Dear Student:

On behalf of Sacramento State, I would like to welcome each of you to the University and our residence halls. For many reasons, your decision to live on campus is an excellent one. First, by living on campus, you have the convenience of all the University resources at your fingertips. Second, the Residential Life Program affords you many opportunities to explore new ideas, novel experiences and diverse perspectives while living cooperatively with others. Finally, as an on-campus student, you represent the essence of our University’s vibrant campus life.

Being a member of the residence hall community will enhance your personal development and help you establish lifelong friendships. I urge you to take advantage of the programs, activities and services available. Let the staff know how they can be of assistance to you. We want your time in the residence halls to be positive and rewarding.

Sincerely

Dr. Edward Mills
Interim Vice President for Student Affairs

Dear Resident:

On behalf of the staff at California State University, Sacramento, Housing and Residential Life and the Division of Student Affairs, we wish you a warm welcome. We are glad you are here!

All of us look forward to the opportunity to become acquainted and assist you in the completion of a rewarding and successful career at Sacramento State and in the residence halls. You will find the Housing staff all work together to provide you with an environment that is supportive and comfortable. Each member of our staff is trained to assist you throughout the academic year as well as provide referrals to campus resources.

This handbook is published with your needs in mind. We encourage you to take the time to read through the handbook as it contains Departmental Policies and Procedures and answers many of the questions you may have while a resident and a student at Sac State. If you have any questions please seek out any staff member. They will be glad to assist you.

Again, welcome, and have a wonderful and memorable year.

Sincerely,

Michael Speros
Director of Housing and Residential Life
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DIRECTORY

QUICK REFERENCE NUMBERS

Area Code: (916)

HOUSING AND RESIDENTIAL LIFE

Main Office ......................................... 278-6655
Fax ..................................................... 278-5772
Technology Services ............................... 278-2555

WEBSITE

csus.edu/housing

EMAIL

housing@csus.edu

OFFICE MAILING ADDRESS

Sacramento State
Housing and Residential Life
6000 J Street
Sacramento, CA 95819-6067

OFFICE LOCATION

Sierra Hall, First Floor

OFFICE HOURS

8 a.m. – 5 p.m.

DINING COMMONS

Office .................................................. 278-6971

CAMPUS PHONE NUMBERS

Outreach Admissions and Records .................. 278–3901
Academic Advising Center .......................... 278–6351
Associate Students, Inc. (ASI) ....................... 278–6784
Athletics, Intercollegiate ............................ 278–6481
Career Center ......................................... 278–6231
Financial Aid ......................................... 278–6554
Global Education ...................................... 278–6686
Honors Program ...................................... 278–2804
Hornet Bookstore ..................................... 278–6446
Learning Skills Center ............................... 278–6725
Library .................................................. 278–6926
Multi-Cultural Center ............................... 278–6101
One Card Center ...................................... 278–7878
Peak Adventures ...................................... 278–6321
Pride Center .......................................... 278–8720
Safe Rides ............................................ 278–7923
Student Health and Counseling Services ............ 278–6461
Student Organizations and Leadership .............. 278–6595
Women’s Resource Center .......................... 278–7388
The Well ............................................. 278–9355

EMERGENCY RESPONSE

Call the Public Safety/University Police
Using a campus phone — Dial 911
Using a non-campus phone — Dial (916) 278-6851

SAC STATE
HOUSING
AND RESIDENTIAL LIFE
HOUSING AND RESIDENTIAL LIFE MISSION AND GOALS

The mission of Sacramento State’s Office of Housing and Residential Life is to provide a welcoming and stimulating environment that prompts students to participate in co-curricular activities that promote life and leadership skills, social responsibility, and academic success.

HOUSING GOALS

• Provide affordable, comfortable, clean, and well-maintained facilities where students not only “live”, but also “learn” as they pursue their curricular and co-curricular goals
• Create structured opportunities for students to develop life and leadership skills, while helping them clarify and enact values related to civility, global citizenship, and social responsibility
• Build an environment that helps students understand themselves and others while celebrating the value of human difference
• Serve as effective, efficient, and transparent stewards of the fiscal resources generated via the Housing revenue fund
• Provide technological services and products that foster student learning and staff productivity

HOUSING AND RESIDENTIAL LIFE STAFF

Housing and Residential Life is committed to carrying out the mission and goals of the department. The Housing and Residential Life program is divided into the following areas: Residential Life, Facilities Operations, Conference Services, and Administrative Operations. Dining Commons staff is employed by a campus partner, University Enterprises, Inc. The administrative offices for Housing and Residential Life are located in Sierra Hall, (916) 278-6655. Dining Commons staff offices are located in the Dining Commons, (916) 278-6971.

RESIDENCE LIFE COORDINATOR

Residence Life Coordinators (RLCs) are full-time, post masters or post bachelor’s degree live-in professional staff members who supervise the operation of one or more residential buildings. These individuals oversee the coordination of building programs, community development, behavior and conduct, administration, and other activities. RLCs work with their Resident Advisors to promote a community environment conducive to a positive and educational living experience for residents. The Residence Life Coordinator for a specific building may be contacted via the front desk of that building.

RESIDENT ADVISOR

Resident Advisors (RAs) are peer student staff members who live on and are assigned to particular floors of the residence halls. There are generally six to ten RAs per building. RAs are the primary resource for residents for information and assistance with Sacramento State and Residential Life policies and procedures. RAs work in conjunction with Residence Life Coordinators to help create an environment in which residents play an active role in the development of the housing community. Resident Advisors may be contacted either at the front desk, in their rooms, or by calling the appropriate duty phone number listed at all front desk areas.
RESIDENCE HALL OCCUPANCY DATES

Please utilize the schedule listed below to determine when the residence halls will be open. Residents may leave their belongings in their room during break periods.

**August 29**
Residents MOVE-IN for fall semester.

**September 2**
Instruction begins.

**November 27 – November 28**
Campus closed for Thanksgiving Holiday. Students may stay in their buildings during this period. No meal service available until Monday, December 1, 2014, when instruction resumes.

**December 19, 8 p.m.**
Halls close for Winter Break. Students must leave the residence halls during this break period.

*Campus closure: Residence halls will be closed December 19, 2014, to January 4, 2015. Students are not permitted in the residence halls during this period.

Winter Intersession: If there is space available (Sierra Hall and American River Courtyard ONLY), residents may obtain use of room space during Winter Break for an additional fee listed below:

*Winter Intersession
January 4 – 23  ............................................... $380

**March 20, 8 p.m.**
Spring Break begins. Residents may stay in their buildings during this period at no additional cost. No meal service available during the break period

**March 29**
Spring Break ends.

**March 30**
Spring Semester classes resume

**March 31**
Cesar Chavez Holiday observed. No classes. University offices closed.

**May 22, 8 p.m.**
Last day of final examinations. Students must be checked out by 8 p.m.

**January 23, 8 a.m.**
Students may begin moving into their residence hall for Spring Semester. Instruction begins on Monday, January 26th, 2015.
HOUSING LICENSE AGREEMENT

It is very important that residents read and understand all information associated with their on-campus Housing License Agreement (contract) and payment plan obligations. Information is available on the housing website at csus.edu/housing. In addition, residents may view outstanding debts owed to the University online through My Sac State. Residents may also contact the Housing and Residential Life Office with any questions they may have regarding this information.

Resident’s Housing License Agreement (contract) is for the entire academic year and may be terminated only under the terms stated in the agreement. Any action taken that does not comply with the terms and conditions of the License Agreement could cause a hold on residents’ access to important services, including dining services, and access to grades, transcripts, and registration. Please contact the Housing and Residential Office with any questions regarding the Housing License Agreement.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Please note that due to the Family Educational Rights and Privacy Act (FERPA), Housing and Residential Life Staff are not able to discuss a resident’s housing record with anyone other than the resident. If a resident wishes to allow Housing and Residential Life to discuss confidential information as protected under FERPA regulations with another individual such as a parent or guardian, the resident must designate the individual(s) on their housing application, or have a valid Authorization To Release Information Form on file with the Housing and Residential Life Office. This waiver will designate the individual(s) to whom information can be released. Authorization waivers will be valid for the current academic year only; new waivers must be filed with the Housing Office for each academic year that a resident resides on-campus. Residents may revoke this authorization at any time. Housing Authorization To Release Information waiver forms are available from the Housing and Residential Life Office.
HOUSING PAYMENT INFORMATION

• Residents are responsible for making housing payments on or before due dates listed in published payment schedule.
• Amounts due will be dependent on room type assignment and meal plan choice.
• The Housing and Residential Life Office does not mail individual invoices for installment payments. Please mark due dates on your calendar and make payments accordingly on or before those dates.
• All payments must be receipted to student’s University account by published due dates. Debts not paid on time are subject to a $25 late fee and a meal card hold until payment is made. There is no payment grace period to avoid late fee. Please make payments promptly.
• Please see next page for payment methods, locations, and instructions. Payments are not accepted in the Housing and Residential Life Office in Sierra Hall.

HOUSING AND FINANCIAL AID

Financial Aid funds can be utilized toward most housing room and board installment payments. However, the $175 application installment must be paid with a student’s personal funds. Financial Aid cannot be used for the Installment #1 $175 payment.

If a student is expecting financial aid to be used toward other housing payments (such as Installments #2 – #8), the student must have received an official award notification, and the student’s acceptance of awards must be posted to his or her student account. If a student wishes to use financial aid awards for housing installment payments (other than the $175 Application Installment), but funds have not yet been posted to the student’s account, he or she must contact the Housing Office prior to each installment due date and complete deferment request and loan verification form(s) as necessary. Financial Aid award disbursements always pay University tuition and fees first. Any remaining financial aid funds may be used for other debts such as housing installment payments.

If a student is not eligible for a Housing deferment based on his or her financial aid award, or does not have sufficient award funds remaining, he or she is responsible for paying these debts by the due date using personal funds.

Please note that VA benefits and Federal Work Study awards cannot be used to defer installment payments. Approved Parent PLUS loans must be verified as complete by the Financial Aid Office before they can be used to defer installment payments. An award verification form may be obtained in the Housing Office.
# HOUSING PAYMENT OPTIONS AND INSTRUCTIONS

<table>
<thead>
<tr>
<th>Payment Option</th>
<th>Location</th>
<th>Payment Types Accepted</th>
<th>Instructions / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ONLINE</strong></td>
<td>My Sac State Student Center my.csus.edu</td>
<td>• Credit Cards: MasterCard, Visa, American Express (2.9% Convenience Fee)</td>
<td>• Log on to My Sac State</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• E-check and Debit Card ($5 flat Convenience Fee)</td>
<td>• Access &quot;Student Center&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Select “Account Inquiry”</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Click “Make an Online Payment”</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Print proof of payment if desired</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE—Payment before class registration:</strong> Before a student registers for classes, his or her online charges may only be viewable by clicking on the Make an Online Payment button. After students have registered for classes, charges may be viewed in the Account Inquiry section of the student’s My Sac State account.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MAIL</strong></td>
<td>Sacramento State Student Financial Services Center 6000 J Street, Lassen Hall 1001 Sacramento, CA 95819-6010</td>
<td>• Check</td>
<td>• Include student name, Sac State ID (9 digits) and designate that the payment is a housing payment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Money Order / Cashier’s Check (made payable to California State University, Sacramento)</td>
<td>• Allow extra time so that payment is posted to student’s account on or before the due date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Postmarks cannot be used to avoid potential late fees</td>
</tr>
<tr>
<td><strong>IN-PERSON</strong></td>
<td>Student Financial Services Center Lassen Hall, Room 1001 (first floor, near main entrance Office Hours: Mon.-Fri. 9 a.m. – 5 p.m.)</td>
<td>• Check</td>
<td>• Credit card must be physically present</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Money Order / Cashier’s Check</td>
<td>• Payer must be authorized to sign for card</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cash (in person only)</td>
<td>• No payments by fax or phone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Credit / Debit Cards (MasterCard, Visa)</td>
<td>• Summer hours may vary</td>
</tr>
<tr>
<td><strong>DROP BOX AFTER-HOURS</strong></td>
<td>Student Financial Services Center Lassen Hall, Room 1001</td>
<td>• Check</td>
<td>• <strong>NO CASH ACCEPTED IN DROP BOX</strong></td>
</tr>
</tbody>
</table>
Sacramento State’s housing complex accommodates nearly 1,700 students and consists of five three-story residence halls and one four-story apartment-style suite building. All on-campus housing facilities are located on the northeastern side of the University surrounding a central Dining Commons and quad area. Each building has study rooms, kitchen area, computer lab and laundry facilities. Each residence hall also has a recreation room complete with pool table, table tennis, vending machines, and big screen television. Additionally, each hall operates a front desk where residents may get general information, pick up packages, submit maintenance work orders, and check out recreational and cleaning equipment. Resident mailboxes are also located in each building.

Sacramento State’s “traditional” residence halls are primarily designated for first-year residents; however, upper division students may also live in Sierra or Sutter Halls. The American River Courtyard primarily houses students who have sophomore or above class-level status, and eligible first year students who are 20 years or older or have completed at least 22 units by the time they move on to campus.

**DRAPER HALL AND JENKINS HALL**
- Three-story residence halls, each housing approximately 200 residents
- Room Types: Double, Super Single
- Co-ed buildings with separate male and female wings with community bath facilities
- Primarily houses first year students

**DESMOND HALL**
- Three-story residence hall housing approximately 250 residents
- Room Types: Double, Double Deluxe and Super Single
- Co-ed floors with separate male and female community bath facilities; Deluxe Double rooms have private bathroom shared by the residents of that unit
- Primarily houses first year students

**SIERRA HALL AND SUTTER HALL**
- Three-story residence halls, each housing approximately 200 residents
- Room Types: Double, Single, Super Single and Triple
- Co-ed floors with separate male and female community bath facilities
- Three theme floor communities in Sutter Hall: Wellness and Healthy Lifestyles, Leadership and Service, and Global Awareness
- Houses students at all class levels

**AMERICAN RIVER COURTYARD**
- Four-story building that consists of apartment-style suites housing approximately 600 residents
- Awarded LEED Gold Certification for energy-efficient and environmentally-conscious design
- Unit Types: 2x2 Suites, 2x2 Apartments, 5x2 Suites, 4x2 Suites and Studios
- Bath facilities are located in each suite and shared by suitemates within that unit
- Houses sophomores, juniors, seniors, graduate or post-baccalaureate, and first year students who are 20 years or older by the date of application, or first year students with a minimum of 22 units completed by move-in date
RESIDENT CAMPUS ADDRESS
AND MAIL SERVICES

CAMPUS ADDRESS AND MAIL SERVICES
Mailboxes are located on the first floor near the desk area of each building. Housing and Residential Life staff encourage residents to check their mailbox regularly for mail, special notices, and program information. Mail is delivered to the mailboxes daily, except on Sundays, holidays, and periods when the halls are closed for vacation.

Note that overnight and express mail is delivered on weekdays only. Residents may purchase stamps at the Hornet Bookstore, the ASI Business Office cashier’s window (University Union), or at post offices or local grocery stores.

To avoid delays in mail service, make sure that the sender is using a resident’s correct mailing address, and that mailed items include the resident’s name on the letter or package.

If residents are anticipating important mail during the break periods, residents are advised to inform the sender of their temporary break address.

Please see examples of Residence Hall addresses below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address Details</th>
<th>City</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Student</td>
<td>Sutter Hall, Room # 203A</td>
<td>Sacramento</td>
<td>95819-2633</td>
</tr>
<tr>
<td>Jane Student</td>
<td>SUTTER HALL, Room # _ Side A or B</td>
<td>Sacramento</td>
<td>95819-2633</td>
</tr>
<tr>
<td>Jack Student</td>
<td>SIERRA HALL, Room # _Side A or B</td>
<td>Sacramento</td>
<td>95819-2634</td>
</tr>
<tr>
<td>Jill Student</td>
<td>DRAPER HALL, Room # _ Side A or B</td>
<td>Sacramento</td>
<td>95819-2635</td>
</tr>
<tr>
<td>James Student</td>
<td>JENKINS HALL, Room # _ Side A or B</td>
<td>Sacramento</td>
<td>95819-2637</td>
</tr>
<tr>
<td>Jennifer Student</td>
<td>DESMOND HALL, Room # _ Side A or B</td>
<td>Sacramento</td>
<td>95819-2638</td>
</tr>
<tr>
<td>Joe Student</td>
<td>American River Courtyard, Suite #_ Side A, B, C, D, E</td>
<td>Sacramento</td>
<td>95819-2600</td>
</tr>
</tbody>
</table>

If a resident is granted a room change, he or she should notify friends and other contacts. Residents also are advised to log into My Sac State to update their local address in their University records.
ABOUT
The Residence Hall Association (RHA) is the student government organization representing students that live on campus at Sacramento State, and working to help meet their needs. Representing over 1600 students, RHA is one of the largest student organizations at Sac State. RHA makes policy recommendations and provides a variety of programming throughout the year to help enrich the on-campus living and learning experience of residents. RHA focuses on providing opportunities for students to interact and meet new people, and welcomes and encourages anyone living on campus to attend RHA events and RHA General Body Meetings (see hall staff for meeting days and times).

MISSION
The Residence Hall Association (RHA) at Sacramento State advocates for the interests and welfare of residence hall students, and to provide opportunities for their personal growth and development. RHA is committed to developing leadership, honoring diversity, recognizing achievement, as well as stimulating engagement and involvement among students who live in the residence halls.

GET INVOLVED—BECOME A HALL REPRESENTATIVE!
Hall Representatives serve as the student voice and are voting members of RHA.

Serving as a Hall Representative is a great way to get involved on campus, develop leadership skills, and become an engaged member of the campus community. For more information about getting involved as a Hall Representative, contact sacstaterha@csus.edu.
UNIVERSITY AND RESIDENCE HALL
COMMUNITY LIVING
COMMUNITY LIVING
The community of the residence halls consists of all the residents as well as the live-in staff in each building. Everyone must work together to create the kind of community that provides a positive, intellectually and socially engaging environment.

Your contribution to the residence life community begins the minute you move on to campus. How you get involved in activities and how you interact with other residents influences the direction that the community takes.

COMMUNITY EXPECTATIONS
Living in a community requires shared responsibility and respect for one another. You need to assist in setting and maintaining sound community standards. As part of this process, you need to be cognizant of your own behavior and how it may impact the community.

You alone are ultimately responsible for your actions.

In this community setting, harassment, bigotry and denigration of individuals is not acceptable.
LIVING WITH A ROOMMATE OR SUITEMATES

While living in the residence halls—and perhaps on your own for the first time—you will not only be exposed to new personalities, attitudes and lifestyles, but to a host of unfamiliar challenges. You and your roommates do not have to be “best friends,” but you should have a positive attitude toward them, treat them with respect, be open-minded about them, and try your best to accept them as they are—and encourage them to do the same for you.

Communication and compromise are very important when living with a roommate. It is easy to feel isolated at times, so make sure that you are communicating with your roommates. Do not fall into the all-too-common trap of merely living together and not really interacting. Discuss early on who is going to be responsible for what.

Living with someone else means being willing to work through conflicts together, sometimes doing more than what you think is your share of the work, or just being extra patient when necessary. Remember to take the “high road” when you can and make sure you keep those lines of communication open.

TIPS ON LIVING WITH A ROOMMATE OR SUITEMATES

- Make your first encounter a positive one. Remember, first impressions are very important.
- Get acquainted. Try to find out about your roommate’s background and interests (hometown, hobbies, high school activities, friends).
- Find out each other’s habits — especially sleep. You will need to decide jointly on study and sleep hours.
- Remember to compromise.
- Treat your roommate(s) as equals. Don’t give orders, make unreasonable demands or expect favors. Try to put yourself in the shoes of your roommate.
- Respect your roommate’s right to privacy.
- Respect the efforts of others to study.
- Create a “sharing policy”. Ask to use your roommates property before taking liberties. Respect your roommate’s belongings. Always lock your door and take your key and fob with you.
- Evaluate your own habits before complaining about your roommate’s habits.
- Discuss visitation—both weekday and weekend. Refer to our “Guest Policy.”
- Talk about any disagreements you have with your roommate as soon as possible.
- Remember the key to living together is communication. Share honest feelings, listen to each other, and be willing to compromise. Give the same respect, consideration and understanding you would want for yourself.

ROOMMATE OR SUITEMATES RIGHTS

All residents have the right to:

- Feel free from fear, intimidation and physical or emotional harm
- Personal privacy
- A clean living environment
- Have their opinions treated with the same respect and consideration as anyone else’s
- Expect reasonable cooperation
- Expect that any and all disagreements will be discussed in an atmosphere of openness and mutual respect, and that it is acceptable, when either roommate feels it is necessary, to involve a residence hall staff member in such a discussion

ROOMMATE CONFLICTS: CONFRONTATION, COMMUNICATION, MEDIATION

The Office of Housing and Residence Life offers a number of resources to students facing roommate conflicts. Please read through the following information on Roommate Confrontation, Communication, and Mediation. If you feel you need further advice on how to proceed with the situation, you should speak with your RA.

CONFRONTING YOUR ROOMMATE

Communication sometimes breaks down and you may have to confront your roommate with an issue that one of you has with the other. If this happens, it is helpful to have some idea how you are going to go about it.
HOW TO TELL THERE MIGHT BE AN ISSUE
(If your roommate doesn’t tell you straight out):

• Your roommate may not want to talk to you, may leave the room when you enter, or may be complaining to friends about you.
• Your roommate may become annoyed with you over seemingly insignificant things.

If you start to notice these things, you should not ignore them. There is a better chance of a conflict being worked out amicably if the problem is addressed early.

HOW TO ADDRESS THE ISSUE:

• Approach your roommate in private.
• Confirm that this is a good time for both of you to talk. If one of you feels rushed or blindsided, the communication will be less effective.
• Be direct. Discuss the issue with regard to behaviors rather than personality traits. This tactic is less likely to put your roommate on the defensive. (That means you should say something like “It really annoys me when you leave food around the room,” rather than, “You’re a lazy slob.”)
• Be patient. Listen to your roommate and remember that there are two sides to every story.
• Revisit your roommate contract. You should have it posted in the room. Which of your guidelines are working and which of them need to be reconsidered?
• Remember that a solution will probably be somewhere in the middle.

COMMUNICATING WITH YOUR ROOMMATES

Most roommate conflicts are the result of miscommunication or a lack of communication. If you can communicate effectively, it will be much easier to develop a comfortable living environment for yourself and your roommate.

These tips should help you communicate in a healthy way with your roommate:

• Talk to your roommate directly when something is bothering you. Don’t discuss it behind his or her back; doing so can breed bad feelings, and cause a breakdown in trust.
• Be direct. Be clear about what is bothering you. If you don’t tell your roommate that there is a problem, he or she won’t be able to do anything about it.
• Remember that there are two parts of successful communication: talking and listening. Neither part is effective without the other.
• Try to create a win-win situation. Evaluate the needs of both sides before a solution is proposed, and make sure the solution is acceptable to both parties. This will lead to a much higher chance of the conflict being resolved.
• Respect each other’s differences. Every individual has different values, lifestyles, expectations, and communication styles. Get to know each other and establish common ground. It is easier to solve a problem with a friend than a stranger.

Remember, if you are upset with your roommate, chances are that they are upset with you as well. Being involved in a dialogue means that you need to be able to listen and give everyone involved a chance to speak. Learning to accept valid criticism will help you communicate with and live with your roommate.

ROOMMATE MEDIATIONS

In difficult discussions, such as roommate conflicts, it can be helpful to have an unbiased third party to help mediate the discussion. Our Resident Advisors can help. If you find that you and your roommate are having difficulty resolving your conflict, you should approach your RA to arrange mediation.

HOW MEDIATIONS WORK:

• Contact your RA, either by email or in person, to explain the situation and to request mediation.
• Your RA will contact all roommates to find a time that works best for everyone. It is very important that you allow enough time for each person to express themselves and to come up with a solution.
• Your RA will give each person a chance to be heard, and they will encourage a solution that is beneficial to all parties.
• Your RA will bring your roommate contract as a reference. If you have updated your roommate contract since move in, it will be helpful to provide your RA with an updated copy before the mediation.
• Some roommate conflicts require a number of mediations before they find a solution. In other cases, you may find that the situation is not working even after you and your roommate have made an honest attempt at mediation. In those cases, and only in those cases, a room transfer may be the best answer.
• Roommates that are threatening, hostile, or who refuse to engage in the mediation process will be moved.
The provisions of Sections 41301 and 41302 of Title 5, California Code of Regulations, which relate to student conduct on campus, are applicable to the residence halls. A copy of the regulations may be found at csus.edu/student/osc. Residents not in compliance with residence hall and Title 5 regulations may be subject to University disciplinary action. It is your responsibility as a student of the University to educate yourself on these regulations.
UNIVERSITY AND RESIDENCE HALL CONDUCT

The provisions of Sections 41301 and 41302 of Title 5, California Code of Regulations, which relate to student conduct on campus, are applicable to the residence halls. A copy of the regulations may be found at csus.edu/student/osc. Residents not in compliance with residence hall and Title 5 regulations may be subject to University disciplinary action. It is your responsibility as a student of the University to educate yourself on these regulations.

As adults, you are responsible for your behavior and accountable for your actions. You are expected to use common sense and behave maturely and responsibly while residing in the residence halls and attending the University. All residence hall students are responsible for adhering to policies stated in the License Agreement and the Guide to Residential Life Handbook. Policy violations could result in disciplinary sanctions including revocation of your License Agreement without refund.

You must take into account the densely populated environment of the residence halls. Thus, individual freedom is limited when it infringes on another’s rights. With this in mind:

As a residence hall student at Sacramento State you are encouraged to think and act for yourself; however, we also expect you to understand that the Housing and Residential Life office has non-negotiable values in which it strongly believes. These values include: Respect, Civility, Citizenship, and Individual and Social Responsibility. These values are the hallmark of the department and will be protected diligently. Each resident has the right and ability to make decisions about his or her own conduct. Just as importantly, each resident has the responsibility to accept the consequences of those decisions. When an individual’s behavior conflicts with the values of Housing and Residential Life, he or she must adapt his or her behavior to meet the needs of the community, or leave the residence halls. Carefully considering that particular choice—the conscious choice whether to be a part of a community, whether to change his or her behavior to fit the community’s standards—helps each person define who he or she is in the community, and in society at large. It can be a formative choice for you with far-reaching implications, and should not be taken lightly.

THE STUDENT CONDUCT PROCESS

As indicated in the code of conduct, “Any conduct which violates University and housing policies or regulations may subject a student to disciplinary action.” All conduct cases are handled by the University Conduct Officer or his or her designee and follow the procedures outlined in Executive Order 1073 calstate.edu/eo/EO-1073.html. In the housing department the Coordinator for Residence Hall Conduct is the staff person overseeing the conduct process. However, the Director of Housing, Senior Associate Director, Residential Life and Residence Life Coordinators are all informal hearing officers. Violations of University Policy and/or Housing and Residential Life Policy will generally be handled by the Housing and Residential Life Office. Incidents involving repeated violations or potential dismissal or expulsion from the University are forwarded to the University Student Conduct Officer. Below is a description of the Student Conduct process for students living in the residence halls.

1. If a student allegedly violates University or residence hall policy, an Incident Report is written based on information gathered during the incident and submitted within 24 hours of the incident occurring. An appropriate hearing officer will then be assigned to the case. Based on the information in the incident report, the hearing officer will decide either to take no further action, or to require the students involved to meet with a Conduct Officer for an informal hearing.

2. If an informal hearing is necessary, students will be notified by campus email to either schedule a meeting or confirm a prearranged appointment to meet with a specific Conduct Officer. It is a student’s responsibility to check his or her campus email and respond to the Residence Life Coordinator’s request in the designated time frame.

3. Failure to attend the scheduled informal hearing or to reschedule in advance, as outlined in the notification letter, may result in the case being adjudicated in the student’s absence, or may result in a hold being placed on the student’s account. Failure to complete required sanctions may result in additional sanctioning including a hold being placed on the student’s account.

4. At the meeting with the Conduct Officer, the student will have the opportunity to examine the alleged violations and read and agree or disagree with the incident report, as well as discuss his or her behavior in regard to the incident.

5. After all information has been presented, the Conduct Officer will assess whether there is sufficient information or a preponderance of evidence to determine if a student did or did not violate University or Housing and Residential Life Policy. If the student is found responsible for violating University or Housing and Residential Life Policy, appropriate sanction(s) will be assigned.
6. The student may appeal the decision by submitting an appeal from his/her campus email account to the Senior Associate Director, Housing and Residential Life within five (5) working days of receiving his or her hearing outcome letter. Sanctions handed down by the Senior Associate Director can be appealed to the Director of Housing and Residential Life by following the same process.

7. Findings and corresponding decisions made based on appeals to the Director of Housing and Residential Life are final.

8. Sanctioning Guidelines for serious offenses are listed at the end of this guide along with the sanctions themselves.

9. All conduct cases are confidential, and case files are kept on record for seven years.

RESIDENCE HALL SANCTIONS
When a University Conduct Officer assigns a Standard Sanction to a student, it indicates he or she has been found in violation of a University or Housing policy. Such sanctions are designed to help the student understand how his or her behavior impacted others in the residence hall or University community. Besides the Standard Sanctions listed below, loss of privilege, fines, student holds, completion of an educational module and/or project, along with other educational sanctions, may be assigned as part of a standard sanction.

<table>
<thead>
<tr>
<th>SANCTION</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>WARNING</td>
<td>Written notice that resident was found responsible for violating a University/Housing policy.</td>
</tr>
<tr>
<td>RESIDENTIAL PROBATION</td>
<td>Resident is no longer in good standing. Further violations may result in relocation or removal or other loss of privileges.</td>
</tr>
<tr>
<td>RESIDENTIAL RELOCATION</td>
<td>Relocation of resident to another room or hall.</td>
</tr>
<tr>
<td>RESIDENTIAL SUSPENSION</td>
<td>Removal from housing for a specific period of time.</td>
</tr>
<tr>
<td>RESIDENTIAL EXPULSION</td>
<td>Removal from housing permanently.</td>
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STANDARD SANCTIONS
ABANDONED PROPERTY
After a resident has moved out of the hall, apartment or suite, an item is considered abandoned if it is left behind (see also “Improper Checkout” policy). Abandoned property will be inventoried, packed and stored at the owner’s expense. Residents will have up to 30 days to claim their belongings (after notifying Housing and Residential Life staff in writing) after having officially checked out. After 30 days, staff will dispose of abandoned items pursuant to California Civil Code. Housing and Residential Life staff are not responsible for abandoned items. Residents who abandon their room or suite will incur charges if there is damage to the premises beyond normal wear and tear.

ALCOHOL POLICIES
• Students under 21 are prohibited from transporting, possessing or consuming alcoholic beverages in the residence halls.

• It is a violation of state law to furnish alcoholic beverages to anyone under the age of 21.

• Students age 21 and over can consume alcohol in their room/suite with the door closed. Students under the age of 21 in the presence of alcohol may be found in violation of the alcohol policy. The following rules apply for possession and consumption of alcoholic beverages:
  – Alcohol games are prohibited.
  – A student over 21 is prohibited to host and serve alcohol to a person under 21 years of age.
  – Alcohol cannot be consumed as part of a large group or party where the main purpose appears to be drinking alcohol.
  – Transport of alcoholic beverages by persons over 21 to and from their room is permitted only under the following restrictions: alcoholic beverages must be in the original containers, remain sealed by the manufacturer, and in an opaque container such as a paper bag.
  – Kegs, cases of beer and other beverages with an equivalent amount of alcoholic beverages; or other bulk quantities of alcohol beverages that are excessive under the circumstances for personal use, along with beer bongs, are prohibited.

GENERAL ALCOHOL INFORMATION
• The manufacture of any type of alcoholic beverages by any method is prohibited.

• The sale of alcoholic beverages in the residence halls is prohibited.

• Deliveries from liquor stores to residence halls are prohibited.

• Public intoxication is prohibited.

• Inability to care for oneself while under the influence is a violation of the alcohol policy.

• Possession/use of alcohol in any public area in or around the residence halls or any public area of the University is prohibited.

• Alcohol (opened or unopened) confiscated in connection with residence hall policy violations will be disposed of.

• Collection or display of alcohol containers is not permitted in student rooms, suites or apartments.

• Any damage occurring as a result of alcohol use (including that due to vomit) will be the responsibility of the resident. At the time of the incident, individuals responsible are expected to clean up any mess. If they are incapacitated or otherwise unable to do so, residents will be billed for the cost of custodial cleanup.

ALCOHOL VIOLATION SANCTIONS
1st Offense
• Written Warning AND
• Alcohol Seminar Class (Registration fee required)
• Educational Sanction (Optional)
• Housing Probation (Optional)

2nd Offense
• Housing Probation AND
• Reflection Paper (Optional)
• Educational Sanction (Optional)
3rd Offense
- Possible relocation and/or removal from housing
- Considered persona non grata (PNG) (i.e. unwelcome and not allowed to be present) in the hall the resident was removed from
- Educational Sanction (Optional)
- Referral to University Student Conduct Officer (Optional)

4th Offense
- Removal from Housing
- Considered persona non grata in all residence halls (i.e., unwelcome and not allowed to be present)
- Referral to University Student Conduct Officer

MINIMUM DISCIPLINARY SANCTIONS FOR ALCOHOL VIOLATIONS
Sanctions for all alcohol violations may include Parental Notification and indicate typical minimum responses for active involvement. Depending on the severity of the violation, sanctioning levels and guidelines can be more aggressive. Educational sanctions are at the discretion of the hearing officer. Those being removed from housing will continue to be held to the terms and conditions of their housing contract.

AMPLIFIED SOUND
Any outside sound which interferes with others right to study or sleep is prohibited. Outside music/noise must be kept to levels that do not interfere with these rights. Directing or playing stereo speakers outside a residence hall window is prohibited. Heavy bass from subwoofers is disruptive to the community and therefore is prohibited.

BOMB THREAT, FALSE
The penalties for the transmission of a false bomb threat are severe. The recommended sanction for the first offense related to a false bomb threat is suspension from the University. The Housing and Residential Life Office reserves the right to remove anyone found in violation of this policy from the residence halls and immediately cancel their residence hall contract.
In addition, the Public Safety/University Police Department may pursue criminal charges which could lead to one year imprisonment and up to a $1,000 fine.

BUILDING EVACUATION
Whenever an alarm sounds, all residence hall occupants are required to evacuate the building immediately. It is a resident’s responsibility to familiarize him or herself with evacuation routes and protocols. Emergency procedure protocols are posted in each resident’s room.

BUSINESS ENTERPRISE
Residents may not carry on any organized business for remunerative purposes from their room.

CAMERAS
Cameras with recording devices are located throughout the buildings. Tampering with, removal of, or misuse of any part of the camera system is prohibited.

CANDLES/INCENSE
Candles, wick lamps, incense, or any decorations with potential open flames (whether lit or unlit) are prohibited in residence hall rooms and common areas.

CHALKING
Chalking is prohibited on the housing complex grounds and on all buildings. Chalking that meets the campus chalking policy is allowed ONLY on the mini esplanade/sidewalk leading to and from the residence halls. See your hall staff with questions.

CLEANLINESS—ROOM/SUITE, COMMON AREA
All residents are responsible for the cleanliness of their individual bedrooms. American River Courtyard residents and traditional hall residents with deluxe doubles are collectively responsible for the cleanliness of their common area and bathrooms as applicable depending on room type. Failure to maintain cleanliness may result in the assessment of a cleaning fee. In the case of an insect or rodent infestation due to resident neglect, resident(s) may be charged for pest control service (see “Bed Bugs,” and “Health and Safety Inspections”).

COMPUTER POLICY
Residents are prohibited from using the Sacramento State University network to illegally download music, movies, computer programs or any other copyrighted work. Students involved in illegal network activity will be contacted by the IRT department and referred through the University Conduct system.
Violation of Residence Life/University computer usage policy also includes:
- Unauthorized entry into a file for any purpose
- Unauthorized transfer of a file
- Use of another’s identification or password
- Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community
• Use of computing facilities and resources to send obscene or intimidating and abusive messages
• Use of computing facilities and resources in violation of copyright laws
• Violation of a campus computer use policy

**COMPUTER LABS**

Computer labs are provided in each residence hall. The labs are intended for the sole use of students who reside in the housing complex. Removal of lab furniture, or disconnecting, tampering, or misuse of the computer lab or equipment is prohibited.

**CONDUCT**

Conducting oneself in such a manner so as to reflect unfavorably upon the individual student or the University community is a violation of University policy.

**CRUELTY TO ANIMALS**

Under California Penal Code 599c, cruelty to animals in any form is an offense punishable by imprisonment, fine, or both. Cruelty directed toward animals if witnessed, should be immediately reported to a Residence Life staff member or the Sacramento State Department of Public Safety/University Police at 278-6851.

**CYBER BULLYING**

Engaging in any form of harassment over the Internet, commonly referred to as cyber bullying. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, or threatening another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images or website postings, including blogs and social network systems.

**DAMAGES**

Any damage caused by a resident or their guest(s) is the responsibility of the resident. If the damage cannot be directed to a specific resident, the damage expenses will be prorated among the residents of the room or suite/apartment and may be prorated to the floor/wing/building.

Housing and Residential Life staff recommend that residents purchase renters insurance to protect personal items if they are not covered by family insurance. The University is not responsible for personal property that is lost, stolen or damaged in the housing complex.

**DART BOARDS**

Hard-tip darts and dart boards are not allowed in residence halls.

**DECORATIONS**

Residents must adhere to the following decorating guidelines at all times, for both their own rooms and common areas:

• Utilize 3M command adhesive brand products when hanging any items (such products are removable and do not damage walls)
• Do not add attachments of any type to residence hall light fixtures, including paint, tissue paper, crepe paper, tinfoil or any other material
• Do not suspend, attach, or drape any materials from the ceiling, whether flammable or nonflammable
• Do not hinder the use of, or restrict access to, hallways, doorways, stairs, corridors, or fire related equipment when placing any form of decorations
• Do not draw, paint, write, or otherwise mark on any residence hall wall
• Do not hang any form of decoration on the outside of room doors. Only RAs may hang door decorations (name tags) on residents’ doors to assist in community building. Furthermore:
  — “Gift wrapping” doors is strictly prohibited
  — Residents seeking temporary exemptions to this policy (birthday, anniversary, special occasions, community building, etc.) may request temporary exemption from their Residence Life Coordinator

**SEASONAL/HOLIDAY/RELIGIOUS DECORATIONS**

• **Christmas Trees.** Only ARTIFICIAL holiday trees are approved for residence hall use. The use of electric decorative holiday lights is restricted to “miniature Italian lights” that are either “U.L” (Underwriter’s Laboratory) or “F.M.” (Factual Mutual) approved.
• **Candles:** Kwanzaa, Hanukkah, Christmas, etc. Candles are not permitted in residence halls due to fire hazard (see “Candles/Incense”). Residents may observe the traditions associated with these celebrations by using electric candles, or by making arrangements with their Residence Life Coordinator to use candles in a designated location, at an approved time, as part of an appropriate holiday observance.
• **Other Holidays and/or religious ceremonies.** Residents are encouraged to observe holidays that are meaningful to them provided the associated practices or ceremonies do not violate established policies or create a safety concern for other residents and property.
DRUGS
Except as lawfully prescribed, drugs are prohibited. Medical marijuana cards are not recognized in the residence halls or in the housing complex. The following are prohibited in the residence halls, on University property, and at University-sponsored events:

- Use, possession, and/or distribution of drugs or controlled substances
- Use of marijuana in any form
- Possession of drug paraphernalia
  — Drug paraphernalia includes any item fashioned for the purpose of facilitating drug use (pipes, bongs, etc.)
- Possession or use of items that conceal or disguise drug use

Furthermore, Housing and Residential Life staff may investigate for a possible drug policy violation based on reasonable evidence. Evidence of drug use can include, but is not limited to, smell, smoke, seeds, residue, presence of odor, fans, towels near or under doors, open windows, attempts to mask scents, residue, bongs, pipes, clips, plant cultivation, etc.

DRUG VIOLATION SANCTIONS (POSSSESSION/USE)

1st Offense (Minimum Sanction)
- Housing Probation AND
- Substance Screening (Registration fee required) OR
- Substance Class (Registration fee required)
- Educational sanction (Optional)

2nd Offense
- Housing Probation Extended AND
- Possible Relocation or Removal
- Educational Sanction (Optional)

3rd Offense
- Removal from Housing
- Referral to University Student Conduct Officer
- Considered persona non grata (PNG) in the halls (i.e. unwelcome, and not allowed to be present)

DRUG VIOLATIONS (SALES/DISTRIBUTION)
- Removal from Housing
- Referral to University Student Conduct Officer
- Considered persona non grata (PNG) in the halls (i.e. unwelcome, and not allowed to be present)

DRUG VIOLATIONS (COVERT USE ON ANOTHER)
- Removal from Housing
- Referral to University Student Conduct Officer for possible suspension or expulsion
- Considered persona non grata (PNG) in the halls (i.e. unwelcome, and not allowed to be present)

MINIMUM DISCIPLINARY SANCTIONS FOR DRUG VIOLATIONS
Sanctions for all drug violations may include Parental Notification. Educational sanctions are at the discretion of the hearing officer.

Sanctions for all drug violations may include Parental Notification, and indicate typical minimum responses for active involvement. Depending on the severity of the violation, sanctioning levels and guidelines can be more aggressive. Educational sanctions are at the discretion of the hearing officer. Those being removed from housing will continue to be held to the terms and conditions of their housing contract.

ELECTRICAL APPLIANCES
Any appliance with an exposed heating element or which gives off intense heat is prohibited. If residents have questions regarding whether an appliance is acceptable or not, he or she should ask hall staff. The following specific restrictions to appliance use in the residence halls apply:

- All appliances with open heating coils are prohibited in all residence halls.
  - This includes, but is not limited to: hot plates, hot oil fryers, rice cookers, popcorn makers, personal space heaters, sun lamps, or other appliances with open heating coils.
  - Halogen lamps are prohibited in the residence halls.
  - Black lights are prohibited in University fixtures.
- Only compact fluorescent bulbs may be used in residence hall lighting fixtures.
- Acceptable appliances in kitchens are limited to:
  - “George Foreman” style electric grills, toasters, toaster oven/crock pots with automatic shut off feature, rice cookers and air poppers
- Acceptable appliances in rooms are limited to:
  - Fully enclosed coffee makers, electric kettles and blenders
- Refrigerators are permitted (one per room), provided they do not exceed 4.5 cubic feet or draw more than 1.5 running amps.
• Microwaves are permitted under 700 watts (only one per room).
• All electrical appliances must be UL Approved.
• Only UL Approved, 15 amp, surge-protected power strips with built-in fuses may be used to extend appliance cords to electrical outlets, or to plug in multiple devices to one outlet. Extension cords are prohibited.
• UL Approved power strips may not be “daisy chained” (two or more connected cords/strips). There may be one power strip maximum per outlet.
• Tampering with or changing any University lighting, electrical, or wall fixtures in any manner is prohibited.

**EXTERIOR DOORS**
As per University policy, the exterior doors to residence halls must be securely closed at all times. Under no circumstances should exterior doors be propped open; doing so poses a large threat to community security. Residents should never admit persons into their building unless they know for certain that they are a resident or member of the University staff.

**FAILURE TO COMPLY**
Failing to comply with a reasonable request by a University official, including Residential Life Staff, is a violation of University policy. This type of violation also includes failure to comply with the sanctions imposed under a student conduct proceeding.

**FIRE ALARM AND EMERGENCY SYSTEMS AND EQUIPMENT**
Residents are strictly prohibited from tampering with any equipment related to emergency systems including the fire alarm system (pull stations, extinguishers, hoses, smoke detectors, sprinklers, emergency exit door alarms, exit signs). Tampering with, removal of, or misuse of fire extinguishers, fire alarms, smoke detectors (including batteries), emergency evacuation instructions, or unauthorized use of any fire equipment, or door, is a violation of state law, University and Housing regulations.

Persons found to have intentionally tampered with fire protection equipment could be subject to imprisonment or a fine (CPC 148.4), including charges for damaged or missing equipment. Any resident involved in a fire safety violation will face severe University sanctions up to and including suspension from the University.

**FIREARMS AND WEAPONS**
At no time are firearms, explosives, or other dangerous weapons permitted on the California State University, Sacramento campus, including such weaponry stored in a vehicle on University property. Prohibited weapons include but are not limited to: firearms (pistols and rifles), BB guns, pellet/pump guns, paint pellet weapons, slingshots, pepper spray, tear gas, “Tasers” (or other electroshock weapons), stun guns, archery equipment, martial arts devices, knives (foldable blades 3 inches or less in length are allowed), swords, and explosives. Such weapons are subject to confiscation and will be turned over to the Department of Public Safety/University Police. Violators of this policy are subject to disciplinary action, including revocation of License Agreement or more severe penalties.

**Toy Weapons**: Toy weapons can be mistaken for the real thing by law enforcement, and situations involving the use of toy weapons can look like serious threats to the safety of those involved as well as bystanders. In consideration of the welfare of the entire residence hall community, all such realistic toy weapons are strictly prohibited.

**FIREWORKS**
Fireworks are not permitted in the residence halls or in the complex at any time. Storing or discharging firecrackers, rockets, cherry bombs, or any other incendiary device in or around the residence hall complex is prohibited. Any resident involved in the use or possession of fireworks is subject to the University conduct process and potentially revocation of his or her License Agreement.

**FLAMMABLE MATERIALS**
Highly flammable materials such as hookah coals, chemicals, automobile fluids, gasoline, camping stove fuel, and starter fluids are not permitted in the residence halls. In addition, Residents must keep their rooms clear of clutter that poses a fire danger such as large quantities of paper, rags, or trash.

**FURNISHINGS**
All University furnishings, including beds, must remain assembled and in their designated room. Waterbeds are not allowed in the resident halls room. Common area furniture and equipment may not be removed from the common space (i.e. lounges, lobbies, conference rooms, study lounges, etc.). Removal of any University furniture outside of the halls will be considered theft.

**GAMBLING**
Gambling for money is prohibited in the residence halls and at the University. Under California Penal Code Section 330, any percentage game played with cards, dice, or any device, for money or other representative of value, is a misdemeanor.
GUEST POLICY
Residents may access other residence halls from 9 a.m. to 10 p.m. After these hours, residents of other halls are considered guests, and guest policies apply.

Guests (student and non-student) are expected to act appropriately in accordance with residence hall and University Policy. Failure to abide by the following guidelines may lead to loss of visitation rights.

A “resident” is defined as a student enrolled in residence at the University. A “resident host” is a resident who has invited a guest to his or her room or building.

A “guest” is defined as an individual who has been personally invited by a resident host to enter the resident host’s room or hall and who remains there, subject to the provisions of this procedure, for an indeterminate time at the resident host’s discretion. General solicitation of members of the public through an advertisement, posting or any other format in any medium is not considered a “personal invitation” under this procedure.

Student residents may have guests in their residence hall rooms beginning on the first day of class of each semester and thereafter, with the exception that no overnight guests are allowed during Thanksgiving weekend, spring break, winter break and finals week. Circumstances in the halls or on campus, such as construction, maintenance, health-related concerns, or emergency situations, may require Housing and Residential Life to suspend or cancel this policy, or to put special or temporary rules in place that impact the privileges granted under this procedure.

RESIDENT HOST/GUEST POLICIES

• All guests must be accompanied by their resident host at all times
• Guests should not be left alone or unattended in a resident’s room or suite
• Resident hosts are responsible for the behavior of their guest(s) at all times
• It is a privilege, not a right, to be a guest and to have guests in the residence halls
• Damage and/or policy violations resulting from the behavior of guests is the responsibility of the guest as well as the host/hostess
•Guests unaccompanied by their resident host who are found in violation of policy or are creating a disturbance in the residence hall community will be asked to leave the hall/area
• Guests who are found in violation of policy or are creating a disturbance in the residence hall community will be asked to leave the hall/area
• Guests are subject to the same laws, rules and policies as the student resident that is hosting them
• Roommate Consent: all roommates must consent to having guests in the room
• Roommate or suitemate agreements always supersede a resident’s right to host guests; issues or concerns should be worked out between roommates/suitemates
• Guests can stay a maximum of three consecutive nights, and no more than a total of 12 nights in any given semester, with the consent of roommate(s); all guests staying beyond midnight must be registered according to the Guest Registration Policy (see below).
• Guests not registered may be asked to leave the building
• Residents who do not check-in overnight guests may lose the right to host guests for the remainder of the semester/year

GUEST REGISTRATION POLICY

• All residence hall guests staying beyond midnight must register with the front desk
• All guests 18 years of age or older must provide a valid state or federal photo identification card or drivers license to register; student ID or other photo identification is not acceptable forms of picture identification include: Drivers License, State ID card, US Military ID Card, Bank ID Card, Passport, US Citizen’s ID-Card, Green Card – Alien Registration
• Guests must provide their full names, permanent and current addresses, and telephone numbers
• A guest’s resident host must reside in the hall where the guest is being registered, provide his or her identification, and be present during the registration process; the resident host must provide his/her full name, room number, and phone number
• A resident host may not register another resident from the same hall as a guest
• A resident host may not have more than two guests registered at one time; requests for exceptions to this policy must be in writing addressed to the Residence Life Coordinator at least two business days in advance
• A resident host may not loan their room key or University identification card for any reason.
GUESTS UNDER 18 YEARS OF AGE/SIBLINGS
Guests who are under 18 years of age must be a student resident’s sibling, or otherwise have a legally recognized relationship with the hosting student in order to be an overnight guest. A student resident wishing to host a guest who is under 18 years of age who is not a sibling or legal guardian must submit a letter along with a photo of the guest from the parent/guardian of the minor individual at least two business days in advance of the visitation to their Residence Life Coordinator. The letter must authorize the minor’s visit and must include contact information for the parent/guardian and authorize University officials to communicate with the parent/guardian on the matter of the minor in question. Failure to satisfy this provision, or if Housing and Residential Life is unable to confirm the authorization for the visit, prohibits any student resident from having an overnight guest who is under 18 years of age.

HANDBOOK CHANGES
The University reserves the right to change any of the rules and regulations contained in this handbook at any time, and will notify residents of any such changes via communications through their campus mailbox, campus email, to building postings.

HARASSMENT, INTIMIDATION, BULLYING, VERBAL ABUSE
Harassment, intimidation, bullying and verbal abuse has no place on a campus of higher learning.

Harassment, intimidation, bullying and verbal abuse can take many forms including but not limited to: slurs, rumors, jokes, innuendos, demeaning, vulgar and abusive comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that such expression does not substantially disrupt the community or educational environment.

It can also include:
• Verbal, non-verbal, or physical abuse;
• Exclusion based upon personal or group differences;
• Intimidation or humiliation based on personal or group differences;
• Abusive language, threats of any kind—real, false, implied, or perceived—against a person or property, or similar acts of bigotry, racism, sexism, or discrimination;
• Jokes, comments, gossip or graffiti that perpetuate personal or group myths, fallacies, prejudices, or stereotypes;
• Any subtle or direct references, based on race, sex, age, disability, sexual orientation, national origin, or religion, which demeans, excludes, intimidates, or adversely affects an individual or group;
• Unsolicited email or telephone calls which contain abusive language or threats, cause discomfort, or are derogatory or sexual in nature;
• Unsolicited, deliberate or repeated sexually derogatory statements, or gestures or physical contact which are objectionable to the recipient and which cause discomfort or humiliation;
• Pressure from a person of either sex against a person of the opposite or same sex;
• Unwelcome sexual behavior or words including demands for sexual favors accompanied by implied or overt threats concerning an individual’s educational or employment status.

TITLE IX NOTICE OF NON-DISCRIMINATION
The California State University does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence.

• **Sexual Discrimination** means an adverse action taken against an individual because of gender or sex (including sexual harassment, sexual violence, domestic violence, dating violence, and stalking) as prohibited by Title IX; Title IV; VAWA/Campus SaVE Act; California Education Code § 66250 et seq.; and/or California Government Code § 11135. See also Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act (Cal. Govt. Code § 12940 et seq.), and other applicable laws. Both men and women can be victims of Sex Discrimination.

• **Sexual Harassment** is unwelcome verbal, nonverbal, or physical conduct of a sexual nature that includes, but is not limited to, sexual violence, sexual advances, requests for sexual favors, indecent exposure, where:
  – Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a student’s academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the University; or
Such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the student, and is in fact considered by the student, as limiting the student’s ability to participate in or benefit from the services, activities or opportunities offered by the University; or

Submission to, or rejection of, the conduct by a University employee is explicitly or implicitly used as the basis for any decision affecting a term or condition of employment, or an employment decision or action; or

Such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the University employee or third party, and is in fact considered by the University employee or third party, as intimidating, hostile or offensive.

• Sexual Violence is a form of Sexual Harassment and means physical sexual acts, such as unwelcome sexual touching, sexual assault, sexual battery, rape, domestic violence, dating violence, and stalking (when based on gender or sex), perpetrated against an individual against his or her will and without consent or against an individual who is incapable of giving consent due to that individual’s use of drugs or alcohol, status as a minor, or disability. Sexual Violence may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person’s incapacitation (including voluntary intoxication).

• Men as well as women can be victims of these forms of Sexual Violence. Unlawful sexual intercourse with a minor (statutory rape) occurs even if the intercourse is consensual when the victim is under 18 years old, because the victim is considered incapable of giving legal consent due to age.

The University is required to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance.

• Our campus Title IX Coordinator is available to explain and discuss:
  – The University’s process for addressing discrimination or harassment complaints, including how confidentiality is handled;
  – our right to file a criminal complaint (sexual assault and violence);
  – Available support resources, both on and off campus; and other related matters.

Campus Title IX Coordinator and Deputy Title IX Coordinator Contact Information:

Director of Equal Opportunity/Title IX Coordinator
William Bishop: william.bishop@csus.edu

Equal Opportunity Investigator /Deputy Title IX Coordinator
Alison Morgan: alison.morgan@csus.edu

Deputy Title IX Coordinator in Athletics
Lois Mattice: lmattice@csus.edu

Phone number for Title IX Coordinator Office: (916) 278-5770
Office Location: Del Norte Hall Suite 3002, 3rd floor

Other Campus Resources:

Sacramento State’s Violence and Sexual Assault Support Services
Student Health and Counseling Services at The WELL
Jessica Heskin: (916) 278-3799
www.csus.edu/shcs

University Police
Public Service Building
Dispatch: (916) 278-6851
Emergency: (916) 278-6900
or dial 911 from any campus phone

Additional information about the Title IX Coordinator’s office and available resources may be found at csus.edu/hr/departments/equal-opportunity.

Members of the campus community must be familiar with the following documents:

CSU Executive Order 1095 - provides information about campus updates on sexual harassment and violence. Includes three important attachments:
  1) Full notice on Non Discrimination including additional definitions;
  2) Educational Statement containing Myths and Facts about sexual violence; and

http://www.calstate.edu/EO-1095.pdf

CSU Executive Order 1096 – policy for allegations by employees or third parties of discrimination, harassment or retaliation. www.calstate.edu/EO-1096.pdf

CSU Executive Order 1097 – policy for allegations by students of discrimination, harassment or retaliation. www.calstate.edu/EO-1097.pdf
HEALTH AND SAFETY INSPECTIONS
Housing staff will conduct bedroom, bathroom, and common area inspections to ensure the safety and sanitation of each room. Inspections will be announced ahead of time, and will occur between the hours of 10 a.m. and 10 p.m. on the scheduled days. It is not necessary for residents to be present during the inspection. Residents in rooms or common areas designated “unacceptable” after the inspection will have 48 hours to clean the space. Failure to clean the space may result in cleaning charges.

ILLEGAL ROOM ENTRY
Entering a resident’s room without the express permission and presence of the resident who resides in that room is prohibited. Inappropriate room entry includes, but is not limited to, borrowing another resident’s key to access their room, forcing a door open, or entering a room through a window or bathroom.

IMPROPER CHECKOUT
In the event a resident does not properly check out of their room as requested, residence hall staff will inventory, pack and store the resident’s belongings based on our Abandonment Policy. The resident will be charged an initial $25 for packing and handling, plus any applicable storage fees, along with any other room damage and/or key charges incurred for not properly returning room/suite keys or access fob.

KEYS/FOBS/CARDS
Upon checking into the halls, each resident is issued keys (includes access fobs) for their building, suite or room. These keys remain the property of the University. Keys should not be duplicated, modified or loaned to another person. For security purposes, residential life staff must be notified immediately about lost or stolen keys. Unauthorized use or possession of keys is prohibited. Residents failing to return keys during checkout will be charged for their replacement including a core change if applicable. Residents should be in possession of their keys and Student ID at all times.

LAUNDRY
Residents should use the laundry facility in their hall only. Laundry facilities are provided for the use of residence hall students only.

LITTERING
Littering in or around the residence halls is prohibited. Littering includes throwing, dumping or depositing trash or refuse in places other than provided trash containers. Residents found in violation of the littering policy may be charged a clean-up fee.

NOXIOUS ODOR POLICY
A noxious odor is ANY aroma of such intensity that it becomes apparent and/or offensive to others. Any odor can become noxious or offensive when it is too strong. Some examples are cigarette, cigar or pipe smoke; incense; perfume; air freshening spray, large amounts of dirty laundry and marijuana smell (See Drug Policy). Furthermore, because incense is a fire hazard as well as a source of potentially noxious odor, it is prohibited in the residence halls at all times (see “Candles/Incense Policy”).

ONLINE COMMUNITIES
Please follow recommended safety guidelines (See “Technology Services and Online Safety”) when sharing personal information on social networking sites and online communities. Personal information includes hall and room number, cell phone number, date of birth, and photographs. In addition, residents should be aware that materials (text, pictures, videos) posted to online communities (e.g. Facebook, MySpace, Twitter, etc.) may be used as evidence during the student conduct process for policy violations occurring in the residence halls.

PAINTING
Painting is strictly prohibited. Residents may not apply paint to residence hall rooms or public space.

PERSONAL PROPERTY
The University does not assume liability for a resident’s personal belongings and has no insurance to cover personal or property damage of resident. Therefore, the University strongly recommends that the resident obtain additional coverage, such as a renter’s insurance policy.

Residents should take the following precautions concerning the protection of their property in the residence halls:
• When leaving a room, always lock the door and take the room key. If a room key is lost, residents should contact staff immediately regarding steps to take for obtaining a replacement.
• Report lost electronic access cards/fobs immediately.
• Report any broken or faulty locks to staff immediately.
• Never prop doors open.
• Do not leave laundry unattended in washing machines and dryers.
• Avoid bringing large amounts of cash or valuables to campus.
• Keep cash and valuables secure.
• Close and lock windows when rooms are unoccupied, especially first-floor rooms.
• Keep an inventory of property, and when appropriate, keep a list of serial numbers and manufacturers; residents should consider engraving their name or Sac State ID number onto the equipment or contacting CSU Police to engrave personal property

• Report any unfamiliar persons or individuals immediately to staff. Residents should never admit anyone into the buildings who they do not know for certain is a resident or a member of the University staff. Never make assumptions about strangers’ identities or credentials.

• If residents feel they are a victim of a crime, report immediately to the University Police Department at (916) 278-6851. Also inform Residence Hall staff.

PERSONAL WIRELESS ROUTERS
Personal Wireless Routers are not permitted. Such wireless signals compete and conflict with Sacramento State’s wireless system.

PETS
Residents may keep fish in their rooms provided these fish are kept in a clean, well-maintained fish tank. Tanks are limited to a maximum of 10 gallons. No other pets of any kind are allowed in residence hall rooms at any time without the express written consent from the Director of Housing or designee. Students violating this policy may be charged a fee for cleaning and treatment of carpet and furniture, and are subject to conduct system.

POLITICAL CANVASSING
During Associated Students, Inc. (ASI) or Residence Halls Association (RHA) student election time only, door-to-door canvassing by Sacramento State student candidates running for the office of President or Vice President of ASI or RHA only may be permitted. President or Vice President candidates must obtain permission for canvassing by making a formal request to the Residence Hall Association at least 14 days prior to the date of the canvass campaign. Candidates can download the Political Canvassing Application at the Housing webpage, or can pick up an application at any residence hall front desk. Political canvassing does not include the option to solicit money for any purpose (campaigns, charity or commercial).

If approved to canvass, all candidates must abide by the following conditions:

• Canvassing is only permitted on designated days and times: 2-5 p.m. on Tuesday and Thursday, and 5-8 p.m. on Wednesday and Friday. Prohibited on Monday and weekends.

• All applications must be completed and received at least 14 calendar days prior to the desired canvassing date.

• Residential Life staff will notify applicant if canvassing request has been approved within 10 days of the submittal date, and will provide procedures on gaining access to residential areas.

• No more than two (2) approved candidates may canvass in the residential complex on any designated night.

• All canvassing candidates will be monitored and/or escorted by Residential Life staff or designated members of the residential community.

• Any materials distributed by candidates must adhere to the Community Expectations listed in the Guide to Residential Life Handbook, and must contain the name of the sponsoring individual and organization.

• Canvassers must be aware that to intimidate, harass, abuse, or threaten another by means of use or threatened use of physical or nonphysical force is a violation of campus and housing code of conduct. Candidates must take care that their canvassing does not “cross the line” into harassment or unethical behavior, and residents must behave respectfully likewise toward canvassers. Individuals who believe that they have been intimidated, harassed, abused, or threatened may file a complaint with their Resident Assistant, Residence Life Coordinator or the Sac State Police Department.

• Canvassers may not use sound amplifying devices or other techniques that might disturb the peace on the floor, hall or surrounding communities.

• Canvassers must respect any form of contact refusal by a member(s) of the residential areas within which they are canvassing. Residential students may place a sign on their room, suite or apartment door indicating NO CANVASSING permitted. Canvassers must respect residents’ wishes to not be disturbed.

• Canvassers are required to wear an identification badge at all times while in the halls.

POSTING, ADVERTISING AND DISTRIBUTION OF MATERIALS
All materials for posting, advertising, or distribution within the housing complex must comply with Housing and Residential Life guidelines.

Materials for posting by outside entities must be verified, stamped and disseminated by Housing and Residential Life and posted on designated spaces. Materials not meeting these guidelines or materials that are considered obscene or encourage drug or alcohol use will not be posted and will be removed.

Materials should be single-sided and not exceed 11 inches by 17 inches in size. Exceptions may be approved by Housing and Residential Life. Priority of posting materials will be based on
the following order: Housing and Residential Life; Residence Hall Association (RHA); Student and Academic Departments; officially recognized organizations and clubs within Student Organization and Leadership (SO&L); off-campus agencies.

All postings must clearly identify the sponsoring organization, Sac State affiliation, and contact email or phone number. All flyers pertaining to Greek letter organizations must have prior stamped approval from SO&L.

Postings will be removed two weeks from the date of posting with the exception of long-term programs sponsored by or through Housing and Residential Life. All posted materials will be removed within 24 hours of the conclusion of the event.

Distribution of materials through mailboxes is restricted unless it meets the post office requirements for mailing or an exception is made by the Director of Housing and Residential Life.

PRANKS

“Pranking” or playing a practical joke on another person may be considered a form of harassment and can lead to injury, damage to state property, and acts of retaliation that have no place in the Residence Hall community.

QUIET AND COURTESY HOURS

QUIET HOURS

Quiet hours are in effect nightly from 10 p.m. to 9 a.m. inside and outside all residence halls. During these hours, no loud or disruptive activities, loud talking, or other disturbing noise that may be heard outside the room or in the areas surrounding the buildings are permitted. On Friday and Saturday evenings, quiet hours are in effect from 12 midnight to 9 a.m.

COURTESY HOURS

Courtsey hours are always in effect everywhere in the residence hall complex—seven (7) days a week, twenty-four (24) hours a day, inside and outside buildings. Residents are expected to acknowledge and respect the rights and needs of others. Community members have the right and are encouraged to appropriately confront noise at any time.

Housing and Residential Life Office reserves the right to relocate or remove students after continued violation of the Quiet and Courtesy Hours Policy.

Beginning one week prior to final exams (Sunday through Saturday), all halls will observe extended quiet hours beginning at 7 p.m. During finals week (Sunday through closing) all halls will observe 24-hour quiet hours with courtesy hours scheduled between 4 p.m. and 7 p.m. This extends to the areas outside the residence halls including the pool/quad areas and basketball/tennis courts.

RECREATIONAL FACILITIES

Recreational facilities are located on the North end of the housing complex and intended for the sole use of students who reside in the housing complex. Recreational facilities include – one tennis court, three basketball courts and two pools. Use of the pool is at residents’ own risk; there is no life guard on duty. Diving, pushing, or throwing individuals into the pool is prohibited at all times. No one under the age of 16 is permitted at the pool and, residents are responsible for their guests. Pool hours are from 9 a.m. – 10 p.m. The pool closes at quiet hours. Additionally, the pool and pool area is closed during the winter months. The pool may not be reserved for private events.

RIOTOUS BEHAVIOR

Defined as individual or group participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property. Riotous behavior is subject to criminal prosecution, including removal from the residence halls and or University.

Prohibited behavior in the context of riotous behavior includes but is not limited to:

• Knowingly engaging in conduct designed to incite another to engage in riotous behavior
• Actual or threatened damage to or destruction of University property or the personal property of others, either intentionally or with reckless disregard
• Failing to comply with a directive to disperse by University officials, law enforcement or emergency personnel
• Intimidating, impeding, hindering or obstructing a University official, a member of law enforcement, or an emergency serviceperson during performance of his or her duties
• Engaging in play-fighting/arguing that could be misinterpreted as an actual fight and/or verbal argument
• “Fight clubs” are prohibited on campus grounds

This rule shall not be interpreted as prohibiting peaceful demonstrations, peaceful picketing, a call for a peaceful boycott, or other forms of peaceful dissent.

MINIMUM DISCIPLINARY SANCTIONS FOR RIOTOUS BEHAVIOR/FIGHTING

1st Offense

• Housing probation
• Possible removal from housing
• Reflection paper
2nd Offense
• Removal from housing
• Referral to University Student Conduct Officer for possible suspension
• Considered persona non grata (PNG) in the halls (i.e. unwelcome and not allowed to be present).
Sanctions for Riotous Behavior indicate typical minimum responses for active involvement. Depending on the severity of the violation, sanctioning levels and guidelines can be more aggressive. Educational sanctions are at the discretion of the hearing officer. Those being removed from housing will continue to be held to the terms and conditions of their housing contract.

ROOM CAPACITY
For fire safety, please note the following student room capacity guidelines:
• Jenkins/Draper, Desmond, Sierra/Sutter Double rooms: 8 Maximum; Triple rooms: 12 Maximum
• American River Courtyard – total in any suite at one time: 15 Maximum; Studios: 4 Maximum; Double Rooms: 8 Maximum; Single Rooms: 3 Maximum.
Requests to temporarily waive this policy for special occasions (e.g. birthdays, celebrations, etc.) must be made with the Residence Life Coordinator at least seven calendar days prior to the event.

ROOM MODIFICATIONS
All resident rooms and common areas in University Housing facilities are furnished. All items in rooms are assigned to that room and must remain there at all times. Residents may not lend or swap furniture with other residents or remove furnishings from the property. All University-owned furniture must remain indoors. Any unauthorized modifications to room furnishings must be removed within 24 hours of discovery. Any damages to rooms or personal property as a result of modifications made by residents are the responsibility of the resident(s). Resident(s) will be billed for all associated damages.

ROOMMATE MEDIATION
Roommates that are threatening, hostile, or who refuse to engage in the mediation process will be moved (see “Community Living: Roommate Mediations”).

SCREENS
Residents may not remove window screens for any reason. Tampering with window screens may result in a $25 dollar charge, and additional charges for any damage to the window or window screen.

SMOKE-FREE HALLS
All residence hall buildings are designated “smoke free.” The interior quad of the American River Courtyard is also “smoke free.”

Smoking, or the use of smoking products, and all smoke-producing products shall be prohibited in an around the residence halls. Students who choose to smoke outside of the building must be 30 feet away from building entrances, windows and mechanical rooms.

“Smoking,” as used in this policy, means smoking any substance, including but not limited to, tobacco, cloves, or marijuana. “Smoking Products” include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, etc.)

Note: Beginning fall 2015 the campus will be 100% smoke and tobacco-free.

SOLICITATION
Door to door solicitation both commercial and noncommercial is strictly prohibited. Sliding ads/fliers under doors or using door hangers is strictly prohibited.

SPORTS OR RELATED ACTIVITIES IN RESIDENCE HALLS
Sports or sport-like activities are prohibited in the residence halls (including, but not limited to: baseball, football, basketball, hockey, soccer, bicycle riding, skateboarding, rollerblading, running, Frisbee-tossing, scooter riding, etc.). Additionally, toy guns (see “Firearms and Weapons”), water guns and water balloons are not permitted inside the residence halls. Continued violations or non-compliance with requests to cease the aforementioned activities may result in the confiscation of sports or related equipment, or other disciplinary action.

SPRINKLER SYSTEMS
Sprinklers associated with residence hall fire safety systems may not be tampered with in any way, including by hanging decorations or other objects from them. If a sprinkler is set off accidentally or intentionally, the resident(s) involved will be responsible for all costs associated with the incident including any damage caused as a result.

THREATENING BEHAVIOR
Conduct that threatens or endangers the health or safety of any person within or related to the University community, including fighting, physical abuse, threats, intimidation, harassment, or sexual misconduct is prohibited.
TRASH
Residents are responsible for the regular and proper disposal of personal trash. Dumpsters are located in the back of each hall. Plastic liners are available for room trash cans at the hall front desk. Personal garbage should not be placed in bathroom or laundry room trash receptacles, inside or outside any public areas, on roofs or in parking lots. Residents will be charged if trash is left in an inappropriate location (see “Health and Safety Inspections,” “Littering”).

WATERBEDS
Water beds and other water-filled furniture items are prohibited in all residence halls.

WINDOWS
Climbing in or out of windows is prohibited. In order to protect individuals who may be walking outside the residence hall, no object of any kind may be thrown, dropped, pushed out of, placed outside of, and/or allowed to fall from any residence hall window. All screens, if present, must be kept on the windows (see “Screens”). Due to fire safety considerations and the possibility of significant damage to residence hall room or suite windows, residents are prohibited from posting or hanging material on either side of residence hall windows. Drawing, painting, or writing on windows is prohibited except for during University celebrations such as Homecoming. Residents must consult Residence Life Coordinators with questions on permissible activity.

WINDOW COVERINGS
Only University-provided blinds, curtains or draperies may be used in resident rooms.

WHEELED DEVICES
Wheeled devices are prohibited in the residence halls, with the exception of medically prescribed mobility devices for persons with disabilities. This policy applies to bicycles, roller skates, scooters, skateboards, in-line skates, motorized skateboards or scooters, or other wheeled devices and equivalent products.

In the interest of public safety, to protect pedestrians, buildings and grounds from damage, and to protect the University from liability, unsafe operation of wheeled devices including excessive speed, reckless operation and exhibitionism are prohibited on the Sacramento State campus. Excessive speed shall be defined as that which endangers the safety of persons or property (basic speed law).

No person shall use any of the devices mentioned above in the following locations:
- On any designated, prohibited areas on the University campus (see Pedestrian Zone Map) at csus.edu/aba/police/resources/PedestrianZone.pdf
- On any pedestrian ramp, mall, or patio on the University campus;
- Within any building on the University campus;
- On any stairs or landings on the University campus;
- On or within any parking facilities or paved areas.

Bicycles and other wheeled devices shall only be secured or stored using designated racks or containers. Devices locked or otherwise secured to poles, trees, rails or other objects not intended for that purpose shall be removed and stored at the owner’s expense.

VANDALISM
Vandalism to any Residence Life or University building, machinery, property or signage (including bulletin boards, fliers, posters and signs) is prohibited. Violations of this policy will result in individual or shared billing, and/or disciplinary action.

WIRED AND WIRELESS COMPUTER ACCESS
Wired access to the Sacramento State network must be authenticated with a valid saclink network account. Residents are not permitted to operate a personal wired router or any device that interferes with the campus wired infrastructure. Wireless access points are located throughout the residence halls/suites in common areas as well as rooms. Tampering or removal of any wireless access point is prohibited.
UNIVERSITY AND RESIDENCE HALL
GENERAL INFORMATION
ACCESSIBILITY FOR PERSONS WITH DISABILITIES

Sutter, Sierra, Desmond, Draper and Jenkins Halls (the traditional residence halls) are not equipped with elevators; therefore, wheelchair access is limited to the first floor of each building. The American River Courtyard is equipped with elevators and automatic door openers.

BARBECUE PITS

Barbecue pits are available for residents outside most of the halls and in the pool area. Residents must contact and receive approval from a Residence Life Coordinator before using the facilities. Fires must be controlled and contained within the barbecue at all times. It is the responsibility of the resident using the grill to appropriately monitor its use, any guests in the area and to clean the grill properly after each use. Individuals using grills must never put hot coals into trash receptacles.

BED BUGS

Our residence halls are thoroughly cleaned after May move-out and again before August move-in. One of the primary methods of bed bug or pest infestation in the residence halls is through second hand furniture and or appliances. Due to significant health and safety risks, students are encouraged not to bring the following items to campus:

- Used upholstered furniture, including futons
- Personal desk chairs
- Pillows, cushions or bean bags, that are too large to fit in a dryer

Students are encouraged to bring:

- Pillows, cushions, other soft furniture that can fit into a dryer

Before bringing the above items students are encouraged to:

- Pre-treat any cushions, pillows, bean bags, duffel bags, book bags, and soft-sided suitcases prior to bringing them into the residence hall. Pretreatment consists of placing the item in a large capacity dryer, on the highest setting, for a minimum of 30 minutes.
- Store these items inside a house, rather than in a garage, during breaks from classes.
- Visually inspect all items for bed bugs prior to moving them into a residence hall

Note: If a resident brings property and introduces a bed bug infestation, he or she may be financially liable for all or part of the cost of mitigating measures. In addition, all infested property must be removed.

BICYCLES

Bicycles should be stored securely under lock-and-key, and registered with the University Police Department. Racks are located throughout the complex. Additionally, a bicycle compound is located adjacent to Jenkins Hall, residents may access the Jenkins compound with their access fob. During break periods, residents should take bikes home or lock them in their room.

Residence hall students have 10 calendar days after the residence halls close in May to remove their bikes from the housing complex unless they are signed up for summer school housing. Bikes remaining, including bikes locked in bike racks and or in bike compounds after 10 calendar days will be removed and stored per the Abandoned Property Policy.

SECURITY TIPS

Always use a heavy duty quality lock and keep the following suggestions in mind:

- Always lock up bicycles when unattended—even if only for a moment. When locking a bicycle, lock both wheels and the frame to the bicycle rack.
- Leave as little space as possible inside the U-Lock to minimize the space for thieves to insert tools.
- Attach locks with the key mechanism facing the ground.
- Lock components and accessories. Do not leave accessories that can be removed.
- Remove bike seat and take it with you.
- Doublecheck lock before leaving bike to make sure it is secured.

CLEANING SUPPLIES

Residents are expected to maintain clean and orderly living areas and bathrooms (if applicable). Vacuum cleaners and cleaning supplies are available for checkout at the hall front desk. Upon checkout, Residents are responsible for leaving their room in the same condition upon moving out as when they moved in. If extra cleaning is required residents may be assessed a cleaning charge.

COURTYARD MARKET

Courtyard Market serves gourmet coffees and smoothies, fresh baked goods, deli sandwiches, salads, ice cream, snacks, healthy, organic and locally-grown items, beverages and fresh baked pizza. It accepts Points, Flex$, Cash and Credit Cards as payment. Hours are posted at the entrance of the store.
CUSTODIAL SERVICES
Public areas, corridors and bathrooms (excluding Desmond Deluxe Doubles and the American River Courtyard bathrooms) are cleaned by custodial staff. These areas are considered the joint responsibility of each individual, the community using the space and the custodial staff.

EMAIL
Email is the primary vehicle for official Sacramento State communication to students, faculty, and staff. All students are provided with a campus email account through SacLink, and should check their SacLink accounts on a frequent and regular basis. Official notification from the University related to housing status, enrollment, academic status, fees, holds and financial aid will be sent primarily to students’ SacLink accounts.

ENERGY CONSERVATION
Housing and Residential Life staff are conscious of the need to conserve energy in the residence halls, since room and board rates are significantly affected by increasing utility costs. Conservation of energy and fossil fuels is everyone’s concern; residents are expected to do their part to keep energy costs down. Residents should turn off lights and electrical appliances when not in use.

HEATING AND AIR CONDITIONING
Residence hall rooms are supplied with either heat or air conditioning depending on weather conditions. Residence hall rooms cannot be manually switched from heating to cooling by residents. Air conditioning and heat are supplied by boilers and chillers regulated by computerized controls.

If residents have a problem with their heat or air conditioning, they should complete and submit a work order by going to the hall front desk. Additionally, to help keep energy consumption as low as possible and to balance the distribution of heat and air throughout the buildings, windows should be kept closed whenever possible.

INJURY AND ILLNESS
It is Residential Life policy not to transport sick or injured residents. Therefore, Housing and Residential Life Staff reserve the right to request medical assistance, including calling an ambulance, in the event of a medical emergency. Costs incurred by providers will be billed directly to the resident. Consult the License Agreement (Section XV) concerning health and accident insurance.

LAUNDRY FACILITIES
Laundry facilities are located in each building. Sutter and Sierra Halls have laundry facilities on the first, second, and third floors, while the other halls have laundry facilities on the first floor only. The machines do not accept cash. At check-in, all residents will receive a laundry card. Money can be applied to the card with cash, ATM or credit card at any of the laundry “Cash Centers” located near the front desk in each residence hall lobby. Current pricing for each wash cycle is $1, and dry cycles cost 50 cents for the first 30 minutes and 25 cents for each additional 15 minutes. If a resident loses his or her a resident lose his or her card, new cards can be purchased at any one of the laundry “Centers” for a fee. Each laundry room has specific instructions on how to use machines, how to report an issue, and how to obtain a refund. The residence halls do not own or operate the laundry machines. Residents should refer all laundry machine issues to the vendor by phone or by placing a work order through the vendor’s website (residents should reference the laundry machine number and the location of the laundry room when reporting an issue). Finally, residents should contact their hall staff if they are having problems with refunds.

LOCKOUTS
Each resident is issued a key to access his or her room. In the event the resident is locked out, the resident can obtain a lock-out key from their front desk, or contact the Resident Advisor to perform a “lock out”. After three (3) lock-out requests residents will be subject to a $20 charge for each and every lock out above the first three or will be charged for a re-core of the door lock at the expense of the resident.

Nondiscrimination Policy
California State University, Sacramento does not discriminate on the basis of age, ethnicity, religion, sexual preference, marital status, pregnancy, or veteran status in any of its programs or activities. Sacramento State complies with all applicable federal laws, state laws and trustee policies in this area. These statutes and policies also prohibit protected group harassment. Inquiries concerning compliance may be addressed to the Office of Equal Opportunity/Affirmative Action, (916) 278-6907.

Disability
California State University, Sacramento does not discriminate on the basis of disability (including HIV/AIDS) in admission, access to, treatment, or employment in its programs and activities. Section 504 of the Rehabilitation Act of 1973, as amended, the ADA, and the regulations adopted thereunder prohibit such discrimination (including harassment).

The Office of Equal Opportunity/Affirmative Action has been designated to coordinate the efforts of Sacramento State to comply with all applicable anti-discrimination regulations. Sacramento State is also in compliance with the Americans with Disabilities Act of 1990. Inquiries concerning compliance may be addressed by calling (916) 278-6907.
MISSING STUDENT POLICY AND PROCEDURE

The overwhelming majority of missing person reports made to college officials are due to students altering their routines without telling their parents, friends, etc. Anyone who believes a student is missing should communicate their concerns to a University administrator or Housing staff member.

During the housing application process students are asked to provide emergency contact information; however, providing such information is voluntary if the student is over the age of 18. Students will be invited annually thereafter to update their emergency contact information.

If a student is reported missing by friend, roommate, or guardian, etc, the University administrator or housing staff member will inform the University Department of Public Safety/University Police and the Vice President for Student Affairs. If a student is determined to have been missing for at least 24 hours, housing administration will immediately begin the following steps:

- Gather the following information from the reporting source: name of source, relationship to missing person and contact information.
- Gather the following information about the missing person: name, age, description (picture if possible), contact information, last seen date/time/location, change in behavior/stress/relationship, and reason for concern.
- Check the student’s room.
- Perform routine checks within residence hall community.
- Check with friends and roommate(s) to see when the missing person was last seen or contacted.
- Call (cell phone), email or text the student using the following script: A fellow resident (or other person, as appropriate) has noticed your absence. Could you please let your Residence Life Coordinator (add name and number) know that you are ok.
- Leave the same note on the missing student’s bed advising him/her to contact the RLC immediately.
- Determine whether the resident’s meal card has been used to gain access to the Dining Commons.
- Determine whether the resident’s mail has accumulated in his or her mailbox.
- Check CMS to see if the resident has recently withdrawn.
- Check with facilities to determine whether the resident’s FOB has been used.
- Review the information gathered by the Resident Advisor. If necessary, collect additional information from the individual who reported the student as missing (reasons why the person is believed to be missing, last date/time of contact, actions the individual has taken to locate the student, etc).

- Contact IRT to determine computer lab usage, My Sac State logon, etc.
- If possible, check Facebook for any information that may be helpful.
- Contact Parking Services to obtain the students car make, model, year and color along with the vehicle’s license plate number and state. Have Police check on campus to see if the missing student’s vehicle is accounted for.
- If parents/guardians are not involved in the initial report, a decision will be made regarding notification of the missing student’s emergency contact or parent. If a missing student is under the age of 18 and not emancipated from their parents, the custodial parent will be immediately notified by University officials.

OUTDOOR FACILITIES

The swimming pool area is located behind Draper Hall. The pool area and deck are surrounded by a large lawn. There is a tennis and basketball court adjacent to the pool-picnic area. These areas are open only to residents and their guests and can be accessed by room fob. Residents also have access to the bike trails located next to the campus that run along the American River. Equipment for outdoor activities is available at each hall’s front desk. Residents should avoid using lawn areas that are wet or muddy.

Please note that courtesy and quiet hours apply in the outdoor areas. For this reason, the pool, basketball and tennis courts close at 10 p.m. Alcoholic beverages are prohibited in all outdoor facilities at all times.

PEST CONTROL

Pest control in student rooms and suites begins with residents preventing the conditions that invite insects or other pests into the room and suite. Below are guidelines that students should follow:

- Keep all food in sealed containers
- Wash dishes and utensils promptly after use
- Keep the trash can clean, and do not let trash build-up
- Keep the refrigerator clean inside and out
- Clean the suites and bedrooms regularly
- Do not accumulate aluminum cans or other food containers for recycling purposes

Should residents have a pest concern he or she should submit a work order at the front desk. Students will be notified in advance if their room needs to be sprayed and how long the room will need to remain unoccupied.
**ROOM CONDITION REPORT (RCR) OR SUITE CONDITION REPORT (SCR)**

Upon moving into the residence hall/suite, each resident must fill out a Room or Suite Condition Report (RCR or SCR) which indicates the condition of their room and furnishings upon their arrival. Residents should insure that all conditions are thoroughly noted. After completing the report, residents must turn the RCR or SCR in to their Resident Advisor or the front desk within five calendar days of the check in date. Upon check out, the Residence Life Coordinator and facilities personnel will make a final inspection of room for damage assessments. Following established check out procedures and instructions will help residents avoid unnecessary costs charged against their accounts.

**SAFE RIDES: CALL (916) 278-TAXI (8294)**

Safe Rides is an Associated Students, Inc. sponsored program that provides free, safe and confidential rides home to the students, staff and faculty of Sac State.

The Safe Rides Program is designed to prevent incidents related to drinking and driving that lead to accidents, DUI/DWI arrests, injury and death. It also can be used to get home from a late movie or a broken-down car.

Safe Rides operates from September through May on Wednesday, Thursday, Friday and Saturday nights from 10 p.m. to 2 a.m.

**SAFETY AND SECURITY**

Campus Safety is everyone’s business. Developing an inviting and open community environment depends upon residents accepting responsibility for their own behavior, the behavior of their guests, and being concerned for the safety and welfare of others residents and members of the University community. If at any time something appears unsafe, residents should report the condition immediately to hall staff or University Police. Breaches of security should similarly be reported.

**SERVICE ANIMAL**

Students needing an accommodation for a service animal may fill out a “Housing and Residential Life Service Animal Request”. This request will require the student to include the breed, size and weight of the service animal and the type of assistance the service animal provides. Also, required will be written documentation from an appropriate medical provider, which verifies the need for a service animal and lists specific details of the type of assistance and service it provides. Details of a student’s disability or medical history are not required. This request will be reviewed by the housing office and the office for Services to Student with Disabilities. An accommodation letter from the Sacramento State Services to Students with Disabilities Office may be submitted.

**STORAGE**

Due to limited space in the residence halls, personal items may not be stored other than in individual rooms.

**STUDY ROOMS**

Study lounges are located in each residence hall. Residents should be considerate of the noise level in and around these areas.

**TELEVISION RECEPTION**

Each room is equipped with a television outlet for reception of local and selected satellite programming. Please reference csus.edu/housing/departments/technology-services/index.html for a current channel guide. If you are having problems with reception or channels not working please contact the front desk in your hall.

**VEHICLES ON CAMPUS**

Driving or parking on walkways and grounds is prohibited. Residents should not keep personal items or valuables in their cars, and should keep doors locked at all times. The University is not liable for theft, damage, or vandalism to vehicles in University lots, or for theft of personal belongings left in vehicles.

Residents are prohibited from washing vehicles on campus property. Governmental regulations strictly prohibit toxins from such activities to enter the storm drainage system.

**VENDING MACHINES**

Vending machines are located in the recreation room of each residence hall. If a resident loses money in the machine, a refund may be obtained from the Meal Card Office in the Dining Commons.

**WORK ORDERS**

If residents have maintenance, damage, or safety concerns about their rooms or common areas, they should report such issues at their hall front desks, and have an RA or DA staff enter a maintenance work order. It is the resident’s responsibility to report maintenance, damage, or safety problems in his or her room, and should be thorough in describing the work to be done. Residents should not attempt to take corrective action themselves.

Maintenance staff will leave a green card notifying residents of the status of work done.
RECYCLING IN THE RESIDENCE HALLS

The California State University system (CSU) and Sacramento State are committed to integrating sustainability into teaching, service, research and facilities management—in other words, to weave “green practices” into every facet of the University. Thus, Housing and Residential Life staff encourage residents to make environmentally-conscious decisions while in living in the residence halls and to reduce, reuse and recycle whenever they can.
WHAT CAN RESIDENTS RECYCLE AT THE RESIDENCE HALLS?

INK CARTRIDGES
To recycle empty toner and ink cartridges, residents simply need to bring them to the front desk of their residence hall.

PAPER AND CARDBOARD
All clean, dry paper and cardboard (no pizza boxes) may be recycled, including:
- White paper, colored paper and newsprint
- Window and clasp envelopes
- Glossy magazines and catalogs
- Phonebooks and paperback books
- Gift wrap and carbonless forms
- Cardboard

WHY RECYCLE PAPER?
Paper recycling is the process of remanufacturing old paper products and turning them into new, reusable paper products. Recycling old paper products uses 60% less energy than manufacturing new materials. Most paper can be recycled up to 8 times to create new products.

Americans throw away enough writing and office paper annually to build a 12-foot high wall that stretches from New York City to Los Angeles. One ton of paper from recycled pulp saves 17 trees, 3 cubic yards of landfill space, 7,999 gallons of water, 4.2 kilowatt hours of energy (enough to heat your home for half a year), 390 gallons of oil, and prevents 60 pounds of air pollutants. It takes 75,000 trees to print a Sunday edition of the New York Times.

Paper makes up over 40% of our waste streams, making it the material that people throw away most. That means for every 100 pounds of trash we throw away, about 40 pounds of it is paper. If every individual recycled one newspaper every day, 41,000 trees could be saved.

BOTTLES AND CANS
Please empty and rinse bottles and containers before recycling. The following types of bottles, cans, and containers may be recycled:
- Aluminum cans
- Aluminum foil
- Steel cans (from soup, tuna, etc)
- Glass bottles and jars of all colors (please remove the caps/lids)
- #1 PETE plastic bottles (from water, sodas, etc.)
- #2 HDPE plastic bottles (from shampoo, detergent, etc.)

WHY RECYCLE BOTTLES AND CANS?
Producing a soda can from aluminum uses 95% less energy than manufacturing a can from its raw material (bauxite) and produces 95% less air pollution and 97% less water pollution.

Recycled soda bottles (plastics #1) can be made into carpeting, fleece clothing, tote bags, picnic tables and traffic cones.

At current steel recycling rates, the U.S. saves enough energy to provide 18 million homes with electricity. Aluminum and steel have high scrap metal recycling value, so the more that individuals recycle, the more energy and money are saved.

Glass can be recycled repeatedly and never loses its quality or quantity. Americans use more than 100 million steel cans and more than 200 million aluminum beverage cans every day, enough to rebuild the entire U.S. commercial airliner fleet every three months.

REDUCE YOUR USE OF BOTTLES AND CANS
Many local coffee shops offer a discount for bringing your own coffee mug. Get a reusable water bottle—most people don’t know that tap water must meet more stringent standards than bottled water.

HOW TO RECYCLE BOTTLES, CANS, PLASTIC BAGS, PAPER AND CARDBOARD IN THE RESIDENCE HALLS
The residence halls participate in the campus co-mingling recycling program. Each resident room is provided with one blue plastic recycling container. Residents should collect all food-free paper products and cardboard and place those items in the blue recycling container along with all of their aluminum, glass, and plastic containers. Once the blue recycling container is full, residents should bring it outside and dump it into the large white recycling bin in the back of their hall next to the garbage dumpster. In the American River Courtyard, recyclable trash should be dumped in the appropriate garbage chute (with the exception of non-broken down cardboard). In the American River Courtyard, clean cardboard that is not broken down should be taken to the 1st floor trash chute area for recycling. Cardboard that is not broken down and “stuffed” into the trash chute will plug the chute making it unusable. Staff will have to lock the chute until the plug can be removed.

It is important that all paper and cardboard products have no food debris on them. Containers must also be rinsed to remove any food or beverages left in or on the containers, otherwise all the items in the recycling dumpster and will be thrown into our local landfill.
E-WASTE

WHAT IS E-WASTE (OR E-SCRAP)?
E-waste is a commonly used term for electronic products at the end of their “useful life.” Unwanted electronic products such as computers, printers, TVs, VCRs and stereos make up one of the fastest growing segments of our nation’s waste stream.

WHY SHOULD E-WASTE BE E-RECYCLED?
Many Californians are unaware that it is illegal to throw most unwanted electronics in the trash. The hazardous materials contained in these items, such as lead, can be harmful to the environment and human health if improperly disposed. E-waste also contains valuable resources that should be recovered—in other words, e-Recycled.

WHAT CAN BE E-RECYCLED IN RESIDENCE HALLS?
Items that can be e-Recycled in the residence halls include: computers, monitors, printers, mice, keyboards, speakers, TVs, VCRs, DVD players, stereos, microwaves, lamps, blow dryers, chargers, power cords, cell phones, CDs, DVDs.

HOW TO RECYCLE E-WASTE IN THE RESIDENCE HALLS
Residents can turn in e-waste material into a designated location for proper recycling anytime of the academic year. Please see your hall staff for more information.

During the end of the fall and spring semesters, e-waste bins are provided in each hall for student use.

BATTERIES
As of February 8, 2006, all Californians are required by law (California Code of Regulations, title 22, division 4.5, chapter 23) to recycle batteries through an authorized agent or recycling facility. As a regulated waste, businesses and households can be held liable for not maintaining compliance with the requirements of the “Universal Waste Rule.” Universal wastes are wastes that are generated by a wide range of the public and so the state has authorized less stringent regulations on their handling and management. Included in this category of universal waste are batteries, fluorescent lamps, mercury-containing devices and electronic waste (e-waste).

WHY RECYCLE BATTERIES?
Besides the regulatory mandate, batteries contain metals or other toxic or corrosive materials. Individual batteries pose a minimal risk to people or the environment, but an accumulation of them in a landfill could lead to soil and groundwater contamination. Metals reclaimed from recycled batteries can be used to make new products. The best option is to use rechargeable batteries such as nickel cadmium, lithium, or nickel metal hydride that can help reduce the amount of battery waste generated, thus promoting a more sustainable environment.

WHAT BATTERIES CAN BE RECYCLED IN THE RESIDENCE HALLS?
Any battery of any type or size that exhibits a hazardous characteristic or contains metals must be recycled. This includes the following:

• One-time use batteries (including alkaline, silver button, zinc-carbon)
• Rechargeable batteries (including nickel cadmium, lithium, nickel metal hydride)
• Small lead acid batteries (including burglar alarm, emergency light, power backup)

HOW TO RECYCLE BATTERIES IN THE RESIDENCE HALLS
Each hall front desk has a collection container for residents to turn in batteries for recycling. For more information on University recycling efforts, please visit the University recycling website at fm.csus.edu/iwm.
The goal of the Housing and Residential Life program is to provide Sacramento State students with affordably priced accommodations on campus. Our program enhances the academic and social environments experienced by our students and encourages the development of a positive living-learning community that can add to the success of our residents.
Residents are expected to maintain their rooms/suites in a reasonably clean and sanitary condition throughout their occupancy period. Residents mutually share responsibility for the cleanliness and regular upkeep of common areas such as kitchenettes, bathrooms and living areas. Weekly cleaning will prevent the build-up of hard-to-remove grime, stains, grease and mildew. Sanitation issues will be addressed during safety and sanitation inspections, which are conducted by Housing Staff members, and will occur no less than once during the semester. Each resident in the suite has a responsibility to do his or her part to maintain the suite. If a suite does not pass one of the Health and Safety Inspections members of the suite will be given 48 hours to remedy the identified problem as stated in the ‘Health and Safety Inspections policy. Failure to clean the space may result in cleaning charges.

BATHROOMS, SUITE
Residents are responsible for maintaining their bathroom and shower areas.

SINKS AND SHOWERS
- Clean the tub and sink regularly using a non-abrasive cleaner such as Soft-Scrub or Bon-Ami.
- Clean mirrors and sink/tub fixtures with glass cleaner.
- Do not use harsh or rough abrasives such as a kitchen scrubber or steel wool for cleaning the sink or tub as it may scratch the surface.
- Clean the shower thoroughly with a non-abrasive cleaner (shower should be white).
- Use a small amount of bleach and a small brush to remove mold or mildew around the shower and other damp areas.
- Exercise caution when or refrain from using hair dyes and other products that can discolor/stain sinks or showers; damage may result in a charge.
- Do not hand-launder clothes in bathroom or kitchen sinks; use the laundry room sinks.

TOILET
- Regularly clean the toilet with a non-abrasive cleaner and a toilet brush (toilet should be white).
- Dispose of tampons and sanitary napkins in a trash can; do not flush them down the toilet. Avoid flushing anything other than toilet paper in the toilet.
- Turn off the water at the back of the toilet if there is a risk of overflow.
- Borrow a plunger and a mop, should a toilet overflow; mop the area around the toilet to avoid a hazard. If extra cleaning is needed, residents should consult their RA/Front Desk.
- Contact a Resident Advisor ASAP with plumbing issues so that a work order can be completed and the problem fixed.
- Do not stand on the toilets.

CLEANING RESPONSIBILITIES/REQUIREMENTS FOR KITCHENETTES
Residents are responsible for ensuring cleanliness of kitchenettes.

Residents must provide any cookware, dishes, silverware, glasses, etc., as well as cleaning supplies (the suites are similar to renting an apartment).

COUNTERTOPS
- Clean countertops regularly using a non-abrasive cleaner.
- Do not cut directly on the countertop surface; use a cutting/bread board to avoid surface damage.
- Do not place hot plates, pans, or dishes directly on the countertop; use a hot pad under a hot dish to protect the countertop surface from burn marks, blistering, cracking, or discoloring.

Damage to the countertops will result in charges for replacement.

DRAINS
If a kitchen or bathroom drain becomes clogged, residents should not use Drano or any other cleaning compound. If problems arise with clogs, submit a work order at the front desk. Do not put garbage, paper towels, fish tank debris, grease, tea or coffee grounds, etc. into any drain. A charge may be assessed for time spent unclogging a drain if caused by carelessness or neglect.
GARBAGE DISPOSAL
A garbage disposal is located in the drain of the sink.
• Run the garbage disposal only when the water is on. Use ONLY cold water.
• Avoid putting oil or grease down the drain. Put leftover oil in an old jar or plastic container when cool, and then dispose of it as non-recycled trash in a trash chute.
• Avoid putting anything hard like bones or metal objects in the garbage disposal.
• Avoid using a plunger on the kitchen sink. You should contact your front desk to complete a work order for any malfunctioning garbage disposal.
• Do not place your hand in a garbage disposal to try and unclog or remove items from it.

REFRIGERATORS
14. cu. ft. refrigerators are included in each apartment and/or suite. Clean the refrigerator with mild soap and water. Residents are responsible for cleaning and defrosting the refrigerator properly before major closing periods and final check-outs in May. When checking out, make sure the refrigerator is empty of food and clean.

HEATING AND AIR CONDITIONING
Each suite in American River Courtyard has a room thermostat which controls both heating and cooling. Rooms are supplied with either heat or air conditioning depending on time of year. Opening windows will shut down the heating/air conditioning supply to your room.

LAUNDRY SERVICES
Washers and dryers are available in American River Courtyard. The machines do not accept cash. At check-in, all residents will receive a laundry card. Money can be applied to the card with cash, ATM or credit card at the laundry “Cash Centers” located in the American River Courtyard. Current pricing for each wash cycle is $1, and dry cycles cost 50 cents for the first 30 minutes and 25 cents for each additional 15 minutes. Please do not overload the washers and dryers. Should a resident lose his or her card, new cards can be purchased at any one of the laundry “Centers” for a fee. Each laundry room has specific instructions on how to use machines, how to report an issue, and how to obtain a refund. The residence halls do not own or operate the laundry machines. Residents should refer all laundry machine issues to the vendor by phone or by placing a work order through the vendor’s website (residents should reference the laundry machine number and the location of the laundry room when reporting an issue). Finally, residents should contact their hall staff if they are having problems with refunds.

LOUNGES AND STUDY AREAS
Quiet hours apply to lounges and study areas at all times.

FURNITURE IN COMMON AREAS
Do not remove furniture in common areas. The furniture and equipment provided in public areas are for the use of everyone in the hall community. Removal of or damage to any furniture, equipment, floor or wall surfaces in the American River Courtyard common areas may result in a damage and or moving charge.

GUIDELINES FOR INTERIOR COURTYARD USE (AMERICAN RIVER COURTYARD)
• If residents would like to use the courtyard for programming, they should contact their Residence Life Coordinator.
• No vehicles may be driven into the courtyard.
• No bonfires are allowed in the courtyard.
• Grilling is not permitted within the courtyard. Grilling in unauthorized areas is considered a fire safety violation. Grills and/or the materials for such grills are prohibited (e.g. propane, natural gas, wood/charcoal).
• Quiet hours and courtesy hours apply to the Interior Courtyard and the front of the American River Courtyard.
TECHNOLOGY
SERVICES AND ONLINE SAFETY
ROOM TELEPHONE CONNECTION
The University does not provide in-room telephone services. Cellular phones or broadband VOIP (Voice Over Internet Protocol) are recommended for residents. VOIP is technology that allows voice communications over a standard landline telephone or through a computer (in conjunction with headset/speakers/microphone) connected to the Internet. Popular VOIP providers include Skype, Vonage, Google Talk, and iChat. The University does not endorse or provide tech support for any VOIP.

EMERGENCY TELEPHONES
Emergency telephones are located in the hallways of each floor, by which residents can contact campus police at x86851 or 911. Emergency telephones are only for emergency dialing and communication only. It is highly recommended that residents place the campus police telephone number (916) 278-6851 in their cell phone and/or VOIP telephone directory. Calls directly to 911 from a non-campus phone will be routed to other law enforcement instead of campus police and could delay response time of services.

INTERNET CONNECTIVITY SERVICES
WIRED INTERNET – HOUSING TECHNOLOGY SERVICES
Each resident has a computer network data line in his or her room. Data jacks are either gray in color, or are labeled “DATA.” The Housing Technology Services data service allows residents to obtain high-speed direct access to computing resources including online courses through SacCT, Sacramento State Library’s databases, and My Sac State. To connect to Housing Technology Services ata services, residents need a laptop or desktop computer with a Ethernet Network card. Most recent desktop and laptop computers will have a built-in Ethernet network interface card. If installation of your Ethernet card is required, Housing staff recommends a professional installation. Housing Technology Services staff members are not authorized to install Ethernet cards or any other hardware. Before using Housing Technology Services, residents should review the Housing Technology Services Acceptable Use Policy at: csus.edu/reslink/au.html.

WIRELESS INTERNET – SACLINK
To connect wirelessly to SacLink in the residence halls and elsewhere on campus, residents’ computers must have at a minimum an 802.11G-compatible wireless network card. (Most new laptops come with built-in 802.11G or N compliant wireless cards.) Wireless network connection is accessible in all residence hall common areas, study rooms, and individual rooms. Campus wireless internet coverage maps and additional information can be found at csus.edu/wireless. Personal wireless routers are not allowed. Such wireless signals conflict with Sacramento State’s wireless signal.

HOUSING TECHNOLOGY SERVICES HELP DESK
A Help Desk is available to all residence hall residents to assist them with computer networking-related issues. Residents can submit a ticket and view available Help Desk services by visiting csus.edu/housing/departments/technology-services/index.html. Additionally, Help Desk staff offer informational sessions on a number of technology related topics, such as how to get connected to both the wired and wireless networks, how to protect computers from viruses and spyware, and the other computer-related resources available on campus. Housing Technology Services supports the following operating systems: Windows 7, Windows 8, Windows Vista, Windows XP, Mac OS X. The Help Desk is located in the Housing and Residential Life Office of Sierra Hall. Residents may contact the Housing Technology Services Help Desk with further questions at (916) 278-2555 or reslink@csus.edu.

IRT SERVICE DESK
The University also offers dedicated support and training to all students at the IRT Service Desk, located in the Academic Information Resource Center (AIRC, or ARC as it’s called by students), Room 2005. Their hours and contact information can be found at their website csus.edu/irt/servicedesk. A complete list of services and workshops for students can be found at the Student Technology Center website at csus.edu/irt/acr/stc.
ON-CAMPUS COMPUTER AND PRINT LABS
Instead of providing their own computers, students may also use one of the many Internet-connected University Computing Labs located around campus which are furnished with computers, software and printers. All of the residence halls have a computer/print lab for residents and have Windows 7. The lab is available for all residents during normal hall hours and exclusively to the hall’s residents after 10 p.m. many colleges and departments also have their own computing labs for students. Please visit csus.edu/uccs labs for additional information on lab locations and hours of operation.

By using their valid SacLink account name and password, residents have access to network and internet services from the lab computers, and have a wide assortment of pre-installed software available to them (A current list of software available on the computers can be found at csus.edu/irt/Labs/software.html).

Residents may load programs or data onto a lab work station from the network or from local media. Note that data stored to the local work station hard drive will be lost anytime the work station is shut down or the user logs out.

Users are responsible for the security of their data and utilize campus computer and network resources at their own risk.

All labs have a PrintSmart print station with high-speed duplex printing capability. A sac state one card is required to use the Printsmart services. More information can be found at: csus.edu/printsmart

ONLINE SAFETY TIPS
Most students are members of online communities by the time they arrive at Sac State. Such communities allow residents to meet and connect with other people, publish journals (blog), chat with friends, post pictures, organize events, and much more. While these virtual communities are great ways for residents to connect with new friends and friends back home, and share their interests with others, there are many issues of which they should be aware of as well:

• Always check privacy settings. Online communities allow users to restrict access to their profile and blog entries. Posting information on the Internet may be viewable by anyone and everyone; users should be proactive and make access to their opinions and other personal information available only to people you know.

• Think before posting a blog or comment. Students at universities can be held liable for information that is offensive, derogatory or otherwise against University policy. Online behavior can affect potential student conduct violations and proceedings just as offline behavior, and online records are easy to print, save and document. While the University does not monitor activities on the Internet, records of such activities may be used as evidence if brought to the University’s attention.

• Identity theft is on the rise. Residents should avoid placing information online that may release their identity to the public. This includes their location or address, full name, roommates, phone number and email address.
EMERGENCY RESPONSE PROCEDURES

This section contains instructions about how you should respond as a University Housing resident when facing several different possible emergency situations.

TO REACH THE PUBLIC SAFETY/UNIVERSITY POLICE
Using a campus phone Dial 911.
Using a non-campus phone, dial (916) 278-6851.

During an emergency, remember to first follow any instructions given through the University’s Emergency Notification System (such messages can arrive via loudspeaker system, text message, e-mail and campus electronic bulletin boards).

EVACUATION PLAN/LOCATION
Fire-detection systems are located in each building. If an alarm sounds, use the closest outside exit and retreat to the grassy Housing Quad area in the center of the residence hall complex. This will ensure a clear thoroughfare for emergency vehicles arriving at the building.

EVACUATION PROCEDURE
1. Evacuate the building to designated area Housing Quad area in front of the Dining Commons.

2. In the event of an emergency, Residence Life staff may take attendance in the quad in order to give emergency personnel a list of individuals who may still be in the building and may need assistance exiting it. You should notify appropriate emergency personnel if you know of anyone still inside of the halls.

3. Do not return to the building until instructed by the Fire Department/Police or Designated Housing Personnel.

IN CASE OF ACTIVE SHOOTER
Dial 911 or Public Safety/University Police (916) 278-6851.

If an active shooter is inside or outside a residence hall building, you should shelter in place immediately. Do the following:

- Keep yourself out of sight and take adequate cover or protection, i.e. behind concrete walls, thick desks, filing cabinets (get down on the floor and away from the windows)
- Silence cell phones
- Notify police of the situation and give them your location
- Do not leave your location until you have been given an “all clear” by the Police or University Administrator

IN CASE OF BOMB THREAT
You, and anyone you hear of receiving a bomb threat, should REPORT ANY BOMB THREAT by dialing 911. If you receive a bomb threat yourself via phone, you should try to keep the caller on the phone as long as possible. Though you are in a difficult position receiving a call like this, listen carefully and try to determine and record the following:

- Date and time of the call
- Exact words of the caller
- Speech pattern or accent
- Emotional state
- Age and gender of the caller
- Background noises (i.e. traffic)

IN CASE OF EARTHQUAKE
There is possibility for a serious earthquake in all California counties. Therefore, it is important that you familiarize yourself with the following earthquake evacuation procedures:

DURING THE TREMORS

IF YOU ARE INSIDE:
- Stay indoors and take cover under a table, desk or within a door frame. Stay away from glass.

IF YOU ARE OUTSIDE:
- DO NOT enter buildings.
- Stay clear of buildings, trees, and power lines.

AFTER SHOCK SUBSIDES
- Remain calm and exit building quickly to clear area.
- Go to Central QUAD (take your keys, wallet, etc.)
- DO NOT ignite matches or lighters or turn on electrical switches.
DO NOT re-enter building until directive is given by University staff. Emergency evacuation procedures are posted near each residence hall room that is adjacent to emergency exits. The signs are bright orange, 8-1/2” x 14.” These procedures must be visible at all times. It is a violation of Housing policy for any resident to tamper with, deface, or remove evacuation procedure signs.

IN CASE OF FIRE

FOR A FIRE INSIDE RESIDENT ROOMS
- Dial 911 or Public Safety/University Police (916) 278-6851.
- Communicate exact room location.
- Describe what is burning.
- If residents cannot safely extinguish the fire — EVACUATE THE AREA.
- Close windows (if possible) — CLOSE AND LOCK DOOR AND TAKE ROOM KEY.
- ACTIVATE THE FIRE ALARM AFTER EXITING.

FOR A FIRE OUTSIDE RESIDENT ROOMS
When you are inside your room, or another indoor residence hall area) you should:
- Carefully feel the exit door — if it is hot, DO NOT OPEN IT.
- If door is cool, OPEN CAUTIOUSLY AND EVACUATE.
- Dial 911 or Public Safety/University Police (916) 278-6851.
- Seal the bottom of your door with a towel or other material to keep out smoke.
- ACTIVATE THE FIRE ALARM AS YOU EXIT.
- Close as many doors as possible between you and the fire.
- IF SMOKE IS PRESENT, STAY LOW TO FLOOR — heat and smoke rises.
- Evacuate building to the designated area, the HOUSING QUAD.
- Report your name to staff and await directions.

FIRE EXTINGUISHER USAGE AND OPERATION
Each fire extinguisher contains operating instructions, warnings and maintenance instructions. Read instructions carefully and understand them thoroughly before a fire occurs.
1. Hold extinguisher upright.
2. Pull ring pin (to snap safety seal).
3. Stand back 10 feet from the fire.
4. Aim at base of fire.
5. Squeeze lever and sweep from side to side.

IN CASE OF FLOOD—NO ADVANCE WARNING

IF YOU ARE INSIDE
- Close all exterior doors and call University Police at (916) 278-6851, 911 from a campus phone, or call or Sacramento Police Department at 911 from a cell phone.
- Check in with a staff member as soon as possible.
- ENSURE EVACUATION OF RESIDENTS WITH DISABILITIES TO UPPER FLOORS.
- DO NOT ATTEMPT TO LEAVE CAMPUS UNTIL TOLD TO DO SO BY APPROPRIATE AUTHORITIES.
- DO NOT TAKE REFUGE NEAR WINDOWS AND DOORS.
- Remain calm.
- Take shoes, keys, ID, wallet, medication and flashlight to 2nd or 3rd floor.
- Move food, drinks and water to upper floors.

IF YOU ARE OUTSIDE
Go into the nearest building and check in with a staff member.

IN CASE OF FLOOD—ADVANCE WARNING

IF YOU ARE INSIDE
- Close all exterior doors.
- Check in with a staff member as soon as possible.
- ENSURE EVACUATION OF RESIDENTS WITH DISABILITIES TO UPPER FLOORS.
- DO NOT ATTEMPT TO LEAVE CAMPUS UNTIL TOLD TO DO SO BY APPROPRIATE AUTHORITIES.
- DO NOT TAKE REFUGE NEAR WINDOWS AND DOORS.
- Remain calm.
- Take shoes, keys, ID, wallet, medication and flashlight to 2nd or 3rd floor.
- Move food, drinks and water to upper floors.

IF YOU ARE OUTSIDE
- Go into the nearest building and check in with a staff member.
- AFTER FLOODWATER RECEDES, FOLLOW STAFF AND POLICE DIRECTIVES FOR SAFE DEPARTURE.
IN CASE OF HAZARDOUS MATERIAL SPILL, LEAK, FIRE OR EXPLOSION—HAZARDOUS MATERIAL PRESENT OUTSIDE

• SHELTER IN PLACE. Stay in your room or a location designated by Emergency Response
• Personnel (Fire, Police or Housing staff).
• Tightly close all windows and doors. Place a wet towel at the base of the door. If possible, use tape to seal any cracks.
• In Desmond, Draper, and Jenkins Halls, turn off your Heater/AC.
• DO NOT LEAVE until instructed to do so by Fire, Police or Housing staff.
• NEVER walk or drive through a released product in any form—SOLID, LIQUID, OR GAS.

IN CASE OF SEVERE WEATHER

A TORNADO WATCH means that conditions are such that a tornado could develop. Monitor TV and radio weather bulletins and take necessary precautions.

A TORNADO WARNING means a tornado has been sighted in the immediate area. Listen to local radio or TV stations for information. Take shelter at once and follow procedures below for protection. Do not go outside to look for a funnel cloud.

IF YOU ARE OUTSIDE

• Go inside the nearest building if possible (get into an area on the first floor without windows).
• Get down in a sheltered spot and cover your head with your arms.
• Stay away from windows.
• Do not get in a vehicle and try to outrun the tornado.

IF YOU ARE INSIDE

• Monitor severe weather reports from TV/radio and possibly the Housing Office/campus personnel.
• Follow staff directives regarding what to do and where to go in the hall.
• Unplug major appliances and close windows and window coverings (if time permits).
• Evacuate to lower floors within the hall and go into closets, corridors or stairwells (away from windows or glass doors).
• Use a pillow, heavy blanket, etc. to protect your body from falling objects.
• Remain in the designated safe location (first-floor corridors and stairwells) until the “all clear” signal is given by the media or University emergency personnel/staff.
PARKING
AND TRANSPORTATION (UTAPS)
The Residence Hall parking lot is located in the Residence Hall Complex area and provides parking for residents including motorcycle and disabled-accessible parking spaces. To park on campus, all Residence Hall students with vehicles must purchase a Sac State Residence Hall parking permit at the University Transportation and Parking Services (UTAPS) office, located in Folsom Hall.

HOW TO PURCHASE A RESIDENCE HALL STUDENT PARKING PERMIT
Residence hall parking permits may be purchased at the UTAPS office or online at csus.edu/utaps. Residents should purchase a Residence Hall Parking Permit vs. a regular student parking permit.

GUEST PARKING PERMITS
Guests may park in any student lot with a daily parking permit. Daily parking permits may be purchased from any daily parking permit machine located in student parking lots and parking structures. Overnight guests should purchase a parking permit from the UTAPS office that is appropriate for the length of time they will be staying.

WHERE THE RESIDENCE HALL STUDENT PARKING PERMIT IS VALID
Residence Hall parking permits are valid at all times in Lot 2 Residence Hall parking spaces, Lot 10, Lot 14 and Parking Structure IV. Residence Hall permits are not valid in regular student spaces before 4:30 p.m. (see below), faculty/staff spaces, or ADA accessible spaces (without a disabled parking placard or disabled license plates). Vehicles displaying a Residence Hall permit that are parked in the aforementioned spaces or times are subject to parking citation. Parking in fire lanes (red curbs) is prohibited at all times.

HORNET EXPRESS SHUTTLE SERVICE
The Sac State Hornet Express Shuttle is a service provided to the University community by UTAPS. Three shuttle lines service the campus and nearby residential areas: The Hornet Line provides service to the Upper East Side Lofts via the 65th Light Rail Station, Folsom Hall, Napa Hall and The WELL. The Green Line provides service to the La Riviera Drive/Folsom Blvd. area, and around the campus perimeter roads. The Gold Line provides service to the Howe Avenue/Fulton Avenue area. The Hornet Express Green Line and Gold Line run on weekdays from 7:40 – 10:15 a.m. and 2:20 – 4:55 p.m. during the Fall and Spring semesters. The Hornet Line runs all day on weekdays from 7:40 a.m. – 5:05 p.m. Route schedules and maps are available at the UTAPS office and the Union Information Desk, as well as several other campus locations.

Call (916) 278–7275 for more information or visit csus.edu/utaps for the latest routes and schedules.

NIGHT SHUTTLE SERVICE
A Night Shuttle is available from dusk until 11 p.m., Monday-Thursday by calling (916) 278–7260. The Night Shuttle operates during the fall and spring semesters.

SACRAMENTO REGIONAL TRANSIT
Sacramento State students can access Regional Transit services at no extra cost by presenting a valid OneCard and current commuter sleeve. Students have already paid a transit fee with registration fees for this transit service. Call (916) 321–BUSS or visit sacrt.com regarding routes and schedules.

The UTAPS Office is located in Folsom Hall on the south end of campus. Visit csus.edu/utaps for a map showing the location of the UTAPS office, or send an email to parking@csus.edu or call (916) 278–7275 for more information.
DINING COMMONS
AND COURTYARD MARKET

DINING COMMONS
The Dining Commons (DC) is operated by University Enterprises, Inc. (UEI), an auxiliary organization of Sacramento State with a goal of providing quality food in a clean and pleasant atmosphere. The meal plans offered are designed to provide a flexible, economical and nutritional program.

DINING COMMONS OFFERS:
Quality... Menus, recipes, production and service reflect our commitment to quality.
Flexibility... The meal credit feature allows a custom fit for the unique needs of each student. Furthermore, we welcome the opportunity to serve students with special diet needs or unusual dining situations.
Variety... The Dining Commons’ “All You Care to Eat” food and service program offers “to-order” selections from the grill, a soup and deli station and a carved-to-order meat selection at dinner. Dining Commons chefs prepare daily specials such as stir fry, authentic Asian wok cooking and Italian pastas and sauces. The DC also offers coffee to go.
Value... Value is more than price. It is convenience, atmosphere, variety and quality that are a part of each dining experience.
Concern... Visit the “Platter Chatter” suggestion box or talk to the Dining Common’s staff either in person or by phone at (916) 278-6971. Student feedback is important and valued.

HOURS OF OPERATION
Monday – Friday
Breakfast
Fall 2014 ......................... 7 a.m. – 10:30 a.m.
Spring 2015 ....................... 8 a.m. – 10:30 a.m.
Lunch ............................. 10:30 a.m. – 1:30 p.m.
Late Lunch ......................... 1:30 p.m. – 4:30 p.m.
Dinner ............................ 4:30 p.m. – 8 p.m.
Saturday – Sunday
Brunch – Dinner .................. 10 a.m. – 7 p.m.

COURTYARD MARKET
Located in the American River Courtyard
Courtyard Market proudly serves Starbucks gourmet coffees and Island Oasis smoothies, fresh baked goods, deli sandwiches, salads, ice cream, snacks, healthy, organic and locally-grown items, beverages and fresh baked pizza. It accepts Points, Flex$, cash and credit cards as payment.

HOURS OF OPERATION
Monday – Friday
Fall 2014 ......................... 8 a.m. – 10 p.m.
Spring 2015 ....................... 7 a.m. – 10 p.m.
Saturday ............................ 10 a.m. – 6 p.m.
Sunday .............................. 11 a.m. – 10 p.m.
MEAL PLANS

PLAN A (With Flex$)
The plan for average appetites. This meal plan allows students to purchase an average of 10 meals per week. It provides 1,260 meal credits. The cost of this plan is $3,568 for the school year and includes $200 Flex$ per year.

PLAN B (With Flex$)
This meal plan allows students to purchase an average of 15 meals per week during the school year for only $4,078. This plan includes 1,890 credits and $100 Flex$ per year.

PLAN C
Residents with 60 or more units who are living in the American River Courtyard can opt for this plan. This plan allows for an average of 8 meals per week at a cost of $2,728 per year. This plan includes 1,008 meal credits, but does not include Flex$. Flex$ may be purchased anytime during the year (semester) at the Meal Card Office in the Dining Commons for use on campus.

Note: A meal plan may not be shared between two or more students.

ADDITIONAL MEAL CREDITS
Extra meal credits are available for students who have a Dining Commons contract for the current semester. These can be purchased at the DC Meal Card Office.

Students may purchase as many credits as needed. However, remember that University Enterprises, Inc. cannot buy back unused meal credits and that meal credits are good only during the semester in which they were issued. No credits will be valid after the close of the spring semester.

FLEX$
Flex$ give more flexibility and more value! Meal Plans A and B include convenient Flex$ allowing students to use their meal card on campus at Baja Fresh, Burger King, Courtyard Market, Dining Commons, EcoGrounds, Epicure Restaurant at Sacramento State, Good Eats!, Jamba Juice, Java City at the Library, Java City at the Roundhouse, Panda Express, RF Greens, Round Table Pizza, Starbucks, Subway, The Buzz and TOGO's. Flex$ expire at the end of each semester.

MEAL SERVICES

BREAKFAST (3 meal credits)
Served Monday – Friday
Fall 2014: 7 a.m. – 10:30 a.m.
Spring 2015: 8 a.m. – 10:30 a.m.
Breakfast items include an assortment of fresh and canned fruits, fruit juices, assorted cereals, eggs cooked to order, and a breakfast buffet featuring an egg dish, breakfast meat and breakfast potatoes. Also available are assorted pastries, breads and beverages.

LUNCH (4 meal credits)
Served Monday – Friday
10:30 a.m. – 4:30 p.m.
Lunch menu items include daily grilled-to-order selections such as cheeseburgers, grilled chicken sandwiches and garden burgers. Also featured are a salad bar, soup and deli bar, nacho bar, pizza bar and pasta bar.

DINNER (4 meal credits)
Served Monday – Friday
4:30 p.m. – 8 p.m.
Served Saturday and Sunday
4:30 p.m. – 7 p.m.
Dinner menus feature a daily specialty bar that offers Asian, Italian and other popular food selections. Also offered are salad, soup, carved entrees, pizza, tacos and more.

WEEKEND CONTINENTAL BRUNCH (2 meal credits)
Served Saturday and Sunday
10 a.m. – 11:30 a.m.
Starbucks coffee, assorted pastries, cereal, toast, juice and waffles.

WEEKEND BRUNCH (4 meal credits)
Served Saturday and Sunday
11:30 a.m. – 4:30 p.m.
Weekend brunch menus feature breakfast and lunch: breakfast buffet, luncheon entrees, assorted pastries and luncheon desserts, salad and soup bar and beverages.
MEAL SERVICE DATES AND TIMES

The Dining Commons menu and serving times are posted in each residence hall. Below is the adjusted schedule for the 2014-15 academic year.

**Fall 2014 Return**
August 29 - 31, Friday - Sunday
9:00 a.m. - 7:00 p.m.

**Labor Day**
September 1, Monday
9:00 a.m. - 7:00 p.m.

**Veterans Day**
November 11, Tuesday
10:00 a.m. - 7:00 p.m.

**Thanksgiving**
November 26, Wednesday
Closes at 3:00 p.m.

November 27 - 30, Thursday - Sunday
Closed

**Winter Break**
December 19, Friday
Closes at 3:00 p.m.

December 20 - January 22, 2015, Saturday - Thursday
Closed

**Spring 2015 Return**
January 23, Friday
10:00 a.m. - 7:00 p.m.

January 24 - 25, Saturday - Sunday
10:00 a.m. - 7:00 p.m.

**Spring Recess**
March 20, Friday
Closes at 3:00 p.m.

March 21 - 29, Saturday - Sunday
Closed

**Cesar Chavez Day**
March 31, Tuesday
10:00 a.m. - 7:00 p.m.

**Summer**
May 22, Friday
Closes at 3:00 p.m.

NOTE: At the beginning of each semester before classes begin, brunch and dinner times will vary. Once classes begin, regular breakfast, lunch and dinner hours will be observed. Following Thanksgiving and Spring Break, meal service beginning with breakfast will be served on the first day classes begin and normal serving hours will be followed.

SPECIAL SERVICES

**BOX LUNCHES**

Box lunches are available when students cannot make it to a regular meal. Advance notice of 24 hours is required to prepare a box lunch; please see the cashier or a supervisor to place requests.

**SPECIAL DIETS**

Special (medical) diets can be arranged for residents with special dietary needs. Please consult the Dining Commons staff. Vegetarian options are featured on the regular menu.

**SICK TRAYS**

Sick trays are available to carry food back to the halls when students are ill. Sick trays require a signed verification slip from your Resident Advisor; normally, Dining Services does not allow food to leave the Dining Commons.

**SPECIAL ITEMS OF CONSIDERATION**

**MEAL PLAN CHANGE**

Students can change their meal plan; however, there is a deadline and a fee. Please see license agreement for details.

**TAKING FOOD OUT**

No food, except one piece of fruit, is allowed to leave the Dining Commons.

**GUESTS**

Guests may not use the facility unless they have paid in cash, meal credits, or Flex$. Residents are responsible for the behavior of their guests.

**SERVICEWARE**

Please do not remove flatware, silverware, etc. from the Dining Commons.

**ATTIRE**

Shoes and shirts are required in the Dining Commons at all times.

**DINING COMMONS ENVIRONMENT**

The Dining Commons reserves the right to refuse service to anyone for misconduct. Repeated or serious offenses can result in the loss of dining or housing privileges. All residence hall rules and regulations are enforced in the Dining Commons.

**DC RULES AND REGULATIONS INCLUDE, BUT NOT LIMITED TO:**

1. Students must bus their own table.
2. Students should not engage in food fights or the throwing of food/beverages.
3. Students should not remove food or property from the building.
4. Students should not loan out their personal meal card.
5. Students should not engage in abusive behavior, including language.
RESTAURANTS ON CAMPUS

NORTH CAMPUS

RIVER FRONT CENTER
- Baja Fresh* (coming soon)
- Gyro 2 Go
- Hiraku Sushi
- Panda Express*
- RF Greens*
- Starbucks*
- Togo’s*

OTHER NORTH CAMPUS EATERIES
- Dining Commons*
- Courtyard Market*
- Java City at the Roundhouse

*S eateries that accept Dining Commons Flex$

SOUTH CAMPUS

UNIVERSITY UNION (HORNET’S NEST)
- Burger King Express*
- Good Eats!*
- Gordito Burrito
- Mother India Express
- Panda Express*

OTHER SOUTH CAMPUS EATERIES
- EcoGrounds*
- Epicure Catering at Sacramento State
- Epicure Restaurant at Sacramento State*
- Jamba Juice*
- Java City at the Library*
- Java City at Modoc Hall
- Round Table Pizza*
- Saigon Bay Express
- The Buzz*

BOOKSTORE EATERIES
- Hornet Bookstore Café
- Subway*

VENDING
Vending machines are located in the University Union and the following buildings: Alpine, Amador, Benicia, Brighton, Douglas, Folsom, Lassen, Mariposa, Mendocino, Modoc, Napa, Placer, Riverside, Sacramento, Sequoia, Shasta, Tahoe and Yosemite. Machines are also located in the residence halls, AIRC, Broad Field House and The WELL.

For more information on all dining options on campus, visit www.dining.csus.edu and “Like” us on Facebook.
CALENDAR
AND DEADLINES
# FALL 2014
## CALENDAR OF DATES AND DEADLINES

<table>
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<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tr>
<td>July 1 – August 4, 2014</td>
<td>Freshman Orientation and Registration</td>
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<tr>
<td>August 6 – 8, 2014</td>
<td>Late Orientation and Registration</td>
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<tr>
<td>August 9 – 17, 2014</td>
<td>Fall 2014 Registration unavailable</td>
</tr>
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<td>August 18 – 28, 2014</td>
<td>Fall 2014 Open Registration and Change of Schedule resumes</td>
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<tr>
<td>August 27, 2014</td>
<td>Academic Year Begins – Unit 3 and 4 (Faculty-Academic Professionals)</td>
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<td>August 28 – 30, 2014</td>
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<tr>
<td>August 29 – September 1, 2014</td>
<td>Fall 2014 Registration unavailable</td>
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<td>September 1, 2014</td>
<td>Labor Day (Holiday) Campus Closed</td>
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<td>September 2 – 12, 2014</td>
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<td>September 9, 2014</td>
<td>Admission Day (Holiday Observed on 12/26/14) Campus Open and Classes Held</td>
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<td>September 15 – 29, 2014</td>
<td>Fall 2014 Late Registration and Change of Schedule done by petition at departments</td>
</tr>
<tr>
<td>September 29, 2014</td>
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<tr>
<td>October 13, 2014</td>
<td>Columbus and Indigenous People’s Day (Holiday Observed on 12/29/14) Campus Open and Classes Held</td>
</tr>
<tr>
<td>November 11, 2014</td>
<td>Veteran’s Day Observed (Holiday) Campus Closed</td>
</tr>
<tr>
<td>November 27, 2014</td>
<td>Thanksgiving Day (Holiday) Campus Closed</td>
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<tr>
<td>November 27-28, 2014</td>
<td>Academic Holiday – Campus Closed except for limited intra-campus operations</td>
</tr>
<tr>
<td>December 12, 2014</td>
<td>Last Day of Instruction</td>
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<tr>
<td>December 13 – 19, 2014</td>
<td>Final Examinations (Saturday, 12/13/14; Academic Workday)</td>
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<td>December 19 – 20, 2014</td>
<td>Commencement (Saturday, 12/20/14; Academic Workday)</td>
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<td>December 22, 2014 – January 26, 2015</td>
<td>Winter Recess (Students)</td>
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<td>December 25, 2014</td>
<td>Christmas Day (Holiday) Campus Closed</td>
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<tr>
<td>December 26, 2014</td>
<td>Admission Day Observed (Holiday) Campus Closed</td>
</tr>
<tr>
<td>December 29, 2014</td>
<td>Columbus and Indigenous People’s Day Observed (Holiday) Campus Closed</td>
</tr>
<tr>
<td>December 30, 2014</td>
<td>Lincoln’s Birthday Observed (Holiday) Campus Closed</td>
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<tr>
<td>December 31, 2014</td>
<td>Washington’s Birthday Observed (Holiday) Campus Closed</td>
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<tr>
<td>January 1, 2015</td>
<td>New Year’s Day (Holiday) Campus Closed</td>
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<tr>
<td>January 2, 2015</td>
<td>Last Day of Fall Semester; Grades Due</td>
</tr>
<tr>
<td>January 3 – 20, 2015</td>
<td>Winter Recess (Faculty)</td>
</tr>
</tbody>
</table>
SPRING 2015

January 19, 2015
Martin Luther King, Jr. Day (Holiday) Campus Closed

January 21, 2015
Spring 2015 Semester Begins

January 21 – 23, 2015
University-wide and/or College Meetings (Academic Workdays)

January 23 – 25, 2015
Spring 2015 Registration unavailable

January 26, 2015
Instruction Begins

January 12 – 22, 2015
Spring 2015 Late Registration and Schedule Adjustment

February 12, 2015
Lincoln's Birthday (Holiday Observed on 12/30/14) Campus Open and Classes Held

February 9 – 20, 2015
Spring 2015 Late Registration and Change of Schedule done by petition at departments

February 17, 2015
Washington's Birthday (Holiday Observed on 12/31/14) Campus Open and Classes Held

February 20, 2015
Census Date

March 23 – 29, 2015
Spring Recess (ninth week of semester)

March 31, 2015
Cesar Chavez Birthday Observed (Holiday) Campus Closed

May 15, 2015
Last Day of Instruction

May 18 – 22, 2015
Final Examinations (Saturday, 5/17/15: Academic Workday)

May 22 – 23, 2015
Commencement (Saturday, 5/23/15: Academic Workday)

May 25, 2015
Memorial Day (Holiday) Campus Closed

May 26-27, 2015
Evaluation Day (Academic Workdays)

May 27, 2015
Last Day of College Year

May 27, 2015
Spring 2015 Semester Grades Due (Academic Workday)
CAMPUS RESOURCES
ACADEMIC ADVISING

FIRST YEAR ADVISING
First Year Advising is a mandatory advising program for first year students that cover General Education and graduation requirements. To find out more about the First Year Advising Office contact them at:
Telephone: (916) 278-6351
Fax: (916) 278-7842
Location and Hours: Lassen Hall 1013
Monday – Friday: 9:00 a.m. - 5:00 p.m.
Website: csus.edu/acad/
Facebook: facebook.com/sacstateacad
Email: advising@csus.edu

CAREER COUNSELING SERVICES
Telephone: (916) 278-6231
Location and Hours: Lassen Hall, Room 1013
Monday – Friday: 9:00 a.m. – 5:00 p.m.
Website: csus.edu/careercenter/index.stm
Facebook: www.facebook.com/sacramentostate.careercenter
Email: career.center@csus.edu

FINANCIAL AID OFFICE
The Financial Aid and Scholarships Office helps students and their families search for, and for various types of financial aid. Financial aid education is offered through individual counseling, campus marketing activities and group presentations. Staff also ensures resolution of individual student concerns, including receiving and maintaining aid eligibility. The office strives to provide timely and accurate financial aid processing that is in full compliance with all federal, state and University regulations.

February is Financial Aid Awareness Month at Sac State. Watch for announcements on campus.

File your FAFSA or Dream Act application each year by March 2nd and “Get Your Docs Done by June 1” to ensure timely processing of your financial aid!
Telephone: (916) 278-6554
Fax: (916) 278-6082
Location: Lassen Hall 1006
6000 J Street, Sacramento, CA 95819-6044
Website: csus.edu/faid
Office Hours: Monday – Friday: 9:00 a.m. – 4:00 p.m.
Drop-In Counseling Hours:
Monday, Tuesday, and Thursday: 9:00 – 1:30 a.m.; 1:00 – 3:00 p.m.
No counseling on Wednesdays and Fridays
Scholarship Office Hours: 9:00 – 11:30 a.m.; 1:00 – 4:00 p.m.

STUDENT HEALTH AND COUNSELING SERVICES
Student Health and Counseling Services (SHCS), a fully accredited program by the Accreditation Association for Ambulatory Health Care, Inc. and is staffed by a team of medical and mental health professionals. We provide the following Health and Counseling services:
• Acute illness and injury care
• Birth control methods/supplies
• Health and Wellness Promotion
• Immunizations
• Pharmacy
• STD/STI testing and treatment
• Violence and Sexual Assault Support Services
• Vision Care Center
• X-ray and Lab services
• Individual and group counseling
• Support groups
• Urgent Care
• Workshops

HORNETMD
Check out our smartphone application that provides a symptom checker, audio health library, self-care information, and immediate escalation to the nurse advice line. To download the free application go to csus.edu/hornetmd then add it to the home screen and name it HornetMD.

CONFIDENTIALITY
Privacy and confidentiality are fundamental rights to all who use our services. At SHCS the right to privacy is respected and no information is released without client consent, except where disclosure is required by law.
Telephone: (916) 278-6461
Location: The WELL
Hours: Monday – Thursday: 8:00 a.m. – 6:00 p.m.
Friday: 9:00 a.m. – 4:30 p.m.
Website: csus.edu/shcs
STUDENT ORGANIZATIONS AND LEADERSHIP
Get involved! Student Organizations and Leadership (SO&L) is home to over 250 student clubs and organizations. These include organizations in categories such as academic, honorary, cultural, political, religious, sport, recreation, and Greek-letter fraternities and sororities. SO&L provides a host of opportunities to get involved and connected on campus. The office also offers opportunities to develop leadership skills through the Leadership Initiative or at one of the annual leadership conferences. For a list of clubs and for more information on leadership opportunities, visit the SO&L website at csus.edu/soal.

Telephone: (916) 278-6595
Location: 3rd Floor University Union
Website: csus.edu/soal/
Facebook: www.facebook.com/sacstatesoal
Hours: Monday – Friday: 8:00 a.m. – 5:00 p.m.
Drop-In Advising Hours: Monday – Friday: 3:00 – 4:00 p.m.

MULTI-CULTURAL CENTER
The Multi-Cultural Center (MCC) believes that building sustainable relationships and encouraging cross-cultural awareness are critical to cultivating a welcoming, socially just community. The MCC is located across from the main entrance to the library, next to Java City.

Students can get involved by:

- Attending events and programs including the bi-monthly Social Justice Coffee Hour, Black History Month (February), Asian Pacific Islander Awareness (with Full Circle Project – April/May), Latin@ and Chican@ Celebration (September October) and Native American History Month (November)
- Attending workshops and community-building events aimed at connecting students, staff, and faculty
- Getting involved in the volunteer program, which includes a weekly discussion-based seminar with volunteers from other identity-based social justice programs
- Simply visiting the center to study, rest, and mingle with other students interested in diversity, multiculturalism, and social justice

Telephone: (916) 278-6101
Fax: (916) 278-2377
Location: Located across from the Library entrance
Website: csus.edu/mcc
Facebook: Multi-Cultural Center at Sacramento State

PRIDE CENTER
The PRIDE Center is Sacramento State’s Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, and Ally (LGBTQQIAA) Resource Center. It is located on the first floor of the University Union, next to Round Table Pizza. The PRIDE Center provides a space where students can spend their in-between-class time, get resources, find community, volunteer their time working on projects, and help others.

Students can get involved by:

- Attending events and programs which celebrate gender and sexual identity and diversity
- Participating in the annual National Coming Out Day (October 11), Transgender Day of Remembrance (November) and Pride Month (April) celebrations
- Attending workshops and community-building events aimed at connecting students, staff, and faculty
- Participating in the volunteer program, which includes a weekly discussion-based seminar with volunteers from other identity-based social justice programs
- Simply visiting the center to study, rest, and mingle with other students interested in diversity and social justice

Telephone: (916) 278-8720
Location: University Union, 1st Floor next to Round Table Pizza
Hours: Monday – Friday 9:00 a.m. – 5:00 p.m.
Website: csus.edu/pride/
Facebook: www.facebook.com/csuspride
Email: pride@csus.edu

WOMEN’S RESOURCE CENTER
The Women’s Resource Center (WRC) is focused on empowering women and supporting women in leadership roles. The WRC also provides education on gender equity and how to incorporate feminist ideology in all academic disciplines and organizations on campus. The Women’s Resource Center is open to all students, regardless of gender identity, who support gender equity and social justice.

Students can get involved by:

- Attending events and programs which celebrate women, feminism and gender equity
- Attending meeting for the American Association of University Women aauwsacstate.wix.com/aauw
- Attending the annual Empowering Women of Color Conference and participating in Women’s Herstory Month (March)
- Attending workshops and community-building events aimed at connecting students, staff, and faculty
• Attending the Volunteer Program, which includes a weekly discussion-based seminar with volunteers from other identity-based social justice programs
• Simply visiting the center to study, rest, and mingle with other students interested in diversity and social justice

THE WELL
Lifetime Wellness through Collaboration, Education, Innovation

The WELL is committed to providing a wide variety of cutting-edge programs, services, facilities, and equipment to the Sacramento State campus, in pursuit of encouraging a habit of lifetime wellness through education, innovation, and collaboration. Whether students are interested in playing in an intramural basketball league, signing up for a swim lesson, having a 3-Day Dietary Analysis completed, fine tuning your rock climbing skills, or simply looking for a place to get your workout, The WELL offers opportunities for everyone!

Telephone: (916) 278-9355
Location: 6000 J Street, Sacramento, CA 95819-6138
Website: thewell.csus.edu
Facebook: www.facebook.com/thewellsacstate

Building Hours:
- Monday: 6:00 a.m. – Midnight
- Tuesday: 6:00 a.m. – Midnight
- Wednesday: 6:00 a.m. – Midnight
- Thursday: 6:00 a.m. – Midnight
- Friday: 6:00 a.m. – 10:00 p.m.
- Saturday: 8:00 a.m. – 8:00 p.m.
- Sunday: 10:00 a.m. – 10 p.m.

*Please visit The WELL website for pool hours and open climbing hours.

THE UNIVERSITY UNION
It’s All Right Here

The University Union exists for the benefit of students at Sac State, offering a welcoming environment where students, faculty, staff, alumni and the greater community participate in campus life. The programs, services and facilities of the University Union foster personal growth, encourage social interaction and develop leadership skills. This involvement leads to memorable experiences and builds a community that cultivates enduring commitment, pride and loyalty to the University.

The University Union houses a variety of eateries, including a food court, coffee spots, Round Table Pizza, Jamba Juice and the Epicure Restaurant. The Information Desk is available for walk-up service or call (916) 278-6997. The building also reserves rooms for meetings, workshops, banquets and other social events. The University Union is also home of UNIQUE Programs, a student volunteer program that plans a wide variety of multicultural programs, performing arts, lectures, a weekly “Nooner” event series, and an array of special films, concerts, comedy showcases and more, all open for the entire University community.

Telephone: (916) 278-6997
Location: 6000 J Street, Sacramento, CA 95819-6017
Website: theuniversityunion.com
Facebook: www.facebook.com/sacstateunion

Building Hours:
- Monday: 6:30 a.m. – 11 p.m.
- Tuesday: 6:30 a.m. – 11 p.m.
- Wednesday: 6:30 a.m. – 11 p.m.
- Thursday: 6:30 a.m. – 11 p.m.
- Friday: 6:30 a.m. – 9 p.m.
- Saturday: 8 a.m. – 8 p.m.
- Sunday: 10 a.m. – 11 p.m.

* Regular hours are subject to change and do not apply to Winter, Spring and Summer Intermissions and Holidays.

Get a jump on shaping your future and put some cash in your pocket with a job as a student assistant!

As an employee of University Enterprises, Inc., you can work on or off campus in a part-time student assistant position related to your major or field of study.

To apply for jobs, you’ll need to meet these requirements:

- You must be currently enrolled.
- Undergraduate students: Maintain a minimum course load of six semester units.
- Graduate students: Maintain a minimum course load of four semester units.
- Provide proof of your enrollment throughout the year.

Ready to get started?

Scan this code to sign up for hiring alerts. To see open positions and apply online, visit ueijobs.com.

Questions?

Call UEI Human Resources at (916) 278-7003 or email HR@uei.csus.edu.

Student assistant positions available through ueijobs.com aren’t Sac State or State of California positions. After you’re hired, your employer of record is University Enterprises, Inc.

Take the right step towards your future with ueijobs.com!
Sac State Campus Dining, operated by University Enterprises, Inc., is proud to offer the campus community a variety of diverse, healthy, and great tasting dining choices. From snacks to fine dining and everything in between, you’ll find dining options to fit your schedule and your tastes.
Need a healthy meal or snack when you’re in a hurry? Try the Courtyard Market.

The Courtyard Market, located in the American River Courtyard, offers a wide variety of healthy and delicious foods. From freshly made to specialty snacks, including gluten-free, vegetarian, and vegan options, there's something for everyone’s appetite.

- Proudly serves Starbucks coffee
- Bottled beverages
- Island Oasis smoothies
- Made-to-order deli sandwiches*
- Paninis
- Salads
- Sushi
- Your favorite snack foods

*Using Sacramento Baking Company’s fresh breads
THERE’S A LOT TO LOVE.

Kick back and relax for breakfast, lunch, or dinner in a coffeehouse atmosphere at The Buzz. Fuel up with a hearty omelet, french toast, pancakes, or our signature paninis for breakfast. For lunch or dinner, savor our specialty sandwiches, Buzz Burger, enticing salads, or soup du jour.

Choose the comfortable indoor seating or outdoor patio for your next meal, snack, Java City coffee, or other coffee beverage at The Buzz!

In the University Union, near the Games Room
You’ll eat well and stay healthy.

If you crave fresh, healthy salads, and savory soups, you’ll love RF Greens. With vegan, vegetarian, and gluten-free options, you’ll design your own salad from an array of fresh healthy fixings—leafy greens, colorful veggies and fruits, and your favorite toppings. We’ll prepare and toss it just the way you like. For a heartier meal, add a hot bowl of soup.

Looking for a healthy snack? Check out the new grab and go items.