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. Lori E. Varlotta
Vice President of Student Affairs

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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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ADMINISTRATIVE CONTACTS
Office Contact Numbers
Phone: (916) 278–6655
Fax: (916) 278–5772

WEBSITE
csus.edu/housing

E-MAIL
housing@csus.edu

OFFICE MAILING ADDRESS
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.

QUICK REFERENCE NUMBERS
Area Code: (916)
Main Office ........................................................ 278–6655
Fax ................................................................. 278–5772
ResLink ......................................................... 278–2555

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
Health Center ............................................... 278–6461
Honors Program .......................................... 278–2804
Library ......................................................... 278–6926
Learning Skills Center ............................. 278–6725
Multi-Cultural Center .............................. 278–6101
One Card Center ......................................... 278–7878
Peak Adventures ........................................ 278–6321
Pride Center ............................................... 278–8720
Safe Rides .................................................... 278–7923
Student Activities Office ....................... 278–6595

EMERGENCY RESPONSE
Call the University Police (Public Safety) using
a campus phone — Dial 911
Using a non-campus phone — Dial (916) 278–6851
HOUSING and RESIDENTIAL LIFE STAFF
The Housing and Residential Life and Dining Commons staffs are committed to providing quality service to you and your community. The Housing and Residential Life program is divided into the following program areas: Residential Life, Facilities Operations, Conference Services, and Administrative Operations. The Dining Commons staff is employed by University Enterprises, Inc. It is important to know that all of these programs operate with a common goal of providing and supporting an environment and atmosphere that is conducive to academic success and personal development. 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.

EXECUTIVE DIRECTOR of HOUSING and RESIDENTIAL LIFE
The Director is the chief administrator responsible for the overall program, direction, coordination, and leadership of on-campus housing. Residents may schedule an appointment to meet with the Director in the Housing and Residential Life Office, Sierra Hall.

SENIOR ASSOCIATE DIRECTOR of HOUSING and RESIDENTIAL LIFE
The Senior Associate Director oversees the day to day operation of Housing and Residential Life and is responsible for the all aspects of student conduct within Housing and Residential Life. Residents may schedule an appointment to meet with the Senior Associate in the Housing and Residential Life Office, Sierra Hall.

ASSOCIATE DIRECTOR of HOUSING and RESIDENTIAL LIFE
The Associate Director is responsible for the selection, supervision and development of all live-in staff (Residence Life Coordinators, Hall Managers, and Resident Advisors). Residents may schedule an appointment to meet with the Associate Director in the Housing and Residential Life Office, Sierra Hall.

RESIDENCE LIFE PROGRAMMING COORDINATOR
The Residential Life Programming Coordinator responsibilities include oversight of all the programming in the halls and works closely with the Residence Hall Association (RHA). Residents may schedule an appointment to meet with the Residential Life Programming Coordinator in the Housing and Residential Life Office, Sierra Hall.

ASSISTANT DIRECTOR of FACILITIES
The Assistant Director of Facilities is the chief administrator responsible for the overall physical condition of the Residence Hall complex and grounds. The AD coordinates the preventative maintenance program, construction projects, work orders, and renovations. The AD also directs the day-to-day operations of the maintenance, custodial and grounds personnel.

CUSTODIAL SUPERVISOR
The Custodial Supervisor oversees the custodians and is responsible for cleanliness of residence halls.

RESIDENCE LIFE COORDINATOR
Residence Life Coordinators (RLCs) are full-time, live-in professional staff members who supervise the operation of the residence hall(s). RLCs oversee the coordination of hall programs, community development, behavior and conduct, administration and other activities. Assisting the RLC’s are Hall Managers and Resident Advisors who work together to promote a positive community environment. RLCs offices are in the main lobby of each building, where residents are welcome to call or stop by.

HALL MANAGER
Hall Managers (HM) are live-in student staff members who share responsibility in Residence Hall management. HMs report to a Residence Life Coordinator and supervise the front desk in their area. Hall Managers also help oversee the administrative operation of a particular hall and assist the Resident Advisors in their hall responsibilities. HM offices are located in the main lobby, where residents are welcome with questions or concerns.

RESIDENT ADVISOR
Resident Advisors (RAs) are student staff members who live on the floor with residents. The RA is the primary resource person for information and assistance with University and Residence Hall practices, policies and procedures. The RA works in conjunction with the Residence Life Coordinator to help create an environment in which each resident plays an active role in the development of the Residence Hall community. Resident Advisors may be contacted either at the desk during desk hours or in their rooms.
[CALENDAR] OF IMPORTANT DATES

Students living on campus should utilize the schedule listed below to determine when the buildings will be open. Students may leave their belongings in their room during break periods, but they may not live in the buildings during this time nor may they retrieve items or belongings during Winter or Spring break.

**EXCEPTION:** If there is space available (Sierra Hall and American River Courtyard only), students may obtain use of room space during Winter and Spring breaks for an additional fee listed below:

**WINTER INTERSESSION***
January 1–20 ..................................................................................$380

**SPRING BREAK**
March 16–25 ..................................................................................$180

Note occupancy dates below.

*Campus closure: All buildings will be closed December 16, 2011, through January 1, 2012, due to campus-wide closure. No residents are permitted in the buildings during this period.

RESIDENCE HALL OCCUPANCY DATES

**August 26**..................................................Residents MOVE-IN for Fall Semester

**August 29**..................................................Instruction begins

**November 25–26**
Campus closed for Thanksgiving Holiday. Residents may stay in the buildings during this period. No meal service until Monday, November 28, 2011, when instruction resumes.

**December 16** ..................................................7 p.m.
Halls close for Winter Break.
Residents leave the buildings during this break period.

**January 20** ..................................................9 a.m.
Students may begin moving into the Halls for Spring Semester.

**INSTRUCTION BEGINS:** Monday, January 23, 2012.

**March 16** ..................................................7 p.m.
Buildings close for Spring Break.
Residents leave the buildings during this break period unless approved to stay during break.

**March 25** ..................................................4 p.m.
Students may return to the halls after Spring Break period.
Instruction resumes Monday, March 26, 2012.

**May 18** ..................................................7 p.m.
Last day of final examinations.
All students must be checked out by 7 p.m.

**EXCEPTION:** Graduating residents who are participating in Saturday commencement exercises or International Students may contact their Residence Life Coordinator in order to make special move-out arrangements.

Note occupancy dates below.

*Campus closure: All buildings will be closed December 16, 2011, through January 1, 2012, due to campus-wide closure. No residents are permitted in the buildings during this period.
HOUSING LICENSE AGREEMENT

It is very important that each resident reads and understands 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, outstanding debts owed to the University can be viewed online through the student’s MySacState account. Students may also contact the Housing and Residential Life Office with any questions they may have regarding this information.

Your 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 withholding of University and Housing services, including holds placed on your meal card, grades, transcripts, and registration. Please contact the Housing and Residential Office with any questions you may have regarding your Housing License Agreement.

FERPA

In accordance with the Family Educational Rights and Privacy Act (FERPA), we are not able to provide specific housing agreement or payment information to anyone other than the student. If students wish to allow housing personnel to discuss their specific housing, conduct, and/or payment information with another individual such as a parent or guardian, a signed FERPA waiver must be on file with the Housing and Residential Life Office designating the individual(s) to whom the information can be released. Waivers will be valid for one academic year; students must file new waivers each academic year the student resides on campus. Housing FERPA waiver forms are available in the Housing and Residential Life Office. These waivers can be revoked at any time by the student.
[PAYMENT OPTIONS]

HOUSING PAYMENTS

Please mark due dates on your calendar and make housing payments accordingly on or before those dates. The Housing and Residential Life Office does not mail individual invoices for installment payments.

PAYMENT OPTIONS

Online
Housing payments can be made online in the student account section of the MySacState portal, available 24 hours /7 days per week.

Pay online through the student center section of student’s MySacState account. Select “Account Inquiry” and then click “Make an Online Payment”

MySacState accepts the following payment types:

Credit Cards
MasterCard, Discover, or American Express (Convenience Fee: 2.9%)  

E-check and Debit Card (Flat Convenience Fee: $5)

Note: Before a student registers for classes, online payments can only be made by using the “parent payment link” located on the log-in page of MySacState website. (Related Links section of MySacState website). After clicking on the parent Payment Link, follow the instructions to make payment. After students have registered for classes, payments may be made through the student center section of the student’s MySacState account.

Mail or In Person At Student Financial Services Center:
6000 J Street
Lassen Hall 1001
Sacramento, CA 95819-6067

Office Hours
9 a.m. – 5 p.m.
Monday – Friday

NOTE: Summer office hours may vary slightly
Students will receive a receipt for payments made in person.

The following payment types are accepted:

Checks/ Money Orders
Checks or money orders should be made payable to “California State University, Sacramento.” Drop box services are available. Payments may be mailed to Student Financial Services Center, but please allow extra time so that it is posted to student’s account on or before due date.

Cash
Cash must be paid in person. Do not use drop box services

Credit/ Debit Cards
MasterCard, Discover and Visa. Do not use drop box services
Persons paying at Student Financial Services Center must have credit card in hand and be authorized to sign on card to have payment processed.

Payments will not be accepted via fax or phone.

Late Payment Fee
All payments must be receipted to student’s account by published due dates. Please make payments promptly. Debts not paid on time are subject to a $25 late fee. There is no payment grace period to avoid late fee. Please allow extra time so that it is receipted to student’s account on or before due date. Postmarks on mailed payments cannot be used to waive late fees.
The Housing complex houses approximately 1,600 students, and consists of five three-story Residence Halls and the American River Courtyard (apartment-style suites), which surround a central Dining Commons (DC) and quad area.

Draper and Jenkins Halls are identical, with each of the three floors divided into separate corridors by a central stairwell with men on one side and women on the other. These buildings house approximately 200 residents in double occupancy rooms, and are intended for first time freshmen students.

Sierra and Sutter Halls are a different architectural design from Draper and Jenkins and have multidirectional corridors. There is some variance in room design including double rooms and a limited number of single rooms. Sierra and Sutter Halls are co-ed by alternating rooms, and each of these buildings house approximately 200 students. These buildings will house freshmen as well as upper-division students.

Desmond Hall houses approximately 250 residents and is co-ed by alternating rooms throughout the building. The rooms are double occupancy. There are a limited number of “Deluxe Double” rooms with a connecting private bath. This building is intended for first time freshmen students.

Each hall has a lounge, study rooms, kitchen area, laundry and recreation room complete with pool table, table tennis, vending machines and big screen color television. Each hall operates a central desk which is open during the afternoons and evenings. Residents may check out athletic equipment, games and vacuum cleaners during desk hours. A driver’s license or other ID must be left at the desk until the equipment is returned.

The American River Courtyard (apartment-style suites), are intended for sophomores, juniors, seniors, graduates as well as students 20 years or older. It houses approximately 600 residents in an apartment-style suite setting. The on-campus suites offer ideal accommodations for today’s student in which they will feel right at home. Suites are completely furnished with a shared common living/dining area and include two full bathrooms.

The American River Courtyard is a “green” building. It has been designed to meet Leadership in Environmental and Energy Design (LEEDS) level certification standards.
Mailboxes are located on the first floor near the desk area of each Residence Hall. We encourage all residents to check their mailbox regularly for mail, special notices, program information, etc. Residents must use their room key to unlock their mailbox. 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. Stamps may be purchased 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 your mailing address is correct and complete with the student’s name on the letter or package.

If you are anticipating important mail during the winter break, we advise that you inform the sender of your temporary winter address.

*Please see examples in the right-hand column→*
[RESIDENCE HALL ASSOCIATION]
(RHA)

MISSION
The Residence Hall Association (RHA) at Sacramento State strives to be an organization advocating for the interests and welfare of residence hall students, while also providing opportunities for their personal growth and development. RHA is an organization of students committed to developing leadership, honoring diversity, recognizing achievement, as well as stimulating engagement and involvement among students who reside in the residence halls.

ABOUT
RHA is the student government for students that live on campus at Sacramento State. Representing over 1600 students, RHA is one of the largest student organizations at Sac State. RHA strives to meet the needs of the residents living on campus. RHA makes policy recommendations and provides a variety of programming throughout the year, to make living on campus better for all students. RHA focuses on providing opportunities for residents to interact and meet new people. RHA welcomes and encourages anyone living on campus to attend RHA events and RHA General Body Meetings (see front desk for meeting days and times).
COMMUNITY LIVING
A community consists of all the residents and staff who live in the hall. The community begins to develop the minute residents move into the building, and the kind of involvement and interaction that takes place between the residents determines the direction that the environment takes. With your help, the community environment has the potential to be a support network for academic excellence, can provide a sense of social maturity and belonging, and can foster self-discovery and understanding.

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

Working with others whose behaviors may be at variance with the group’s goals is part of setting and maintaining community standards. Resolving conflicts and holding individuals responsible for their actions, as well as being willing to accept the consequences for those actions, is a mark of personal growth and development. In the residential setting, each member of the community has the potential to contribute something of value to the group, and the group has something to teach and share with each member.

Residents are encouraged to participate in and help with the planning of a variety of educational and social programs for their hall community, as well as get involved in activities for the entire hall complex. Each resident can make a difference in achieving a successful community.

In keeping with University and Residential Life policy, housing assignments are made without regard to race, creed, religion, national origin, or sexual orientations. Room changes are not made during the first two weeks of a semester. If, after this time, you wish to move to another room, you must consult with your Residence Life Coordinator concerning your reasons. Moves are subject to space availability and approval from appropriate Housing staff.

COMMUNITY EXPECTATIONS
It is the goal of California State University, Sacramento Residence Halls to provide a balanced living and learning environment for its residents. To assist in the total development of our residents, we attempt to provide services and resources which aid in the intellectual, social, cultural, physical, emotional and moral development of our residents. The Residence Hall living experience entails both the freedom and the responsibility associated with community living. Community living is an interaction between individual desires and community desires. Residents will be viewed as self-reliant, responsible and accountable adults.

California State University, Sacramento, is a multi-cultural community of individuals from diverse racial, ethnic, national and class backgrounds, with diverse religious and political beliefs, physical abilities and sexual orientations. This is also the community of the Sacramento State Residence Halls. In this community setting, harassment, bigotry and denigration of individuals will not be tolerated.
LIVING WITH A ROOMMATE/SUITEMATES

You are exposed not only to new personalities, attitudes and lifestyles, but also to a host of unfamiliar challenges. Roommate or suitemates do not have to be best friends, but they should have a positive relationship and be open-minded enough to accept others as they are. Ironically, we often overlook our own bad habits that can be agitating in the eyes of others. Sometimes it is necessary for you to live with others before you can know yourself. Being tolerant, flexible and communicative is a very important part of living with a roommate or suitemates.

Living in the suites and a smaller environment takes both awareness and balance. It is easy to feel isolated at times, so make sure that you are communicating with your suitemates. Do not fall into the all-too-simple trap of merely living together but not really talking. Discuss early on who is going to be responsible for what chores or set up a rotation schedule. Let your suitemates know what things really drive you crazy (like leaving towels on the floor or dishes in the sink), and be flexible about how to run your suite/apartment. Living in a suite with someone else means being willing to work through conflicts together and sometimes cleaning up or just being extra quiet when needed. It is a good practice for future everyday living. Enjoy it and make sure you keep those lines of communication open! It is required that all roommates or suitemates complete an agreement form.

TIPS ON LIVING WITH A ROOMMATE/SUITEMATES

- Make your first encounter a positive one.
  Remember, first impressions are the most important.

- Get acquainted. Try to find out about your roommate’s background (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 to determine if what you are (or not doing) is reasonable.

- Respect your roommate’s right to privacy.
  Don’t pry into your roommate’s private affairs or expect to share in their activities unless invited.

- Respect the efforts of others to study.
  Don’t cause interruptions or make unnecessary noise.

- Decide on what the “sharing policy” will be.
  This may not be something that you will want to decide immediately. You may agree upon various community items, but wait until it’s discussed before taking liberties. In respecting and protecting your roommate’s belongings as well as your own, it is up to you to lock your room when you are the last to leave. Always take your keys with you.

- Evaluate your own habits before complaining about your roommate’s habits.

- Discuss visitation — both weekday and weekend. As the year progresses and new friends and socializing patterns develop, you may wish to work out a system as not to intrude upon each other’s guests and visitors. Refer to our “Guest Policy.”

- If you have a disagreement with a roommate, talk about it as soon as possible.

- Do not let your anger or frustration build up.
  Your RA is available to support and mediate if necessary.

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/SUITEMATES RIGHTS

- The right to feel free from fear, intimidation and physical or emotional harm.
- The right to personal privacy.
- The right to a clean living environment.
- The right to have their opinions treated with the same respect and consideration as anyone else’s.
- The right to expect reasonable cooperation.
- The right to 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.
Make your first encounter a positive one. Remember, first impressions are the most important.
Living with roommates isn’t always easy. Sharing a living space may be stressful, and conflicts may arise. Sometimes situations that work at the beginning of the year become more difficult as the year goes on; remember that you and your roommate will be constantly growing and changing in your time at Sac State. It is perfectly normal to have roommate conflicts. In fact, there is a great deal to be learned from handling a difficult situation maturely, respectfully, and creatively.

The Office of Housing and Residence Life offers a number of resources to students facing roommate conflicts. Please read through the information below 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 is an issue:**
- 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 little things.

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

**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.
- Be patient. Listen to your roommate and remember that there are two sides to every story.
- Each person should be given a chance to present what they feel the problem really is.
- 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 involve each person giving something and getting something. The solution may not be your ideal scenario, but it should be an improvement on the current state.
COMMUNICATING WITH YOUR ROOMMATES

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

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 their back because this can 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, they won’t be able to do anything about it.
• Remember that communication works two ways: talking and listening. Neither one is effective without the other.
• If you create a win-win situation, then the conflict is more likely to be resolved. Evaluate the needs of both sides before a solution is proposed, and make sure the solution is acceptable to both parties.
• Respect each other’s differences. Everyone 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.

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 a chance to speak. Criticism is bound to happen and your natural reaction is going to be to criticize back, but that will only compound the problem. Learning to accept criticism will help you communicate and live with your roommate. If you both find that you are approaching the limit and things are not being resolved, agree to take some time away from the discussion to give you each time to process what is going on. This will also give you each time to develop feedback that will not be hurtful and will not be fueled by anger.

ROOMMATE MEDIATIONS

In difficult discussions, such as roommate conflicts, it is very helpful to have an unbiased third party to help mediate the discussion. Our Resident Advisors are trained mediators, with good experience helping roommates come up with solutions to their conflicts. If you find that you and your roommate are having difficulty resolving your conflict, you should definitely approach your RA to arrange a mediation.

How Mediations Work:
• Contact your RA, either by e-mail or in person, to explain the situation and to request a 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.
• Even if you are the person who contacts the RA, remember that they have a responsibility for the well being of all of their advisees. 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.
• Remember, although the RA is a trained mediator, they are not a magician. 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 have all made an honest attempt at mediation. In those cases, and only in those cases, a room transfer may be the best answer.
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 ccr.oal.ca.gov. Residents not in compliance with Residence Hall and Title 5 regulations may be subject to University Disciplinary Action including revocation of their license to occupy space in the campus Residence Halls. It is each resident’s responsibility as a student of the University to educate themselves on these regulations.
As adults, you are responsible for your behavior and accountable for your actions. You are expected to use common sense and maintain a level of maturity and responsibility while residing in the Residence Halls and while attending the University. All Residence Hall students are responsible for adhering to policies stated in the License Agreement and the Residence Hall Handbook. Policy violations could result in disciplinary sanctions including revocation of your License Agreement without refund.

Residents 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 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 person has the right and ability to make decisions about his or her own conduct. Just as importantly, each person has the responsibility to accept the consequences of those decisions. When an individual’s behavior conflicts with the values of the department, he/she must adapt his/her behavior to meet the needs of the community, or leave the residence halls. This decision, among others, assists each person in determining who he or she is with respect to the rest of the community and society at large.

THE DISCIPLINE PROCESS

As indicated in the code of conduct, “Any conduct which violates university policies or regulations may subject a student to disciplinary action.” All conduct cases are handled by the University Conduct Officer or his/her designee. In the housing department the Director of Housing, Senior Associate Director, Associate Director, and Residence Life Coordinators are all conduct 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/Residence Hall Policy, an Incident Report is written based on information gathered during the incident. Once complete, the incident report will be submitted within 24 hours and the appropriate hearing officer will be assigned to the case. Based upon the information provided, a decision will be made to either take no further action, or to have the students involved meet with a Conduct Officer.

2. If a hearing is necessary, students will be notified through their campus e-mail to schedule a meeting with the specific Conduct Officer. It is your responsibility to check your campus e-mail and respond to the Residence Life Coordinator’s request in the designated time frame.

3. Failure to attend the scheduled conference or to reschedule in advance, as outlined in the notification letter, may result in the case being adjudicated in absentia, or may result in a meal plan hold being placed on the student’s account. Failure to complete required sanctions will also result in higher sanctioning levels and may also result in a hold being placed on the student’s account.

4. At the meeting, the student will have the opportunity to examine the alleged violations and read the incident report along with discussing their behavior in regard to the incident.

5. After all information has been presented, the Conduct Officer will assess whether there is sufficient information to determine if a student did/did not violate University/Residential Life Policy. If the student is found responsible for violating University/Residential Life Policy, appropriate sanction(s) will be assigned.

6. The student has the opportunity to appeal the decision and may indicate this by submitting an appeal in writing to the Senior Associate Director, Housing and Residential Life within five working days of receiving their 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 based on appeals to the Senior Associate Director in collaboration with 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 discipline cases are confidential, and files are maintained for seven years.

RESIDENCE HALL SANCTIONS

A sanction is an educational measure implemented by the University Conduct Officer designed to effect a change in behavior and to help the student understand how his or her behavior impacted others in the Residence Hall community. Besides the standard residence life sanctions listed below, loss of privilege, fines, student holds, completion of an online educational module and/or a project along with other educational sanctions may be assigned as part of a standard sanction.
[STANDARD SANCTIONS]

**Warning**
Written notice that resident was found in violation of University/Housing policy.

**Residential Probation**
Resident is no longer in good standing. Further violations may result in relocation or removal or other loss of privilege.

**Residential Relocation**
Involves relocating resident to another living area.

**Residential Suspension**
Removal from Housing for a specific period of time.

**Residential Expulsion**
Removal from Housing permanently.

**ALCOHOL**

- **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.

- Persons under 21 shall not have alcohol containers (empty or otherwise) in their room.

- **Students age 21 and over** can have alcohol in resident rooms with the door closed and where no minors are present. The following rules apply for possession and consumption of alcoholic beverages:
  
  — Alcohol games are prohibited.
  
  — A person over 21 hosting and serving minors is illegal.
  
  — Transport of alcoholic beverages by persons over 21 to and from resident 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.
  
  — Amount of alcohol allowed per resident consists of:
    
    ° One liter container of wine, or
    
    ° One liter container of hard liquor, or
    
    ° One 12 pack of 12 ounce beer containers or the equivalent amount of wine
    
    — Kegs and/or other bulk quantities of alcohol beverages along with beer bongs are prohibited.
    
    — Progressive parties (room-to-room) 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 the halls are prohibited.

- Public intoxication is a violation of the Alcohol Policy.

- Possession/use of alcohol in any public area in and around the Residence Halls and public area of the university is prohibited.

- Residence Hall Staff will refer any individual unable to exercise care for his or her own safety or the safety of others while under the influence of alcohol to a Residence Life Coordinator for recommended action or referral. This action or referral may include Police and EMTs for medical assessment purposes.

- Alcohol (opened or unopened) confiscated in connection with Residence Hall policy violations will be disposed of.

- Any damage (including vomit) occurring as a result of alcohol use will be the responsibility of the resident. At the time of the incident, individuals responsible will be expected to clean it up. If they are incapacitated or otherwise unable to do so, they will be billed for the cost of custodial cleanup.
**ALCOHOL VIOLATIONS (ACTIVE)**

1ST OFFENSE
— Written Warning
— Level 1 Alcohol Class (includes $55 registration fee) or Substance Use Seminar
— Educational sanction

2ND OFFENSE
— Residential Probation (1 year)
— Level 2 Alcohol Class; Initial Substance Screening, which includes having taken the Choices Alcohol Education Class (Level 1 $55)
— Reflection Paper
— Educational sanction

3RD OFFENSE
— Relocation with possible removal from housing, possible referral to University Student Conduct Officer
— Considered “persona non grata” (PNG) (i.e. unwelcomed) in the hall resident was removed from
— Educational sanction

4TH OFFENSE
— Removal from Housing
— Considered “persona non grata” in the halls (i.e. unwelcomed)
— Referral to University Student Conduct Officer for possible suspension

**MINIMUM DISCIPLINARY SANCTIONS FOR DRUG AND ALCOHOL VIOLATIONS**
Sanctions for all Drug and Alcohol Violations may include Parental Notification. Educational sanctions are at the discretion of the hearing officer.

**ABANDONED ITEMS**
After a resident has moved out of the hall (see also “Improper Check Out” policy), apartment or suite, an item is considered abandoned if it is left behind. Abandoned property will be inventoried, packed and stored. Residents will have up to 18 days to claim their belongings (in writing) after having officially checked out. After 18 days Housing and Residential Life Services staff will dispose of abandoned items pursuant to California Civil Code. Housing and Residential Life is not responsible for abandoned items. Residents who abandon their room or suite will incur charges for cleaning if beyond normal wear and tear.

**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 sub woofers is disruptive to the community and therefore is prohibited.

**APPLIANCES**
Housing and Residential Life is conscious of the need to conserve energy. Each student is asked to join in this effort by doing without unnecessary appliances.
- Do not plug more than two appliances into an outlet at once. The only approved extension cord/multiple plug is a UL-approved 15 amp surge-protected cord.
- Room and board rates are significantly affected by increasing utility costs. Conservation of energy and fossil fuels is everyone’s concern. Be conscious of energy consumption by turning off lights and electrical appliances when not in use. These actions contribute significantly towards keeping utility costs and your room and board rates minimum.

**BICYCLES**
Bicycles may not be operated in the Residence Halls or in any of the public areas of the halls at any time. Bicycles may not be chained to trees, railings, light poles, left in lounges or public areas, or stored anywhere that would hamper the exit of residents during an emergency. Should they be found in these areas they will be removed, including removal of any locking devices, at the owner’s expense. Bicycles are subject to the same driving laws as motor vehicles, and citations may be issued for improper and unsafe riding.

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

**CANDLES/INCENSE**
Decorations with potential open flames (whether lit or unlit) such as candles, wick lamps, incense, etc. are prohibited in student rooms and common areas.

**COMMUNITY BILLING**
Damage to public areas not assignable to specific individuals may be prorated and assessed to students residing on that floor or in that hall. Appeals must be submitted in writing to the Residence Life Coordinator in charge of the area.
COMPUTER POLICY
Sacramento State's network is not to be used to illegally download music, movies, computer programs or any other copyrighted work. Students involved in this illegal activity will be contacted by the IRT department and referred through the University Discipline system.

Violation of our 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

CRUELTY TO ANIMALS
Squirrels and other animals are a natural component of the campus community and should be treated with respect. Under California Penal Code 599c, cruelty to animals in any form is an offense punishable by imprisonment, fine, or both. Cruelty directed toward animals is intolerable and, if witnessed, should be immediately reported to the Sacramento State Department of Public Safety at (916) 278-6851 or a Residence Life staff member.

DAMAGES
Students shall reimburse the Housing and Residential Life Office for any damages caused by negligence of the student or his/her guest. If the damage cannot be directed to a specific student, the damage expenses will be prorated among the residents of the suite/apartment/floor/building.

It is recommended that students 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
Because of the potential for bodily harm and physical damage to the rooms, hard-tip darts and dart boards are not allowed. Any damage resulting from the use of a dart board in a room will be the financial responsibility of the residents of the room.

DECORATIONS
Students are required to comply with published decorating guidelines. While deciding to make your room unique, please cooperate with the interests of you suite/roommates, and use good judgment to ensure personal safety as well as the safety of others living in your residence hall. The following guidelines must be followed at all times. In Student Rooms and Common Areas:

Student Rooms and Common Areas:
• Students must utilize 3M command adhesive brand products when hanging any items.
• Residents may not add attachments of any type to residence hall light fixtures, including paint, tissue paper, crepe paper, tinfoil or any other material.
• NO materials, whether flammable or nonflammable, may be suspended from, attached to, or draped beneath the ceiling.
• No public area decoration may hinder the use of, or restrict access to, hallways, doorways, stairs, corridors, or fire related equipment.
• Drawings, paintings, writing or any other form of mural on residence hall walls are prohibited.

SEASONAL/HOLIDAY/RELIGIOUS DECORATIONS
• 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.
• Kwanzaa, Hanukkah, Christmas, etc: Candles are not permitted in residence halls due to fire hazard. Many students observe these celebrations 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: Students are encouraged to observe holidays that are meaningful to them provided their 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.
• Illegal use, possession, and/or distribution of drugs or controlled substances are prohibited.
• Use of marijuana in any form on University property is prohibited.
• Possession of drug paraphernalia is prohibited.
• Drug paraphernalia are items that are fashioned for the purpose of facilitating (bowls, bongs, etc.)
• Items that conceal or disguise drug use will also be considered a violation of the drug policy.
• 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, masking scents, residue, bongs, pipes, clips, plant cultivation, etc.

MINIMUM DISCIPLINARY SANCTIONS FOR DRUG AND ALCOHOL VIOLATIONS
Sanctions for all Drug and Alcohol Violations may include Parental Notification. Educational sanctions are at the discretion of the hearing officer.

ELECTRICAL APPLIANCES
• 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, personal space heaters, sun lamps, toasters, toaster ovens, or other appliances with open heating coils. Appliances that are acceptable are limited to: fully enclosed coffee makers, electric kettles, blenders, and fully encapsulated air popcorn poppers. No exposed element appliances are allowed in student rooms. If you have questions about what is acceptable, please see your hall staff.
• Refrigerators are permitted in student rooms (one per room) providing they do not exceed 4.4 cubic feet or draw more than 1.5 running amps.
• All other electrical cooking appliances are prohibited in Sierra/Sutter, Jenkins/Draper and Desmond rooms based on safety. These appliances include, but are not limited to: hot plates, hot oil fryers, popcorn makers, rice cookers, personal space heaters, sun lamps, toasters, toaster-ovens, other appliances with open heating coils.
• George Foreman grills are permitted in kitchen areas only.
• All electrical appliances must be UL Approved.
• Only UL approved power strips with surge protectors that have a built-in fuse may be used to extend appliance cords to electrical outlets. Extension Cords are prohibited.
• UL approved power strips may not be “daisy chained” (two or more connected cords/straps.) Halogen lamps are prohibited in the residence halls.
• Only compact fluorescent bulbs may be used in any lighting fixtures.
• For safety reasons using black light bulbs in university fixtures is prohibited.

EDUCATIONAL APPLIANCES
• Items that are acceptable are limited to: fully enclosed coffee makers, electric kettles, blenders, and fully encapsulated air popcorn poppers. No exposed element appliances are allowed in student rooms. If you have questions about what is acceptable, please see your hall staff.
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E-MAIL POLICY
California State University, Sacramento communicates official university business with students, faculty and staff via e-mail. Each student is provided with a campus Saclink account, and should review the contents of his/her Saclink account 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 only to his/her Saclink accounts.
EXTERIOR DOORS
Under no circumstances are exterior doors to be propped open. Such a practice constitutes the largest concern for community security. It is the policy of the California State University, Sacramento Residence Halls that all exterior doors are secured 24 hours per day. All residents will have access to their buildings by using their access fob at the main door, recreation room door, and door to trash receptacles.

Students should never admit persons into their building unless they know for certain that they are a resident or member of the University staff. Students 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.

FALSE BOMB THREAT
The penalties for the transmission of a false bomb threat are severe. The recommended sanction for such action 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 Department may pursue criminal charges which could lead to one year imprisonment and up to a $1,000 fine.

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 also includes failure to comply with the sanctions imposed under a student discipline proceeding.

FIRE ALARMS
Fire drills will be held periodically. Whenever an alarm sounds, all resident hall occupants are required to evacuate the building immediately. Hall staff will discuss emergency evacuation procedures with residents and it is the residents responsibility to familiarize themselves with protocols and evacuation routes. Emergency procedure protocols are posted in each room. Residents who do not evacuate during a fire drill or alarm will be subject to disciplinary action.

FIRE ALARM SYSTEMS and EQUIPMENT
The fire alarm system (pull stations, extinguishers, hoses, smoke detectors, sprinklers, emergency exit door alarms, exit signs) is for residents' protection. 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, is a violation of state law, University and Housing regulations, and could endanger the life and safety of students and other residents. Residents will be charged for damaged equipment or battery replacement.

Persons found to have intentionally tampered with fire protection equipment could be subject to imprisonment or a fine (CPC 148.4). Students involved in fire safety violations, including setting off false fire alarm, will face severe University disciplinary action, up to and including suspension from the University. Setting off false fire alarm, will face severe University disciplinary action 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. This includes storing such weaponry in your vehicle. Weapons include but are not limited to: pistols, rifles, BB guns, pellet/pump guns, paint pellet weapons, slingshots, pepper spray, tear gas, taser, stun gun, archery equipment, martial arts devices, knives (foldable blade with 3 inches or less is allowed), swords, explosives, etc. Such weapons are subject to confiscation and will be turned over to the Department of Public Safety. Violators of this policy are subject to disciplinary action, up to and including revocation of License Agreement.

Toys can be mistaken for the real thing by law enforcement. “Toy weapons” can often look like the “real thing” and playing with such items generally involves a “target.” Such “toys” are often inscribed with warnings that they can be lethal when used inappropriately. In consideration of the safety and welfare of the entire Residence Hall community, these items are strictly prohibited as well.

FIREWORKS
At no time are fireworks permitted in the Residence Halls or in the complex. Storing or discharging firecrackers, rockets, cherry bombs, or any other incendiary device in or around the Residence Hall complex endangers the safety of everyone and is prohibited. Students found involved in the use or possession of fireworks are subject to University discipline including revocation of their License Agreement.

FLAMMABLE MATERIALS
Due to extreme fire hazard, highly flammable materials such as chemicals, automobile fluids, gasoline, camping stove fuel and starter fluids are not permitted in the Residence Halls. Residents are asked to keep their rooms clear of clutter such as large quantities of paper, rags or trash.
FURNISHINGS and FIXTURES
All university furnishings, including beds, must remain assembled and in their designated room. Waterbeds are not allowed in student rooms. Common area furniture and equipment is not to be removed from the common space (i.e. lounges, lobbies, conference rooms, study lounges, etc). Removal of any university furniture will be considered theft. Changes to any lighting, electrical, or wall fixtures are prohibited.

FURNITURE
Bed bugs are making a comeback nation-wide. Our residence halls are thoroughly cleaned after May move-out and again before August move-in. Should there be a case of bed bugs in the residence halls the primary method of infestation is transmission of bugs to campus though the use of non-University furniture.

Due to significant health and safety risks, students are encouraged not to bring the following items to campus:
- 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, bean bags 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: A student whose property introduces a bed bug infestation may be financially liable for all or part of the cost of mitigating measures. The infested property will need to be removed.

GAMBLING
Under the 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; therefore, gambling for money is prohibited.

GUEST POLICY
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.

“Guest” means an individual who has been personally invited by a student resident who resides in the residence halls at Sacramento State to enter into the student’s residence; remaining there, subject to the provisions of this procedure, for an indeterminate time at the student’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.

“Resident” means a person enrolled in residence at the University. 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 of no overnight guests during Thanksgiving weekend, spring break, and finals week. Circumstances in the halls or on the campus generally, such as construction, maintenance, health-related concerns or an emergency situation, 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.

RESIDENTS HOSTS RESPONSIBILITY
- All Guests must be accompanied by their resident host at all times.
- Residents hosts are responsible for the behavior of their guest(s) at all times.
- Damage and/or policy violations resulting from the behavior of guests is the responsibility of the guest as well as that of the host/hostess.
- Guests, who are not accompanied by their resident host, found in violation of policy and/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.
- It is a privilege not a right, to be a guest in the residence halls. Resident host will be held responsible for the damages and conduct of their guest(s) while in the residence halls.
- Roommate Consent: All roommates must consent to having guests in the room.
- Roommate or suitemate agreements will always supersede one’s right to host guests. Issues or concerns should be worked out between roommates and or suitemates.
• Guests can stay a maximum of three consecutive nights, and no more than a total of 12 nights combined, not per guest, in any given semester, with the consent of roommate(s). All guests staying beyond midnight must be registered according to the Guest Registration Policy.

GUEST REGISTRATION
• All residence hall guests staying beyond midnight must be registered.
• All guests 18 years of age or older will be required to provide a valid state or federal photo identification card or driver’s license to be registered. Student ID or other photo identification are not acceptable.
• Guests must provide their full names, permanent and current addresses as well as telephone numbers.
• Guests will be issued a guest pass at registration which they must have with them at all times while in the Residence Hall.
• The Resident Host must reside in the hall where the guest is being registered, provide student identification, and be present during the registration process. The Resident Host will be asked to 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.
• 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 and not a sibling or legal guardian must submit a letter from the parent/guardian of the minor individual 48 hours (2 official working week days) in advance of visitation to their Residence Life Coordinator of their residence hall. 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 at any time, and will notify students of any such changes in their campus mailbox, campus e-mail, and building postings.

HARASSMENT, INTIMIDATION, BULLYING
The Housing and Residential Life Office is committed to a safe and civil educational environment free from harassment, intimidation or bullying. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning 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 the expression does not substantially disrupt the community and educational environment. Should the Housing and Residential Life Office have evidence that an individual has harassed, intimidated, or bullied another student or group of students in the residence halls, the harasser is subject to relocation to another residence hall or cancellation of their residence hall license.

HARASSMENT CAN BE:
• Verbal, non-verbal, or physical;
• 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 demean, exclude, intimidate, or adversely affect an individual or group;
• Unsolicited e-mail or telephone calls containing abusive language, threats, causes, discomfort, derogatory, or sexual in nature;
• Unsolicited, deliberate or repeated sexually derogatory statements, gestures or physical contact which are objectionable to the recipient and which cause discomfort or humiliation;
• Pressure from a person or 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;
• Conduct that is criminal in nature such as rape, sexual assault, stalking and similar offenses. See Sexual Misconduct Policy.

HEALTH AND SAFETY INSPECTIONS
Bedroom/bathroom/common area inspections will be conducted by members of the hall staff to ensure the safety and sanitation of each room. Inspections will be announced, and will occur between the hours of 10:00 a.m. and 10:00 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 as “unacceptable” will have 48 hours to clean the space. Failure to clean the space may result in cleaning charges or other disciplinary sanctions.

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, entering a room through a window or bathroom.

IMPROPER CHECK OUT
In the event a resident does not properly checkout 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 for not properly returning room/suite keys or access fob.

KEYS/FOBS
Upon checking into the halls, each resident is issued keys (includes fobs) to gain access to 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 for checkout will be charged for their replacement and a core change if appropriate. Residents should be in possession of their keys and student ID at all times.

LITTERING
Littering in or around the residence halls is prohibited. Littering constitutes throwing, dumping or depositing trash or refuse in places other than provided trash containers. Students found responsible violating this policy may be assigned a disciplinary fine.

NOXIOUS ODOR POLICY
A noxious odor is ANY aroma of such intensity that it becomes apparent 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, or large amounts of dirty laundry. Furthermore, because incense is a source of noxious odor and is also a fire hazard, it is prohibited in student rooms.

ONLINE COMMUNITIES
Any policy violations occurring in the residence halls and documented in online communities (e.g. Facebook, MySpace, etc.) may be used as evidence in the conduct process. Please follow recommended safety guidelines when sharing personal information on these sites, including hall and room number, cell phone number, birth date and photographs.

PAINTING
Painting of Residence Hall rooms or public space is prohibited.

PERSONAL PROPERTY
The University cannot assume responsibility for loss of, theft of, or damage to residents’ personal belongings. Students must assume responsibility for their personal property while on campus. Residents should inquire about personal property insurance if needed.

Please take the following precautions concerning the protection of your property in the Residence Halls.

• When leaving room, always lock door and take room key with you. If you or roommate lose the key, contact staff immediately regarding steps to take for obtaining a replacement.
• Report lost access cards immediately.
• Report any broken or faulty locks to staff immediately.
• Never prop doors open.
• Don’t leave laundry unattended in washing machines and dryers.
• Avoid bringing large amounts of cash or valuables to campus.
• Keep cash and valuables secure.
• Windows always should be kept closed and locked when you and your roommate are out, especially first-floor windows. Draw your curtains when you are away or if it is night.

LAUNDRY
Residents are to only use the Laundry facility in their hall. Laundry facilities are provided for residence hall students only.
• Keep an inventory of property and, when appropriate, record serial numbers, manufacturers, and engrave your name or Sac State ID number onto the equipment.

• Report any persons or individuals who are strangers to your living area immediately to staff. Never admit anyone into the buildings who you do not know for certain are residents or members of the University staff. Never make assumptions about strangers’ identities or credentials.

• If you are a victim, report immediately to the University Police Department at (916) 278-6851. Also inform Hall Staff.

PETS
Residents may keep fish in their rooms provided these fish are kept in a good living environment. Tank size is limited to a maximum of 10 gallons. No other pets of any kind are allowed in residence hall rooms at any time. Students violating this policy will be charged a fee to cover cleaning and treatment of carpet and furniture and subject to disciplinary action.

POLITICAL CANVASSING
During ASI or 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 political office only may be permitted by making a formal request to the Residence Hall Association at least 14 days prior to the date of the canvass campaign. Residents 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 all candidates will abide by the following conditions:

• Designated days and times for approved canvassing are 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 5 days of the submittal date along with procedures to gain access to the residential areas.

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

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

• Any materials must adhere to the Community Expectations listed in the Guide to Residential Life Handbook and must contain the name of the sponsoring individual or 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. 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, in 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 (sign can be downloaded on the Housing webpage.) Canvassers must respect residents’ wishes to not be disturbed.

• Canvassers are required to wear an identification badge at all times while in the halls, which will be issued once the request is approved.

PRANKS
“Pranking” or playing a practical joke on another person is considered a form of harassment and can lead to injury, inappropriate behavior, and acts of retaliation that can be detrimental to the residence hall community. Any type of pranking is prohibited in the residence halls and will be adjudicated by the Housing Conduct Officer.

QUIET HOURS
Quiet hours are in effect nightly from 10 p.m. to 9 a.m. inside and outside all Residence Halls. Between 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 midnight to 9 a.m.

COURTESY HOURS ARE ALWAYS IN EFFECT
Courtesy hours are in effect seven (7) days a week/twenty-four (24) hours a day within 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.

The University reserves the right to relocate or remove students after continued violation of this 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.
RIOTOUS BEHAVIOR

Riotous Behavior can be 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, and possible 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 property of others, whether 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, law enforcement or emergency personnel during performance of their 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

1ST OFFENSE
—Housing Probation (1 year), Possible Removal From Housing
—Reflection Paper
—Educational sanction

2ND OFFENSE
—Removal from Housing, Referral to University Student Conduct — Officer for possible suspension. Considered “persona non grata” (PNG) in the halls (i.e. unwelcomed).

Please Note: Sanctioning levels for alcohol, drugs and fighting indicate typical minimum responses for active involvement in these disciplinary situations. Depending on the severity of the violation, sanctioning levels and guidelines can be more aggressive. Passive violators, while still in violation of the Code of Student Conduct, may receive reduced sanctions if in otherwise good disciplinary standing.

Note: Those being removed from housing will continue to be held to the terms and conditions of their housing contract.

ROOM CAPACITY

For fire safety the following room capacity guidelines have been set for student rooms:

- Jenkins/Draper – Desmond – Sierra/Sutter rooms: 8 Maximum
- Courtyard – Total in suite: 15 Maximum; Studios: 4 Maximum
- Requests to temporarily waive this policy for special occasions (i.e. Birthdays, Celebrations, etc.) must be made with the Area Residence Life Coordinator at least 7 days prior to the event.

ROOM MODIFICATIONS

All University Housing facilities are furnished. All items in room are assigned to room and must remain in place at all times during stay. You may not lend or swap furniture with other residents or remove furnishings from state property. All University owned furniture is to remain indoors and not be used outside on patios, balconies or landings. Unauthorized modifications must be removed within 24 hours of discovery. Any damages to your room or personal property as a result of the modifications are your responsibility. Resident will be billed for all associated damages.

ROOM/SUITE/COMMON AREA CLEANLINESS

All residents are responsible for the cleanliness of their individual bedrooms. American River Courtyard residents are collectively responsible for the cleanliness of the common area and bathrooms where applicable. Failure to maintain cleanliness may result in the assessment of a cleaning fee. In the case of a bug and or rodent infestation due to resident neglect resident may be charged for a pest control service call.

ROOMMATE MEDIATION

Roommates that are threatening, hostile, or who refuse to engage in the mediation process will be moved.

SCREENS

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

SECURITY SYSTEMS

Security cameras with recording devices are located throughout the buildings.
SMOKE FREE HALLS
All Residence Complex buildings have been designated as “smoke free.” Students who choose to smoke outside of the building must move away 20 feet away from building entrances, windows and mechanical rooms (30 feet for the American River Courtyard). The interior quad of the American River Courtyard is also considered smoke free.

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

SPORTS/ACTIVITIES in HALL
Sports in the hall (including, but not limited to, baseball, football, basketball, hockey and soccer, bicycle riding, skateboarding, rollerblading, running, frisbee tossing, and scooter riding, etc.), are prohibited in the Residence Halls. Toy guns, water guns and water balloons are not permitted inside the Residence Halls. Continued violations or non-compliance with requests to stop the aforementioned activities may result in the confiscation of the equipment or other disciplinary action.

SPRINKLER SYSTEMS
The sprinklers may not be touched, hit, or have anything hung from them. Should a sprinkler be set off whether accidentally or intentionally, the resident 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.

WATERBEDS
Water beds and other water-filled furniture are prohibited.

WINDOWS
Climbing in or out of windows is prohibited. In order to protect those 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. Due to fire safety considerations and significant damage possible to residence hall room or suite windows, the Housing and Residential Life prohibits the posting or hanging of material on either side of the residence hall windows. Drawing, painting, and or writing on windows are prohibited except for university celebrations such as Homecoming. See your Residence Life Coordinator with questions.

WINDOW COVERINGS
Only University blinds, curtains or draperies may be used in students’ rooms.

WHEELED DEVICES
This policy provides guidelines for the use of Sacramento State facilities and grounds related to roller skates, in-line skates, wheeled devices, motorized skateboards/scooters, or equivalent products. In the interest of public safety, to protect pedestrians, buildings and grounds from damage, and to protect the University from liability, the following activities are prohibited on the Sacramento State campus:

No person shall roller-skate, skateboard, in-line skate or ride upon any wheeled device except an authorized wheelchair:
• 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.

VANDALISM
Vandalism to any Residence Life or University building, machinery, property or signage (including bulletin boards, fliers, posters and signs) is prohibited and will result in individual or shared billing and disciplinary action.
DEFINITION of SEXUAL MISCONDUCT
Unacceptable sexual conduct is not limited to the extreme example of sexual violence; rather, there is a range of sexual misconduct that is unacceptable in University residences. The range of unacceptable sexual behavior includes sexual harassment, sexual intimidation, sexual coercion, sexual assault, acquaintance rape, and stranger rape. See csus.edu/umanual/student/UMS16525.htm.

SEXUAL MISCONDUCT POLICY
Residence Life at Sac State is committed to providing a living environment in which residents can live, work, and study free from sexual harassment, sexual intimidation and sexual exploitation. The University will take action to prevent and to eliminate inappropriate behaviors of this nature. A resident charged with sexual misconduct can be prosecuted under California’s criminal statutes and disciplined for violation of University behavioral standards. Even if the criminal justice authorities choose not to prosecute, the University can pursue judicial action.

SEXUAL HARASSMENT
Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that interferes with an individual’s living or working environment and/or creates an intimidating, hostile, or offensive living or academic environment. See csus.edu/umanual/hr/UMS16000.htm

SEXUAL ASSAULT AND BATTERY
Sexual assault is a serious crime, and victims frequently experience emotional trauma and medical consequences. Sexual assault victims are strongly encouraged to report the incident to Residential Life staff, or the University Police. Counseling services are available through Psychological Counseling Services. Reporting to appropriate individuals enables victims to receive the full range of professional services available.

RAPE/ACQUAINTANCE RAPE
Rape is the act of sexual assault by force and/or violence against the will of the victim. The essential guilt of rape consists in the outrage to the person and violation of their personal rights.

Rape, as defined in Section 261 of the California Penal Code, is punishable by imprisonment. Violators will be subject to University sanctions as well as criminal prosecution. Rape is defined as unlawful sexual intercourse which is against the will of one participant, and can take place between strangers or acquaintances. All of the following situations can be defined as rape:

• Force or threats of force, including stranger rape and gang rape.
• Diminishing an individual’s capacity for resistance by administering any intoxicant.
• Sexual intercourse with a person who is known to be unconscious of the nature of the act (e.g. sexual intercourse with a person who is sleeping, passed out or blacked out from alcohol or other drugs).
• Sexual intercourse with a person who is incapable of giving legal consent (i.e. incapacitated).

The Sacramento State Sexual Assault Education and Advocacy Program provides workshops and presentations to the campus community on issues regarding sexual assault such as rape awareness, self-defense training, and acquaintance rape awareness and prevention. The program emphasizes education as well as victim advocacy. Student Health & Counseling Services is located in The WELL facility on Stadium Drive for more information (916) 278-3799.
A lending library, sexual assault informational materials and community referrals are available at the Student Health Center, (916) 278-3799. Within the Sacramento community, you may contact on a 24-hour basis: WEAVE at (916) 920-2952.
UNIVERSITY & RESIDENCE HALL

[GENERAL INFO]
ACCESSIBILITY FOR PERSONS WITH DISABILITIES

The entrance of each Residence Hall is accessible to residents with disabilities. Because none of our traditional buildings are equipped with an elevator, this access is limited to the first floor for persons using wheelchairs. Sutter, Sierra, and Desmond Halls are all equipped with accessible restroom facilities, and automatic doors. American River Courtyard is equipped with elevators.

BARBECUE PITS

Barbecue pits are provided for residents outside most of the halls and in the pool area. Residents must contact a staff member 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 for proper cleaning after each use. Hot coals should never be put in trash receptacles.

BICYCLES

A bicycle compound is located adjacent to Jenkins Hall. Residents may access the compound with their access fob. Remember to secure the compound when exiting. Bikes should be registered with the University Police Department. During Winter and Spring Break, take bike home or leave in your room. Bicycles may not be left or stored in public areas. Racks are located throughout the complex.

Security Tips

Use a quality lock and follow these suggestions to keep your bicycle secure:

- Always lock your bike. Even if you are only running inside a building for a minute, lock your bike. Thieves are watching and will take your bike if you leave it unlocked.
- 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 lock with the key mechanism facing the ground.
- Lock components and accessories. Do not leave accessories that can be removed.
- Remove bike seat and take with you.
- Lock bike in a well lighted area.
- Don’t lock bike in the same area all the time.
- Double check lock before leaving bike to make sure it’s secured.

CLEANING, VACUUM CLEANERS

Residents are expected to maintain clean and orderly living areas and bathrooms. Vacuum cleaners are available for checkout at the hall front desk. 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 will be assessed a charge for labor and materials.

COURTYARD MARKET

Courtyard Market is housed within the American River Courtyard and serves Java City coffees and smoothies, fresh baked goods, deli sandwiches, salads, ice cream, snacks, healthy, organic and locally-grown items, beverages and fresh baked pizza. Students may purchase items with cash, One Card or DC Flex$. 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 regularly by custodial staff. These areas are considered the joint responsibility of each individual, the community using the space and the custodial staff. If there is an unusual cleaning job caused by individual students or in some cases, living groups, charges will be assessed for the additional workload.

HEATING AND AIR CONDITIONING

Rooms are supplied with either heat or air conditioning depending on weather conditions. Draper, Jenkins, and Desmond Halls, and American River Courtyard have room thermostats which control both heating and cooling. Sierra and Sutter are controlled as zones through rooftop units. Air conditioning and heat (HVAC) are supplied by boilers and chillers regulated by computerized controls. Residence Hall units cannot be manually switched from heating to cooling by residents.

If you have a problem with your heat or air conditioning, complete and submit a work order to the hall central desk. 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 staff policy not to transport sick or injured residents. Therefore, Housing and Residential Life reserves 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 your License Agreement (Section XV) concerning health and accident insurance.
LAUNDRY FACILITIES
Laundry facilities are located in each hall. Sutter and Sierra Halls have laundry facilities on 1st, 2nd and 3rd floors while the other halls are on the 1st floors only. Current pricing for the wash cycle is $1 and each dry cycle costs 50 cents for the first 30 minutes, followed by 25 cents for each additional 15 minutes. 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. Should a resident lose their card, new cards can be purchased at any one of the laundry “Centers” for a fee. Each laundry room has specific instructions on use, how to report an issue, and how to obtain a refund. The Residence Halls do not own or operate the laundry machines. Please refer all laundry machine issues to the vendor by calling in, or placing a work order through the vendor’s listed website. Please reference the laundry machine number and the location of the laundry room when reporting an issue. Contact your hall staff if are having problems with refunds.

OUTDOOR FACILITIES
There are many outdoor recreational facilities provided in the Residence Hall complex. The swimming pool area is located behind Draper Hall. The pool area and deck are surrounded by a large lawn that students may utilize for sunbathing, frisbee, volleyball, etc. There are two tennis courts adjacent to the pool picnic area. These areas are open to any resident and can be accessed by room keys. In addition, a basketball court is also available behind the Dining Commons. Students also have access to the bike trails that are located next to the campus and run along the American River. This area may be used for a variety of outdoor activities. Equipment for any of these activities is available at each hall’s front desk. Students are asked to 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 when quiet hours begin. Alcoholic beverages are prohibited in all outdoor facilities at all times. Safety rules must be observed at all times.

PEST CONTROL
Pest control in resident suites is a twofold process that begins with the residents preventing conditions that could invite insects or other pests. Below are a few guidelines that students should follow to help with this problem:

- 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.

If problems do arise with pests, residents should submit a work order at the front desk. A pest control service will be contacted to look into the matter. Residents will be notified in advance if their room needs to be sprayed. With residents’ cooperation these type of problems can usually be dealt with in a speedy and effective manner.

POOLS
Use of the pool is at residents’ own risk. There is no life guard on duty. At no time should anyone dive, be pushed or be thrown into the swimming pool, as such behavior puts personal safety at high risk. No one (under the age of 16) is permitted at the pool and, as always, residents are responsible for their guests. Pool hours are from 9 a.m. – 10 p.m. The pool closes at quiet hours. The pool is closed entirely during the winter months. During winter closure and regular maintenance, the pool and surrounding areas are closed and resident use is prohibited. The pool may not be reserved for private parties.

ROOM CONDITION REPORT (RCR)
Residents must indicate the condition of their room and furnishings on a Room Condition Report (RCR) when moving into the Residence Hall rooms. Shortly after move in within a specified period of time, residents need to return this room condition report to Resident Advisor or front desk. Insure that all conditions are thoroughly noted as stated on the report. Upon moving out, the Residence Life Coordinator and facilities personnel will make a final inspection of room for damage assessments. Resident Advisor will help with room checkout. Following established check out procedures and instructions will help to avoid unnecessary costs charged against your deposits.
SERVICE ANIMALS
California State University, Sacramento complies with federal and state disability civil rights laws and permits service animals assisting individuals with disabilities. Residents living in on-campus housing facilities must submit a request for accommodation to have a service animal live with them in the residence hall complex. Please contact the Housing and Residential Life Office for additional information and guidelines.

STORAGE
Due to limited space in the Residence Halls, personal items may not be stored other than in individual student rooms.

STUDY ROOMS
Study lounges for group and individual study are located in each Residence Hall. Please be considerate of the noise level in and around these areas.

SAFETY AND SECURITY
Campus Safety is everyone's business. Developing a safe and secure environment depends upon each individual resident accepting responsibility for their own behavior as well as that of their guests, and being concerned for the safety and welfare of others. If at any time something appears unsafe, please report the condition immediately to hall staff or University Police. Breaches of security should similarly be reported. Residents who put themselves or any member of the community at a safety risk will be severely sanctioned.

In emergency or crisis situations, residents must comply with directives of University staff. Remember that security is both a personal and community responsibility.

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 and death. However, Safe Rides is also a “safety net” that can be used in many different situations. For instance, Safe Rides can be used to get home from a bad date, 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.

TELEVISION RECEPTION
Each student room is equipped with a television outlet for reception of local and selected satellite programming. Please reference: csus.edu/housing/oncampus/reslink/index.htm for a current channel guide.

VEHICLES ON CAMPUS
All autos must display a valid student parking permit. Driving or parking on walkways and grounds is prohibited. Keep doors locked at all times. Please remember to remove all personal items from vehicle for safety.

Never wash your automobile 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 a resident has a maintenance problem, damage or safety concern about their room or common areas, they should report any issues at their halls front desk, and have an RA enter a maintenance work order. It is the resident’s responsibility to report these problems. 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 you of the status of work done.

Please note that there is no general maintenance service on weekends or after work hours (4:15 p.m.) during the week.
[RECYCLING]
IN THE RESIDENCE HALLS
INK CARTRIDGES
To recycle empty toner and ink cartridges, simply bring them to the front desk of your hall. They will be donated to a charity selected by the residents and RA staff.

WHAT PAPER IS RECYCLABLE AT THE RESIDENCE HALLS?

PAPER AND CARDBOARD
All clean, dry paper, and cardboard (no pizza boxes), 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

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 (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 we 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, thus reducing our carbon footprint.

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 - tap water must meet more stringent standards than bottled water!

WHY RECYCLE BOTTLES and CANS?

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. Please collect all food free paper products and cardboard and place those items in the green recycling container along with all of your aluminum, glass, and plastic containers. Once the blue recycling container is full, bring it outside and dump it into the large white recycling bin in the back of your hall next to the garbage dumpster.

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 also need to be rinsed out to remove any food or beverages left in or on the containers otherwise all the items in the recycling dumpster are no longer recyclable and will be thrown into our local landfill.

RECYCLING BOTTLES and CANS IN THE RESIDENCE HALLS
Please empty and rinse bottles and containers before recycling. Items that can 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.)

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.

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 everyday, enough to rebuild the entire U.S. commercial airliner fleet every three months!

Aluminum and steel have high scrap metal recycling value, so the more that individuals recycle, the more energy and money are saved.
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 eRECYCLED?
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, eRecycled.

WHAT CAN BE eRECYCLED IN RESIDENCE HALLS?
Items that can be eRecycled 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, and DVDs.

HOW TO RECYCLE E-WASTE IN THE RESIDENCE HALLS
Residents can turn in e-waste material into the housing office, located in Sierra Hall, for proper recycling any time during the academic year. Please contact the housing office to make arrangements ahead of time. Toward the end of the Fall and Spring Semesters, we provide e-waste bins in each hall for residents.

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.
SUITE BATHROOMS
It is your responsibility to maintain your bathrooms and shower areas.

SINKS and SHOWERS
- Perform regular cleaning of the tub and sink, using a non-abrasive cleaner such as Soft-Scrub or Bon-Ami.
- Use glass cleaner to clean mirrors and sink/tub fixtures.
- No harsh or rough abrasives such as a kitchen scrubber or steel wool for cleaning the sink and tub as it may scratch the surface.
- Clean the shower thoroughly. Do not use an abrasive cleaner. Shower should be white.
- Bleach and a small brush will remove mildew around the shower and other damp areas.
- Use of hair dyes, etc. that can discolor/stain sinks or showers is discouraged and may result in a damage charge.
- Hand-launder clothes in laundry room sinks, not in the bathroom or kitchen sinks.

TOILET
- Regularly clean the toilet with a non-abrasive cleaner and a toilet brush. Toilet should be white.
- Tampons and sanitary napkins must be disposed of in a trash can. Do not flush them down the toilet.
- Borrow a plunger and a mop, should your toilet overflow. Be sure to mop the area around the toilet to avoid slipping. If extra cleaning is needed consult your RA/Front Desk.
- Turn off the water at the back of the toilet if your toilet is going to overflow.
- Avoid flushing anything other than toilet paper in the toilet. All other items must be placed in the trash, including those items listed as “flushable” like feminine hygiene products.
- Please contact your Resident Assistant ASAP if you are having plumbing issues so that a work order can be completed and the problem fixed.
- No standing on the toilets.

KITCHENETTES
(COOKING and APPLIANCES)
In an attempt to keep the suites as safe as possible, acceptable cooking appliances are limited. Appliances that have an: 1) exposed heating element; 2) use cooking grease; 3) or have an open flame are prohibited. We also highly recommend using appliances that have an auto shut-off feature, for example: electric grills (i.e. George Foreman), coffee makers, crock pots and rice cookers. Cooking meals is only allowed in kitchenette within the suite, not in residents’ bedroom. Residents are responsible for supplying their own cookware.

KITCHENETTES (CLEANING RESPONSIBILITIES AND REQUIREMENTS)
Residents are responsible for ensuring cleanliness of kitchens.

This Includes:
- Residents must provide any cookware, dishes, silverware, glasses, etc., as well as cleaning supplies. The suites are similar to renting an apartment.

Residents are expected to maintain their rooms/suites in 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 buildup of hard-to-remove grime, stains, grease and mildew. Sanitation issues will be addressed during safety and sanitation inspections during the semester. Suite cleanliness is subject to inspections that will occur no less than once each semester as part of a safety and sanitation inspection conducted by Housing Staff members. Each member of the suite has a responsibility to do his or her part to maintain the suite. If your suite does not pass the initial inspection, members of the suite will be given five working days to remedy the identified problem or face disciplinary action and possible financial charges.

COUNTERTOPS
- Perform regular cleaning of the countertops, using a non-abrasive cleaner.
- Cutting directly on the countertop surface is discouraged. Use a cutting/bread board to avoid surface damage.
- Use a hot pad under a hot dish to protect the countertop surface from blistering, cracking, discoloring or burn marks.
- Damage to the countertops will result in labor charges for replacement.
**DRAINS**
For clogged kitchen and bathroom drains, do 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 will be assessed for time spent unclogging a drain if caused by carelessness.

**GARBAGE DISPOSAL**
A garbage disposal is located in the drain of the sink.
- Run your 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. Students should contact their front desk to complete a work order for any malfunctioning garbage disposal.
- Avoid placing your hand in a garbage disposal to try and unplug or remove items from it.

**REFRIGERATORS**
- 14.5 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**
American River Courtyard has a room thermostat that controls both heating and cooling. Your room is supplied with either heat or air conditioning depending on time of year.

Opening your window will shut down the heating/air conditioning supply to your room.

**LAUNDRY SERVICES**
Washers and dryers are available in American River Courtyard. Current pricing for the wash cycle is $1, and each dry cycle costs 50 cents for the first 30 minutes, followed by 25 cents for each additional 15 minutes. Machines are not coin operated. At check-in, residents will receive a laundry card. Money can be applied to the card with cash, ATM, or credit card at the laundry “Cash Centers” inside the American River Courtyard. Should resident lose his or her card, a new card can be purchased at any one of the laundry rooms for a $5 fee. Please do not overload the washers and dryers. If the machines fail to function properly, please refer all calls to the vendor telephone number posted in the laundry room or contact the front desk.

**LOUNGES and STUDIES**
Quiet hours apply to these areas at all times unless they are being used for programs or meetings.

**FURNITURE IN COMMON AREAS**
The furniture and equipment provided in public areas are for the use of every one 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 disciplinary action. Residents will be charged a maintenance fee for any damage, relocation or removal of any common area furniture found in student rooms.
GUIDELINES for INTERIOR COURTYARD USE
(AMERICAN RIVER COURTYARD)

1. If you would like to use the courtyard for programming please contact your Residence Life Coordinator.
2. No vehicles may be driven into the courtyard.
3. No bonfires are allowed in the courtyard.
4. 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).
5. Quiet hours and courtesy hours apply to the Interior Courtyard and the front of the American River Courtyard.
TELEPHONE SERVICES

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 an emerging technology that allows voice communications over a standard land-line telephone through the Internet. For further information on the VOIP technology, please visit the Federal Communication Commission’s website at fcc.gov/voip.

HALLWAY EMERGENCY TELEPHONES
Emergency telephones are located in the wing 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 — RESLINK
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 ResLink data service allows residents to obtain high-speed direct access to computing resources including online courses through SacCT, Sacramento State Library’s databases, and MySacState. To connect to ResLink data services, you will need a 10baseT or 100baseT Ethernet Network Interface card. Most desktop and laptop computers will have a built-in ethernet network interface card. If installation of your ethernet card is required, we recommend a professional installation. ResLink staff members are not authorized to install Ethernet cards or any other hardware. Before using ResLink services please make sure you have reviewed the ResLink Acceptable Use Policy at: csus.edu/reslink/acceptuse.stm.

WIRELESS INTERNET — SACLINK
Sacramento State wireless conforms to 802.11G wireless networking standards. The minimum requirement is a wireless 802.11G network card to connect to wireless Internet services throughout the campus and in the Residence Halls first-floor common areas. 802.11 N cards will work and are encouraged. Most new laptops come with built-in 802.11 G or N compliant wireless cards. Wireless network signal is limited to Residence Halls first-floor common areas, NOT individual rooms. Campus wireless internet coverage maps and additional information can be found at csus.edu/irt/wireless/.

RESLINK HELP DESK
A Help Desk is available to all Residence Hall students to assist them with computer networking-related issues. Residents can submit a ticket and view available Help Desk services by visiting csus.edu/reslink. Additionally, the Help Desk offers 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 his or her computer from viruses and spyware, and other computer related resources available on campus. ResLink supports the following operating systems: Windows Vista, Windows XP, Mac OS X. The Help Desk is located in the Housing and Residential Life Office of Sierra Hall.

Further questions regarding the Help Desk should be directed to (916) 278-2555 or reslink@csus.edu.

UNIVERSITY HELP DESK
The University also offers dedicated Help Desk support and training to all students and is available over extended hours. The University Help Desk is located in the Academic Resource Information Center. Their hours and contact information can be found at their website at csus.edu/irt/servicedesk/index.html. A complete list of services, seminars and products free to students can be found at the Student Services website at csus.edu/irt/servicedesk/Training.html and at the Student Technology Center website csus.edu/irt/stc/.
ON CAMPUS COMPUTING RESOURCES

Students who decide not to acquire their own computer may use one of the many Internet-connected University Computing Labs located around campus furnished with computers, software and printers. Additionally, many colleges and departments have their own computing labs for students. Please visit csus.edu/irt/labs/ for additional information on lab locations and hours of operation. American River Courtyard has a computer/print lab for residents to use as well.

COMPUTER AND PRINT LAB

An open computer lab equipped with dual-operating system computers (Macintosh OS X and Windows) and a PrintSmart print station with high-speed duplex printing capability is located in the American River Courtyard for residents. The lab is available for all residents during normal hall hours and exclusively to Courtyard residents after 10 p.m. Each student lab computer is equipped with DVD, CDRW and two high speed USB 2.0 ports accessible on the front panel for external devices such as memory sticks and digital cameras. A current list of software available on the computers can be found at: csus.edu/irt/Labs/Lab-Hours.html. More information about the PrintSmart labs can be found at: csus.edu/irt/printsmart/.

Using their valid SacLink account name and password, residents will have access to network and internet services from the lab computers, and have a long list of installed software available to them. In addition, 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.

Sacramento State also has computer labs throughout the campus along with Help Desk services for students. More information can be found at: csus.edu/irt/ and csus.edu/irt/acr/stc/.

ONLINE SAFETY TIPS

A virtual community web-based allows residents to meet other people, publish a journal (blog) and chat with friends. Many students, along with millions of others, are already members of these communities through websites such as MySpace or Facebook. While these virtual communities are great ways to meet friends, communicate with your friends away from home and share your interest with others, there are many issues of which to be aware:

• Check privacy settings. Posted online communities allow you to restrict access to your profile and blog entries. Posting information on the Internet may be viewable by anyone and everyone; take a proactive step and make access to your 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 your judicial status with the University just as offline behavior, and online records are easy to print, save and document. While the University does not monitor activities on the Internet, it may be used as evidence if brought to the University’s attention.

• Identity theft is on the rise. Avoid placing information online that may release your identity to the public. This includes your location or address, full name, roommates, phone number and email address.
AGE, ETHNICITY, RELIGION, SEXUAL ORIENTATION, MARITAL STATUS, PREGNANCY OR ALL COVERED VETERANS

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, Sacramento Hall, Room 162, (916) 278-6907.

DISABILITY

California State University, Sacramento does not discriminate on the basis of disability (including HIV/AIDS) in admission or access to, or 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 to Sacramento Hall, Room 162, (916) 278-6907.

GENDER (TITLE IX)

California State University, Sacramento does not discriminate on the basis of gender in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination (including harassment) on the basis of gender in education programs and activities operated by Sacramento State. Such programs and activities of Sacramento State include admission of students and employment. Inquiries concerning the application of Title IX to programs and activities of Sacramento State may be referred to the Office of Equal Opportunity/Affirmative Action, (Sacramento Hall, Room 162, (916) 278–6907, the campus office assigned the administrative responsibility of reviewing such matters, or to the Regional Director of the Office of Civil Rights, Region 9, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, California 94102.

RACE, COLOR or NATIONAL ORIGIN

California State University, Sacramento complies with the requirements of Title VI and VII of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall, on the grounds of race, color, or national origin be excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination (including harassment) under any program of The California State University. Inquiries concerning compliance may be addressed to the Office of Equal Opportunity/Affirmative Action, Sacramento Hall, Room 162, (916) 278-6907.
[EMERGENCY RESPONSE]

CALL THE UNIVERSITY POLICE USING A CAMPUS PHONE DIAL 911.
Using a non-campus phone dial (916) 278–6851.

During an emergency, remember to first follow the instructions given through the University’s Emergency Notification System.

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

1. Please evacuate building to designated area Housing Quad/Lawn area in front of the Dining Commons.
2. If appropriate, notify Sac State Housing staff of emergency AS SOON AS POSSIBLE at (916) 278–6655.
3. 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. Please notify appropriate emergency personnel if you know of anyone still inside of the halls.
4. Do not return to the building until instructed by the Fire Department/Police or Designated Housing Personnel.

IN CASE of ACTIVE SHOOTER
CALL THE UNIVERSITY POLICE USING A CAMPUS PHONE: DIAL 911
Using a non-campus phone, dial (916) 278-6851.

An active shooter is a person or persons who appear to be actively engaged in causing great bodily harm to people in populated areas on campus. In most cases, the shooters use firearm(s) and display no pattern or method for selecting their victims. Active shooter situations happen rapidly, requiring immediate response by the community and the police to stop the shooting and prevent harm to the community.

How you respond to an active shooter will be dictated by the circumstances of the situation. If you find yourself involved in an active shooter situation, try to remain calm and call 911 or campus police at (916) 278-6851 immediately.

If an active shooter is inside or outside your building, you should shelter in place immediately.

• Remain calm
• Proceed immediately to a room that can be locked or barricaded
• Lock and barricade the door or windows
• Turn off the lights and close the blinds
• Turn off radios or any other devices that produce sound
• Keep yourself out of sight and take adequate cover or protection, i.e. 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
REPORT ALL BOMB THREATS TO 911, WHICH REACHES UNIVERSITY POLICE OFFICERS.
Keep the caller on the phone as long as possible, 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 residents familiarize themselves 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, within a door frame. Stay away from glass.
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.

For the safety of our residents, each room adjacent to the door has emergency evacuation procedures posted (bright orange, 8-1/2” x 14”). These procedures must be visible at all times.

IN CASE of FIRE

FOR A FIRE INSIDE YOUR ROOM
• Call the Fire Department 911 and Public Safety, (916) 278-6851.
• Communicate your exact location.
• Describe what is burning.
• If you cannot safely extinguish the fire — EVACUATE THE AREA.
• Close windows (if possible) — CLOSE AND LOCK YOUR DOOR AND TAKE YOUR KEY.
• ACTIVATE THE FIRE ALARM AS YOU EXIT.

FOR A FIRE OUTSIDE YOUR ROOM
• Carefully feel the door — if it is hot, DO NOT OPEN IT.
• Call the Fire Department 911 AND Public Safety (916) 278-6851.
• Seal the bottom of your door with a towel or material to keep out smoke.
• If door is cool, OPEN CAUTIOUSLY AND EVACUATE.
• 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 and burns as flames.
• Evacuate building to designated area — 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 fire occurs.

1. Hold upright.
2. Pull ring pin (to snap safety seal).
3. Start back 10 feet.
4. Aim at base of fire.
5. Squeeze lever — sweep side to side.

IN CASE of FLOOD

NO ADVANCED WARNING

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

If you are outside:
• Go into the nearest building and check in with a staff member.

ADVANCED WARNING

If you are inside:
• Close all exterior doors.
• Take shoes, keys, ID, wallet, medication, and flashlight.
• ENSURE EVACUATION OF RESIDENTS WITH DISABILITIES TO UPPER FLOORS.
• Move food, drinks and water to upper floors.
• Check in with a staff member as soon as possible.
• DO NOT ATTEMPT TO LEAVE CAMPUS UNTIL TOLD TO DO SO BY APPROPRIATE AUTHORITIES.
• DO NOT TAKE REFUGE NEAR WINDOWS AND DOORS.
• Remain calm.

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

TORNADO WATCH

Tornado means that conditions are such that a tornado could develop. It does not represent imminent danger; however, it should not be treated lightly. Monitor both TV and radio weather bulletins and take necessary precautions.

TORNADO WARNING

Tornado warning means a tornado has been sighted in the immediate area. Listen to local FM 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 to the lowest level of nearest building; put as many walls as possible between you and the outside.

• Get under a sturdy table and use your arms to protect your head and neck.

• Stay away from windows, corners, doors, and outside walls.

• Do not get in a vehicle and try to outrun the tornado.

If you are inside the hall:

• 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, glass doors).

• Use a pillow, heavy blanket, etc. to protect one’s 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 campus emergency personnel/staff.
[UTAPS]
PARKING & TRANSPORTATION
UNIVERSITY TRANSPORTATION and PARKING SERVICES — UTAPS

RESIDENCE HALL STUDENT PARKING SPACES
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. All Residence Hall students with vehicles on campus 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
UTAPS is the only location where Residence Hall parking permits may be purchased. Residence Hall parking permits are NOT available for purchase online. At the UTAPS office, you must provide your California driver’s license, and your vehicle registration in your name or your parent’s name (the last name on the vehicle registration must be the same as your last name). Residents should not purchase 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 only in Residence Hall parking spaces. Do not park in fire lanes (red curbs), faculty/staff or regular student spaces, or ADA accessible spaces without a disabled parking placard or disabled license plates. To provide more flexibility in the evening hours and during non-peak parking times, Residence Hall parking permits are also valid in regular student and most faculty/staff parking spaces during the following periods: after 4:30 p.m. Monday – Friday during the fall and spring semesters, holidays, Saturdays, Sundays, Winter Intersession, Spring Recess and Summer. The only exceptions to this practice are the faculty/staff spaces in Lot 2, north of the Residence Hall Dining Commons and the faculty/staff gated spaces in Parking Structure I.

HORNET EXPRESS SHUTTLE SERVICE
The Sac State Hornet Express Shuttle is a service provided to the University community by UTAPS. The Hornet Express provides efficient and convenient transportation weekdays from 7:40–10:15 a.m. and 2:20–4:45 p.m. during the Fall and Spring semesters. 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. 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
Night Shuttle is available from dusk until 11 p.m. Monday–Thursday by calling (916) 278–7260. Night shuttle operates during the Fall and Spring semesters.

SACRAMENTO REGIONAL TRANSIT
Rail and bus service are available with 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
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.
Nutrition Facts

Serving Size 2/3 cup (66g)
Servings Per Container 5

Amount Per Serving
Calories 250
Calories from Fat 1

Total Fat 9g
Saturated Fat 1.5g
Trans Fat 0g
Cholesterol 0mg

Sodium 16mg

DINING COMMONS and COURTYARD MARKET
**[DINING] COMMONS**

**HOURS OF OPERATION**
- Breakfast: 7 a.m. – 10:30 a.m.
- Lunch: 10:30 a.m. – 1:30 p.m.
- Late Lunch: 1:30 p.m. – 4 p.m.
- Dinner: 4 p.m. – 7 p.m.
- Saturday Brunch-Dinner: 11:30 a.m. – 6 p.m.
- Sunday Brunch-Dinner: 11:30 a.m. – 6 p.m.

**Courtyard Market** *(Located in the American River Courtyard)*
- Sunday – Thursday: 11 a.m. – 10 p.m.
- (Friday): 11 a.m. – 6 p.m.

The Dining Commons (DC) is pleased to welcome you to California State University, Sacramento. The Dining Commons is operated by University Enterprises, Inc., an auxiliary organization of Sacramento State. Our goal is to provide you with quality food in a clean and pleasant atmosphere. Our meal plans are designed and served to provide a flexible, economical and nutritional program for university students. Their features are the result of working closely with the diverse needs of our students.

For student convenience, the Dining Commons is open from 7 a.m. to 7 p.m., Monday through Friday, and from 11:30 a.m. to 6 p.m. on weekends.

**Quality** . . . We care about your health, so menus, recipes, production and service reflect our concern.

**Flexibility** . . . Students need flexibility. The meal credit feature of our plan allows a custom fit for the unique needs of each student. Our staff is flexible too – we welcome the chance to serve those with special diet needs or to meet unusual 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. Our chefs prepare daily specials such as, stir fry, authentic Asian wok cooking, and Italian pastas and sauces. Have an early class? We offer coffee to go.

**Value** . . . Value is more than price. With the cost of food today, where else can you buy lunch and dinner everyday for $19.24 per day ($15.17 per day if you have Plan B)? That’s a great deal! It is a value that goes with the quality, variety and care that are a part of each meal.

**Concern** . . . We work hard to do the job right for you. What you think is important to us. Tell us how we are doing through our suggestion box “Platter Chatter,” or talk with our managers and chefs. Come into the Dining Commons kitchen to ask questions or talk. If you want to phone, call *(916) 278-6971.*

**[COURTYARD] MARKET**

**HOURS OF OPERATION**
- Sunday – Thursday: 11 a.m. – 10 p.m.
- Friday: 6 p.m. – 10 p.m.

Courtyard Market serves Java City 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 DC Flex$, Cash and Credit Cards as payment.
MEAL PLANS

Plan A (with DC 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 $3,230 for the school year and includes $200 DC Flex$ per year.

Plan B (with DC Flex$)
The plan for big appetites. This meal plan allows students to purchase an average of 15 meals per week during the school year for only $3,685. This plan includes 1,890 credits and $100 DC Flex$ per year.

Plan C
An optional meal plan only for upper class residents with 60 or more units who are living in the American River Courtyard. This plan allows for an average of 8 meals per week at a cost of $2,456 per year. This plan includes 1008 meal credits, but does not include any DC Flex$. However, DC Flex$ may be purchased anytime during the year (semester) at the Meal Card Office in the Dining Commons for use on campus.

ADDITIONAL MEAL CREDITS
You do not need to anticipate your dining needs for the entire school year. If you find that you are running low on meal credits, you may purchase additional credits for:

- 25 credits for .................$61
- 65 credits for .............. $134
- 90 credits for ............. $179
- 150 credits for .............. $273

Extra meal credits are available only if you have a Dining Commons contract for the current semester. Extra credits can be purchased at the DC Meal Card Office.

You may purchase as many credits as you think you can use, but please remember that University Enterprises, Inc. cannot buy back unused meal credits and that those 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.

DC FLEX$
More flexibility, more value! Meal plans including DC Flex$ can be used at a variety of on-campus locations. DC Flex$ expire at the end of each semester. For a complete list of participating eateries, visit www.dining.csus.edu/dc/flex.html.

MEAL SERVICES

HOT AND HEARTY BREAKFAST (3 meal credits)
Served Monday – Friday
7 a.m. – 10:30 a.m.

Offering an assortment of fresh and canned fruits, fruit juices, assorted cereals, and eggs cooked to order, as well as a breakfast buffet featuring an egg dish, breakfast meat, and breakfast potatoes. Also available are assorted pastries, breads, condiments and assorted beverages.

LUNCH (4 meal credits)
Served Monday – Friday
10:30 a.m. – 4 p.m.

Offering daily grilled-to-order selections such as cheeseburgers, grilled chicken sandwiches and garden burgers. Also featured are soup, salad, nacho, pizza, pasta and deli bars.

WEEKEND BRUNCH (4 meal credits)
Served Saturday and Sunday
11:30 a.m. – 4 p.m.

The best of both breakfast and lunch. Offering the breakfast buffet, luncheon entrées, assorted pastries and luncheon desserts, salad and soup bar and beverages.

DINNER (4 meal credits)
Served Monday – Friday
4 p.m. – 7 p.m.

Saturday and Sunday
4 p.m. – 6 p.m.

A daily specialty bar features Asian, Italian and other popular food selections. Also offered are salad, soup, carved entrees, pizza, tacos and more.
MEAL SERVICE DATES and TIMES
The Dining Commons menu, as well as the serving times, will be posted in each hall. Students may refer to the following list to find the serving schedule for the 2011–12 academic year.

August 26, 2011
11:30 a.m.
Dining Commons opens for the year.
Brunch will be the first meal served.

November 23, 2011
1:30 p.m.
Dining Service closes for Thanksgiving.
Lunch will be the last meal served.

November 28, 2011
7 a.m.
Meal service resumes after the Thanksgiving holiday.

December 16, 2011
1:30 p.m.
Lunch is the final meal served prior to Winter Break.

January 20, 2012
11:30 a.m.
Brunch is served.
Dining Service opens for the Spring semester.

March 16, 2012
1:30 p.m.
Dining Commons closes for Spring Break.
Lunch will be the last meal served.

March 26, 2012
7 a.m.
Breakfast is served. Dining service resumes.

May 18, 2012
1:30 p.m.
Lunch will be the last meal served.
Dining Commons closes for the year.

NOTE: At the beginning of each semester, brunch and dinner will be served until classes begin. At that time, regular breakfast, lunch, and dinner hours will be observed. Following Thanksgiving and Spring Break, breakfast will be served on the day classes begin, and normal serving hours will be followed.

SPECIAL SERVICES

BOX LUNCHES
When you cannot make it to a regular meal, box lunches are available. Advance notice of 24 hours is required. See the cashier or a supervisor to place your request.

SPECIAL DIETS
Special (medical) diets can be arranged. Please consult the Dining Commons staff. Vegetarian options are featured on the regular menu.

TO-GO TRAYS
With a signed verification slip from your Resident Advisor, to-go trays are available to carry food back to the halls when you are ill.

SPECIAL ITEMS of CONSIDERATION

TAKING FOOD OUT
No food is allowed to leave the Dining Commons except one piece of fruit. You may eat all you want during the meal, but do not take it out!

GUESTS
• No guests may use the facility unless they have paid in cash, meal credits or DC Flex$.
• Residents are responsible for the behavior of their guests.

SERVICEWARE
Silverware, china and utensils may be checked out for your use. Otherwise please do not remove them from the Dining Commons.

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

RESIDENT BEHAVIOR
Students should conduct themselves in an orderly manner while in the dining facility. Students are responsible for bussing their own table. 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.

MISCONDUCT INCLUDES BUT IS NOT LIMITED TO:
• Failure to bus your own table
• Food fights
• Taking food or property out of the building
• Loaning out your meal card to others
• Abusive behavior directed at staff or residents
[RESTAURANTS]

ON CAMPUS

NORTH CAMPUS

RIVER FRONT MARKET (in River Front Center)
- Crêpes de Paris
- GBX! Gordito Burrito Express
- Gyro 2 Go
- MIYAGI! Sushi
- Panda Express
- River Front Grill
- TOGO’S
- Yostasia Frozen Yogurt

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

VENDING
Vending machines are located in River Front Center, Union, Alpine, Amador, Benicia, Brighton, Capistrano, Douglas, El Dorado, Folsom, Lassen, Mariposa, Mendocino, Modoc, Napa, Placer, Riverside, Sacramento, Sequoia, Shasta, Tahoe, Yosemite, and Residence Halls and AIRC, ASI Child Center, Broad Field House, Facilities Management, Parking Structure 2 and 3.

NOTE: DC FLEX$
For a complete list of on-campus eateries who accept DC Flex$
visit www.dining.csus.edu/dc/flex.html

SOUTH CAMPUS

UNIVERSITY UNION (Hornets’ Nest)
- Burger King Express
- Da Deli
- Dreyer’s Hornet Creamery
- Gordito Burrito
- Mother India Express
- Panda Express

OTHER UNIVERSITY UNION EATERIES
- The Buzz
- EcoGrounds
- Round Table Pizza
- University Caterering
- University Center Restaurant

OTHER SOUTH CAMPUS EATERIES
- Du Jour’s
- Java City at the Library
- Java City at Modoc Hall
- Hornet Bookstore Cafe
- Saigon Bay Express at the Outpost
- Subway
- The Well Café
UNIVERSITY & RESIDENCE HALL

[CALENDAR]

AND DEADLINES
### [Fall 2011] Calendar

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<td><strong>June 7-22, 2011</strong></td>
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<td><strong>August 26-28, 2011</strong></td>
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<td>INSTRUCTION BEGINS</td>
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<td><strong>August 29-Sept. 9, 2011</strong></td>
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December 19, 2011-January 20, 2012
Winter Recess (Students)

December 24-25, 2011
Campus Closed

December 26, 2011
Christmas Day Observed (Holiday) Campus Closed

December 27, 2011
Holiday (Admission Day Observed) Campus Closed

December 28, 2011
Holiday (Columbus and Indigenous People’s Day Observed) Campus Closed

December 29, 2011
Holiday (Lincoln’s Birthday Observed) Campus Closed

December 30, 2011
Holiday (Washington’s Birthday Observed) Campus Closed

January 2, 2012
Holiday (New Year’s Day Observed) Campus Closed

January 5, 2012
Fall Semester Grades Due (Academic Workday)

January 5, 2012
Last Day of Fall Semester

January 5-17, 2012
WINTER RECESS (Faculty)
February 28, 2011
11/12 Annual Class Schedule Available at MySacState
(916) 278-6160

Nov. 28-Dec. 16, 2011
Spring 2012 Registration for continuing students in class level priority order

January 9-19, 2012
Late Registration and Change of Schedule resumes

January 16, 2012
Martin Luther King, Jr. Day (Holiday) Campus Closed

January 18, 2012
SPRING SEMESTER BEGINS

January 18-20, 2012
University-wide and/or College Meetings (Academic Workdays)

January 20-22, 2012
Spring 2012 Registration unavailable

January 23, 2012
INSTRUCTION BEGINS

January 23-February 3, 2012
Spring 2012 Late Registration and Schedule Adjustment

February 6, 2012
Lincoln’s Birthday (Holiday Observed on 12/27/12) (Campus Open and Classes Held)

February 6-17, 2012
Late Registration and Change of Schedule done by petition at departments

February 17, 2012
Census Date

February 20, 2012
Washington’s Birthday
(Holiday Observed on 12/28/12) (Campus Open and Classes Held)

March 19-25, 2012
Spring Recess (ninth week of semester)

March 30, 2012
Cesar Chavez Birthday (Holiday) Campus Closed

May 11, 2012
LAST DAY OF INSTRUCTION

May 12-18, 2012
Final Examinations (Saturday, 5/12/12: Academic Workday)

May 18-19, 2012
Commencement (Saturday, 5/19/12: Academic Workday)

May 21-22, 2012
Evaluation Day (Academic Workdays)

May 23, 2012
Spring Semester Grades Due (Academic Workday)

May 23, 2012
LAST DAY OF COLLEGE YEAR

May 28, 2012
Memorial Day (Holiday) Campus Closed
Sacramento State offers a vibrant intellectual environment with a multicultural student body of 29,000. We graduate almost 6,000 students each year. Students take their pick from 60 undergraduate, 40 graduate and two doctoral programs.

More than half the University’s students join at least one of 250 student organizations, and thousands participate in the intramural sports program. There are arts programs, speeches, debates, comedy shows and concerts throughout the year.
FIRST YEAR ADVISING

First Year Advising is a mandatory advising program for first year students that covers General Education and graduation requirements. The program is implemented in three phases:

PHASE 1
New Student Orientation — guidance through course selection and registration.

PHASE 2
First Semester advising, either by trained peer mentors if enrolled in FYE courses, or by staff advisors in the Academic Advising and Career Center.

PHASE 3
Second Semester advising is completed in the Academic Advising and Career Center. Students review their academic progress, General Education and graduation requirements with an advisor. Advisors also assist students with general questions, interpreting academic policies, and referrals to campus resources specific to their needs.

COST AND ELIGIBILITY
All currently enrolled students who pay health fees are eligible to access services. Some fees do apply to specialty services, procedures, vaccines and supplies. Any services received off-campus are the financial responsibility of the student. Associated Students Inc. offers health insurance to students or for more information visit csuhealthlink.com or call 1-800-853-5899.

CLINIC HOURS
Monday – Friday
8:00 a.m.– 5:00 p.m.
Location: The WELL
Current student identification is required when you come in.

ONLINE APPOINTMENT SCHEDULING
To make an appointment, visit csus.edu/hlth and log on to the Patient Web Portal.

URGENT/IMMEDIATE CARE | (916) 278-6461
If a student needs urgent immediate care, he or she should inform patient care representative to schedule an urgent visit. Students will be connected to a nurse who will evaluate your problem and will schedule or refer you to an appropriate off-campus medical resource. When SHS is closed you may call the After Hours Nurse Advise line for assistance at (916) 278-6461.

STUDENT HEALTH ADVISORY COMMITTEE (SHAC)
SHAC is a student-based organization that advises the Vice President of Student Affairs and the Executive Director of Student Health and Counseling Services on issues from a student’s perspective, covering such topics as accessibility, hours of operation, scope of services, student fees, quality of care and satisfaction. For more information, check out SHAC’s Facebook page or e-mail SHAC at shaccsus@hotmail.com. For more information on Student Health Services visit csus.edu/hlth or (916) 278-6461.
COUNSELING and PSYCHOLOGICAL SERVICES

Counseling and Psychological Services (CAPS) helps students cope with stress or troubling personal problems that may interfere with their academic life. Everyday problems such as work stress, financial concerns, illness, family pressure and relationship issues can be distracting, making it difficult to concentrate on coursework. Our goal is to assist you through our various services and help you manage life challenges that can hinder your academic progress, such as:

- Stress and anxiety
- Feeling depressed or lonely
- Family problems
- Test anxiety
- Experiences of loss and grief
- Concerns about weight
- Difficulty managing anger
- Low self-esteem
- Problems with drugs or alcohol
- Issues of sexuality

Our staff includes psychologists, psychiatrists, social workers, marriage and family counselors, and graduate/post-graduate interns.

OFFICE HOURS
Monday – Friday
8 a.m. – 5 p.m.
Location: The WELL, 2nd Floor in Student Health Services
Current student identification is required when you come in.

SERVICES PROVIDED
- Limited individual and couples counseling
- Group Therapy
- Psychiatric Services (medication, evaluation and treatment)
- Crisis intervention
- Outreach
- Support groups
- Relaxation training

APPOINTMENT SCHEDULING
To schedule an initial appointment call (916) 278-6416, or stop by the reception desk on the 2nd floor of The WELL in Student Health and Counseling Services (SHCS). If you are in crisis and unable to wait for the next appointment, contact the clinic at (916) 278-6461. When CAPS is closed you may connect to a counselor by calling the After-Hours Advice line at (916) 278-6461.

CONFIDENTIALITY
Privacy and confidentiality are fundamental rights to all who use our services. At CAPS your right to privacy is respected and no information is released without your consent, except where disclosure is required by law.

For more information on Counseling and Psychological Services visit csus.edu/psysrv or call (916) 278-6416.

STUDENT ORGANIZATIONS AND LEADERSHIP
As advocates for students, the office of Student Organizations and Leadership contributes to learning, development, and retention by providing opportunities for involvement, leadership, and empowerment through a wide variety of organizations and programs. These experiences nurture campus pride and student success to advance an inclusive and equitable community.

STUDENT ORGANIZATIONS AND LEADERSHIP
Location: 3rd Floor University Union

OFFICE HOURS
Monday – Friday
8 a.m. – 5 p.m.
(916) 278–6595 (T)
(916) 278–5782 (F)
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.

Check out our:
• Calendar of events and programs at csus.edu/mcc/events/#calendar
• Annual leadership intern program
• Collaborative projects with student organizations
• Center space where students can study, rest, and mingle with other students interested in building community around diversity, multiculturalism, and social justice issues

WHAT WE DO
• Host and coordinate social justice related events, workshops, and programs
• Build community with students, staff, and faculty members
• Offer paid internships for leadership development
• Assist in event and program coordination for collaborative campus initiatives
• Provide resources including access to computers, non-circulating reference library, event co-sponsorship, and knowledgeable and friendly staff
• Maintain a student centered space featuring:
  — A community-based environment
  — Tables and couches (a place to study/socialize)
  — Periodic art installations
  — Provide consultations to registered student organizations, staff, and faculty for event, workshop, and heritage month programming assistance

CENTER HOURS
Monday-Friday
9 a.m. – 5 p.m.
(916) 278-6101 (T)
(916) 278-2377 (F)

Location: We are located across from the Library Entrance next to the Serna Center.

Website: csus.edu/mcc

Facebook: Multi-Cultural Center at Sacramento State
The University Center Restaurant offers a relaxing environment with an à-la-carte menu, seasonal selections, and daily menu specials. A private dining room is available for luncheon meetings and for catered events. (916) 278-6786.

*Location: South Campus University Union, First Floor at the southeast entrance.*

**Monday – Friday**  
11:00 a.m. – 2:00 p.m.  
**Saturday & Sunday**  
Closed
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— graduation announcements
— notary public
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— photocopies and faxing
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— transparencies
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Open:
Monday – Friday
7:30 a.m. – 4:00 p.m.
Notary Public:
9:00 a.m. – 12:00 p.m.
1:00 p.m. – 3:00 p.m.
Closed:
Saturday & Sunday

* Visa, MasterCard, American Express, and Sac State OneCard accepted

[ P ] 916.278.6960
[ F ] 916.278.5999
Student assistant positions
Providing experience-building job opportunities for students

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- University Union
- Dining Services
- The Well
- State Agencies
- and more

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Search Job Listings & Apply Online!
Daily Specials

6” Regular Sandwich

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Plus Tax
Limited Time Only

Monday - #6  Meatball
Tuesday - #29  Chicken Salad (contains almonds)
Wednesday - #16  The Italian
Thursday - #19  Egg Salad & Cheese
Friday - #20  Tuna Salad