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

HOUSING AND RESIDENTIAL STAFF

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
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Directory</td>
</tr>
<tr>
<td>4</td>
<td>Housing and Residential Life</td>
</tr>
<tr>
<td>7</td>
<td>Residency Hall Occupancy Dates</td>
</tr>
<tr>
<td>8</td>
<td>Housing License Agreement</td>
</tr>
<tr>
<td>9</td>
<td>Housing Payment Information</td>
</tr>
<tr>
<td>11</td>
<td>Housing and Residential Life - Halls and Suites</td>
</tr>
<tr>
<td>12</td>
<td>Resident Campus Address</td>
</tr>
<tr>
<td>13</td>
<td>Residence Hall Association - (RHA)</td>
</tr>
<tr>
<td>14</td>
<td>Community Living - University and Residence Hall</td>
</tr>
<tr>
<td>16</td>
<td>Living with a Roommate/Suitemate</td>
</tr>
<tr>
<td>18</td>
<td>Roommate Conflicts: Confrontation, Communication, Mediation</td>
</tr>
<tr>
<td>20</td>
<td>Code of Conduct</td>
</tr>
<tr>
<td>23</td>
<td>Policies and Procedures</td>
</tr>
<tr>
<td>35</td>
<td>General Information - University and Residence Hall</td>
</tr>
<tr>
<td>41</td>
<td>Recycling in the Residence Halls</td>
</tr>
<tr>
<td>45</td>
<td>American River Courtyard</td>
</tr>
<tr>
<td>49</td>
<td>ResLink Communication - Services and Online Safety</td>
</tr>
<tr>
<td>52</td>
<td>Emergency Response</td>
</tr>
<tr>
<td>56</td>
<td>Parking and Transportation - UTAPS</td>
</tr>
<tr>
<td>58</td>
<td>Dining Commons and Courtyard Market</td>
</tr>
<tr>
<td>60</td>
<td>Meal Plans</td>
</tr>
<tr>
<td>63</td>
<td>Restaurants on Campus</td>
</tr>
<tr>
<td>64</td>
<td>Calendar and Deadlines - University and Residence Hall</td>
</tr>
<tr>
<td>68</td>
<td>Campus Resources</td>
</tr>
</tbody>
</table>
QUICK REFERENCE NUMBERS
Area Code: (916)

HOUSING AND RESIDENTIAL LIFE
Main Office .......................................................... 278–6655
Fax ................................................................. 278–5772
ResLink ............................................................... 278–2555

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.

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
Dining Commons ........................................... 278–6971
Financial Aid ...................................................... 278–6554
Global Education ............................................. 278–6686
Honors Program ............................................ 278–2804
Hornet Bookstore ......................................... 278–6446
Learning Skills Center ....................... 278–6725
Library .............................................................. 278–6926
Multi-Cultural Center ......................... 278–6101
One Card Center ............................................. 278–7878
Peak Adventures .............................................. 278–6321
Pride Center ...................................................... 278–8720
Safe Rides ......................................................... 278–7923
Student Health and Counseling Services ... 278–6461
Student Organizations and Leadership ... 278–6595
Women’s Resource Center ............... 278–7388
The Well ......................................................... 278–9355

EMERGENCY RESPONSE
Call the Public Safety/University Police
Using a campus phone — Dial 911
Using a non-campus phone — Dial (916) 278–6851
HOUSING AND RESIDENTIAL LIFE MISSION AND GOALS

Offering various and diverse living and learning experiences, the Housing and Residential Life Office is an integral part of the educational mission of Sacramento State. As such, the office strives to create a welcoming and stimulating environment that prompts students to participate in co-curricular activities which promote life and leadership skills, social responsibility, and academic success.

GOALS

• Provide affordable, comfortable, clean, and well-maintained facilities supporting students toward their curricular and co-curricular goals
• Create opportunities for students to develop life and leadership skills, while fostering the values of civility, global citizenship and social responsibility
• Utilize efficient, cost-effective administrative and fiscal management
• Build an environment that promotes understanding, and nurtures and celebrates the value of human difference
• Offer technology services and products that support student learning and staff work environments

HOUSING AND RESIDENTIAL LIFE STAFF

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

DIRECTOR OF HOUSING AND RESIDENTIAL LIFE

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

SENIOR ASSOCIATE OF HOUSING AND RESIDENTIAL LIFE

The Senior Associate Director of Housing and Residential Life oversees the day-to-day operation of Housing and Residential Life, and is responsible for all aspects of student conduct within the residence halls. 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 day-to-day operation of the residence halls including 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.

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 Assistant Director coordinates the preventative maintenance program, construction projects, work orders, and renovations. The Assistant Director 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. The Custodial Supervisor coordinates the Housing pest control and waste management services.

COORDINATOR OF RESIDENCE LIFE PROGRAMMING

The Coordinator of Residential Life Programming responsibilities include oversight of programming in the halls, theme floors, and advising the Residence Hall Association (RHA). You may schedule an appointment to meet with the Coordinator of Residential Life Programming by contacting the Housing and Residential Life Office.
RESIDENCE LIFE COORDINATOR
Residence Life Coordinators (RLCs) are full-time, post masters or post bachelor’s degree live-in professional staff members who supervise the operation of one or more residential buildings. These individuals oversee the coordination of building programs, community development, behavior and conduct, administration, and other activities. RLCs work with their Hall Manager and Resident Advisors to promote a community environment conducive to a positive and educational living experience for residents. The Residence Life Coordinator for a specific building may be contacted via the front desk of that building.

HALL MANAGER
Hall Managers are live-in student staff members who share responsibility in the management of a building and assist the Resident Advisors with their responsibilities. They report directly to a Residence Life Coordinator. Hall Managers may be contacted via the front desk.

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

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

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

WINTER INTERSESSION*
January 1–25 .................................................................................................................................$480

SPRING BREAK
March 22–31 .................................................................................................................................$180

Note occupancy dates below.

*Campus closure: All buildings including the residence halls will be closed December 14, 2012, to January 1, 2013, due to campus-wide closure. Students are not permitted in the residence halls during this period.

August 24...................................................Residents MOVE-IN for Fall Semester

August 27.................................................................Instruction begins.

November 22–23
Campus closed for Thanksgiving Holiday.
Students may stay in their buildings during this period. No meal service available until Monday, November 26, 2012, when instruction resumes.

December 14 .................................................................7 p.m.
Halls close for Winter Break.
Students must leave the residence halls during this break period.

January 25 ....................................................................................9 a.m.
Students may begin moving into their residence hall for Spring Semester.


March 22...........................................................................7 p.m.
Residence halls close for Spring Break.
Students must leave their residence hall during this break period unless they are approved to stay during break (see note below).

March 31.......................................................................................12 p.m.
Students may return to their residence hall after Spring Break period.

Cesar Chavez Holiday observed on Monday, April 1, 2013.
Instruction resumes on Tuesday, April 2, 2013.

May 24 ......................................................................................7 p.m.
Last day of final examinations.
Students must be checked out by 7 p.m.

Exception: If a student is participating in graduation, or is an International Student with a late international flight, he or she may contact his or her Residence Life Coordinator in order to make special move-out arrangements.
It is very important that residents read and understand all information associated with their on-campus Housing License Agreement (contract) and payment plan obligations. Information is available on the housing website at csus.edu/housing. In addition, residents may view outstanding debts owed to the University online through My Sac State. Residents may also contact the Housing and Residential Life Office with any questions they may have regarding this information.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

Please see next page for payment methods, locations, and instructions.

**HOUSING AND FINANCIAL AID**

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

If a student is expecting financial aid to be used toward other housing payments (such as Installments #2 – #8), the student must have received an official award notification, and the student’s acceptance of awards must be posted to his or her student account. **If a student wishes to use financial aid awards for housing installment payments (other than the $175 Application Installment), he or she must contact to the Housing Office prior to each installment due date and complete deferment request and loan verification form(s) as necessary.** Financial Aid awards disbursements always pay University tuition and fees first. Any remaining financial aid funds may be used for other debts such as housing installment payments.

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

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

<table>
<thead>
<tr>
<th>Payment Option</th>
<th>Location</th>
<th>Payment Types Accepted</th>
<th>Instructions / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONLINE</td>
<td>My Sac State Student Center</td>
<td>• Credit Cards: MasterCard, Discover, American Express (2.9% Convenience Fee)</td>
<td>• Log on to My Sac State &lt;br&gt; • Access “Student Center” &lt;br&gt; • Select “Account Inquiry” &lt;br&gt; • Click “Make an Online Payment” &lt;br&gt; • Print proof of payment if desired</td>
</tr>
<tr>
<td></td>
<td>my.csus.edu</td>
<td>• E-check and Debit Card ($5 flat Convenience Fee)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOTE—Payment before class registration: Before a student registers for classes, his or her online charges may only be viewable by clicking on the Make an Online Payment button. After students have registered for classes, payments may be viewed in the Account Inquiry section of the student’s My Sac State account.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAIL</td>
<td>Student Financial Services Center</td>
<td>• Check</td>
<td>• Include student name, Sac State ID (9 digits) and designate that the payment is a housing payment &lt;br&gt; • Allow extra time so that payment is posted to student’s account on or before the due date &lt;br&gt; • Postmarks cannot be used to avoid potential late fees</td>
</tr>
<tr>
<td></td>
<td>6000 J Street &lt;br&gt;Lassen Hall 1001 &lt;br&gt;Sacramento, CA 95819-6010</td>
<td>• Money Order / Cashier’s Check (made payable to California State University, Sacramento)</td>
<td></td>
</tr>
<tr>
<td>IN-PERSON</td>
<td>Student Financial Services Center</td>
<td>• Check</td>
<td>• Credit card must be physically present &lt;br&gt; • Payer must be authorized to sign for card &lt;br&gt; • No payments by fax or phone &lt;br&gt; • Summer hours may vary</td>
</tr>
<tr>
<td></td>
<td>Lassen Hall, Room 1001 &lt;br&gt;(first floor, near main entrance) &lt;br&gt;Office Hours: &lt;br&gt;Mon – Fri, 9 a.m. – 5 p.m.</td>
<td>• Money Order / Cashier’s Check &lt;br&gt; • Cash (in person only) &lt;br&gt; • Credit / Debit Cards (MasterCard, Discover, Visa)</td>
<td></td>
</tr>
<tr>
<td>DROP BOX - AFTER HOURS</td>
<td>Student Financial Services Center</td>
<td>• Check</td>
<td>• NO CASH ACCEPTED IN DROP BOX</td>
</tr>
<tr>
<td></td>
<td>Lassen Hall, Room 1001</td>
<td>• Money Order / Cashier’s Check</td>
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</table>
Housing and Residential Life
Halls and Suites

Sacramento State’s housing complex accommodates approximately 1,600 students and consists of five three-story residence halls and one four-story apartment-style suite building. All on-campus housing facilities are located on the northeastern side of the University surrounding a central Dining Commons and quad area. Housing complex has study rooms, kitchen, computer labs and laundry facilities. Each residence hall also has a recreation room complete with pool table, table tennis, vending machines, and flat screen television. Additionally, each hall operates a front desk where residents may get general information, pick up packages, submit maintenance work orders, and check out recreational and cleaning equipment. Resident mailboxes are also located in each building.

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

American River Courtyard
• Four-story building that consists of apartment-style suites housing approximately 600 residents
• Awarded LEED Gold Certification for energy-efficient and environmentally-conscious design
• Unit Types: 2x2 Suite, 2x2 Apartment, 5x2 Suite, 4x2 Suite, and Studio
• Bath facilities are located in each suite and shared by suitemates within that unit
• Houses sophomores, juniors, seniors, graduate or post-baccalaureate, and first year students who are 20 years or older by the date of application, or first year students with a minimum of 22 units completed by move-in date

Draper Hall and Jenkins Hall
• Three-story residence halls, each housing approximately 200 residents
• Room Types: Double, Super Single
• Co-ed floors with separate male and female wings and community bath facilities
• Primarily houses freshman students

Desmond Hall
• Three-story residence hall housing approximately 240 residents
• Room Types: Double, Double Deluxe, Super Single
• Co-ed floors with separate male and female community bath facilities; deluxe Double rooms have private bathroom shared by the residents of that unit
• Primarily houses freshman students

Sierra Hall and Sutter Hall
• Three-story residence halls, each housing approximately 200 residents
• Room Types: Double, Single, Super Single
• Co-ed floors with separate male and female community bath facilities
• Three theme floor communities in Sutter Hall: Fitness and Healthy Lifestyles, Leadership and Service, and Global Awareness
• Houses students at all class levels
Mailboxes are located on the first floor near the desk area of each building. Housing and Residential Life staff encourage residents to check their mailbox regularly for mail, special notices, and program information. 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 are delivered on weekdays only. Residents may purchase stamps at the Hornet Bookstore, the ASI Business Office cashier’s window (University Union), or at post offices or local grocery stores.

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

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

**PLEASE SEE EXAMPLES OF RESIDENCE HALL ADDRESSES BELOW:**

<table>
<thead>
<tr>
<th>John Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sutter Hall, Room # 203A</td>
</tr>
<tr>
<td>6004 J Street</td>
</tr>
<tr>
<td>Sacramento, CA 95819-2633</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Jane Student</th>
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</thead>
<tbody>
<tr>
<td>SUTTER HALL, Room # _ Side A or B</td>
</tr>
<tr>
<td>6004 J Street</td>
</tr>
<tr>
<td>Sacramento, CA 95819-2633</td>
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<table>
<thead>
<tr>
<th>Jack Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIERRA HALL, Room # _ Side A or B</td>
</tr>
<tr>
<td>6006 J Street</td>
</tr>
<tr>
<td>Sacramento, CA 95819-2634</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jill Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAPER HALL, Room # _ Side A or B</td>
</tr>
<tr>
<td>6010 J Street</td>
</tr>
<tr>
<td>Sacramento, CA 95819-2635</td>
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<table>
<thead>
<tr>
<th>James Student</th>
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</thead>
<tbody>
<tr>
<td>JENKINS HALL, Room # _ Side A or B</td>
</tr>
<tr>
<td>6012 J Street</td>
</tr>
<tr>
<td>Sacramento, CA 95819-2637</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Jennifer Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESMOND HALL, Room # _ Side A or B</td>
</tr>
<tr>
<td>6014 J Street</td>
</tr>
<tr>
<td>Sacramento, CA 95819-2638</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Joe Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>American River Courtyard, Suite # _ Side A, B, C, D, E</td>
</tr>
<tr>
<td>6002 J Street</td>
</tr>
<tr>
<td>Sacramento, CA 95819-2600</td>
</tr>
</tbody>
</table>

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

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

GET INVOLVED – Become a Hall Representative!
Hall Representatives serve as the student voice when decisions need to be made that affect students living in the residence hall they represent.

Serving as a Hall Representative is a great way to get involved on campus, develop leadership skills, and truly become an engaged member of the campus community—and serving as Hall Representative is a great item to put on a resume. Not only can Hall Representatives provide residents with important information about their hall, they can help improve the quality of life there, and contribute to residents’ sense of pride both in their hall community and in Sacramento State.

For more information about getting involved as a Hall Representative, contact sacstaterha@csus.edu.
UNIVERSITY AND RESIDENCE HALL
COMMUNITY LIVING
COMMUNITY LIVING

The community of the residence halls consists of all the residents as well as the live-in staff in each building. Everyone must work together to create the kind of community that provides a positive, intellectually and socially engaging environment.

Your contribution to the residence life community begins the minute you move on to campus. How you get involved in activities and how you interact with other residents influences the direction that the environment takes. With your effort, the Hall community has the potential to be a support network for academic excellence, personal growth and self-understanding, and can provide you and other residents a sense of belonging. Residential Life staff encourage you to become involved in floor, building and all-complex activities. You can also get involved in our Residence Hall Association. Either way you can make a difference in achieving a successful community.

COMMUNITY EXPECTATIONS

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

The responsibilities you share in our community grow out of the special nature of living on-campus at a University. One thing that you will likely learn very early in your college career—and one of the most important “life lessons” to be gained from living on your own—is that you alone are ultimately responsible for your actions. 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. Remember, in the residential setting, you and every member of the community have the potential to contribute something of value.

Sacramento State is a community of individuals from diverse backgrounds. In this community setting, harassment, bigotry and denigration of individuals will not be tolerated.
LIVING WITH A
ROOMMATE/SUITEMATE

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

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

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

TIPS ON LIVING WITH A ROOMMATE OR SUITEMATES

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

ROOMMATE OR SUITEMATES RIGHTS

All residents have the right to:
• Feel free from fear, intimidation and physical or emotional harm
• Personal privacy
• A clean living environment
• Have their opinions treated with the same respect and consideration as anyone else’s
• Expect reasonable cooperation
• Expect that any and all disagreements will be discussed in an atmosphere of openness and mutual respect, and that it is acceptable, when either roommate feels it is necessary, to involve a residence hall staff member in such a discussion.
Make your first encounter a positive one. Remember, first impressions are very important.
ROOMMATE CONFLICTS
CONFRONTATION, COMMUNICATION, MEDIATION

Living with roommates isn’t always easy. Therefore, the 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 (if your roommate doesn’t tell you straight out):
• Your roommate may not want to talk to you, may leave the room when you enter, or may be complaining to friends about you.
• Your roommate may become annoyed with you over seemingly insignificant things.

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

How to address the issue:
• Approach your roommate in private.
• Confirm that this is a good time for both of you to talk. If one of you feels rushed or blindsided, the communication will be less effective.
• Be direct. Discuss the issue with regard to behaviors rather than personality traits. This tactic is less likely to put your roommate on the defensive. (That means you should say something like “I feel uncomfortable when you leave food around the room,” rather than, “You’re a lazy slob.”)
• Be patient. Listen to your roommate and remember that there are two sides to every story.
• Allow each person a chance to present what he or she feels the problem really is. (For example, in the example above, one roommate could feel that the other leaves too much trash around the room, but the other could feel the first roommate is unreasonable about his expectations for cleanliness—they need to find a middle ground.)
• 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 of things.
COMMUNICATING WITH YOUR ROOMMATES

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

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

ROOMMATE MEDIATIONS

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

How mediations work:

- Contact your RA, either by email or in person, to explain the situation and to request mediation.
- Your RA will contact all roommates to find a time that works best for everyone. It is very important that you allow enough time for each person to express themselves and to come up with a solution.
- Your RA will give each person a chance to be heard, and they will encourage a solution that is beneficial to all parties.
- Your RA will bring your roommate contract as a reference. If you have updated your roommate contract since move in, it will be helpful to provide your RA with an updated copy before the mediation.
- Some roommate conflicts require a number of mediations before they find a solution. In other cases, you may find that the situation is not working even after you and your roommate have made an honest attempt at mediation. In those cases, and only in those cases, a room transfer may be the best answer.
- Roommates that are threatening, hostile, or who refuse to engage in the mediation process will be moved.
The provisions of Sections 41301 and 41302 of Title 5, California Code of Regulations, which relate to student conduct on campus, are applicable to the residence halls. A copy of the regulations may be found at http://www.csus.edu/student/conduct. Residents not in compliance with residence hall and Title 5 regulations may be subject to University disciplinary action. It is your responsibility as a student of the University to educate yourself on these regulations.
As adults, you are responsible for your behavior and accountable for your actions. You are expected to use common sense and behave maturely and responsibly while residing in the residence halls and attending the University. All residence hall students are responsible for adhering to policies stated in the License Agreement and the Guide to Residential Life Handbook. Policy violations could result in disciplinary sanctions including revocation of your License Agreement without refund.

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

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

THE STUDENT CONDUCT PROCESS

As indicated in the code of conduct, “Any conduct which violates University and housing policies or regulations may subject a student to disciplinary action.” All conduct cases are handled by the University Conduct Officer or his or her designee and follow the procedures outlined in Executive Order 1043 http://www.csus.edu/umanual/student/UMS16150.HTM. In the housing department the Director of Housing, Senior Associate Director, Associate Director, and Residence Life Coordinators are all designated conduct officers. Violations of University Policy and/or Housing and Residential Life Policy that involve residents will generally be handled by the Housing and Residential Life Office. Incidents involving repeated violations or potential dismissal or expulsion from the University are forwarded to the University Student Conduct Officer. Below is a description of the Student Conduct process for students living in the residence halls.

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

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

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

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

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

6. The student may appeal the decision by submitting an appeal from his/her campus email account to the Senior Associate Director, Housing and Residential Life within five working days of receiving his or her hearing outcome letter. Sanctions handed down by the Senior Associate Director can be appealed to the Director of Housing and Residential Life by following the same process.

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

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

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

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

STANDARD SANCTIONS

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

ALCOHOL POLICIES
- **Students under 21** are prohibited from transporting, possessing or consuming alcoholic beverages in the residence halls.
- It is a violation of state law to furnish alcoholic beverages to anyone under the age of 21.
- **Students age 21 and over** can have alcohol in their room with the door closed and where no minors are present. A minor in this sense is defined as a person under the age of 18. The following rules apply for possession and consumption of alcoholic beverages:
  - Alcohol games are prohibited
  - A student over 21 is prohibited to host and serve alcohol to a person underage.
  - Transport of alcoholic beverages by persons over 21 to and from their room is permitted only under the following restrictions: alcoholic beverages must be in the original containers, remain sealed by the manufacturer, and in an opaque container such as a paper bag.
  - The amount of alcohol allowed in a room, per resident assigned to the room consists of:
    - One liter container of wine, or
    - One liter container of hard liquor, or
    - One 6 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.
3RD OFFENSE
- Possible relocation and or removal from housing
- Considered *persona non grata* (PNG) (i.e. unwelcome, and not allowed to be present) in the Hall the resident was removed from
- Educational sanction (Optional)
- Referral to University Student Conduct Officer (Optional)

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

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

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

BED BUGS
A student whose property introduces bed bug, roach or pest infestation may be financially liable for all or part of the cost of mitigating measures. The infested property will need to be removed. (See “Cleanliness—Room/Suite,” and “Health and Safety Inspections”).

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. Housing staff will remove any bicycles found in the aforementioned areas, including removal of any locking devices, at the owner’s expense. Bicycles are subject to the same driving laws as motor vehicles, and Campus Police may issue citations for improper and unsafe riding.

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

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

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

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

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

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

COMPUTER LABS
There are a number of computer labs provided within the housing complex. The labs are intended for the sole use of students who reside in the housing complex. Removal of lab furniture, or disconnecting, tampering, or misuse of the computer lab or equipment is prohibited.

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

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

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

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

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

DART BOARDS
Hard-tip darts and dart boards are not allowed in residence halls because of the potential for bodily harm and physical damage to rooms.

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

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

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

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

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

DRUG VIOLATIONS (POSSESSION/ USE)

1ST OFFENSE (Minimum Sanction)
• Housing Probation AND
• Substance Screening (Registration fee required) OR
• Substance Class (Registration fee required)
• Educational sanction (Optional)

2ND OFFENSE
• Housing Probation Extended AND
• Possible Relocation or Removal
• Educational Sanction (Optional)

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

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

DRUG VIOLATIONS (Covert Use On Another)
• Removal from Housing
• Referral to University Student Conduct Officer
• Considered persona non grata (PNG) in the halls (i.e. unwelcome, and not allowed to be present)

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

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

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

• All appliances with open heating coils are prohibited in all residence halls
  - This includes, but is not limited to: hot plates, hot oil fryers, rice cookers, popcorn makers, personal space heaters, sun lamps, or other appliances with open heating coils
  - Halogen lamps are prohibited in the residence halls
  - Black lights are prohibited in University fixtures
• Only compact fluorescent bulbs may be used in residence hall lighting fixtures
• Acceptable appliances in rooms are limited to:
  - Fully enclosed coffee makers, electric kettles, and blenders
  - “George Foreman” style electric grills are permitted in kitchen areas only
• Refrigerators or micro-fridges provided by Collegiate Concepts are permitted (one per room or suite), provided they do not exceed 4.4 cubic feet or draw more than 1.5 running amps.
• Microwaves are permitted under 700 watts (only one per traditional residence hall room)
• All electrical appliances must be UL Approved
• Only UL Approved, 15 amp, surge-protected power strips with built-in fuses may be used to extend appliance cords to electrical outlets, or to plug in multiple devices to one outlet. Extension Cords are prohibited
• UL Approved power strips may not be “daisy chained” (two or more connected cords/strip). There may be one power strip maximum per outlet
• Tampering with or changing any University lighting, electrical, or wall fixtures in any manner is prohibited

EVACUATION DRILLS
Evacuation drills will be held periodically in the residence halls and on campus. Whenever an alarm sounds, all residence hall occupants are required to evacuate the building immediately. Hall staff will discuss emergency evacuation procedures with residents, and it is a resident’s responsibility to familiarize him or herself with evacuation routes and protocols. Emergency procedure protocols are posted in each resident’s room. Residents who do not evacuate during a fire drill or alarm will be subject to disciplinary action.

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

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

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

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

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

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

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

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

FURNISHINGS
All University furnishings, including beds, must remain assembled and in their designated room. Waterbeds are not allowed in the resident halls room. Common area furniture and equipment may not be removed from the common space (i.e. lounges, lobbies, conference rooms, study lounges, etc.). Removal of any University furniture will be considered theft.
GAMBLING
Gambling for money is prohibited in the residence halls and at the University. Under California Penal Code Section 330, any percentage game played with cards, dice, or any device, for money or other representative of value, is a misdemeanor.

GUEST POLICY
Residents may access other residence halls from 9 a.m. to 10 p.m. After these hours, residents of other halls are considered guests, and guest policies apply.

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

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

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

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

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

GUEST REGISTRATION POLICY
- All residence hall guests staying beyond midnight must register with the front desk
- All guests 18 years of age or older must provide a valid state or federal photo identification card or drivers license to register; student ID or other photo identification is not acceptable
- Acceptable forms of picture identification include: Drivers License, State ID card, US Military ID Card, Bank ID Card, Passport, US Citizen’s ID-Card, Green Card - Alien Registration
- Guests must provide their full names, permanent and current addresses, and telephone numbers
- Guests will be issued a guest pass at registration which they must have with them at all times while in the residence hall
- A guest’s resident host must reside in the hall where the guest is being registered, provide his or her identification, and be present during the registration process; the resident host must provide his/her full name, room number, and phone number
- A resident host may not register another resident from the same hall as a guest
- A resident host may not have more than two guests registered at one time; requests for exceptions to this policy must be in writing addressed to the Residence Life Coordinator at least two business days in advance
- A Resident host may not loan their room key or University identification card for any reason.

GUESTS UNDER 18 YEARS OF AGE/SIBLINGS
Guests who are under 18 years of age must be a student resident’s sibling, or otherwise have a legally recognized relationship with the hosting student in order to be an overnight guest. A student resident wishing to host a guest who is under 18 years of age who is not a sibling or legal guardian must submit a letter along with a photo of the guest from the parent/guardian of the minor individual at least two business days in advance of the visitation to their Residence Life Coordinator. The letter must authorize the minor’s visit and must include contact information for the parent/guardian and authorize University officials to
communicate with the parent/guardian on the matter of the
minor in question. Failure to satisfy this provision, or if Housing
and Residential Life is unable to confirm the authorization for the
visit, prohibits any student resident from having an overnight
guest who is under 18 years of age.

HANDBOOK CHANGES

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

HARASSMENT, INTIMIDATION,
BULLYING, VERBAL ABUSE

Should Housing and Residential Life staff be the brunt of, or have
evidence that an individual has harassed, intimidated, bullied
or verbally abused another student or group of students in the
residence halls, the harasser will be referred to the University
conduct system along with being subject to relocation to
another residence hall, or cancellation of their residence hall
license.

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

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

The following conduct constitutes sexual discrimination under
Title IX and is prohibited sex discrimination and is subject to
criminal prosecution, removal from the residence halls and or
University.

SEXUAL DISCRIMINATION means an adverse act of sexual
discrimination (including sexual harassment and sexual violence)
that is perpetrated against an individual on a basis prohibited by
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et
seq., and its implementing regulations, 34 C.F.R. Part 106 ("Title
IX"); California Education Code §66250 et seq. and/or California
Government Code §11135.

SEXUAL HARASSMENT is unwelcome conduct of a sexual
nature that includes, but is not limited to: sexual violence;
sexual advances; requests for sexual favors; indecent exposure;
and other verbal, nonverbal or physical unwelcome conduct
of a sexual nature, where such conduct is sufficiently severe,
persistent or pervasive that its effect, whether or not intended,
could be considered by a reasonable person in the shoes of
the individual, and is in fact considered by the individual, as
limiting the individual's ability to participate in or benefit
from the services, activities or opportunities offered by the
University. Sexual harassment also includes gender-based
harassment, which may include acts of verbal, non-verbal or
physical aggression, intimidation or hostility based on sex or
sex-stereotyping, even if those acts do not involve conduct of a
sexual nature.

SEXUAL VIOLENCE means physical sexual acts (such as
unwelcome sexual touching, sexual assault, sexual battery and
rape) perpetrated against an individual without consent or
against an individual who is incapable of giving consent due to
that individual's use of drugs or alcohol, or disability.

Sacramento State’s Employment Equity Office is responsible
for education, coordination, complaint investigation, data
collection, and administration of Affirmative Action for students,
faculty, and staff; and serves as Title IX Coordinator, Sections
503 and 504 of the Rehabilitation Act of 1973 Coordinator, and
Americans with Disabilities Act (ADA) Coordinator; Affirmative
Action Coordinator for the campus; and prepares the campus
Affirmative Action Plan. Inquiries and or complaints may be addressed to the Office of Equal Opportunity/Affirmative Action, (916) 278-6907.

HEALTH AND SAFETY INSPECTIONS
Housing staff will conduct bedroom, bathroom, and common area inspections to ensure the safety and sanitation of each room. Inspections will be announced ahead of time, and will occur between the hours of 10:00 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 “unacceptable” after the inspection 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, or entering a room though a window or bathroom.

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

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

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

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

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

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

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

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

Residents should take the following precautions concerning the protection of their property in the residence halls:
• When leaving a room, always lock the door and take the room key. If a room key is lost, residents should contact staff immediately regarding steps to take for obtaining a replacement.
• Report lost access cards immediately.
• Report any broken or faulty locks to staff immediately.
• Never prop doors open.
• Do not leave laundry unattended in washing machines and dryers.
• Avoid bringing large amounts of cash or valuables to campus.
• Keep cash and valuables secure.
• Close and lock windows when rooms are unoccupied, especially first-floor rooms.
• Keep an inventory of property, and when appropriate, keep a list of serial numbers and manufacturers; residents should consider engraving their name or Sac State ID number onto the equipment.
• Report any unfamiliar persons or individuals immediately to staff. Residents should never admit anyone into the buildings who they do not know for certain is a resident or a member of the University staff. Never make assumptions about strangers’ identities or credentials.
• If residents feel they are a victim of a crime, report immediately to the University Police Department at (916) 278-6851. Also inform Residence Hall Staff.

PETS
Residents may keep fish in their rooms provided these fish are kept in a clean, well-maintained fish tank. Tanks are limited to a maximum of 10 gallons. No other pets of any kind are allowed in residence hall rooms at any time. Students violating this policy will be charged a fee for cleaning and treatment of carpet and furniture, and are subject to disciplinary action.

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

If approved to canvass, all candidates must abide by the following conditions:
• Canvassing is only permitted on designated days and times: 2-5 p.m. on Tuesday and Thursday, and 5-8 p.m. on Wednesday and Friday. Prohibited on Monday and weekends
• All applications must be completed and received at least 14 calendar days prior to the desired canvassing date.
• Residential Life staff will notify applicant if canvassing request has been approved within 10 days of the submittal date, and will provide procedures on gaining access to residential areas.
• No more than two (2) approved candidates may canvass in the residential complex on any designated night.

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

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.
QUIET AND COURTESY HOURS

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

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

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

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

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

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

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

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

MINIMUM DISCIPLINARY SANCTIONS FOR RIOTOUS BEHAVIOR/ FIGHTING

1ST OFFENSE
- Housing Probation
- Possible Removal from Housing
- Reflection Paper

2ND OFFENSE
- Removal from housing
- Referral to University Student Conduct Officer for possible suspension
- Considered “persona non grata” (PNG) in the halls (i.e. unwelcome, and not allowed to be present)

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

ROOM CAPACITY
For fire safety, the following room capacity guidelines have been set for your room:

- 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 (e.g. birthdays, celebrations, etc.) must be made with the Area Residence Life Coordinator at least 7 calendar days prior to the event.

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

- Non-consensual sexual activity initiated through force or threats of force, including stranger rape and gang rape.
- Non-consensual sexual activity initiated through 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. In addition to the Sexual Assault Education program, a lending library, sexual assault informational materials, and community referrals are available at Student Health & Counseling Services, located in The WELL facility. For more information, call (916) 278-3799.

Within the Sacramento community, individuals who feel they have been or know someone who has been the victim of a sexual assault may contact WEAVE on a 24-hour basis at (916) 920-2952.
balloons are not permitted inside the residence halls. Continued violations or non-compliance with requests to cease the aforementioned activities may result in the confiscation of sports or related equipment, or other disciplinary action.

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

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 (see “Harassment”).

TRASH
Residents are responsible for the regular and proper disposal of personal trash. Dumpsters are located in the back of each hall. Plastic liners are available for room trash cans at the hall front desk. Personal garbage should not be placed in bathroom or laundry room trash receptacles, inside or outside any public areas, on roofs or in parking lots. Residents will be charged if trash is left in an inappropriate location (see “Health and Safety Inspections,” “Littering”).

WATERBEDS
Waterbeds and other water-filled furniture are prohibited in all residence halls.

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

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

WHEELED DEVICES
Wheeled devices are prohibited in the residence halls, with the exception of authorized wheel chairs. This policy applies to roller skates, scooters, skateboards, in-line skates, motorized skateboards or scooters, or other wheeled devices and equivalent products.

In the interest of public safety, to protect pedestrians, buildings and grounds from damage, and to protect the University from liability, on the Sacramento State campus, no person shall roller-skate, skateboard, in-line skate or ride upon any wheeled device except an authorized wheel chair in the following locations:
- 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. Violations of this policy will result in individual or shared billing, and/or disciplinary action.

WIRED AND WIRELESS COMPUTER ACCESS
Wired access to the Sacramento State network must be authenticated with a valid saclink network account. Residents are not permitted to operate a personal wired router or any device that interferes with the campus wired infrastructure. Wireless access points are located throughout the residence halls/suites in common areas as well as rooms. Tampering or removal of any wireless access point is prohibited.
ACCESSIBILITY FOR PERSONS WITH DISABILITIES
Each residence hall is accessible to residents with disabilities. Because Sutter, Sierra, Desmond, Draper and Jenkins Halls (the traditional residence halls) are not equipped with elevators, wheelchair access is limited to the first floor of each building. The American River Courtyard is equipped with elevators.

BARBECUE PITS
Barbecue pits are available 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 to clean the grill properly after each use. Individuals using grills must never put hot coals into trash receptacles.

BED BUGS
Our residence halls are thoroughly cleaned after May move-out and again before August move-in. One of the primary methods of bed bug or pest infestation in the residence halls is through second hand furniture and or appliances.

Due to significant health and safety risks, students are encouraged not to bring the following items to campus:
• Used upholstered furniture, including futons
• Personal desk chairs
• Pillows, cushions or bean bags, that are too large to fit in a dryer

Students are encouraged to bring:
• Pillows, cushions, other soft furniture that can fit into a dryer

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

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

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

Security Tips
Use a quality lock and keep these suggestions in mind
• Always lock up bicycles when unattended—even if only for a moment. When locking a bicycle, lock both wheels and the frame to the bicycle rack.
• Leave as little space as possible inside the U-Lock to minimize the space for thieves to insert tools.
• Attach locks with the key mechanism facing the ground.
• Lock components and accessories. Do not leave accessories that can be removed.
• Remove bike seat and take it with you.
• Don’t lock bike in the same area all the time.
• Double check lock before leaving bike to make sure it is 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. Upon checkout, Residents are responsible for leaving their room in the same condition upon moving out as when they moved in. If extra cleaning is required residents will be assessed a charge for labor and materials.

COURTYARD MARKET
Courtyard Market is located within the American River Courtyard and serves coffees and smoothies, fresh baked goods, deli sandwiches, salads, ice cream, snacks, healthy, organic and locally-grown items, beverages and fresh baked pizza. Residents may purchase items with cash, One Card or 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 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 may be assessed for the additional workload.
EMAIL
Email is the primary vehicle for official Sacramento State communication to students, faculty, and staff. All students are provided with a campus email account through SacLink, and should check their SacLink accounts on a frequent and regular basis. Official notification from the University related to housing status, enrollment, academic status, fees, holds and financial aid will be sent only to students’ SacLink accounts.

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

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

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

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

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

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

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

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

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

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, (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, (916) 278-6907.

MISSING STUDENT POLICY AND PROCEDURE

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

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

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

• Gather the following information from the reporting source: name of source, relationship to missing person and contact information.
• Gather the following information about the missing person: name, age, description (picture if possible), contact information, last seen date/time/location, change in behavior/stress/relationship, and reason for concern.
• Check the student’s room.
• Perform routine checks within residence hall community.
• Check with friends and roommate(s) to see when the missing person was last seen or contacted.
• Call (cell phone), email or text the student using the following script: A fellow resident (or other person, as appropriate) has noticed your absence. Could you please let your Residence Life Coordinator (add name and number) know that you are ok.
• Leave the same note on the missing student’s bed advising him/her to contact the RLC immediately.
• Determine whether the resident’s ID has been used to gain access to the Dining Center.
• Determine whether the resident’s mail has accumulated in his or her mailbox.
• Check CMS to see if the resident has recently withdrawn.
• Check with facilities to determine whether the resident’s FOB has been used.
• Review the information gathered by the Resident Assistant. If necessary, collect additional information if possible from the individual who reported the student as missing (reasons why the person is believed to be missing, last date/time of contact, actions the individual has taken to locate the student, etc).
• Contact IRT to determine computer lab usage, My Sac State logon, etc.
• If possible, check Facebook for any information that may be helpful.
• Contact Parking Services to obtain the students car make, model, year and color along with the vehicle’s license plate number and state. Have Police check on campus to see if the missing student’s vehicle is accounted for.
• If parents/guardians are not involved in the initial report, a decision will be made regarding notification of the missing student’s emergency contact or parent. If a missing student is under the age of 18 and not emancipated from their parents, the custodial parent will be immediately notified by University officials.

OUTDOOR FACILITIES

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

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

**PEST CONTROL**

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

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

Should residents have a pest concern he or she should submit a work order at the front desk. Students will be notified in advance if their room needs to be sprayed and how long the room will need to remain unoccupied.

**ROOM CONDITION REPORT (RCR) OR SUITE CONDITION REPORT (SCR)**

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

**SERVICE ANIMAL**

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

**STORAGE**

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

**STUDY ROOMS**

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

**SAFETY AND SECURITY**

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

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

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

The Safe Rides Program is designed to prevent incidents related to drinking and driving that lead to accidents, DUI/DWI arrests, injury and death. 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**

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

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

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

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

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

INK CARTRIDGES
To recycle empty toner and ink cartridges, residents simply need to bring them to the front desk of their Residence hall. They will be donated to a charity selected by the Residence Hall Association.

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

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

Americans throw away enough writing and office paper annually to build a 12-foot high wall that stretches from New York City to Los Angeles. One ton of paper from recycled pulp saves 17 trees, 3 cubic yards of landfill space, 7,999 gallons of water, 4.2 kilowatt hours (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.

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

WHY RECYCLE BOTTLES AND CANS?
Producing a soda can from aluminum uses 95% less energy than manufacturing a can from its raw material (bauxite) and produces 95% less air pollution and 97% less water pollution. Recycled soda bottles (plastics #1) can be made into carpeting, fleece clothing, tote bags, picnic tables and traffic cones.

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

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

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

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

It is important that all paper and cardboard products have no food debris on them. Containers must also be rinsed to remove any food or beverages left in or on the containers, otherwise all the items in the recycling dumpster and will be thrown into our local landfill.
E-WASTE
WHAT IS E-WASTE (OR E-SCRAP)?
E-waste is a commonly used term for electronic products at the end of their “useful life.” Unwanted electronic products such as computers, printers, TVs, VCRs and stereos make up one of the fastest growing segments of our nation’s waste stream.

WHY SHOULD E-WASTE BE 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, DVDs.

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

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

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

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

WHAT BATTERIES CAN BE RECYCLED IN THE RESIDENCE HALLS?
Any battery of any type or size that exhibits a hazardous characteristic or contains metals must be recycled. This includes the following:
- One-time use batteries (including alkaline, silver button, zinc-carbon)
- Rechargeable batteries (including nickel cadmium, lithium, nickel metal hydride)
- Small lead acid batteries (including burglar alarm, emergency light, power backup)

HOW TO RECYCLE BATTERIES IN THE RESIDENCE HALLS
Each hall front desk has a collection container for residents to turn in batteries for recycling. For more information on University recycling efforts, please visit the University recycling website at [www.fm.csus.edu/iwm/](http://www.fm.csus.edu/iwm/).
The goal of the Housing and Residential Life program is to provide Sacramento State students with affordably priced accommodations on campus. Our program enhances the academic and social environments experienced by our students, and encourages the development of a positive living-learning community that can add to the success of our residents.
Residents are expected to maintain their rooms/suites in a reasonably clean and sanitary condition throughout their occupancy period. Residents mutually share responsibility for the cleanliness and regular upkeep of common areas such as kitchenette, bathrooms and living area. 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, which are conducted by Housing Staff members, and will occur no less that once during the semester. Each resident in the suite has a responsibility to do his or her part to maintain the suite. If a suite does not pass the initial inspection, members of the suite will be given five working days to remedy the identified problem or face disciplinary action and possible cleaning/maintenance charges.

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

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

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

KITCHENETTES
COOKING AND PERMITTED APPLIANCES
In an attempt to keep the suites as safe as possible, only certain cooking appliances are permitted. As in all of the residence halls appliances that have an: 1) exposed heating element; 2) use cooking grease; 3) or have an open flame are prohibited. Residents are encouraged to use appliances that have an auto shut-off feature. Cooking meals is only allowed in the suite kitchenette, not in residents’ bedrooms. Residents are responsible for supplying their own cookware.

CLEANING RESPONSIBILITIES/REQUIREMENTS
Residents are responsible for ensuring cleanliness of kitchens.

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

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

DRAINS
If a kitchen or bathroom drain becomes clogged, residents should not use Drano or any other cleaning compound. If problems arise with clogs, submit a work order at the front desk.

Damage to the countertops will result in charges for replacement.

GARBAGE DISPOSAL
A garbage disposal is located in the drain of the sink.
- Run the garbage disposal only when the water is on. Use ONLY cold water.
- Avoid putting oil or grease down the drain. Put leftover oil in an old jar or plastic container when cool, and then dispose of it as non-recycled trash in a trash chute.
- Avoid putting anything hard like bones or metal objects in the garbage disposal.
• **Avoid** using a plunger on the kitchen sink. You should contact your front desk to complete a work order for any malfunctioning garbage disposal.

• **Do not** place your hand in a garbage disposal to try and unclog or remove items from it.

**REFRIGERATORS**

14.5 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**

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

**LAUNDRY SERVICES**

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

**LOUNGES AND STUDY AREAS**

Quiet hours apply to lounges and study areas at all times unless they are being used for programs or meetings.

**FURNITURE IN COMMON AREAS**

Do not remove furniture in common areas from those areas. The furniture and equipment provided in public areas are for the use of everyone in the hall community. Removal of or damage to any furniture, equipment, floor or wall surfaces in the American River Courtyard common areas may result in a conduct hearing including reimbursement for any damage and or moving charge.
GUIDELINES FOR INTERIOR COURTYARD USE
(AMERICAN RIVER COURTYARD)

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

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

INTERNET CONNECTIVITY SERVICES

WIRED INTERNET — 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 My Sac State. To connect to ResLink data services, residents need a laptop or desktop computer with a 10baseT or 100baseT Ethernet Network Interface card. Most recent desktop and laptop computers will have a built-in ethernet network interface card. If installation of your ethernet card is required, Housing staff recommends a professional installation. ResLink staff members are not authorized to install Ethernet cards or any other hardware. Before using ResLink services, residents should review the ResLink Acceptable Use Policy at: http://www.csus.edu/reslink/au.html.

WIRELESS INTERNET — SACLINK
Sacramento State wireless conforms to 802.11G wireless networking standards. To connect wirelessly to SacLink in the residence halls and elsewhere on campus, residents’ computers must have at a minimum an 802.11G-compatible wireless network card. 802.11 N cards will work as well and are encouraged for faster data transfer. Most new laptops come with built-in 802.11G or N compliant wireless cards. Wireless network signal is currently limited to residence halls common areas and study rooms, but NOT individual rooms (coverage in individual rooms will be coming soon). Campus wireless internet coverage maps and additional information can be found at http://csus.edu/wireless.

Please note: Personal wireless routers are not allowed. Such wireless signals compete and conflict with Sacramento State’s wireless signal.

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

IRT SERVICE DESK
The University also offers dedicated support and training to all students at the IRT Service Desk, located in the Academic Information Resource Center (AIRC, or ARC as it’s called by students), Room 2005. Their hours and contact information can be found at their website at http://www.csus.edu/irt/servicedesk. A complete list of services and workshops for students can be found at the Student Technology Center website at http://csus.edu/irt/stc/.
ON CAMPUS COMPUTING RESOURCES

Instead of providing their own computers, students may also use one of the many Internet-connected University Computing Labs located around campus which are furnished with computers, software and printers. Many colleges and departments also have their own computing labs for students. Please visit http://csus.edu/uccs/labs for additional information on lab locations and hours of operation. American River Courtyard, Draper and Jenkins Hall has a computer/print lab for residents to use as well (see below).

COMPUTER AND PRINT LAB

The American River Courtyard houses an open computer lab for residents equipped Mac OS X. Jenkins and Draper Hall has Windows 7 equipped PC computers. They all have a PrintSmart print station with high-speed duplex printing capability. The lab is available for all residents during normal hall hours and exclusively to the hall’s 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.

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

ONLINE SAFETY TIPS

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

- Always check privacy settings. Online communities allow users to restrict access to their profile and blog entries. Posting information on the Internet may be viewable by anyone and everyone; users should be proactive and make access to their opinions and other personal information available only to people you know.
- Think before posting a blog or comment. Students at universities can be held liable for information that is offensive, derogatory or otherwise against University policy. Online behavior can affect potential student conduct violations and proceedings just as offline behavior, and online records are easy to print, save and document. While the University does not monitor activities on the Internet, records of such activities may be used as evidence if brought to the University’s attention.
- Identity theft is on the rise. Residents should avoid placing information online that may release their identity to the public. This includes their location or address, full name, roommates, phone number and email address.
EMERGENCY RESPONSE PROCEDURES

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

TO REACH THE PUBLIC SAFETY/UNIVERSITY POLICE USING A CAMPUS PHONE DIAL 911
Using a non-campus phone, dial (916) 278-6851.

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

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

Evacuation Procedure:
1. Evacuate the building to designated area Housing Quad area in front of the Dining Commons.
2. In the event of an emergency, residence life staff may take attendance in the quad in order to give emergency personnel a list of individuals who may still be in the building and may need assistance exiting it. You should notify appropriate emergency personnel if you know of anyone still inside of the halls.
3. Do not return to the building until instructed by the Fire Department/Police or Designated Housing Personnel.

IN CASE OF ACTIVE SHOOTER
DIAL 911 or PUBLIC SAFETY/UNIVERSITY POLICE (916) 278-6900
If an active shooter is inside or outside a residence hall building, you should shelter in place immediately. Do the following:
• 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. behind concrete walls, thick desks, filing cabinets (get down on the floor and away from the windows)
• Silence cell phones
• Notify police of the situation and give them your location
• Do not leave your location until you have been given an “all clear” by the Police or University Administrator

IN CASE OF BOMB THREAT
You, and anyone you hear of receiving a bomb threat, should REPORT ANY BOMB THREAT by dialing 911. If you receive a bomb threat yourself via phone, you should try to keep the caller on the phone as long as possible. Though you are in a difficult position receiving a call like this, listen carefully and try to determine and record the following:
• Date and time of the call
• Exact words of the caller
• Speech pattern or accent
• Emotional state
• Age and gender of the caller
• Background noises (i.e. traffic)

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

DURING THE TREMORS
If you are inside:
• Stay indoors and take cover under a table, desk or within a door frame. Stay away from glass.
If you are outside:
• DO NOT enter buildings.
• Stay clear of buildings, trees, and power lines.

AFTER SHOCK SUBSIDES
• Remain calm and exit building when tremors stop and you have a clear exit route, exit quickly to your rally point.
• Go to Central QUAD (take your keys, wallet, etc.)
• DO NOT ignite matches or lighters or turn on electrical switches.
• DO NOT re-enter building until directive is given by University staff.

Emergency evacuation procedures are posted near each residence hall room that is adjacent to emergency exits. It is a violation of Housing policy for any resident to tamper with, deface, or remove evacuation procedure signs.
IN CASE OF FIRE
FOR A FIRE INSIDE RESIDENT ROOMS
• Dial 911 or Public Safety/University Police (916) 278-6851.
•Communicate exact room location.
•Describe what is burning.
•If residents cannot safely extinguish the fire — EVACUATE THE AREA.
•Close windows (if possible)—CLOSE AND LOCK DOOR AND TAKE ROOM KEY.
•ACTIVATE THE FIRE ALARM AFTER EXITING.

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

FIRE EXTINGUISHER USAGE AND OPERATION
Each fire extinguisher contains operating instructions, warnings, and maintenance instructions. Read instructions carefully and understand them thoroughly before a fire occurs.

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

IN CASE OF FLOOD
NO ADVANCED WARNING
If you are inside:
•Close all exterior doors and call University Police at (916) 278-6851, 911 from a campus phone, or call Sacramento Police Department at 911 from a cell phone.
•Check in with a staff member as soon as possible.
•ENSURE EVACUATION OF RESIDENTS WITH DISABILITIES TO UPPER FLOORS.
•DO NOT ATTEMPT TO LEAVE CAMPUS UNTIL TOLD TO DO SO BY APPROPRIATE AUTHORITIES.
•DO NOT TAKE REFUGE NEAR WINDOWS AND DOORS.
•Remain calm.
•Take shoes, keys, ID, wallet, medication and flashlight to 2nd or 3rd floor.
•Move food, drinks and water to upper floors.
If you are outside:
•Go into the nearest building and check in with a staff member.

IN CASE OF FLOOD
ADVANCED WARNING
If you are inside:
•Close all exterior doors.
•Check in with a staff member as soon as possible.
•ENSURE EVACUATION OF RESIDENTS WITH DISABILITIES TO UPPER FLOORS.
•DO NOT ATTEMPT TO LEAVE CAMPUS UNTIL TOLD TO DO SO BY APPROPRIATE AUTHORITIES.
•DO NOT TAKE REFUGE NEAR WINDOWS AND DOORS.
•Remain calm.
•Take shoes, keys, ID, wallet, medication and flashlight to 2nd or 3rd floor.
•Move food, drinks and water to upper floors.
If you are outside:
•DO NOT enter buildings.
•Stay clear of buildings, trees, and power lines.
•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/Air Conditioning.
- 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
A tornado watch means that conditions are such that a tornado could develop. Monitor TV and radio weather bulletins and take necessary precautions.

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

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

If you are INSIDE 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 or glass doors).
- Use a pillow, heavy blanket, etc. to protect your body from falling objects.
- Remain in the designated safe location (first-floor corridors and stairwells) until the “all clear” signal is given by the media or University emergency personnel/staff.
UTAPS

PARKING AND 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 must purchase a Sac State Residence Hall parking permit at the University Transportation and Parking Services (UTAPS) office, located in Folsom Hall.

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

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

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

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

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

NIGHT SHUTTLE SERVICE
A Night Shuttle is available from dusk until 11:00 p.m., Monday-Thursday by calling (916) 278–7260. The Night shuttle operates during the fall and spring semesters.

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

UTAPS OFFICE
The UTAPS Office is located in Folsom Hall on the south end of campus. Visit http://www.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 (56g)

**Servings Per Container:** 5

<table>
<thead>
<tr>
<th>Amount Per Serving</th>
<th>% Daily Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calories</td>
<td>250</td>
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<tr>
<td>Total Fat</td>
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<tr>
<td>Saturated Fat</td>
<td>1.5g</td>
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<tr>
<td>Cholesterol</td>
<td>0mg</td>
</tr>
<tr>
<td>Sodium</td>
<td>0mg</td>
</tr>
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</table>

**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 (Sunday – Thursday) . 11 a.m. – 10 p.m.
(Friday) .............................. 6 p.m. – 10 p.m.

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
(Located in the American River Courtyard)

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 smoothies, fresh baked goods, deli sandwiches, salads, ice cream, snacks, healthy, organic and locally-grown items, beverages and fresh baked pizza. It accepts Flex$, Cash and Credit Cards as payment.

Dining Commons (DC) staff are 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. The meal plans we offer students 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 your 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.

We provide you with:

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.
UNIVERSITY AND RESIDENCE HALL

MEAL PLANS
MEAL PLANS

**Plan A** (with Flex$)
The plan for average appetites. This meal plan allows you to purchase an average of 10 meals per week. It provides 1,260 meal credits. The cost of this plan is $3,352 for the school year and includes $200 Flex$ per year.

**Plan B** (with Flex$)
This meal plan allows you to purchase an average of 15 meals per week during the school year for only $3,830. This plan includes 1,890 credits and $100 Flex$ per year.

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

**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 $2,544 per year. This plan includes 1008 meal credits, but does not include any Flex$. 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 ............. $63
- 65 credits for ............. $139
- 90 credits for ............. $185
- 150 credits for ............. $282

Extra meal credits are available only if you have a Dining Commons contract for the current semester and 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 meal credits are good only during the semester in which they were issued. No credits will be valid after the close of the Spring Semester.

FLEX$
Flex$ give you more flexibility and more value! All meal plans include convenient Flex$ allowing you to use your meal card on campus at Burger King, Courtyard Market, Dining Commons, Jamba Juice, Panda Express, Round Table Pizza, Subway, TOGO's, Epicure Restaurant at Sacramento State, and Good Eats! Flex$ expire at the end of each semester.

MEAL SERVICES

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

Breakfast items include 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.

Lunch menu items include daily grilled-to-order selections such as cheeseburgers, grilled chicken sandwiches and garden burgers. Also featured are salad bar, soup and deli bar, nacho bar, pizza and pasta bar.

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

Served Saturday and Sunday
4 p.m. – 6 p.m.

Dinner menus feature a daily specialty bar the offers Asian, Italian and other popular food selections. Also offered are salad, soup, carved entrees, pizza, tacos and more.

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

Weekend brunch menus feature the best breakfast and lunch: breakfast buffet, omelets cooked to order, luncheon entrees, assorted pastries and luncheon desserts, salad and soup bar and beverages.
MEAL SERVICE DATES and TIMES

The Dining Commons menu and serving times are posted in each residence hall. Below is the serving schedule for the 2012-13 academic year.

August 24, 2012
11:30 a.m.
Dining Commons opens for the year.
Brunch will be the first meal served.

November 21, 2012
1:30 p.m.
Dining Service closes for Thanksgiving.
Lunch will be the last meal served.

November 26, 2012
7 a.m.
Meal service resumes after the Thanksgiving holiday.

December 14, 2012
1:30 p.m.
Dining Service closes for Winter Break.
Lunch is the final meal served prior to Winter Break.

January 25, 2013
11:30 a.m.
Dining Service opens for the spring semester.
Brunch is the first meal served.

March 22, 2013
1:30 p.m.
Dining Commons closes for Spring Break.
Lunch will be the last meal served.

April 1, 2013
11:30 a.m.
Dining service resumes after Spring Break.
Brunch is the first meal served.

May 24, 2013
1:30 p.m.
Dining Commons closes for the year.
Lunch will be the last meal served.

NOTE: At the beginning of each semester, brunch and dinner will be served while residents are on campus before classes begin. Once classes begin, 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
Box lunches are available when you cannot make it to a regular meal. Advance notice of 24 hours is required to prepare a box lunch; please see the cashier or a supervisor to place your request.

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

TO-GO TRAYS
To-go trays are available by which to carry food back to the halls when you are ill. To-go trays require a signed verification slip from your Resident Advisor; normally, Dining Services does not allow food to leave the Dining Commons.

SPECIAL ITEMS of CONSIDERATION

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 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
You and your friends or guests should conduct yourselves in an orderly manner while at the dining facility. You are responsible for bussing your 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 and or language
• Abusive behavior directed at staff or residents
RESTAURANTS ON CAMPUS

*eateries accepting Dining Commons Flex$

NORTH CAMPUS

RIVER FRONT CENTER
- Crêpes de Paris
- GBX! Gordito Burrito Express
- Gyro 2 Go
- Panda Express*
- MIYAGI Sushi
- Togo’s*

SOUTH CAMPUS

UNIVERSITY UNION (Hornets’ Nest)
- Burger King Express*
- Good Eats!*
- Gordito Burrito
- Mother India Express
- Panda Express*

OTHER UNIVERSITY UNION EATERIES
- Eco Grounds
- Epicure Catering at Sacramento State
- Epicure Restaurant at Sacramento State*
- Jamba Juice*
- Java City at the Library
- Java City at Modoc Hall
- Round Table Pizza*
- Saigon Bay Express
- The Buzz
- The WELL Café

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

BOOKSTORE EATERIES
- Hornet Bookstore Cafe
- Subway*

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

For more information on all dining options on campus, visit www.dining.csus.edu
FALL 2012 CALENDAR

February 28, 2012
12/13 Annual Class Schedule Available at My Sac State or by calling (916) 278-6160

March 5-April 27, 2012
Departmental Advising

May 1-May 18, 2012
Fall 2012 Registration for continuing students in class level priority order

May 19-28, 2012
Fall 2012 Registration unavailable

May 29-July 31, 2012
Fall 2012 Registration and change of schedule resumes for continuing students

June 4-19, 2012
Transfer student orientation begins and Fall 2012 Registration continues

June 26-July 31, 2012
Freshmen orientation begins and Fall 2012 Registration continues

August 1-12, 2012
Fall 2012 Registration unavailable

August 13-23, 2012
Fall 2012 Registration and change of schedule resumes

August 24-26, 2012
Fall 2012 Registration unavailable

August 27, 2012
INSTRUCTION BEGINS

August 27-Sept. 7, 2012
Fall 2012 Late Registration and Schedule Adjustment

September 3, 2012
Labor Day (Holiday) Campus Closed

September 9, 2012
Admission Day (Holiday Observed on 12/26/12) (Campus Open and Classes Held)

September 10-24, 2012
Late Registration and Change of Schedule done by petition at departments

September 24, 2012
Census Date

October 8, 2012
Columbus and Indigenous People’s Day (Holiday Observed on 12/27/12) (Campus Open and Classes Held)

November 12, 2012
Veteran’s Day (Holiday) Campus Closed*

November 22, 2012
Thanksgiving Day (Holiday) Campus Closed

November 23, 2012
Academic Holiday - Campus Closed except for limited intra-campus operations

November 24-25, 2012
Campus Closed - Residence Halls are open, no meal service.

December 7, 2012
LAST DAY OF INSTRUCTION
December 8-14, 2012
Final Examinations (Saturday, 12/8/12: Academic Workday)

December 14-15, 2012
Commencement (Saturday, 12/15/12: Academic Workday)

December 17, 2012-January 25, 2013
Winter Recess (Students)

December 25, 2012
Christmas Day Observed (Holiday) Campus Closed

December 26, 2012
Holiday (Admission Day Observed) Campus Closed

December 27, 2012
Holiday (Columbus and Indigenous People’s Day Observed) Campus Closed

December 28, 2012
Holiday (Lincoln’s Birthday Observed) Campus Closed

December 31, 2012
Holiday (Washington’s Birthday Observed) Campus Closed

January 1, 2013
Holiday (New Year’s Day Observed) Campus Closed

January 2, 2013
Last Day of Fall Semester; Grades Due

January 3-22, 2013
WINTER RECESS (Faculty)
SPRING 2013
CALENDAR

March 5, 2012
12/13 Annual Class Schedule Available at My Sac State
(916) 278-6160

Spring 2013 Registration for continuing students in class level
priority order

December 22-January 6, 2013
Spring 2013 Registration unavailable

January 7-24, 2013
Late Registration and Change of Schedule resumes

January 21, 2013
Martin Luther King, Jr. Day (Holiday) Campus Closed

January 23, 2013
SPRING SEMESTER BEGINS

January 23-25, 2013
University-wide and/or College Meetings (Academic Workdays)

January 25-27, 2013
Spring 2013 Registration unavailable

January 28, 2013
INSTRUCTION BEGINS

Jan. 28-Feb. 8, 2013
Spring 2013 Late Registration and Schedule Adjustment

February 11, 2013
Lincoln’s Birthday (Holiday Observed on 12/28/12) (Campus
Open and Classes Held)

February 11-22, 2013
Spring 2013 Late Registration and Change of Schedule done by
petition at departments

February 18, 2013
Washington’s Birthday
(Holiday Observed on 12/31/13) (Campus Open and Classes Held)

February 22, 2013
Census Date

March 25-31, 2013
Spring Recess (ninth week of semester)

April 1, 2013
Cesar Chavez Birthday (Holiday) Campus Closed

May 17, 2013
LAST DAY OF INSTRUCTION

May 18-24, 2013
Final Examinations (Saturday, 5/18/13: Academic Workday)

May 24-25, 2013
Commencement(Saturday, 5/25/13: Academic Workday)

May 27, 2013
Memorial Day (Holiday) Campus Closed

May 28-29, 2013
Evaluation Day (Academic Workdays)

May 30, 2013
LAST DAY OF COLLEGE YEAR

May 30, 2013
Spring Semester Grades Due (Academic Workday)
ACADEMIC ADVISING
FIRST YEAR ADVISING

First Year Advising is a mandatory advising program for first year students that cover General Education and graduation requirements. To find out more about the First Year Advising Office contact them at:

Telephone: 916) 278-6351
Fax: (916) 278-7842
Location and Hours: Lassen Hall 1013
Monday - Friday from 9:00 A.M. to 5:00 P.M.
Website: http://www.csus.edu/acad/
Email: advising@csus.edu

CAREER COUNSELING SERVICES
Telephone: (916) 278-6011
Location and Hours: Career Center is located on the first floor of Lassen Hall, Room 1013
Monday - Friday - 9:00 A.M. - 5:00 P.M.
Website: http://www.csus.edu/careercenter/index.stm
Facebook:
https://www.facebook.com/sacramentostate.careercenter
Email: career.center@csus.edu

FINANCIAL AID OFFICE
The Financial Aid & Scholarship Office helps students and in many cases their families to search for, apply, receive and maintain eligibility for various types of financial aid. Financial aid education is offered through individual counseling, campus marketing activities and group presentations. Staff also undertake research and resolution of individual student issues.
The office strives to provide timely and accurate financial aid processing that is in full compliance with all federal, state and University regulations.

Telephone: (916) 278-6554
Fax: FAX (916) 278-6082
Location: Lassen Hall 1006
6000 J Street, Sacramento, CA 95819-6044
Website: https://webapps2.csus.edu/faid_general/default.asp

OFFICE HOURS
Monday - Friday: 9:00 am - 4:00 pm

Drop-In Counseling Hours:
Monday, Tuesday, and Thursday: 9:00 am - 11:30 am;
1:00 pm - 3:00 pm
No counseling on Wednesdays and Fridays

Scholarship Office Hours:
9:00 am - 11:30 am; 1:00 pm - 4:00 pm

STUDENT HEALTH AND COUNSELING SERVICES
The WELL is home to Student Health & Counseling Services (SHCS), a fully accredited program by the Accreditation Association for Ambulatory Health Care, Inc. and staffed by a team of medical and mental health professionals in addressing medical and mental health concerns. SHCS utilizes an integrated treatment approach. Our multi-disciplinary team of clinicians works collaboratively to optimize wellness through seamless prevention and treatment. The staff includes board certified physicians, physician assistants, nurse practitioners, nurses, health educators, pharmacists, x-ray technologist, psychologists, social workers, marriage & family counselors, advanced graduate-level trainees, and other health care professionals.

Telephone: (916) 278-6461
Hours: Monday – Thursday from 8:00 a.m. – 6:00 p.m.
Friday from 9:00 a.m. – 4:30 p.m.
Website: www.csus.edu/hlth and www.csus.edu/psyerv

STUDENT ORGANIZATIONS AND LEADERSHIP
As advocates for students, the office of Student Organizations & 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.

Telephone: (916) 278-6595
Fax: (916) 278-5782
Location: 3rd Floor University Union
Website: http://www.csus.edu/soal/
Hours: Monday - Friday - 8:00 a.m. - 5:00 p.m.
MULTI-CULTURAL CENTER
The MultiCultural Center (MCC) believes that building sustainable relationships and encouraging cross-cultural awareness are critical to cultivating a welcoming, socially just community.

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

PRIDE CENTER
Telephone: 916) 278-8720
Location and Hours: In the University Union, 1st Floor next to Round Table
Website: http://www.csus.edu/pride/
Facebook: http://www.facebook.com/csuspride
Email: pride@csus.edu

THE WELL
Lifetime Wellness through Collaboration, Education, Innovation
The WELL is committed to providing a wide variety of outstanding and cutting-edge programs, services, facilities, and equipment to the Sacramento State campus, in pursuit of our mission to encourage a habit of lifetime wellness through education, innovation, and collaboration. Whether you are interested in playing in an intramural basketball league, signing up for a white water rafting trip, having a 3-Day Dietary Analysis completed, fine tuning your rock climbing skills, or simply looking for a place to get your workout, we offer wellness opportunities for everyone!

Telephone: (916) 278-9355
Location: 6000 J Street, Sacramento, CA 95819-6138
Website: http://thewell.csus.edu/
Facebook: https://www.facebook.com/thewellsacstate?ref=sgm
Building Hours
Monday . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 6 a.m. – 12 a.m.
Tuesday . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 6 a.m. – 12 a.m.
Wednesday . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 6 a.m. – 12 a.m.
Thursday . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 6 a.m. – 12 a.m.
Friday . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 6 a.m. – 10 p.m.
Saturday . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 8 a.m. – 8 p.m.
Sunday . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 10 a.m. – 10 p.m.

WOMEN’S RESOURCE CENTER
At the Women’s Resource Center we promote gender equity through education, advocacy, and social action. We also work to increase the awareness and understanding of the contributions, opportunities, and barriers facing women in our society. In addition, we offer educational programs on the issues of sexual assault, intimate partner violence, and hate crime as well as provide advocacy and support for victims/survivors of these crimes. We strive to offer dynamic programming and educational outreach to improve the campus climate for students and advocate for the respect and safety of all members of the campus community.

Telephone: (916) 278- 7388
Location and Hours: In the University Union, 1st Floor next to Round Table
9:00 a.m. - 5:00 p.m. Monday - Friday
Website: www.csus.edu/wrc
Email: wrc@csus.edu
Opening in fall 2012, Epicure Restaurant at Sacramento State features a delicious and affordable variety of eclectic foods in a brand new, relaxed, contemporary setting. The menu is artfully crafted by our own chef drawing inspiration from the rich diversity found on Sac State’s campus.

Offering savory entrees, fresh salads and delicious sandwiches along with mouthwatering desserts, Epicure Restaurant is located near the south entrance in the University Union.

For reservations, please call 278-6100 or for more information please visit, www.dining.csus.edu.
Located in the University Union, Good Eats! is perfect for breakfast, lunch or dinner and provides guests with a diverse menu of value-conscious, deliciously fresh and homemade comfort foods.

Fill your morning with a choice of a freshly made breakfast sandwich, hot, made-to-order omelets complete with a selection of wholesome ingredients, or french toast with real maple syrup.

For lunch or dinner, choose from one of our signature salads or create your own, picking the crispest and freshest ingredients, tossed-to-order in your choice of dressing.

A selection of savory, carved meat sandwiches are also offered including turkey breast, rotisserie chicken or tri tip beef. Each served on your choice of freshly baked sourdough or whole wheat baguette. To complement either a salad or sandwich, try a cup of soup or a warm and comforting side such as baked macaroni and cheese or herb mashed potatoes.

Flex$ are accepted at Good Eats! For more information, hours of operation or to view the full menu, please visit www.dining.csus.edu
In a hurry and need a quick, healthy and delicious meal? Check out the Courtyard Market!

The Courtyard Market offers healthy and made-to-order sandwiches and pizzas. It’s conveniently located at The American River Courtyard and offers a great variety of foods including:

- Salads
- Sushi
- Panini’s
- Espresso drinks
- Smoothies
- Pepsi 6-packs
- Snacks and more!

Need a quick bite or to stock up on beverages and snacks? Be sure to check out the Courtyard Market or for more information please visit, www.dining.csus.edu
Have your next meal with us!

University Enterprises, Inc. Dining Services provides a wide variety of eateries located throughout the Sac State campus. From classic American fare to Mediterranean, sandwiches, sushi and more – a selection of diverse cuisine choices will appeal to almost every appetite!

For a current list of eateries, hours of operation and the latest information on exciting new dining options, please visit our website at:

WWW.DINING.CSUS.EDU
As an employee of University Enterprises, Inc. (UEI) you can help shape your future by gaining experience working as a Student Assistant in a part-time position directly related to a major and/or field of study. On and off-campus positions available.

For a listing of open positions, please visit, www.ueijobs.com

Program Requirements: To be eligible to work in UEI's student employment program, you must be a student enrolled and maintaining an undergraduate course load of at least six (6) units or a graduate course load of four (4) semester units. Proof of Enrollment is required throughout the year.

Once hired, UEI is the employer of record. These are not Sac State or State of California positions.