. These are typically located at the Security Monitor (SM) booths, though locations vary among units.

Batteries, cell phones and "inkjet" cartridges can also be recycled at the SM booths. Check with the unit front desk if you do not find the deposit location there.

Compost collection is available in most residential areas. Compost is collected in specifically marked, bright green toter containers. Deposit only compostable 'to go' containers, such as biodegradable "clamshells" from Dining Services or cardboard pizza boxes. Please take your discarded food and containers to these compost collection points, rather than leaving them in public area trash cans.

Programs

RSSP coordinates a program at the end of both semesters to target materials for recycling and reuse, prior to the winter holiday and to the summer move-out/cleanout that occurs. Typically, the following recycling and reuse collections are available:

- *Mixed paper collection, readers and notebooks*
- *CRTs, Computer Monitors, Televisions, and Electronic Equipment*
- *Reusable clothing, linen, kitchenware and appliance collection*
- *STOP JUNK MAIL: Please fill out the form at the Unit Office to remove your name and address from mass marketing junk mail lists.*

Don't miss this opportunity to do the right thing and divert unnecessary waste from landfill!

Each hall hires a Unit Residential Sustainability Education Coordinator (URSEC) at the beginning of the academic year and recruits a number of volunteers for environmental and sustainability projects in the halls and out in the community.

In conjunction with the Green Campus Program, URSEC's conduct awareness campaigns on energy & water conservation and waste reduction. These programs coordinated with RSSP to launch the ground-breaking Green Residence

Hall Room (at Unit One), Green Suite (at Foothill) and Green Apartment (at Channing-Bowditch Apartments.)

** For more information on Recycling, Sustainability or the Residential Sustainability Program, please contact us at: rsp-supervisors@lists.berkeley.edu.*

Telephone Service

Telephone service is provided solely by the University Offsite & Residential Communication Auxiliary (ORCA). Each residence hall room has one mandatory active telephone jack ("landline") connected to the University's telephone network. Active line connections provide emergency 911 access and provide for communications during an emergency. A telephone service fee will be charged to all residents living in University housing and billed as a one-time charge each semester to your Centralized Accounts Receivables System (CARS) account. Each resident is charged the service fee regardless of how many residents occupy a room.

Clark Kerr Campus landlines have been removed from individual rooms and emergency campus phones are available in the hallways. The one-time charge has been waived for CKC residents.

Basic telephone service covered by this fee includes the following: Instant dial tone and ability to receive calls, five-digit campus dialing, unlimited local dialing, Individual Authorization Code (IAC) for long distance access, call waiting, three-way calling, access to the emergency number 911 and other emergency services, caller ID blocking, associated taxes and surcharges, free telephone line repair (dial tone) and access to telephone statements on a secure web site, located at <http://ist.berkeley.edu/rts/>. This service does NOT include long distance, we recommend that residents purchase a long distance calling card from a commercial vendor that suits their needs.

Telephone line connection problems should be reported to Communication Network Service repair services at 510-642-8500. All other questions regarding such topics as billing and phone line features should be directed to Offsite & Residential Communication Auxiliary (ORCA) at 510-642-4625 or via e-mail at rts@berkeley.edu. The ORCA office is located at 2195 Hearst Avenue.

Dialing Instructions

Campus Call

Dial the last five digits of the campus number (e.g. 2-5555)

Local Calls (within the 12 mile radius)

Dial 9 + the telephone number (e.g. 9-555-5555)

Long Distance Calls

Dial 9 + 1 + area code + telephone number (await stutter dial tone) + IAC

International

Dial 9 + 011 + Country Code + City Code + telephone number + IAC

Most Calling Cards and Credit Cards

Dial 8 + 0 + telephone number (await BONG tone) + credit card number

OR: Dial 8 + 0 + # button (wait for an operator)

EMERGENCY

Dial 911. IMPORTANT: Dialing 911 from a cell phone will connect you to the California Highway Patrol emergency dispatch. For quicker response in

emergencies, dial (510) 642-3333 when using a cell phone in Berkeley. This will connect you to the UC Police Department dispatcher.

Parking

Bike Storage and Usage

All bicycles must be registered according to California State Law. Bicycle storage is permitted in your own room and in designated parking areas within your unit. Bicycles may not be parked or stored in the common areas of the buildings or attached to handrails, balconies, benches or lamp-posts on the grounds (Residential Conduct Code 34). This is both for your own protection, because many bikes are stolen every year, and for the safety and well being of other residents who might injure themselves on a carelessly placed bike. Bikes found in hallways, stairs, fire escapes and lounges or parked on pathways or chained to railings are subject to citation and/or confiscation. Unit 1, 2, and 3 have locked bike storage. Keys to the bike parking structure are available from the Unit Office. For a key, you will need to show your ID card and proof of the bicycle's registration with UCPD.

Motorized Vehicles and Other Modes of Transportation

No motorized vehicles are permitted inside any building at any time, including motorized scooters. Outdoor parking must be in designated areas only (Residential Conduct Code 35). Motorized vehicles found inside a building will be confiscated and stored at the owner's expense. Riding motorized vehicles, bicycles, skateboards, scooters and in-line skates is prohibited inside the Unit interior including walkways and hallways (Residential Conduct Code 25). All motorized vehicles must be parked in designated locations.

Parking and Transportation

UC Berkeley is a part of a dynamic urban environment that is densely populated and parking is extremely limited for faculty, staff, and students. Since students living in University housing enjoy the convenience of living within walking distance of the campus, and have access to local public transportation with the AC Transit Class Pass, few parking permits are issued to students unless they demonstrate a specific need for a vehicle. Those needs include medical, academic, or employment requirements, and students must submit documented proof of a specific need for a vehicle at the time of application.

The Class Pass is issued to the students by the Cal 1 Card office at the beginning of each semester. Parking and Transportation does not issue the primary Class Pass, instead, Parking and Transportation only replaces lost or stolen Class Passes. There is no fee for replacing stolen Class Passes as long as the student presents a police report number. Lost Class Passes may be replaced for a fee of \$60 up to the middle of the semester and then the replacement fee decreases to \$30. The replacement fee for Cal 1 Card is \$25.

Class Passes are for individual student use only. They may not be used by any one other than the person for whom they were intended and they may not be sold or transferred to another individual.

Classified ad web sites such as *Craigslist* are monitored by Parking and Transportation and any Class Passes found listed for sale are reported to UCPD. Sale of Class Passes is illegal and considered as theft by AC Transit.

For more information: <http://pt.berkeley.edu> or (510) 643-7701

Cal Dining

The award-winning Cal Dining program is focused on you, our student customer. A Cal Dining meal plan is included with your residence hall housing contract and we want to make sure you get the most from your dining experience. (Meal plans are optional for apartment residents in Wada Hall and Martinez Commons).

Through comment cards, we gather feedback and respond quickly, catering our services to the needs and wants of our students.



Meal Plans

Students can use their meal points to enjoy a variety of menus and service styles in any of our 16 locations:

(4) “all-you-care-to-eat” dining commons: Crossroads, Café 3, Foothill and CKC

(4) residential retail stores: The Den, Bear Market, Cub Market and CKCub

(8) on-campus retail locations: Golden Bear Café, Ramona’s, Pat Brown’s, Terrace Café, Common Grounds, Qualcomm CyberCafe, The Pro Shop at RSF and The View Café at LHS.

Meal points are also accepted at Haas Pavilion, California Memorial Stadium and select Cal Athletic venues. Additional meal points can easily be added online to any meal plan, at any time.

Living in an apartment?

Students living in apartments can purchase non-resident meal plans. We offer three non-resident meal plans depending on your needs. For more detailed information, visit: <http://caldining.berkeley.edu>

Special Dietary Needs

We are well-versed in providing for a variety of dietary requirements, with a large number of vegetarian and vegan options available at every dining location. Cal Dining also works with customers who have food allergies and specific food restrictions – cultural, religious, or general. We encourage students with special dietary needs to meet with our registered dietitian as soon as they begin dining with us. Send an e-mail to dining@berkeley.edu for more information.

Get connected

Stay up-to-date with all things Cal Dining. Make sure to “Like” us on Facebook, <https://www.facebook.com/caldining> and follow us on Twitter, @CalDining for special event updates, giveaways and general good times!

Sick Meals

If you are not feeling well and are unable to eat in the dining commons, you may ask a friend or roommate to bring you a to-go meal. Your friend should contact the Cal Dining manager on-duty and present your Cal 1 Card to order the take-out meal.

Questions?

Have more questions about our meal plans or dining options? Please visit <http://caldining.berkeley.edu> or send an e-mail to dining@berkeley.edu.

Cal 1 Card

Campus ID • Access Card • Debit Account

The Cal 1 Card is your:

1. Official campus photo ID card

2. Access card to many campus benefits, such as:

- Library services and Rec Sports
- Key Card access to residence halls and certain campus buildings
- Meal plans and points are “stored” on your Cal 1 Card and will be swiped for access at Cal Dining locations on- and off-campus.

3. Debit Account

- Your Cal 1 Card automatically comes with a debit account. All you need to do is deposit money, and you can start using it today!
- Add funds online with credit card or bank transfer, in the mail with a check or in person with cash to start using it today. Enjoy no minimum balances or transaction fees.
- The Cal 1 Card is accepted at a variety of on- and off-campus merchants. Use it to pay for food, textbooks, printing & copying in campus libraries, Cal gear and laundry in the residence halls. No need to carry cash, when you have your Cal 1 Card!
- Enjoy a variety of discounts and promotions when you pay with your Cal 1 Card debit account at select list of participating merchants. Visit cal1card.berkeley.edu for a current list of promotions and list of accepted merchants.
- Your Cal 1 Card should NOT be kept or left in the possession of any campus representative or merchant as COLLATERAL for service. If you choose to give your Cal 1 Card to a campus entity as collateral for service and your card is lost or stolen you will be responsible for the cost of replacing your card, your Class Pass and you will be liable if an incident occurs involving the use of your Cal 1 Card while in the possession of the campus representative.

For more information about your Cal 1 Card, visit: <http://cal1card.berkeley.edu>

Remember if you lose your card you should report the loss immediately to the Cal 1 Card office, 510-643-6839, e-mail: cal1card@berkeley.edu, web: <http://cal1card.berkeley.edu>. Our office is located at 180 César Chávez Center, Lower Sproul Plaza. Replacement cards are available for a \$25.00 fee. Cal 1 Cards are nontransferable.



For a complete list of merchant and to make a deposit, check out <http://cal1card.berkeley.edu>

Residential Conduct Code

The Department of Residential and Student Service Programs has developed residential community standards that are designed to help you be successful. All UC Berkeley students, faculty, and staff are responsible for conducting themselves in a manner that does not infringe on the rights of others or interfere with the educational function of the University.

In carrying out your responsibilities as a student and a residential community member, it is important that you become familiar with the Residential Conduct Code. In addition to following the policies, you share the responsibility for maintaining the regulations so that the University's mission of teaching, research, and public service can be achieved.

The goal of the Residential Conduct system is to educate residents about their behavior, the effect such behavior can have on the community and the consequences of inappropriate behavior. We work to ensure that students who violate policy learn from the experience and educate themselves and others about the important role of the policies in maintaining a successful community.

Residential and Student Service Programs has been granted authority by the Campus Code of Student Conduct to adjudicate violations and attempted violations of the Residential Conduct Code as outlined in Bear Necessities. Residents are accountable for adhering to the Residential Conduct Code within all of the property of the University of California deemed as residential living facilities, including residence halls, University owned apartments, dining commons, administrative buildings, Academic Services Centers and contiguous areas, unless otherwise noted in a specific policy. Some regulations listed include clarifying information or examples of prohibited acts. This information is marked with an asterisk. This additional information is not meant to be an exhaustive list of examples or an all inclusive explanation.

2014–2015 RESIDENTIAL CONDUCT CODE

The following information outlines actions that are prohibited:

1. Alcohol

Students/Guests under 21:

- A. Possession of alcohol by persons under the age of 21.
- B. Persons under the age of 21 being in the company of persons who possess or are consuming alcohol.

Students/Guests 21 or over:

- C. Possession of alcohol in public areas. *Public areas include, but are not limited to: suite common areas, apartment common areas, floor/mail lounges, corridors, stairwells, courtyards, Academic Services Centers and common study space.
- D. Transportation of alcohol in visible and/or open containers.
- E. Consuming alcohol on residential property in the company of persons under 21 years old.

* Persons 21 and over may consume alcohol only in a residential room with the door closed and no minors present.

All Students/Guests:

- F. Possession of bulk quantities of alcohol. *Bulk is defined as any amount of alcohol that is unreasonable for the individuals present to consume in a single sitting, including kegs or commercial size containers.
- G. Inability to exercise care for one's own safety or the safety of others due in whole or in part to alcohol consumption. *Examples include use resulting in a need for medical attention, inability to function without assistance, unconsciousness, incoherent or disoriented behavior and/or loss of control of bodily functions.
- H. Violating any other policy while under the influence of alcohol.
 - I. Distribution of alcohol to persons under 21 years of age.
 - J. Manufacturing of any alcoholic beverage.

2. Failure to comply with the terms and conditions of the Substance-Free Living Environment either as a resident or guest in the Substance-Free Environment

* All Freeborn Hall residents (regardless of age) are contractually prohibited from possessing, manufacturing, distributing, selling, or consuming alcohol, illegal and/or dangerous drugs, using mind-altering inhalants or tobacco products while physically present in Freeborn Hall. This policy applies to all guests of Freeborn residents while the guests are present in the building.

3. Controlled Substances

- A. Possession, use, manufacture, sale, distribution, consumption, or being in the presence of illegal, synthetic, designer, and/or dangerous drugs, including paraphernalia containing controlled substances or residue of controlled substances.
- B. Violation of any other policy while under the influence of a controlled substance.
- C. The inability to exercise care for one's own safety or the safety of others due in whole or in part to being under the influence of a controlled substance. *Examples include use resulting in a need for medical attention, inability to function without assistance, unconsciousness, incoherent or disoriented behavior, and/or loss of control of bodily functions.

4. Smoking

Smoking in the residential facilities or within twenty-five (25) feet of an entrance, exit, operable window, or designated children's play area.

*This restriction includes but is not limited to smoking on balconies, entrance steps, wooden stages, entrance landings, decks, porches, interior stairwells, fire escapes and entrance access ramps. In some facilities where these parameters can not be met, smoking may not be permitted at all or may be permitted only in specifically designated smoking areas. As of January 1, 2014, smoking is prohibited in all UC property, including courtyards, walkways, and all outdoor space.

5. Threat to Health and Safety

Participation in activities or disturbances that threaten the health and safety of yourself or others.

6. Vandalism/Damage

Vandalizing or damaging residential facilities.

- * Examples include, but are not limited to, misuse of individual or common area furnishings, writing or chalking on residential property, dumping of excessive personal trash in common areas/bathroom receptacles, removal of signs or excessive mess.

7. Fire Safety

- Failure to evacuate the building immediately upon the sound of an alarm or to follow specific evacuation and safety procedures (see page 47).
- Misusing or tampering with fire safety equipment. *Examples include, but are not limited to, pulling fire alarm in non-emergency situation (i.e. false fire alarms), removal of doors, door closures, exit signs, smoke detectors or fire extinguishers.
- Exceeding designated fire code capacity of a residential room.
 - * The campus Fire Marshal has designated the capacity for residential rooms as 10 people per room. Exemptions may be made on a limited basis with prior approval from the Resident Director and with Hall Staff present.

8. Fire Hazards/Appliances

- Possession of explosives or flammable substances. *Examples include firecrackers, flammable liquids such as lamp oil, gasoline, lighter fluid, or other chemicals that are toxic or explosive in nature.
- Blocking of indoor or outdoor stairwells, corridors, pedestrian paths, or balconies.
 - * Examples include locking bicycles to railings, leaving shoes, umbrellas or other objects in the hallway, or parking mopeds on walkways.
- Use of any object that creates an open flame in the residential facilities, including the balconies and entryways to the buildings.
 - * Examples include candles, incense, matches, lighters, charcoal, hookahs and flame starters.
- Use of unapproved appliances.
 - * Any appliance, other than a personal iron or UL approved coffee makers, which has an open coil or creates heat or flame, is not permitted outside of designated kitchen space.
- Possession and use of BBQs exceeding stated restrictions
 - * BBQs 150 square inches or smaller may be stored, but not used, within the residential facilities, unless otherwise authorized.
- Unapproved cookouts in and around the residential facilities
 - * Any cookout must have approval of the Facility Manager and the Resident Director and be located in an area they designate.

- Halogen lamps and decorative string(s) of lights in or around any residential facility.
- Unapproved use of common area fire places.
 - * See Resident Director for permission to use common area fire places.

9. Guests

- Failure to take immediate and appropriate action to prevent or to stop a violation by a guest. *Appropriate action may include verbally informing the guest of community standards or calling the RA on Duty. If a violation of policy takes place by a guest in a residential room, the resident(s) of that room can be held responsible for the guest's violation under this policy. If a resident signs or admits someone in, that resident will be responsible for that guest's actions throughout the building.
- Having overnight guests without approval of your roommate(s)/suite-mate(s). No guest can stay for more than three days in a two-week period without approval of a Resident staff member. *Policies about guests exist because guests can be an inconvenience to roommate(s)/suite-mate(s) and other residents and constitute an additional burden on residential facilities. To maintain safety and security, overnight guests and residents may only sleep in residential rooms, with permission from all roommate(s) or inside suite common areas, with permission from all suite-mates. Guests must comply with the guidelines set forth in this manual.
- Persons who have been evicted/excluded from the residences for any reason returning as guests following eviction.
- Unescorted guests in residential facility.
 - * Guests involved in a violation are required to leave the building if requested to do so by the residential staff member attending to the situation. Incident reports for residents will be managed in the Residential Conduct system and those for non-resident students accused of violating residential policies can be forwarded to the Center for Student Conduct and Community Standards for review.
 - * Overnight group visits must be approved one month in advance by the Residential and Housing Services. Consult your RD for guidelines.

10. Sexual offenses including, but not limited to rape and sexual assault.*

- * See also: Code of Student Conduct:
<http://sa.berkeley.edu/code-of-conduct>
The Berkeley Campus Student Policy and Procedures Regarding Sexual Assault and Rape and the Policy on Sexual Harassment:
<http://policy.ucop.edu/doc/4000385/SHSV>

11. Verbal abuse, threats, intimidation, harassment and/or coercion

- * Harassment by any mode of communication on the basis of race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, gender identity, marital status, veteran status, physical or mental disability, or perceived membership in any of these classifications.

* See also: Code of Student Conduct:

<http://sa.berkeley.edu/code-of-conduct>

<http://ophd.berkeley.edu/policies-procedures/nondiscrimination>

12. Physical abuse, assault, threats, intimidation, and/or coercion

* Physical abuse including but not limited to physical assault; threats of violence; or other conduct that threatens the health or safety of any person.

13. Disorderly and/or lewd conduct including hazing and pranks

- A. Disorderly Conduct - behavior that disrupts or interferes with the orderly functions of the university. *See also: The Code of Student Conduct, Statement on Hazing <http://students.berkeley.edu/uga/hazing.stm>
- B. Lewd/Obscene Conduct - lewd or indecent behavior. *Examples include (but are not limited to) voyeurism, public urination/defecation, public exposure of private body parts, etc.

14. Behavior and/or conduct that obstructs, disrupts, and/or verbally and/or physically harasses University staff members

- A. Obstructive/disruptive behavior *May include failure to comply with directives of a staff member such as opening room doors or failing to produce proper identification.
- B. Verbal harassment of staff *May include verbal statements that intimidate, harass or coerce a staff member or interfere with the performance of his/her work, or threaten bodily harm. Harassment may occur through a telephone, written materials, electronic communication devices, or visible objects.
- C. Physical harassment of staff *May include physical interference with a staff member's ability to participate fully in the residential community or perform his/her university job functions. This includes physical assault and intended or completed actions resulting in physical or emotional harm.

15. Dishonesty or knowingly furnishing false information or identification to a University residential staff member

* Examples include 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.

16. Throwing, dropping, or projecting objects or substances off of, out of or into residential facilities

* Examples include keys, food, garbage, and water balloons.

17. Noise

* See page 30 for a complete discussion of Quiet Hours, Courtesy Hours and Amplified Sound.

- A. Unreasonable noise in all residential facilities, courtyards, and surrounding areas that disrupts or potentially disrupts residents or neighboring

community members at any time.

* During Quiet Hours, unreasonable noise is noise that can be heard outside of a room/common area, or noise that could travel into another room/common area. During Courtesy Hours, unreasonable noise is noise that interferes with, or has the potential for interfering with, the ability of others to sleep or study or noise that can be heard 20 feet outside of the room.

- B. Use of amplified sound, subwoofers or musical instruments that violate Quiet or Courtesy Hours.
- C. Use of amplified sound in outdoor areas without permission of the Resident Director.

18. Possession of weapons, firearms, or dangerous instruments, with or without a permit, within all residential facilities

* This includes use or possession of items including but not limited to: BB guns, paintball guns, pellet guns, tasers, knives with a blade over 2.5 inches in length, swords, nun chucks, bows, spears and axes/hatchets. Similar items used for decorative purposes or rendered inoperable are included in this restriction. Appropriately used kitchen utensils are excluded from the possession clause.

19. Theft or unauthorized use of personal or University property, equipment or resources within the residential facilities

* This includes misuse of equipment involving computing, networking, or information resources or removal of equipment/furniture from common areas.

20. Pets

Having pets, other than fish in tanks not exceeding 20 gallons. *Please see the Procedure for Requesting an Exception to the Residential Pet Policy for a Service Animal if you need a Service Animal as an accommodation for disability.

21. Posting or solicitation in violation of Residential Policies (see page 33)

* Examples of improper posting or solicitation include posting without approval, posting in undesignated areas, unapproved commercial or non-commercial solicitation, including door-to-door solicitation.

22. Use of any University resources (room, common space, computers, internet connections, University name, logo, seal, etc.) for any for profit activity

* Examples include door-to-door solicitation, mail-order business, and any services commercial in nature or provided for profit.

23. Failure to comply with sanctions

* Failure to comply with terms of sanctions imposed as a result of conduct action is a separate violation of policy.

24. Trespass

Entering any private room or normally locked building or common area without

following security procedures or obtaining appropriate permission.

- * This includes, but is not limited to: entering suite areas and bathrooms without resident's permission or failing to swipe in at the Security Monitor booth. This policy does not apply to hall staff in performance of official duties. (See page 34).

25. Disruptive Activities/ Sports

- * Examples include use of skateboards, scooters, bicycles or roller blades on residential property including internal and external walking path or wrestling, throwing or kicking objects, such as balls or frisbees, inside rooms or hallways.

26. Common Area Policies

A. Overnight guests or residents sleeping in common areas.

- * To maintain safety and security, overnight guests and residents are permitted to sleep only in residential rooms, with permission from all roommate(s) or inside suite common areas, with permission from all suite-mates.

Guests must comply with the guidelines set forth in this manual.

B. Use of Common Area Space for unapproved group meetings or for purposes that prohibit use by other residents without approval by the appropriate staff person. (See page 12 for Common Area Usage procedures).

- * Registered Student Groups may NOT use residential common area space for group meetings or practice space. Please contact Classroom Scheduling at 642-0313 or the Martin Luther King, Jr. Student Union for information on campus meeting space.

27. Excessive After Hours Lockouts

- * In the event that you are locked out of your room/building/suite between 5 p.m.–8 a.m. you will be let in by an on-duty staff member. Each student is given 3 (three) after business hours courtesy lockouts per semester. Additional lockouts are considered excessive and will be a violation of policy.

28. Gambling

All gambling prohibited in the State of California is prohibited in all Residential facilities. *For example, any person who is involved in any game or any banking or percentage scheme for money, checks, credit or other representation of value, including games played with cards, dice or through online betting options. Any type of activity or game is to be planned for the purpose of play only. Participants cannot be awarded with money, prizes or the ability to access things of value based on their play. Approved student organizations can request a one-time donation for entrance or charge a one-time admission fee provided the funds go to a recognized student group or charity. There is to be no option for individuals to pay or donate additional funds to continue participation or earn more opportunities to win in a game.

29. Failure to Comply

Students are required to comply with directions of University personnel (such as Resident Assistants, Resident Directors, Security Monitors, University Police, etc.) while in the performance of their duties. Resisting or interfering with University personnel while in the performance of their duties is prohibited.

FACILITIES REGULATIONS

30. Unapproved beds/Furniture

- * Lofting of beds is permitted only when performed by designated UC Berkeley maintenance personnel. (See page 15 for lofting procedures). Other modifications to beds and furniture are not permitted.

31. Possession, duplication, or misuse of room keys, master keys, or electronic key cards without University authorization

- * For example, loaning your keys to any other person at any time is prohibited.

32. Tampering with elevators

- * Examples include removing button plates, pulling doors open and shut, tampering with wiring or lighting, jumping up and down in the elevator, and pushing the alarm bell unnecessarily.

33. Entering or accessing restricted areas

- * Examples include unauthorized opening of emergency exit doors, fire escape doors, attic/roof access doors, and/or unauthorized presence on rooftops, ledges, seismic bracing, fire escapes, attic space, emergency exits, or areas marked or known to be restricted access in any residential facility or construction area.

- * Student Code of Conduct Regarding Construction:
<http://www.housing.berkeley.edu/construction/>

34. Using windows for entrance or exit during non-emergency situations or tampering with or removing windows, window screens, window stops, and security screens

35. Operation of or parking of motorcycles, mopeds, and other motorized vehicles in or around residential facilities

36. Unauthorized storage of bicycles

- * Bicycles must be stored in student rooms, bike racks, or bike storage sheds only

DINING REGULATIONS

37. Removal of food/beverages

- * Removal of any food or beverage other than a dessert, or a to-go meal from the dining commons will be considered theft and addressed through the residential conduct process. Please also note that removal of any item from the Den, Bear Market, Golden Bear, The Pro Shop, Terrace Café, Pat Brown's Grill, Common Grounds, Qualcomm CyberCafe, Ramona's Café or The View Café is considered theft and is subject to legal redress and campus conduct processes.

38. Entering dining facilities without shirts and/or shoes

Shirts and shoes are required while in the dining commons.

39. **Disturbances in the dining commons including, but not limited to, using rollerblades, skateboards, bikes, fighting, throwing food or destroying property**
40. **Bringing unauthorized guests into the dining commons**
41. **Removal of equipment including, but not limited to, dishes, cups, flatware, and trays**

COMPUTER USE REGULATIONS

For more information on computer use, visit Residential Computing Policies at <https://www.rescomp.berkeley.edu/policies/> and the campus Computer Use Policy at <https://security.berkeley.edu/policy/usepolicy.html/>

42. Failing to register for your connection.

* Every computing device that connects to the residential network must be properly registered with Residential Computing and be properly configured for the network

43. Failing to protect the privacy of your accounts.

* Do not release your personal account information to friends, relatives, roommates, etc. Likewise, don't ever use a computer account that you are not authorized to use or obtain a password for a computer account not assigned to you.

44. Failing to ensure the security and integrity of your computer system.

Your computer must meet the campus Minimum Security Standards for Networked Devices, including but not limited to installing up-to-date security patches, setting strong administrator passwords, installing and keeping antivirus software up-to-date, and running a personal firewall.

45. Violating terms of copyright laws.

Illegally reproducing and/or sharing of any material including, but not limited to, music files, software, movies and games without the explicit permission of the copyright holder

46. Consuming excess network bandwidth.

Please see <http://www.rescomp.berkeley.edu/policies/> for additional information about bandwidth.

47. Using electronic mail to harass others.

48. Knowingly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.

49. Using the University network and/or ResComp resources for commercial purposes or monetary gain.

50. Deliberately wasting computer resources, failing to comply with ResComp instructions for properly configuring equipment, or repeatedly engaging in

activities that generate complaints to ResComp.

* This includes sending or forwarding chain letters or unsolicited mail

51. Masking the identity of an account or machine; assuming the identity of another network user without their permission or University policy

52. Posting materials that violate existing laws or the University's codes of conduct

53. Attempting to monitor or tamper with another resident's electronic communications, or reading, copying, changing, or deleting another resident's files or software without the explicit agreement of the owner.

54. Modifying network or cable wiring.

55. Using IP addresses not specifically assigned by ResComp.

56. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network.

This includes, but is not limited to programs known as computer viruses, Trojan horses, and worms.

57. Connecting DHCP servers to the public network.

58. Maliciously using tools designed to check for computer system or network security vulnerabilities (commonly known as port scanning).

59. Configuring or connecting equipment in such a way as to create a loop in the network.

60. Initiating or allowing the occurrence of a level of network activity that causes serious degradation in the performance of the network.

UNIVERSITY VILLAGE FAMILY STUDENT HOUSING POLICY

The following policy provides specific information in regards to the University Village Family Student Housing property only. UVA residents are responsible for all codes and all preceding information in the UC Berkeley Residential Student Code, except where exemptions and/or specifications are listed.

61. Parents and guardians are responsible for the supervision of their children and for the actions of their children. Parents and guardians are financially responsible for any harm or damage caused by their children to others and/or to property.

Children are not permitted to play in parking lots, garbage dumpster enclosures, laundry rooms, the community garden, or on stairwells. Abusive language, teasing, and physical abuse (hitting kicking, biting,

etc.) constitute unacceptable behavior by children when that behavior is directed toward other residents of the residential community. Dangerous, disruptive or unacceptable behavior by children is not permitted on the University's premises. Violation of these rules regarding the behavior of children are violations of a resident's lease and may result in termination of residency.

* UVA

COMMUNITY STANDARDS

Noise Regulations (Residential Conduct Code 17)

In order to provide a learning environment for residential students, Residential and Student Service Programs, in conjunction with the Residence Hall Assembly, has developed the following Noise Regulations for all Residential facilities: as stated above in Policy 17 A, B, and C, unreasonable noise or noise that disrupts or potentially disrupts residents or neighboring community members at any time is prohibited.

Quiet Hours and Courtesy Hours

During Quiet Hours, unreasonable noise is noise that can be heard outside of a room/common area, or noise that could travel into another room/common area.

During Courtesy Hours, unreasonable noise is noise that interferes with, or has the potential for interfering with, the ability of others to sleep or study or noise that can be heard 20 feet outside of the room.

Day	Start Time	Day	End Time
Fri & Sat	1 am	Sat & Sun	10 am
Sun – Thurs	11 pm	Mon – Fri	8 am
24 HOUR QUIET HOURS begin at 11 p.m. on the last day of class and continue through the closing of the Residential Facilities each semester.			

24 hour quiet hours begin at 11 p.m. on the last day of instruction each semester and continue through the end of the semester.

DESIGNATED QUIET HOURS

Amplified Sound

Amplified sound or musical instruments that violate Quiet or Courtesy Hours are not permitted; amplified sound in outdoor areas without permission from the Resident Director is prohibited.

The Resident Director may approve up to two large outside activities involving amplified sound per unit per semester (i.e. festival, talent show). The Residential and Housing Services will monitor all such activities.

Violations of the noise policy are taken seriously, as they adversely affect the community and create an environment that is contrary to the University's primary mission as an institution of higher education.

NOTE: Designated areas in Clark Kerr and Foothill are 24 Hour Quiet Environments. This is an agreement established between the University and nearby residential neighborhoods.

Residential Computing

On-line Social Networks

Social Networks (Facebook, Myspace, YouTube, etc.) can be both a tremendous source of information and interaction for users as well as a source of problems if used without forethought. Residential Programs (RP) encourages residents to be safe and thoughtful about the information they share online. Sharing self identifying information can provide people with ill intentions the information they need to harm or harass you. RP suggests that you review your privacy settings and limit the amount of information available to others. Consider only listing a single source of contact such as e-mail and do not list identifying factors such as your address, phone number or hometown. It is now common practice among employers and outside agencies to examine the publicly accessible social media sites of potential employees, so be conscientious about the pictures you post and the information you share.

Although neither RP nor the University engages in active monitoring of the social network sites, Residential Programs staff members are expected, as part of their jobs, to confront behaviors of residents that potentially violate the Residential or Campus Code of Conduct. Information or evidence that is located on the social network websites may be used in the process of addressing such behaviors.

There are four ways that information contained on the social network sites comes to the attention of our staff. The first and most common is that other students direct our staff to the information. Students will contact a staff member because they are concerned about the behavior of another student. That behavior could be self-harm or it could be behaviors that violate policy and are impacting the complainant's ability to live and study in the residential community.

Staff also become aware when they encounter the information directly. Staff members use the social networks for both work and personal reasons. They occasionally become aware of information that may indicate a policy violation or a concern about a student's health or safety. If staff becomes aware of such information, they document the information and the situation is investigated as if they had become aware of a situation by word of mouth or saw a picture on a bulletin board when walking down the hallway.

The third way that information becomes available is that a complaint is filed against someone and the complainant brings information from social network sites to bolster their complaint. This type of situation usually involves one person harassing another and the mode of harassment is over the social network site. Finally, as investigators, professional staff may search out information as part of completing a formal investigation.

The campus is incorporating educational information on many fronts to insure that students are aware of the potential risks of social networks. For more information, visit:

<http://www.rescomp.berkeley.edu/resources/security/socialnetworks/>.

Copyright and Bandwidth Violations

The University takes copyright protection very seriously, and is obligated to comply with federal laws governing copyright, namely the Digital Millennium Copyright Act (DMCA). Many scholars and artists rely on these regulations to protect their intellectual property.

Peer-to-peer file sharing applications are commonly used to share copyrighted material such as music, movies, software, and games. If you share copyrighted material without permission, you are breaking the law and could be subject to legal consequences. While ResComp does not monitor the content of residents' uploads and downloads, the entertainment industry actively looks for users who engage in the unlawful sharing of copyrighted material.

Residential Computing wants you to have an enjoyable and worry-free experience on the Internet. We're on your side! Please use legal alternatives to illegal downloading and do not violate copyright laws. There are many services to choose from, including Netflix, Hulu, iTunes, Amazon, or Pandora.

Please review our Filesharing and Copyright Policy:

<https://www.rescomp.berkeley.edu/resources/miscellaneous/filesharingcopyright/>

and Appropriate Use Policy:

<http://www.rescomp.berkeley.edu/policies/#aup>

—and be aware of our enforcement procedures.

Mailing, Posting and Tabling

All materials must be addressed to a specific resident with the resident's name, room number, hall name and address in order to be placed in mailboxes. All incoming printed material not specifically addressed to a resident may be made available at a location near the mail room at the unit office. This includes mail addressed to "Occupant." These materials will be recycled weekly if not picked up by Residents. Only RSSP materials may be placed in mailboxes without being specifically addressed to residents.

Informational Tables

Recognized Student Organizations (RSO) may distribute non-commercial materials from tables in specified areas of the dining commons, on a space available basis, with the approval of Cal Dining. For further information and a request form see: <http://caldining.berkeley.edu/connect/tabling-request>

Posting In University Housing

- A. The following individuals and organizations may publicize their activities via posters or flyers. All posters or flyers must be pre-approved by the Director of Residential Programs or designee:
 - *Residence Hall Assembly, Hall Associations, Co-Boards;*
 - *Residence Hall staff;*
 - *Academic Service Center staff;*
 - *Currently Recognized Student Organizations (RSO);*
 - *ASUC Programs;*
 - *UC Berkeley department-sponsored events*
 - *University-approved corporate partners with contractually designated posting privileges.*
 - *University-approved research projects (surveys and research projects done in the residences must also be approved by the Associate Director for Research and Planning, Residential and Housing Services prior to posting)*
- B. Flyers must be submitted to Residential Programs for approval at least five working days prior to requested posting date.

- C. Flyers must be 8.5 x 11. Flyers must contain the organization's complete name and campus affiliation.
- D. Flyers should not include or allude to alcohol or drugs, be obscene or libelous, or have commercial content.
- E. Upon approval, 282 flyers should be delivered to the Residential and Housing Services for distribution. Residential Staff will post the flyers on residential bulletin boards and designated locations in each facility.
- F. Due to limited posting space, election campaign materials will not be approved for posting.
- G. All areas outside of private rooms and inside apartment and suite style residences, specifically lounges, halls and bathrooms are considered extensions of exit corridors by the Campus Fire Marshall. No posting is allowed in these areas except as designated in these guidelines.
- H. Materials may not be attached to the exterior or natural features of University-owned property. This includes, but is not limited to, common areas of residences such as balconies, fire escapes, exterior surfaces of individual room doors, and any exterior wall surfaces.
- I. All RSO events must be approved by the Campus Life and Leadership (CLL) prior to posting.

Surveys and Questionnaires

The thoughts and opinions of Cal students are prized by many departments, organizations, and students, therefore the Residential and Housing Services finds it necessary to monitor the number and type of surveys and questionnaires that are administered in your community. To this end, any student, department, or organization that would like to conduct research (survey, focus group, etc.) in the residential communities must contact the Associate Director, Research and Planning in the Residential and Housing Services at 510-643-2599.

Solicitation (Residential Conduct Code 21)

Commercial

As a protection to residents, residential policy does not permit sales persons, peddlers, or agents in University housing. Residents are prohibited from operating any type of business within the facilities even if it does not include solicitation of other residents.

Non-Commercial

With the exception of Residential and Student Service Programs staff and elected hall association officers fulfilling official housing or University duties, no individual, group, or organization may solicit residents door-to-door or at the dining tables in the Dining Commons.

Substance-Free Environment (Residential Conduct Code 2)

Freeborn Hall at Unit 1 is designated as a "Substance-Free Environment." As such, all Freeborn residents (regardless of age) contractually agree that they, and their guests, will not possess, manufacture, distribute, sell, or consume alcohol, illegal and/or dangerous drugs, drug paraphernalia, mind-altering inhalants or tobacco products while they are present in the building. The residential staff and hall association actively work with Freeborn Hall residents to design and implement activities which focus on a substance-free lifestyle.

The designation of Freeborn Hall as a Substance-Free Environment does not imply that other University housing facilities welcome illegal substances. The Residential Conduct Code outlines the conditions under which residential students may consume alcohol or smoke. Illegal and/or illicit drugs are strictly prohibited in all University housing facilities.

Entering or Searching Student Rooms

1. University staff may enter your room for immediate health and safety emergencies, health and safety inspections, and in the event of a building evacuation or flood.
2. University staff will enter your room to respond to maintenance tag requests. No notification will be given.
3. University staff will enter your room periodically for health and safety inspections to insure compliance with University and Residential policy and procedures. This will be done after reasonable efforts are made to notify you and/or your roommate(s). University staff may also enter in the event of an abandonment of the room or suite by either you and/or your roommate.
4. In your absence, University staff may enter your room with a master key to silence noise (e.g. alarm clocks, stereos, telephones, etc.) that results in complaints from your neighbor(s). University staff may leave a note explaining when and why they entered.
5. The UC Police Department has responsibility for conducting any searches and/or seizures for suspected violation(s) of University policy and state or federal law(s).

UNDERSTANDING THE RESIDENTIAL CONDUCT SYSTEM

Residents are presumed not responsible for a violation until proven otherwise by a preponderance of evidence.

Residents violating the Residential Conduct Code are subject to judicial action. Under the applicable procedures, residents may be warned, charged for restitution for damages, assigned a special project, placed on residential probation, excluded, relocated, and/or evicted from University housing and prohibited from returning to the residential facilities in the future. Residents should be aware that regardless of the facility in which they reside, any violation in any University residential facility will be forwarded to their respective Resident Director (RD).

Behavior that seriously disrupts the normal functioning of the residential facility or that threatens the health and safety of any individual or the community may be referred to the Community Standards and Student Conduct for adjudication in lieu of formal residential proceedings. Students who violate University policies may receive a variety of sanctions including, but not limited to, warning, probation, loss of privileges, exclusion, suspension, or dismissal from the University.

Violations that also constitute a violation of any city, state, or federal laws or regulations may result in additional action by the appropriate enforcement agency.

Non-resident students who violate residential policy may be subject to conduct

action. In the event that a non-resident guest is a student at the University, all conduct matters will be forwarded to the Center for Student Conduct and Community Standards. If the nonresident is a guest of a resident, the resident may be held accountable and liable for the actions of the guest (Residential Conduct Code 9A).

When an incident occurs, residential staff members or other students may report the alleged policy violations to the RD. If you are alleged to be involved in a policy violation, you will be contacted by your RD to participate in a hearing. This notice will include the specific policies you allegedly violated. Your case may be heard in an administrative review by the RD or by the Peer Review Board. A preponderance of evidence is necessary to find a resident responsible for a policy violation.

A Summary of Your Rights in the Residential Conduct System

The following procedural rights apply when a student's case is heard in the Residential Conduct system.

1. The "Notice to Appear at Hearing" will be sent via e-mail and will contain a brief description of the alleged violations, date of alleged violations, and policy(ies) allegedly violated.
2. Residents may be assisted at the hearing by an advisor. The advisor must address the student only and not the hearing officer/body.
3. Residents may choose not to respond to the allegations of misconduct.
4. Residents will be presumed not responsible for a violation until proven otherwise by a preponderance of evidence.
5. Residents will have an opportunity to respond to the allegation(s) and to present relevant information.
6. The decision of the hearing officer or body shall constitute the written record of the hearing. These records will be subject to all applicable privacy acts. All proceedings shall be closed.
7. Residents will be notified via e-mail of the final decision and of the right of appeal after the hearing is completed.
8. The decision of the hearing officer or body may be appealed in writing within 5 (five) business days of the date of the decision letter. The student's written statement must cite specific reasons for requesting the appeal.

A Step by Step Guide through the Residential Conduct Proceedings

If you are accused of violating the Residential Conduct Code you are guaranteed certain procedural rights. This publication outlines your procedural rights. The following procedural guidelines apply when a case is heard by a Residential Programs staff member, by the Peer Review Board (PRB), or during the appeal process. It is your responsibility to be aware of your rights as contained within these guidelines.

1. INCIDENT OCCURS
2. INCIDENT REPORT IS FILED
3. RD SENDS NOTICE TO APPEAR
 - *The Notice to Appear will contain an appointment time or appointment instructions. The resident needs to contact the RD or PRB in advance of the scheduled hearing time to reschedule if necessary. If the resident does not reschedule, the hearing will take place without the resident present. Three options are possible:*
 1. Case is referred to PRB
 2. Case is heard by RD
 3. RD closes case without adjudication
 - *Resident Director, Resident Assistant, or Theme Program Advisor may do informal follow-up with resident*
4. CASE REFERRED TO FOR THE CENTER FOR STUDENT CONDUCT
 - *If the allegations in a case exceed the Residential Conduct Code the case will be referred to the Center for Student Conduct*
 - *Resident will be contacted by the Center for Student Conduct or the Assistant Director of Leadership and Community Standards*
5. RESIDENT ATTENDS HEARING WITHIN 5 (five) BUSINESS DAYS OF NOTICE TO APPEAR
 - *If the resident chooses not to attend a hearing, the RD or PRB will make a decision without the benefit of the resident's input*
6. PRB HEARS THE CASE or
7. RD HEARS THE CASE
8. DECISION LETTER is e-mailed to student
 - *Includes sanction(s)*
9. RESIDENT CAN APPEAL IN WRITING
 - *To Director of Residential Programs (Within five (5) business days of a decision letter)*

The Appeal Process

The decision of the hearing officer or PRB may be appealed, in writing, within five (5) business days of the date of the decision letter rendered in your case. Appeals must be submitted in writing to:

Director, Residential Programs
Residential & Student Service Programs,
University of California
2610 Channing Way #2272
Berkeley, CA 94720-2272

(Please note "APPEAL" on the outside of the envelope)

Your written appeal must cite specific reasons for a reconsideration of the decision. Your right to appeal the decision is limited and may be based only on:

- *the grounds that procedural error(s) occurred at the hearing which unfairly affected the outcome of your case.*

- *that compelling new evidence, relevant to the outcome of your case, was discovered and was demonstrably not available at the time of the hearing. You may submit this new evidence after the five day appeal limit; however, sanctions do take affect after the five day timeline. Thus, your appeal may or may not effect your sanctions.*
- *that specific conditions exist that provide good cause for reconsidering your case. This can include unduly harsh sanctions or demonstrated bias against you during the conduct process.*

The Director will designate an administrative officer to hear appeals. This appeal will be the final step afforded the resident under these regulations. An exception to this involves cases of exclusion, which may be heard by the Director or a designee. Generally, appeal decisions will be made within ten business days of the receipt of the appeal.

SPECIAL NOTE: If you receive a notice of termination of tenancy, a three-day notice to pay room and board or quit, a three-day notice to perform covenant or quit, a three-day notice to quit, or a notice to relocate, you must adhere to the time deadlines noted in such notices and the failure to meet such deadlines will result in the University pursuing legal action.

Our Philosophy

The basic philosophy of the Department's conduct process is educational, not punitive. Please remember that it is your responsibility as a resident to be aware of your rights as contained within these guidelines.

Sanctions

Normally no sanction(s) will be imposed against you before the conclusion of the hearing process as provided in these procedures; however, if you are involved in a conduct case in any capacity, you may be permanently reassigned at any time as provided in your contract. Reassignment actions do not constitute sanctions and are not able to be appealed. Failure to complete assigned sanctions could result in an academic hold being placed on your student account.

After a conduct hearing with the appropriate hearing body, the following sanctions can be applied:

- **Written warning** • notice that continued or repeated violations of University policies or residential policies will result in further conduct action.
- **Restitution** • charge for repair and/or replacement and associated costs of damaged property.
- **Special project** • assignment to complete a creative, educational, or community project under the supervision of a designated University official according to an established deadline.
- **Probation** • written reprimand for violation of University policies or residential policies that indicates continued residence is contingent upon responsible behavior.
- **Relocation** • requirement to relocate to a different room, building or unit by a specified timeline.
- **Exclusion** • restriction from living in and/or entering specified areas in the residence hall system for a designated time period. Note: you can be excluded from living in and/or visiting the entire housing system or from

designated areas.

- **Eviction** • contract cancellation.

The following is a partial list of violations for which exclusion is likely to result. This list is not all-inclusive, but rather is intended to give some examples of serious violations.

- Physical abuse of others or self including assault, sexual assault, or suicide attempts.
- Threats of violence to others or self including physical threats, sexual harassment, or suicide threats.
- Possession or use of dangerous weapons/substances including guns, knives, explosives or flammable materials.
- Possession, use or sale of illegal drugs.
- Repeated violation of policies or regulations.

Sanctions may be “stayed,” held in abeyance, as long as no further violations are committed and all other sanctions are completed. In addition, further campus-wide sanctions, such as suspension from the University and other sanctions that may affect your student status and/or academic record may be placed upon you if your case is referred to the Center for Student Conduct.

BERKELEY CAMPUS CODE OF STUDENT CONDUCT

The Berkeley Campus Code of Student Conduct (Code) provides guidance to students of the University on acceptable behavior within the University community.

The Code is available for review in its entirety at:
<http://sa.berkeley.edu/code-of-conduct>

Copies can be picked up at the Center for Student Conduct and Community Standards at 326 Sproul Hall.

The University Code Section 102.07 encompasses the Residential Conduct Code as outlined in **BEAR NECESSITIES**. If you live in a residential community you are subject to both the Campus Code of Conduct and the Residential Conduct Code. Please read through the following information and refer back to it if necessary in the future.

Following is Section V: Grounds for Discipline of the Berkeley Campus Code of Student Conduct. This section identifies the types of student behavior prohibited by the University. Violations of these sections can affect your student status at the University.

102.01 Academic Misconduct

All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.

102.02 Other Dishonesty

Other forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the University.

102.03 Forgery

Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.

102.04 Theft

Theft of, conversion of, destruction of, or damage to any property of the University, or any property of others while on University premises, or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.

102.05 Electronic Resources

Theft or abuse of University computers and other University electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services; or copyright infringement (for example, the illegal file-sharing of copyrighted materials).

Use of University computer and electronic communications facilities, systems, or services that violates other University policies or campus regulations.

Please refer to the UC Electronic Communications Policy:

<http://www.ucop.edu/information-technology-services/policies/electronic-communications.html> and Digital Copyright Protection at UC:

<http://www.ucop.edu/information-technology-services/initiatives/digital-copyright.html> —for the University’s position on digital copyright.

102.06 Unauthorized Conduct

Unauthorized entry to, possession of, receipt of, or use of any University services; equipment; resources; or properties, including the University’s name, insignia, or seal.

102.07 University Housing

Violation of policies, regulations, or rules governing University-owned, -operated, or -leased housing facilities or other housing facilities located on University property.

102.08 Physical Abuse

Physical abuse including but not limited to sexual assault, sex offenses, and other physical assault; threats of violence; or other conduct that threatens the health or safety of any person.

102.09 Sexual, Racial, and Other Forms of Harassment

Harassment, defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person’s access to University programs or activities that the person is effectively denied equal access to the University’s resources and opportunities.

Harassment includes, but is not limited to, conduct that is motivated on the basis of a person’s race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, pregnancy, marital status, an-

cestry, service in the uniformed services, physical or mental disability, medical condition, or perceived membership in any of these classifications. Pursuant to section 102.09, sanctions may be enhanced for conduct motivated on the basis of the above classifications.

Student Employees:

When employed by the University of California, and acting within the course and scope of that employment, students are subject to the University of California Sexual Harassment and Sexual Violence Policy. Otherwise, Section 102.09, above, is the applicable standard for harassment by students. For both student and/or employee sexual harassment, please refer to the University of California Procedures for Responding to Reports of Sexual Harassment.

<http://policy.ucop.edu/doc/4000385/SHSV>

102.10 Stalking

Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the University to seriously alarm, torment, or terrorize the person; and where the threat is additionally determined by the University to serve no legitimate purpose.

102.11 (Rescinded, UCOP, October 2009)

102.12 Hazing

Participation in hazing or 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.

102.13 Obstruction of University Activities

Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.

102.14 Disorderly Conduct

Disorderly or lewd conduct.

102.15 Disturbing the Peace

Participation in a disturbance of the peace or unlawful assembly. (See *Berkeley Campus Regulations Implementing University Policies* for further information).

102.16 Failure to Comply

Failure to identify oneself to, or comply with the directions of, a University official or other public official acting in the performance of his or her duties while on University property or at official University functions; or resisting or obstructing such University or other public officials in the performance of or the attempt to perform their duties.

102.17 Controlled Substances

Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal and state law or regulations.

102.18 Alcohol

Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations.

102.19 Destructive Devices

Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.

102.20 Weapons

Possession, use, storage or manufacture of a firearm or other weapon.

102.21 Disciplinary Actions

Violation of the conditions contained in the terms of a disciplinary action imposed under this Code or campus regulations.

102.22 Notice of Emergency Suspension

Violation of the conditions contained in a written Notice of Emergency Suspension issued pursuant to Appendix II ("*Emergency Suspension*") of this Code or violation of orders issued during a declared state of emergency (see *University Policy section 52.00*).

102.23 Course Materials

Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course unless authorized by the University in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these Policies whether or not it was the student or someone else who prepared the notes or recordings.

Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a University of California course unless authorized by the University in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).

102.24 Camping or Lodging

Camping or lodging on University property other than in authorized facilities.

102.25 Other Policies or Regulations

Violation of any other University policy or campus regulation.

Questions or Concerns about Policies

If there is ever a question about these policies and how they have been carried out in University housing, you should address your concerns to the Resident Director in your unit. You can also register a written concern about residential hall staff with the Executive Director, Residential and Housing Services, 2610 Channing Way, #2272. Concerns about maintenance and custodial staff should be directed to the Facilities Manager of your unit or the Director of Custodial and Maintenance Services at 2610 Channing Way, #2272. Concerns about dining services should be directed to the Dining Manager of your unit or the Director for Cal Dining at 2610 Channing Way, #2272.

HEALTH AND SAFETY

Security Staff

Security Monitors (SMs) are students who have received safety and security training and they are expected to enforce security standards developed to protect your community.

During the evening hours, Security Monitors are stationed at the entrance of all the halls in Units 1, 2, 3, and Stern Hall. There are also Community Service Officers (CSOs) located at Foothill and the CKC during evening hours. The Security Monitor is there to assist in the security of the community and to control to control who is allowed into the building. Upon entering Units 1, 2, 3, and Stern Hall, all residents will be required to show their student identification card. When guests visit you in your facility you will be responsible to meet them in the lobby and have them sign in. You also must escort them at all times while in the building and be responsible for their behavior during their visit.

The CKC and Foothill CSO's roam these residential complexes and report safety concerns to residential staff and UCPD.

Security Monitor hours range from 6 p.m. — 3 a.m. depending on the day and location.

Safe and Healthy Relationships

Some of the most important parts of your college life here will be the personal relationships you build. Safe relationships are violated by acts of violence that many students experience or witness during their time at school.

What are these acts? How can you recognize them? And how can you get help to deal with them?

Stalking is one person's unwanted, repeated and prolonged harassment of another person. This can include persistent phone calls, e-mails, persistent following, harassing friends and family members, sending gifts, and threats.

Relationship violence is a pattern of hurtful actions one partner uses to control another in a dating or long-term relationship, with any or all of the following: emotional manipulation, putdowns, yelling, pushing, threats, possessiveness, stalking, hitting and sexual abuse.

Sexual assault is unwanted, forced sexual contact. It includes touching "sexual" areas, fondling, oral sex and rape. Nine out of 10 such acts happen between acquaintances. Stalking, relationship violence and sexual assault affect people of all genders, sexualities, abilities, races, ages, and marital statuses.

Steps you can take:

- *Trust your instincts.*
- *Communicate your expectations from the beginning – decide your personal boundaries and explain them to your partner.*
- *When you are going out, plan ahead – know where you're going, tell a friend your plans, go somewhere public, and carry cash and a cell phone.*
- *If you decide to drink, maintain a buddy system so there is a sober person watching out for you.*

- *Make use of the night escort service. To request an escort, call 642-WALK (9255) 15 minutes before you need the escort (more advanced reservations not accepted.)*
- *Look into available resources and educate yourself on these topics.*
- *Look into self-defense classes to learn basic techniques for defending your personal boundaries.*
- *Talk to your friends about how to have safe, consensual sexual relationships*
- *Finally, understand that none of these actions can prevent you from being abused. They can help you have more control over your college life, and help you watch out for yourself and your friends.*
- *For more information, how you can get involved, or places to seek counseling or help – please see the resources listed below.*

HEALTH AND SAFETY RESOURCES

On campus:

To come in and talk:

Gender Equity Resource Center – (510) 643-5727

Resources, student advocacy/education groups, information on reporting

<http://geneq.berkeley.edu> – 202 Cesar Chavez

University Health Social Services – (510) 642-6074

Confidential counseling and advocacy

www.uhs.berkeley.edu/students/medical/sexualassault.shtml

Office for Prevention of Harassment and Discrimination – (510) 643-7985

Information on reporting sex discrimination offenses, including sexual and violence

<http://ophd.berkeley.edu> – 685 University Hall

For protection:

UC Police Department

Emergency – 911; from a cell phone – (510) 642-3333

Threats Management Unit – (510) 642-6760

<http://police.berkeley.edu>

Campus Night Escort Service – (510) 642-WALK (9255)

Off campus:

Berkeley Police Department – (510) 981-5900

Emergency – 911; from a cell phone – (510) 981-5911

Family Violence Law Center – (510) 208-0225

Counseling and legal advocacy

Bay Area Women Against Rape (BAWAR) – (510) 845-7273

Crisis counseling and advocacy

Taxi Cab Service – (800) TAXICAB • (829-4222)—National dispatch service

Stalking Resource Center

<http://www.victimsofcrime.org/our-programs/stalking-resource-center>

Produced by Cal's Sexual Assault/Sexual Harassment Task Force and supported by Grant No. 2006-WA-AX-0007 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions and recommendations expressed in this publication are those of the authors and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

Megan's Law

Megan's Law is a federal law which mandates that each state develops a procedure for notifying residents of sex offenders residing there.

As part of these procedures, Civil Code Section 2079.10a requires all written leases or rental agreements contain the following notification:

Notice: The California Department of Justice, sheriff's departments, police departments serving jurisdictions of 200,000 or more and many other law enforcement authorities maintain for public access a data base of the locations of persons required to register pursuant to paragraph (1) of subdivision (a) of Section 290.4 of the Penal Code. The data base is updated on a quarterly basis and is a source of information about the presence of these individuals in any neighborhood.

If you have concerns regarding Megan's Law, you can visit the California Office of Attorney General at <http://www.meganslaw.ca.gov>. Click on the tab "Protecting Children & Seniors". Scroll down and on left there will be a Megan's Law tab, click on it and follow the directions. The University of California, Berkeley, is providing this notice in compliance with this requirement. This notice is not intended as a statement or implication that any University facility is susceptible to the activities of or has experienced any problems with sex offenders. This notice is only intended to make the law widely known.

If you have concerns, you can call UCPD at (510) 642-6760. For your information, the campus police department does maintain the information referenced for public viewing.

Protecting Your Belongings

Theft involving personal belongings is the most common crime on college campuses. Protecting yourself against theft should be one of your highest priorities. We strongly encourage you to take the following precautions during your stay:

- *Never leave your room door or windows open or unlocked even when you go down the hallway to visit a neighbor or if you are sleeping inside.*
- *Secure your money and other valuables. Do not leave them visible in your room.*
- *Assist with your facilities' safety procedures and report any non-resident to your residential staff. Do not allow or invite strangers into your facility.*
- *UC Police Department provides engravers for marking personal and University property. Call the Crime Prevention Unit at (510) 643-8988 to reserve and check out an engraver. Many of the Unit Offices also have engravers for check out.*

- *If you own a bicycle, it must be licensed according to California State Law. UCPD, offers a free bicycle registration and licensing to campus affiliates at UCPD by appointments only. For additional information of making an appointment either visit UCPD website at <http://police.berkeley.edu> or call 642-6760 for program information and hours. For bicycle confiscations and releases contact Parking & Transportation at 643-0118*
- *Call the UC Police Department if you need any assistance or witness a crime. The non-emergency number is 642-6760. The residential halls are University property and under their jurisdiction, not the City of Berkeley Police.*
- *For your own protection, remove all valuable personal property (e.g. stereos, computers, etc.) during periods while University housing is closed.*

Bear Walk Service

We encourage you to use one of the Night Safety programs offered by UCPD rather than traveling alone at night in or around the campus. Always travel with a friend.

For escort to your car, public transportation, or University housing, dial 642-WALK and the UC Police Department's BEARWalk Service will provide you with a safety escort. For more information, please visit:

<http://bearwalk.berkeley.edu/>

In cases when you cannot access these services, the following tips may help:

- *plan travel ahead of time with safety in mind*
- *travel with a friend or in a group*
- *be alert and aware of your surroundings*
- *avoid dark, vacant, or deserted areas*
- *use well-lit, frequently traveled routes*
- *dress in clothes that will not hamper mobility*
- *pre-program your mobile phone with the UCPD emergency number, (510) 642-3333.*

If you sense you are in danger:

- *avoid using ear buds and texting so that you can hear and see what is going on around you*
- *move away from the potential threat if possible*
- *join any group of people nearby*
- *cross the street and increase your pace*
- *go to an open business*
- *call 911 from any phone or (510) 642-3333 from a mobile phone*
- *call UCPD Emergency from a campus emergency telephone or blue light phone*

Emergency phones marked by a blue light are located at various points around campus. Use them if you find yourself in trouble or if you notice someone else having difficulty. The University Police Emergency number, 911, is listed on each of these phones.

For more safety resources, please check out:
<http://police.berkeley.edu>

Fire Safety

Fire prevention is of critical importance in a large community environment because so many lives are endangered by accidents or careless actions. Therefore, the following list is an outline of fire safety expectations to keep you and your community safe:

- *Decorations, including decorative fabric wall hangings, must be treated with fire retardant.*
- *Please have this chemical applied before you decorate. Usually, this retardant will not damage the appearance of your hangings.*
- *Posters or any other materials may not be fastened to the ceiling, and should not cover more than one-third of your wall space.*
- *To retard fire, wall hangings should be fastened flat against the wall with no air pockets.*
- *The State Fire Marshal has mandated that posting anything on corridor walls or room doors is prohibited.*
- *Open coil, grease burning, or high heat appliances are not permitted in the residential facilities. This includes hot plates, space heaters, popcorn poppers, and rice makers. Coffee pots which are UL approved are permitted.*
- *Too many electrical appliances plugged into one circuit will overload that circuit and blow a fuse, causing power failure. Should this occur, contact a residential staff or facilities staff member.*
 - Don't overload outlets
 - Don't plug extension cords into each other
- *Candles are not permitted because of the increased fire danger resulting from open flames.*
- *Incense burning is not permitted.*
- *Halogen lamps are not permitted. These lights produce extremely high temperatures.*
- *Paper lamp shades are not permitted.*
- *Non-metal or perforated wastebaskets should not be used in your room, as they are also fire hazards. Use only fire retardant wastebaskets which have been provided.*
- *Barbecues are not allowed to be used in rooms or on balconies.*

Smoke/Fire Detection Systems

Residential fires are the most common fires in the United States, and they claim more lives than any other type of fire.

Smoke and fire detection systems operate in all residential areas. The primary purposes of these detection devices are to notify the Berkeley Fire Department, and more importantly, to wake you in the event of a fire. Most people who perish in fires do so from smoke rather than the fire itself. Smoke detectors are installed for your safety.

Do not play with the smoke/fire detectors! Tampering with the equipment may result in exclusion of involved residents and/or criminal action (Residential Conduct Codes 7A & B). Smoke/fire detectors are on the ceilings of each resident room. Sufficient smoke or excessive heat will sound an alarm within the room. If there is no fire, residents should open the window and fan the smoke from the detector in order to stop the alarm.

Should the smoke remain too long, or should heat within the room reach a certain temperature, a general alarm will sound throughout the facility, alerting all residents to evacuate the building. In this case, the Berkeley Fire Department will respond.

All common areas have detectors, which are independent of sleeping room smoke detectors. Should these be set off by either smoke or fire, the general alarm will sound immediately to evacuate the building.

Fire Sprinkler Systems

Among the many features you will see in most of our facilities are built-in fire protection systems for your safety. One of the built-in fire protection systems is the fire sprinkler system. The system consists of piping and sprinkler heads with water under pressure. In the event of a fire the sprinkler heads are designed to operate when the temperature reaches approximately 135°F.

Care must be taken not to cause the sprinkler heads to go off unnecessarily by hitting the heads, throwing objects such as Frisbees or balls, or hanging items from the sprinklers. This will activate the sprinklers and possibly cause an enormous amount of water damage, as well as summon the Fire Department to a false alarm condition.

Fire Alarm Tamper Covers

Some fire alarm stations are protected with tamper covers. In the event of an actual emergency be aware that:

Pulling the tamper cover to gain access to the fire alarm will activate the tamper alarm. This is a local alarm only and will not report the alarm condition to anyone.

- *You must proceed to pull the lever on the fire alarm. By doing so, the building alarm will sound, enabling the entire facility to be evacuated and will alert UCPD and the Berkeley Fire Department of the activated alarm.*

WarnMe

WarnMe is UC Berkeley's alerting and warning service for students, staff, and faculty. It is activated to contact you when there is an immediate threat to safety or health affecting the campus community. WarnMe can alert you by phone, text message, or e-mail — you choose the best ways to reach you.

To receive WarnMe emergency warnings, you must sign up and provide the university with preferred contact methods (e.g. text message).

WarnMe is part of the campus's emergency communications system. In all emergencies, natural disasters and other crises, information will be posted on the campus home page, berkeley.edu, and on the off-site emergency website at emergency.berkeley.edu. It will also be recorded on the off-site, toll-free emergency number 1-800-705-9998, and broadcast on the campus FM radio station, KALX 90.7 FM.

To sign up for WarnMe, follow the instructions on the campus WarnMe site at <http://warnme.berkeley.edu/>

Residential Area Evacuation Plan

In the event of a fire, earthquake, or other hazard, you should be familiar with evacuation exits. Your residential staff will review the specific evacuation plan for your building at an initial floor meeting. Be prepared to use an alternative exit route if the normal exit route is blocked.

In addition, the campus has an emergency siren system and schedules monthly tests the first Wednesday of the month at 12 noon. When you hear campus warning sirens that are not a scheduled drill, please remember the following:

SHELTER • SHUT • LISTEN!

- Shelter: go inside.
- Shut: shut all doors and windows.
- Listen: call 1-800-705-9998 or <http://emergency.berkeley.edu> or tune into the campus radio station, KALX, 90.7 FM.

Life Safety Instructions

- When you discover a fire, pull the alarm and call 911 (or 642-3333 from a mobile phone) to confirm the Fire Department alert.
- Use an extinguisher with caution and always stay between the fire and the exit. If the fire becomes too large, close your door and leave the building at once. Be sure to wear shoes to avoid cutting your feet during the evacuation. Take your keys with you!
- Evacuate the building immediately. Walk, do not run.
- Do not use the elevator. Use the stairs.
- When smoke or heat is encountered, keep low or crawl to avoid inhaling toxic fumes.
- When the fire alarm sounds, feel your room door to see if it is hot before opening it.
- If the door feels hot or smoke prevents exit, keep your door closed and open a window until rescued.

Do not reenter the building until authorized by the Fire Department.

Tampering with fire safety equipment or refusing to evacuate during an alarm are serious violations of state law and will result in disciplinary action and possible criminal prosecution.

Health Concerns

- If you have special health concerns of which the staff should be aware, please inform your residential staff member. This information will be kept

confidential but is vital in the management of an emergency.

- If you become ill, you may ask your roommate or friend to provide you with an in-room meal during the meal hour.
- If you should contract a communicable disease, you will be required to leave your residence until you are no longer contagious. Limited exceptions to this rule may be made on a case-by-case basis. Under such circumstances, specific procedures will be implemented to minimize the risk of exposure to others.

Sharps Disposal Practice

Sharps are objects that are reasonably anticipated to penetrate or cut the skin. Sharps include, but are not limited to, the following:

- Hypodermic needles
- Scalpels
- Razor blades
- X-acto® blades
- Syringes
- Lancettes

Sharps require special handling, storage and disposal. Sharps disposal containers may be purchased at various retail outlets. Please do your part to keep sharps out of the trash where they might harm custodians, trash handlers and the environment.

For more information, contact Environmental Health and Safety at <http://ehs.berkeley.edu/> or 642-3073.

Earthquakes — What to Expect

What Happens:

- A severe earthquake in the Bay Area will produce violent shaking that will typically last anywhere from five to sixty seconds.
- Be prepared for after-shocks which could be as serious as the initial earthquake.
- The actual movement of the ground in an earthquake is seldom the direct cause of death. Most casualties result from falling objects.
- DO NOT ENTER THE BUILDINGS UNTIL THEY HAVE BEEN STRUCTURALLY EVALUATED!
- If indoors, seek shelter under a table, desk, or bed. If outdoors, stay away from buildings and glass. Distance yourself from any objects that can fall.
- DO NOT USE ELEVATORS!

How To Prepare

- Locate beds, desks, and tables away from windows. Bunked beds are not permitted next to windows. Place mirrors and pictures where falling will cause minimal damage.
- Do not hang stereo speakers, plants, etc., from the ceiling.
- Heavy objects (refrigerators, TVs, stereos, etc.) should be as close to the floor as possible.

- Loose objects (e.g., books) should be secured.
- Keep spaces under tables, desks, counters, etc., clear so you can seek shelter in an earthquake.
- PREPARE AN EMERGENCY KIT THAT INCLUDES FOOD, WATER, PRESCRIPTIONS AND OTHER NECESSITIES THAT WILL HELP YOU BE SELF-SUSTAINABLE FOR 72 HOURS.

After An Earthquake

- Check for injuries. Do not attempt to move seriously injured people unless they are in danger of further injury. If you know first aid, use it.
- Do not use matches, candles, or open flames, as there may be gas leaks.
- Do not operate electrical switches or appliances.
- Do not touch downed power lines.
- Turn on your radio to KNBR (680 on the AM band) for damage reports, information and emergency directions.
- Do not use your telephone except for emergency calls.
- When checking closets and cupboards, open doors cautiously and watch for objects falling from shelves.
- When leaving the building bring your emergency pack with you to the designated Emergency Assembly Area for your Unit. To find the EAA check with your RA or designated signs in your unit.

Missing Persons

UC Berkeley and Residential and Student Service Programs take the welfare of our students very seriously and have the following procedures in place to provide for each student's well-being. If you believe that any member of the campus community is missing or is in any danger, do not hesitate to report it to UCPD immediately.

For your safety:

Each residential student has the opportunity to register the name and contact information of a person that they would like notified if they are found to be missing and can not be located through reasonable outreach and investigation (which is done when you accept your housing contract). Please send an e-mail to reshall@berkeley.edu if you need to update information for such a contact person after accepting your housing contract. (If you are under the age of 18, the University will notify your custodial parent or guardian regardless of who is listed as your emergency contact, as required by the Higher Education Opportunity Act.)

If you are concerned about someone else:

If your fellow resident appears to be missing and 1) you are concerned for the resident's well-being or 2) you haven't been able to make contact with them, contact the resident assistant (RA) on duty or UCPD (510-642-6760).

Once you've contacted the RA, you will be asked for the following:

1. File an incident report with the RA and include:
 - a. the date and time you were last in contact with the resident,

- b. any concern you have for the resident's well-being (Was the resident sad, mad, upset, or hurt the last time you saw/spoke with him or her?)
 - c. any contact information you have for the resident (cell number, family contact information), and
 - d. a description of any attempts you've made to reach the resident and the outcomes of those attempts
2. The RA will contact the Resident Director (RD) on-Duty who will follow-up on the concern. The RD will also attempt to reach the student via phone and e-mail. The RD may also contact UCPD for additional follow-up if necessary. The police may need to speak to you for any clarification they deem necessary for the well-being of the resident.

If you hear from the resident you are concerned about or have additional information after you have filed the Incident Report be sure to call the RA on-duty back and update them.

UNIVERSITY APARTMENTS

University Apartments

There are three different apartments available: Manville Apartments, Ida Louise Jackson Graduate House and Channing-Bowditch Apartments. Our goal is to provide comfortable apartments in an independent living environment that is conveniently located close to campus. The following section is intended to provide you with useful information about apartment living.

Unit 3/MANVILLE APARTMENTS—Graduate Students **2100 Channing Way, Berkeley, CA 94704-2021**

Manville Apartments opened in 1995 and has 132 small, unfurnished, single occupancy studio apartments located three blocks from the southwestern corner of campus at Shattuck Avenue and Channing Way.

Unit 1/IDA LOUISE JACKSON GRADUATE HOUSE— **Graduate Students**

(Jackson House) **2333 College Avenue, Berkeley, CA 94704**

Jackson House opened in 2002 and has 30 fully furnished, shared apartments with 2, 3, 4, 5 and 6 bedrooms located one block from campus.

Unit 1/CHANNING-BOWDITCH APARTMENTS— **Undergraduates**

2535 Channing Way Berkeley, CA 94704

Channing-Bowditch opened in 2004 and has 57 fully furnished, mostly double occupancy, 2 bedroom apartments located two blocks from campus.

ELIGIBILITY REQUIREMENTS

To be eligible to live in University Apartments, all residents must be registered students during each academic semester. This student population is generally continuing students, transfer or graduate students. Priority is given to single

students attending the law school for Manville. Apartments are assigned according to availability with the objective of 100% occupancy. Therefore, some apartments may be assigned regardless of a student's academic status.

All residents must sign a twelve (12) month lease, which is a legal and binding agreement between you and the University. By signing your lease you also agree to comply with the Residential Code of Conduct and the contents of Bear Necessities: Guide to Living on Campus.

The lease and Bear Necessities outline your responsibilities as a resident. Unlike off-campus housing, every apartment resident is agreeing to meet a number of University expectations to fulfill the mission of the institution. Failure to carefully read the materials in the lease and Bear Necessities does not exonerate the student from responsibility to uphold the regulations and guidelines.

Moving In

To confirm your apartment offer, you must accept your apartment lease and pay your \$250 security deposit online by the deadline noted on the lease.

Note for Manville residents only:

Manville residents must call Pacific, Gas & Electric (PG&E) in advance to arrange for electric service at 1 (800) 743-5000.

Checking In

Specific check-in instructions will be e-mailed to you prior to move-in but you will need a copy of your lease or receipt, and identification card to pick up your keys.

Manville residents can pick up their keys at the Unit 3 Office, 2400 Durant Ave., Mon.–Fri., 8 a.m.–5 p.m. Manville Apartments are a part of Unit 3 and the Unit Office is your contact for your questions and concerns about your apartment throughout the year.

Jackson House and Channing-Bowditch residents can pick up their keys at the Unit 1 Office, located at 2650 Durant Ave., Mon.–Fri., 8 a.m.–5 p.m. Please note that your room and apartment is furnished for you. You cannot bring in outside furniture.

Jackson House and Channing-Bowditch Apartments are a part of Unit 1 and this is the Unit Office that you will contact with your questions and concerns about your apartment throughout the year.

Your Apartment Assistant

Each of the University apartment buildings has Apartment Assistants. They are students that live in the buildings and provide programming and support to residents. Apartment Assistant contact information will be posted in the main lobby of each building.

Note for Manville residents only: If a moving company is delivering your furniture, please remember that the Apartment Assistant cannot accept furniture or let movers into your apartment.

Your Resident Director

A Resident Director supervises the staff for the three University apartment buildings. The Resident Director is a full time professional staff member who lives in one of the apartment buildings. You will receive the contact information

for your Resident Director when you move in.

After Moving In

Apartment Condition Report Forms

When you check in you will receive an apartment condition report form. This form alerts us of repairs needed and indicates the condition of your apartment upon move-in. Detailed documentation on this form will ensure that you will not be charged for damages for which you are not responsible. Complete the form and return it to your Apartment Assistant within 24 hours.

Shared Apartment Expectations for Jackson House and Channing-Bowditch

Each student's exclusive rented space is their assigned bedroom. Common areas include the bathroom, living, and kitchen areas. We expect students to communicate effectively with each other to resolve conflicts. Students are required to live independently and are expected to respect each other's privacy and rights. Apartment Assistants are available to assist in any conflicts you experience in the buildings.

FACILITIES

All utilities, basic cable, internet, and landfill/recycling collection service are included in your rent. However, Manville Apartment residents are responsible for the cost of the electricity account setup and the monthly payment of electricity.

Residential Computing Services

Residential Computing supports broadband, reliable network connections throughout the residence halls and campus apartments, including wireless connectivity in dining facilities and many other common spaces, and technology resources in each unit's Academic Center. We ensure that all computers connected to the network meet campus minimum security standards, and we continually work to educate all residents about bandwidth policy, the importance of using legal services to obtain digital media, and about smart and safe use of technical resources.

The Residential Computing staff is available to assist students in registering their in-room connections, troubleshooting desktop, software, and Internet problems, and any other computer related questions residents may have.

If you have any questions regarding Residential Computing Services, please contact Residential Computing at (510) 642-HELP (4357), via e-mail at helpdesk@rescomp.berkeley.edu, or online at www.rescomp.berkeley.edu/support/

Please note that residents are required to abide by all campus policies and state and federal laws when using the University network and computer systems. Please refer to the conduct section for a specific iteration of these policies and guidelines.

Resident Telephone Services

All university housing bedrooms in residence halls and apartments have a mandatory telephone landline connected to the University's telephone network. In accordance with state law, basic telephone service is provided in all rooms.

Active line connections provide emergency 911 access and communications during an emergency. A mandatory phone service fee is charged each semester to all residents living in University housing. This semester charge is billed to your Centralized Accounts Receivables System (CARS) account. Each residence is charged the service fee regardless of how many residents occupy a room.

Basic Resident Room Telephone Service covered by this fee provides the following services: Instant dial tone and ability to receive calls, five-digit campus dialing, unlimited local dialing, access to the emergency number 911 and other emergency services, associated taxes and surcharges, free telephone line repair (dial tone), and access to telephone statements on a secure web site. This service does NOT include long distance service. We recommend students purchase a long distance calling card from a commercial vendor that suits their needs.

Telephone line connection problems should be reported to Communication Network Service repair services at 642-8500. All other questions, regarding such topics as billing and phone line features, should be directed to Residential Telephone Service (RTS).

RTS can be reached by calling 510-642-4625 or by sending e-mail to rts@berkeley.edu. You can visit their at: <http://ist.berkeley.edu/rts/>

Storage Space

There is no storage space at Jackson House and Channing-Bowditch. Manville is the only apartment building with storage space. Residents who want to rent storage space at Manville Apartments may do so at the rate of \$15.00 per month. 26 (4' x 4' x 10') storage lockers are available in the garage located on the first floor. Please contact the Apartment Assignments Office at 642-4109 for an application. Lockers are assigned on a first-come, first-serve basis. You will need to contact the Apartment Assistant in order to access your storage space.

Laundry Facilities

Laundry rooms are located on the 1st floor of each building. The washers and dryers are coin-operated. Additionally, the Cal 1 Card System allows you to add money to your ID card for laundry use. To activate an account for the Debit Card System, go to the Cashiers Desk, 2nd floor, 2610 Channing Way or access the website <http://cal1card.berkeley.edu>.

Custodial Services

In Channing-Bowditch, custodial services are provided twice monthly for the common areas inside apartments, including bathrooms and living room areas. Residents will be notified of their assigned cleaning days. Residents need to prepare for custodial services by removing their personal belongings, like clothes and toiletries from the bathroom floors, bathtub and counter tops. Residents are responsible for cleaning kitchens and individual bedrooms. Jackson House and Manville residents are responsible for cleaning their own apartments on a regular basis. Contact your Unit's front desk if you would like information on cleaning for a fee.

In all of the University apartments, building common areas, including corridors,

study rooms, recreation rooms, lobbies, and stairwells are cleaned Monday-Friday. Although the custodial staff clean common areas, they are not responsible for cleaning excessive mess. Residents are ultimately responsible for cleaning up after themselves. If the custodial staff has to clean any excessive mess, resident(s) found responsible will be charged a cleaning fee. If the responsible residents are not identified, all residents in the apartment suite may be charged equally. Custodial and facilities services staff reserve the right to conduct apartment inspections. Residents will be contacted 24 hours in advance of such inspections.

Maintenance Problems

Manville residents report maintenance problems at the Unit 3 Unit Office. You can also e-mail maintenance problems to u3admin@berkeley.edu or call 510-642-5391.

Jackson House and Channing-Bowditch residents report maintenance problems at the Unit 1 Unit Office. You can also e-mail maintenance problems to u1admin@berkeley.edu or call 510-642-3141.

Lockouts

Residents who are locked out during the hours of 8:00 a.m. – 5:00 p.m., Monday – Friday will have to go to their Unit Office to obtain a temporary key.

On weekends, University holidays and between the hours of 5 p.m. – 8 a.m., residents should contact the Apartment Assistant(s) for your building or contact the Apartment Assistant (AA) on duty. Residents with excessive lockouts will be entered in the conduct system. Please see the Residential Code of Conduct for more information on excessive lockouts.

Key Replacement

If you lose your key, you must inform your Unit Office so that locks can be changed. There is a \$75.00 charge for Manville Apartments, Jackson House and Channing-Bowditch.

Mail Services

The U.S. Postal Service delivers mail directly to the buildings. Your room key will access your mailbox. Your mailbox corresponds to your apartment number and is located on the first floor of each building (Jackson House mailboxes are located outside the front entrance of the building). Jackson House and Channing-Bowditch residents share a mailbox with the other residents in your apartment.

The local post office is the Sather Gate Station at 2515 Durant Avenue.

Package Delivery

Jackson House and Channing-Bowditch residents can pick up packages from the Unit 1 Unit Office. A package slip will be placed in your apartment's mailbox and you will need to go to the Unit 1 Unit Office for pick-up, Monday – Friday, 8 a.m. – 7 p.m., and Saturday, 10 a.m. – 5 p.m. You will need to show your student identification and sign for the package.

Manville residents can pick up packages from the Unit 3 Unit Office. A Unit 3 Office clerk will send you an e-mail (to the e-mail address listed with Housing)

to inform you that you have a package. You will need to go to the Unit 3 Unit Office for pick up, Monday–Friday, 8 a.m.–7 p.m., and Saturday, 10 a.m.–2 p.m.

You will need to show your student identification and sign for the pack

If you are expecting a package please let the unit staff know so they can best serve you. In order for the Unit 3 office to identify packages for Manville residents, your packages must be labeled with the following address (next page):

(Your Name)
Manville Apartment #
2400 Durant Ave.
Berkeley, CA 94704-2021

Manville residents can also receive their own packages by being physically present in the building.

University Apartments Parking

Channing-Bowditch and Jackson House

Mailing address for Manville:

(Your Name)
2100 Channing Way
(your apartment number)
Berkeley, CA 94704-2021

Mailing address for Jackson House:

(Your name)
2333 College Ave
(your apartment number)
Berkeley, CA 94704-1773

Mailing address for Channing-Bowditch:

(Your name)
2535 Channing Way
(your apartment number)
Berkeley, CA 94704-5795

There is no assigned parking for automobiles, motorcycles or mopeds at Jackson House or Channing-Bowditch.

Manville

Manville has a very limited number of parking spaces available. The Assignments Office assigns the nine automobile spaces and two disabled spaces, plus the three motorcycle spaces located in the garage on the 1st floor of the building. Priority is given to disabled tenants, followed by tenants with medical, academic and job-related needs. To apply for a Manville parking space, you will first need to get on the waiting list. Call the Assignments Office at (510) 642-4108.

Campus Parking Spaces

Remember that there may be campus parking available. To apply for a student parking permit, fill out an application in person at the Parking and Transportation Office, 2150 Kittredge Street, (510) 643-7701. You can also access their web page: <http://pt.berkeley.edu>.

Bicycle Parking

Bicycle parking is available at no charge in all University apartments.

GENERAL INFORMATION

Rent

Your rent is based on the apartment and its amenities (see your lease). Your rent is due on the first of each month and is considered delinquent after the 15th of each month. You will be charged a \$20 fee on accounts that are 30 days delinquent and an additional \$25 for payments that are 60 days delinquent, until the account is fully paid.

A processing charge will be assessed if your check is returned by the bank. Returned checks not redeemed within 30 days of notification may be subject to legal proceedings in accordance with California statutes. If you have difficulty making payments on your account, contact the Billing and Payment Services office at (510) 642-3190 to request a deferment.

If your rent is delinquent, you will receive a Three Day Notice To Pay Rent Or Quit. This notice is sent by the Apartment Assignments Office and is the first step in the eviction process. If you receive this notice, you must pay your rent immediately by cash, cashiers check or money order at the Housing Cashiers Office, 2nd floor, 2610 Channing Way.

Personal checks will not be accepted for delinquent accounts. If you fail to respond to the Three Day Notice, you will be considered an “unlawful tenant” and your case will be referred to the University General Counsel for court proceedings.

Campus Accounts Receivable System (CARS)

CARS is a centralized billing system consolidating all University charges, payments, financial awards, refunds, emergency loans and deferments into one account. CARS is managed by Billing Services located at 192 University Hall. Your CARS account number is the same as your Student Identification Number (SID). Each month you will receive your CARS statement reflecting registration fees, housing rent, payments, financial awards, emergency loans and miscellaneous charges.

The housing rent portion of your CARS statement includes your monthly rent plus any fines (late payments, returned checks) and charges (key replacement, damage to the apartment). Your rent account must be paid in full each month by check or money order payable to “UC Regents.” You can pay your CARS/rent bill by mail or in person at the Housing Cashiers office.

Leases

Applicants must sign a 12 month lease. Twelve month leases typically begin in mid-August and expire on July 31st. All campus apartments work on a twelve month lease period, with start and end dates subject to change.

Twelve month lease residents pay a special summer rate on all apartments for the months of June and July.

Subleasing

Residents living in Manville, Channing-Bowditch and Jackson House may NOT sublease their apartments.



TRANSFER, CANCELLATION

Transfer Requests

If you wish to transfer to a different apartment, you must submit a written request to the Assignments Office, 2nd floor, 2610 Channing Way. Transfer requests will be placed on the regular waiting list in chronological order. If you have extenuating circumstances that require an immediate transfer, you must submit a letter of explanation and documentation with your transfer request. The University reserves the right to deny a transfer request or transfer you to the next available apartment upon short notice.

Cancellation Requests

To request cancellation of your lease, you must submit a *Request to Intent to Vacate Form* written request with any supporting documentation to the Cal Housing Assignments Office. The cancellation of your Lease Agreement will be approved **ONLY** for the following reasons:

1. Withdrawal, dismissal, or leave of absence from the University for verified academic or medical reasons. Appropriate documentation must be submitted in all cases.
2. Marriage or pregnancy after execution of the Lease Agreement and upon presentation of official verification to Cal Housing Assignments Office. Requests for cancellation will not be considered (or approved) until both the written request and any supporting documentation have been received by the Cal Housing Assignments Office.

PLEASE NOTE: Even if your request is approved, you still must give 30 days notice, and will be responsible for the rent until the end of the 30 days, unless we are able to find a replacement.

If your request is NOT approved, you will want to give as much advance notice as possible, so we can try to fill your space. You **WILL** be responsible for the rent until the end of your lease term, unless we are able to find a replacement.

In the event that your cancellation request was not granted, you may submit a written appeal with supporting documentation to the Housing Assignments Appeals Board. Documentation is to be received by the Cal Housing Assignments Office no later than 12 noon the Friday prior to the upcoming Board meeting. Board meetings are held the 2nd and 4th Wednesday of each month. For more information about the Appeal process, please visit our website (www.housing.berkeley.edu/livingatcal) or call the Cal Housing Assignments Office.

CAL DINING

Cal Dining has plenty of options for those living in the apartments. Below are the meal plan options. Visit our web site for meal plan details, hours, locations, menus and more: <http://caldining.berkeley.edu>.

Non-resident meal plans [for students not living in the residence halls]

Blue Plan: 1300 points per academic year, 650 per semester [1200 standard points + 100 bonus points] \$1200 per academic year/ \$600 per semester

Gold Plan: 1850 points per academic year, 925 per semester [1700 standard points + 150 bonus points] \$1700 per academic year/ \$850 per semester

Platinum Plan: 2400 points per academic year, 1200 per semester [2200 standard points + 200 bonus points] \$2200 per academic year/\$1100 per semester



UC Berkeley Academic Calendar

<http://registrar.berkeley.edu/CalendarDisp.aspx?terms=current>

Cal Athletics, sports schedules

<http://www.calbears.com/>

California