



SAN DIEGO STATE  
UNIVERSITY

# Guide to Community Living and Roommate Agreement

Residential Education Office, 2014-2015



<http://go.sdsu.edu/housing>

# Contents

Welcome to the residential community at SDSU! We designed this guide for you in hopes that it will help you navigate this exciting experience and feel more at ease about your new life in college. Living on your own for the first time can be both exciting and scary. We want to provide you adequate information for this important transition. In this document, you can find general information about living in the residence halls, as well as tips on how to live with roommate(s) who might be very different than yourself. We have also included university policies in this guide book for your reference. Be sure to familiarize yourself with all of this critical information. As a member of our community, you will be held accountable for knowing and following these rules. It is our goal to create a safe and friendly living environment to help you reach your fullest potential and take full advantage of your college living experience.

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# Home

This is your home for the next nine months. By signing your *Student Housing License Agreement*, you are indicating that you are an adult who is mature and capable of handling the opportunity of living in a community, and handling the responsibilities which include confronting someone who is violating your rights, being accountable for your behavior, and recognizing the compromises necessary in living with other people. In adult life, all rights have corresponding responsibilities. You are responsible for your actions within a community and those actions affect others. Be responsible and considerate of your community. Behaviors that do not reflect these actions can result in judicial action, eviction or paying restitution.



## How to Use this Document

- Step 1.** Read it!
- Step 2.** Complete the *Roommate Survey and Community Living Agreement*.
- Step 3.** Bring it with you to your first floor meeting.
- Step 4.** Have the discussion about community living standards with your RA/CA, roommates, and other residents.

## Creating a Community Living Agreement

Our commitment to community is based on sound assumptions:

Living in residence halls is an extension of the classroom learning experience. Residence halls provide a unique opportunity to put citizenship development into practice. We strive to promote human dignity, civility and mutual appreciation for the uniqueness of each member of our community and the basic values of intellectual honesty, tolerance and mutual respect.

The opportunity to live with diverse individuals is central to the mission of the university. All people having freedom from discrimination, harassment and violence is fundamental to the success of our community. While freedom of speech will be protected, the residential community will speak out against intolerance and abusive behavior.



Conflicts will happen in learning to live with other adults. Some residents will be best friends for life, while others will live together respectfully without becoming close friends. As an adult, you are expected to discuss, negotiate, and sign a *Community Living and Roommate Agreement*. Changes can be made at any time. Always discuss problematic issues with involved individuals as a first course of action. Resident Advisors, Community Assistants and Residence Hall Coordinators can assist with conflict resolution and problem solving if initial discussions do not resolve an issue.



Growth often results from dealing with conflict. Dealing positively with personal differences helps prepare you for life beyond college. In group living, it is essential that you actively participate in your own individual growth and the development of your residential community.

Keeping in mind that policies and procedures in your *Student Housing License Agreement* are in effect at all times, what are some additional guidelines you would like to create in order to have the most positive living experience possible? Try to explain your wishes in the *Community Living Agreement*.

At the conclusion of your second community meeting, your community will create a *Community Living Agreement*, which you will be asked to sign.

It is to your benefit to participate in the process since all members will be held to the agreement.

Here's what needs to be decided on and committed to:

1. What do we want the mood and attitude of our community to be?
2. How will we make it happen?
3. How will we react to gossip?
4. How do we want to be confronted by each other if we are too noisy?
5. Do we wish to add additional quiet hours?
6. How will we deal with residents under the influence of alcohol and other drugs?
7. How will we approach unaccompanied strangers/guests?
8. How will we respond to residents who often violate policy or negatively affect our community?
9. How will we confront someone who is infringing on our right to a positive living and learning community?
10. How will we respond if someone confronts us?
11. How will we handle vomit, food, or chewing tobacco in the sinks?
12. How will we handle unflushed toilets?
13. How will we handle hair in the sinks and shower drains?
14. Who will clean up public areas if there is a problem?



15. What written, active commitment will we make to our custodial community member?
16. What written, active commitment will we make to our maintenance community member?
17. How will vandalism be dealt with? Are we willing to confront the vandal? Report it to the staff? Correct or repair the damage?
18. How will our community respond to insulting or degrading jokes or comments about any member of our community?
19. What positive behaviors will be practiced to make sure everyone feels a sense of membership and belonging in our community?
20. How will we help each other academically?
21. How will we recognize or celebrate academic achievement?
22. How will we recognize birthdays of community members?
23. How will we recognize national and cultural holidays?
24. What type of community service will our floor be involved in?
25. How will we support our Hall Council?
26. How will we handle skipping hall/floor meetings?
27. How would we like our community to be thought of as part of the larger community?
28. How will we know when this is a good community for us? What behaviors will be present?
29. Additional input: \_\_\_\_\_




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# Your Rights and Responsibilities as a Community Member

<b>You have the RIGHT to...</b>	<b>You have the RESPONSIBILITY to...</b>
<i>A clean, maintained living environment which supports academic success.</i>	Keep your room neat and clean. Place food, garbage and recyclables in correct locations, not in halls or sinks.
<i>Entertain guests in the privacy of your room.</i>	Respect rights to privacy and quiet. Accept responsibility for the actions of your guests.
<i>Determine with your roommate your own level of noise within your room.</i>	Not distract those studying or sleeping, no matter what time it is.
<i>Develop your own lifestyle.</i>	Respect others' lifestyles and not impose your lifestyle on them.
<i>Consider all public areas as shared living areas.</i>	Confront those who abuse or/vandalize property.
<i>Use lounges for scheduled hall events.</i>	Pay for damages to public areas. Leave your lounges clean.
<i>Form a Hall Council to serve the interests of residents.</i>	Give input to Hall Council and attend programs.
<i>Politely confront another resident with concerns. If you cannot agree, an RA/CA may act as a mediator.</i>	Directly confront those who infringe on your rights. Listen to another person's concerns before responding. Respond politely. Refrain from talking about someone behind their back. Confront one another with issues before contacting a staff member.
<i>Govern your space maturely.</i>	Understand policies and procedures in the <i>Housing License Agreement</i> you signed, which are in effect at all times. Take responsibility for inappropriate actions and accept consequences.
<i>A community environment free from harassment.</i>	Address harassment directly and clearly.
<i>No unwelcome touching.</i>	Clearly communicate boundaries.

<b>You have the RIGHT to...</b>	<b>You have the RESPONSIBILITY to...</b>
<i>Not to be subjected to or tell degrading jokes or insults about gender, ethnicity, sexual orientation, religious or political beliefs, social class or physical abilities of other HUMAN BEINGS, and to confront others who do.</i>	Treat community members respectfully regardless of gender, sexual orientation, race, heritage, religion or disability. Tell no insulting jokes and confront others who do.
<i>A safe and secure living environment.</i>	Never let a nonresident enter a building with you, report strangers in the hall, unprop open doors. Refrain from burning candles/incense.
<i>An alcohol and drug-free living/ learning environment.</i>	Follow SDSU, residence hall and state alcohol, drug and smoking policies.
<i>A supportive environment in which to live and study.</i>	Support each other.





# Important Safety Information

## Fire Alarms & Evacuation

All residents and guests are required to evacuate the building if an alarm is sounded. Please read the emergency procedures posted on the back of your door once you arrive and become familiar with the procedures.

- University and city ordinances consider fire regulation and evacuation drills essential.
- Alarms and fire equipment must not be disturbed except in actual emergencies. (California Penal Code Section 148.4). Violators will be prosecuted.
- A continual alarm signals evacuation by all students and guests.
- In the Maya & Olmeca halls, evacuate by end of hallway stairwells.
- In Cuicacalli, University Towers, Chapultepec and Tenochca Halls use the closest available stairway to exit.
- In Villa Alvarado, Granada, Tarastec, Toltec Zapotec, and Piedra del Sol use the closest available stairwell or gate to exit.
- At the first sound of an alarm, the staff member on duty will immediately shut down the elevators.
- In drills and real emergencies, hall staff have the same authority as representatives of the Fire Department.
- All rooms must be evacuated.
- Residents may re-enter the building only when notified by staff that it is safe to do so.
- Failure to evacuate in a timely manner and follow the instructions of university staff will result in judicial action.



## Important Safety Information (continued)

### Earthquake

**Residents are expected to keep these supplies in their room:**

- Flashlight with extra batteries
- Battery-powered radio with extra batteries
- Heavy gloves, shoes, and a blanket
- Three gallons of drinking water
- First aid kit
- Supply of necessary medications

**In the event of an earthquake:**

- Don't run outside.
- If indoors, watch for objects that could fall on you, such as light fixtures, furniture, and ceiling tiles. Stay away from mirrors, windows, and swinging doors. Try to get under a table, desk or bed, or in a doorway.
- In a high-rise building, get under a desk or table. Do not dash for exits, since stairways may be broken or jammed with people. Power for elevators may fail.
- If outside, avoid buildings, power poles, and other objects which could fall; move to an open area.
- Do not go inside a building.
- In a car, stop in the safest space possible.

In the event of any major crisis, find or stay with your residence hall group or RA/CA until you are officially accounted for and released. Call a family member as soon as possible to let them know you are safe. In your room, keep three gallons of drinking water at all times, and a personal emergency kit.



### Fire Safety

Fire alarm systems in the SDSU residence halls are reliable and technically state-of-the-art. The campus fire alarm network is monitored by University Police. Alarms are very sensitive, in order to ensure your safety, and can be inadvertently set off by carelessness in cooking, use of appliances, or smoke, as well as more

dangerous reasons. Nevertheless, all alarms must be taken seriously, and all residents must immediately evacuate.

Each and every device (pull-station, smoke detector, heat detector, etc.) has a specific address programmed into the controller. If a problem is evident, the controller will know exactly which detector or alarm is sounding, and then transmit that information to University Police.

Fire alarm systems were installed for your protection. The campus has had numerous cases of residents attempting to disable smoke detectors, or remove them from their rooms. The safety of our residents has been taken into consideration, and maintaining the integrity of our systems is managed with the assistance of all residents.

Students tampering with any part of any system, in any manner, will be reviewed for immediate eviction, judicial, and legal action. Please be advised that all repairs made necessary due to tampering with fire alarm equipment will be charged to the resident. Further, in accordance with California Penal Code Section 148.4(a)(1), tampering with a fire alarm or life safety system may be considered a felony. If you notice a problem with the fire alarm system, please don't hesitate to contact your front desk.



## **In Case of Fire, DO NOT USE ELEVATORS**

### **For fire inside your room:**

1. Call 911 or 619-594-1991 to contact University Police. Give your exact location. Tell them what's burning.
2. Activate the fire alarm pull station if available.
3. If you cannot safely extinguish the fire, evacuate the area. Close all doors as you leave. Take your keys.

### **For fire outside your room:**

1. Feel the door. If it is hot, don't open it! Call 911 or 619-594-1991 to contact University Police and tell them the situation and exact location. Seal bottom

## Important Safety Information (continued)

of door with towel or other material to keep out smoke. Move away from door.

2. If the door is not hot, open it cautiously. Walk to the closest safe stairwell. If smoke is present—stay low. Walk downstairs. Go up only if downward movement is not safe.

Prepare in advance! Count the doors between your room and stairwell, in case the hallway is dark or smoky.

### Emergency Procedures

If any emergency occurs, call 911 or 619-594-1991 for University Police and contact the RA/CA on duty at the hall desk right away. Emergencies include fire, sickness, accident, or a threatening situation. The university recommends that families create an emergency communication plan in case of national or regional emergencies. Please complete a plan before arriving on campus.

[www.ready.gov](http://www.ready.gov)

Prior to, or at move-in, residents are required to complete emergency contact information sheets. All of the information provided is kept confidential. This is to assist emergency responders in the case of a medical emergency. It is important that all requested information is completed. This includes your contact in case of an emergency and your contact in case you are reported missing.

Campus Emergency Information Line:  
866-794-8832



## The Facts Behind the Myths

**Myth:** My roommate and I have to become best friends.

**Fact:** While sometimes roommates do become best friends, most of the time they become good friends. You do not have to be best friends to have a fun and rewarding experience, but it is important that you learn to respect one another no matter what relationship may develop.

**Myth:** Having a *Roommate Agreement* will put restrictions on what I can and can't do.

**Fact:** A *Roommate Agreement* has guidelines to which you agree. It is not in place to restrict you. Everything you and your roommate(s) agree to should be things with which you are comfortable. If you are not comfortable with something, talk to your roommate(s) until you find a compromise that works for everyone.

**Myth:** If I just keep to myself and my side of the room, everything will be fine.

**Fact:** While this may work for a short time, you are living in a shared space and your paths will cross. Having open lines of communication from the beginning will allow for a friendlier environment.

**Myth:** My roommate and I need to be alike for us to get along and have a good year.

**Fact:** Having similar hobbies and habits can make it fun to live together. However, it is also good to get to know someone different than you. Your roommate(s) may have some great things to share with you. You may learn some new skills and interests.



## Roommate Survey

Sharing a room and living in a community are learned skills. There are benefits to developing good relationship skills. The skills you build now will serve you later in life. College students are mature and capable of handling the responsibilities of living in a campus community: responsibilities that include confronting someone who is violating your rights, being accountable for your responsibilities and behaviors, and recognizing your own behavior, and that compromises are necessary for living with other people. In order to do this, communication is a necessity!

Differences are normal and provide opportunities for growth and learning about different people and their lifestyles. Some roommates will become close friends – some may never be close, but will live together respectfully. Each roommate owes the other the courtesy of speaking to him/her first, if conflict arises.

**INSTRUCTIONS:** Please read and consider the following questions, then mark and select the option you prefer. Be prepared to discuss your preferences with your roommate(s) in order to reach mutual understanding for your *Roommate Agreement*. The *Roommate Agreement* will be completed during your first week of school. It can be utilized as a point of reference should future conflicts arise between you and your roommate(s). Select multiple options where applicable.



1. I prefer to go to bed between the hours of \_\_\_\_\_ and \_\_\_\_\_.
2. I sleep best when the room is:
  - a. completely silent and dark
  - b. cool
  - c. warm
  - d. it doesn't matter – nothing bothers me when I'm asleep
  - e. other (please specify): \_\_\_\_\_.
3. I prefer to wake up between the hours of \_\_\_\_\_ and \_\_\_\_\_.
4. The time of day I prefer to study is:
  - a. during the morning hours
  - b. during the afternoon hours
  - c. during the evening hours
  - d. late at night
5. The atmosphere conducive for my studying is:
  - a. in complete silence
  - b. with the stereo or TV on
  - c. alone
  - d. with others
  - e. outside of the room
6. In regard to my personal property (i.e. food, electronic equipment), I prefer:
  - a. to share everything
  - b. to allow my roommate(s) to use specified items without permission
  - c. to allow my roommate(s) to use items only after asking for permission
  - d. not to share any of it
7. If someone wants to borrow my property, I would prefer that my roommate(s):
  - a. lend it to the person
  - b. lend it to the person only if I previously granted permission to that specific person
  - c. never lend out anything of mine

8. Regarding appearance of the room, I prefer that it be:
- a. usually orderly and clean
  - b. sometimes orderly and clean
  - c. disorderly (i.e. no preference)
9. When cleaning the room (and bathroom, kitchen, living room where applicable), I feel that:
- a. my roommate(s) and I should take turns cleaning the entire room
  - b. my roommate(s) and I should each clean up our own mess
  - c. my roommate(s) and I should clean the room together
10. I would prefer that visitors, guests, and significant others:
- a. be welcome anytime
  - b. leave when I sleep or study
  - c. leave when I sleep or study, unless previously discussed on an individual basis
  - d. leave when I am in the room
11. I believe my roommate should inform me if he or she plans to have overnight guests or significant others staying in the room:
- a. one week in advance
  - b. 24 hours in advance
12. If my roommate(s) is frustrated or angry with me, I would want my roommate(s) to:
- a. tell me right away and talk about it with me
  - b. wait to see if the feeling subsides
  - c. talk to me about it later
  - d. tell our RA/CA
13. When I am upset, I need:
- a. to talk about things
  - b. space and time to deal with it on my own
  - c. my own space unless the feelings are directed toward my roommate(s)
14. If I were going to be gone for a weekend or longer, I would:
- a. want my roommate(s) to know where I am
  - b. let my roommate(s) know when I will return
  - c. want my roommate(s) to know where I am and let my roommate(s) know when I will return
  - d. prefer not to let my roommate(s) know my whereabouts



15. When I receive mail, I would prefer that my roommate(s)
- a. leave it in the mailbox for me to pick up
  - b. bring the mail to the room if my roommate(s) checks the box first and leave it for me
16. For safety and security reasons, I would prefer that the room
- a. be locked at all times
  - b. be locked when we are in the room
  - c. be locked when we are not in the room
  - d. be locked when I go to bed or am asleep
17. I would like to have private time in the room:
- a. during certain set hours to be arranged (specify)
  - b. to be determined on a situational basis
18. Is it acceptable for your roommate(s) to be intimate with his/her partner in the room when you aren't present? Is it acceptable while you are in the room?
- a. No, it is not at any time
  - b. Yes, but only when I am not present
  - c. Yes, at any time

19. How would you feel if your roommate(s) used alcohol outside the room/suite?

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20. How would you feel if drugs/alcohol were in the room/suite?

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## Meet Your Staff...

**The Resident Advisors (RAs)** are full-time SDSU students who have had intensive training on a variety of issues college-age students encounter on a daily basis. RAs live on each floor of the residence halls and work on a part-time basis. RAs are available to listen to your concerns and help you seek additional help when necessary. In addition, RAs serve as facilitators for community building and regularly plan programs for the residents in his/her respective communities. RAs are also responsible for bringing inappropriate conduct to a resident's attention. Applications for Resident Advisors are accepted year-round.

**The Community Assistants (CAs)** are full-time SDSU students who have had intensive training on various issues that affect upper-class students (sophomores and above). CAs live in Tarastec, Toltec and Villa Alvarado. CAs are available to listen to your concerns and mediate roommate conflicts. CAs are also responsible for bringing inappropriate conduct to a resident's attention. Applications for CAs are accepted year-round.



**Academic Mentors (AMs)** are returning full-time SDSU students who collaborate with the RAs/ CAs and Residence Hall Coordinators to create an educational environment. AMs serve as a resource, mentor, and a program planner, as well as community development agents for the residents living in learning communities.



**Desk Assistants (DAs)** are the front desk student-staff members responsible for assisting you with customer service, in monitoring the security of the hall, disseminating information and equipment, processing mail and enforcing expectations related to safety procedures. They are on duty 24-hours-a-day, with the exception of Villa Alvarado, Tarastec, Toltec and Zapotec.

**Security Monitors (SMs)** are student-staff members committed to enhancing the security of the halls. They provide additional evening service, monitoring main building entrances and checking in residents and guests. DAs and SMs depend on you to show your student ID card with hall sticker every time you pass the desk. Applications for DAs and SMs are accepted year-round. Please see your Front Desk Security Manager (FDSM) for details.



**RezCon Assistants (RCAs)** help you get your computer set up and connected to online services, including email and the Internet. RCAs can only help you with network connectivity issues. (For general computing questions, call the Student Computing Help Desk or your computer's manufacturer.)



**Faculty-in-Residence (FIRs)** are your connection to enhanced academic potential. As members of the SDSU Residential Education team, FIRs play an integral role in helping you grow and succeed academically. Faculty-in-Residence serve as liaisons between SDSU faculty and students.

These San Diego State University faculty members live in apartments located within the campus residence halls. They work closely and cooperatively with the residential staff. Together, they develop academic communities and meet the needs of residents by encouraging their intellectual stimulation and academic success.

**Front Desk Security Managers (FDSMs)** are experienced full-time SDSU graduate student/staff members who provide leadership in residence hall management issues. They assist the Residence Hall Coordinator in managing facility functions for residents in the hall. Major responsibilities include assisting the RHC in overall hall management and assuming primary responsibility for the desk operation.

**Residence Hall Coordinators (RHCs)** are full-time, master's level professionals who live in the halls.

## Meet Your Staff... (continued)

The RHCs work with hall staff and residents to provide a link to all the resources of the university and to assist residents in developing a positive residential community. Every RHC supervises a Front Desk Security Manager, and the part-time Resident Advisors/Community Assistants who live on every floor of the hall/apartment. The RHCs also advise the hall council; maintain hall security; meet with students regarding student conduct issues; and coordinate hall activities and programs.

### Custodial and Maintenance

**Custodial team members** are here seven days a week to provide cleaning services. Taking pride in the living areas is everyone's responsibility. Residents should place all trash in trash chutes or outdoor dumpsters. The custodial crew does not clean up inappropriate trash or messes made by students; rather, they work to ensure a clean and sanitary community. Residents are expected to assist the staff by not using restrooms while they are being cleaned.

**Maintenance staff** complete repairs by prioritizing and scheduling requests as they are received. They depend on you to let them know what needs to be done. You notify staff of a maintenance need by initiating a service request at your hall's front desk. Your desk staff will enter your request in a database as you explain what needs to be done (please be as detailed and specific as possible). In some cases, parts must be ordered, and it may take additional time to complete the work. If it is necessary to enter your room to make a repair while you are out, they will leave a notice for you that they have worked in your room. Maintenance staff will only enter rooms to service requests. Please call your front desk to report any after hours building emergencies.

Learn more at our website: [www.sdsu.edu/housing](http://www.sdsu.edu/housing)



# Sexual Assault, Domestic Violence, Stalking

SDSU is committed to a community free from crimes of sexual assault, rape, domestic violence, dating violence, sexual harassment, and stalking. All members of the university community share responsibility for upholding this policy as we strive to attain our goal of a violence-free community.

Individuals alleged to have committed sexual assault may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, employees and students may face discipline/sanctions at the university. Employees may face sanctions up to and including dismissal from employment, per established CSU policies and provisions of applicable collective bargaining unit agreements. Students charged with sexual discrimination, harassment or violence will be subject to discipline, pursuant to the California State University Student Conduct Procedures (see Executive Order 1098 at *studentaffairs.sdsu.edu/srr/discipline1.html*) and will be subject to appropriate sanctions. In addition, during any investigation, the university may implement interim measures in order to maintain a safe and non-discriminatory educational environment. Such measures may include immediate interim suspension from the university, required move from university-owned or affiliated housing, adjustment to course schedule, or prohibition from contact with parties involved in the alleged incident.

SDSU's primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other university policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Student Conduct Code.

For more information about sexual violence and prevention information at SDSU, please contact Jessica Rentto, Title IX Coordinator, Administration, Room 320, [jrentto@mail.sdsu.edu](mailto:jrentto@mail.sdsu.edu), or (619) 594-6017. You can also refer to [oerc.sdsu.edu/pdf/SDSU\\_Title\\_IX-Sexual\\_Violence\\_Booklet.pdf](https://oerc.sdsu.edu/pdf/SDSU_Title_IX-Sexual_Violence_Booklet.pdf).



## Title IX Notice of Non-Discrimination

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

- **Sexual Discrimination** means an adverse 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 genderbased harassment, which may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. See further information in CSU's Sexual Violence Prevention and Education Statement (including facts and myths) located in Section II of this booklet or online at [http://oerc.sdsu.edu/pdf/Sexual\\_Violence\\_Prevention\\_and\\_Education\\_Statement.pdf](http://oerc.sdsu.edu/pdf/Sexual_Violence_Prevention_and_Education_Statement.pdf).
- **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. See further information in CSU's Sexual Violence Prevention and Education Statement (including facts and myths) located in Section II of this booklet or online at [http://oerc.sdsu.edu/pdf/Sexual\\_Violence\\_Prevention\\_and\\_Education\\_Statement.pdf](http://oerc.sdsu.edu/pdf/Sexual_Violence_Prevention_and_Education_Statement.pdf).

## **Who to Contact If You Have Complaints, Questions or Concerns**

Title IX requires the university to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. SDSU's Title IX Coordinator is available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the university's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters. **If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.**

### **Title IX Coordinator:**

#### **Jessica Rentto**

Associate Vice President,  
Administration  
Division of Business and Financial  
Affairs  
5500 Campanile Drive  
San Diego, CA 92182-1620  
619-594-6017  
jrentto@mail.sdsu.edu

Duties and Responsibilities: Monitoring and oversight of overall implementation of Title IX Compliance at the University, including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the University community.

### **Title IX Deputy Coordinator:**

#### **Lee Mintz**

Director, Center for Student Rights and  
Responsibilities  
5500 Campanile Drive  
San Diego, CA 92182-7443  
619-594-3069  
lmintz@mail.sdsu.edu

If you have a complaint against an SDSU student for sexual harassment, sex discrimination, or sexual assault, you should contact Dr. Lee Mintz. Dr. Mintz is responsible for Title IX compliance for matters involving students, including training, education, communication, and administration of grievance procedure for all complaints against SDSU students.

#### **Thom Harpole**

Director, Office of Employee Relations  
and Compliance  
5500 Campanile Drive  
San Diego, CA 92182-1695  
619-594-6464  
tharpole@mail.sdsu.edu

If you have a complaint against an SDSU faculty or staff member, or visitor for sexual harassment, sex discrimination, or sexual assault, you should contact the Office of Employee Relations and Compliance.

The Office of Employee Relations and Compliance Director is responsible for Title IX compliance for matters involving faculty and staff, including training, education, communication, and administration of grievance procedure for all complaints against faculty, staff and visitors, including those complaints filed by students.

## Most Commonly Asked Questions

### How can I get involved in the residence halls?

The Residence Hall Association (RHA) is the student governing body of all on-campus residents at San Diego State University. The RHA not only serves as the representation of all residents on campus, but it also serves as a programming board for the residence halls. Involvement opportunities include the RHA programming board, your individual Hall Councils, SPEAR Late Night Programming board, and Aztec Nights. RHA and Hall Councils are responsible for planning many different types of activities such as Vegas Nights, and community services events. Every student living in the halls is a member of RHA, so we would love to invite you to participate in making a difference in your living experience at SDSU.

### How do I request another room?

Room change sign-ups for anyone who wishes to move for any reason are scheduled during the fall semester and usually once during the spring semester only after the first two weeks of each semester, and are accommodated only as space permits. There is a processing fee to move to another room. Room changes at any other time are permitted only if approved by your Residence Hall Coordinator and/or Housing Administrator, after consultation with your Resident Advisor/Community Assistant.



### What if I want to move into another hall?

Depending on space availability, hall change sign-ups may be scheduled for fall semester. Changes for the spring semester must be completed before the end of the fall semester. There is a processing fee to move to another hall.





### **If my roommate moves out, can I keep my room to myself?**

No. If a space becomes available in a double room, the remaining resident will be asked to either consolidate (accept a new roommate or move in with another resident who is alone in a double room), or to pay the additional charge to keep the room as a single. (This option depends on the expected needs of the Office of Housing Administration, and may change from semester to semester.) Be a gracious roommate. Failure to prepare your room for a new roommate, or any effort to make a new roommate feel unwelcome, is considered a violation of policy.

### **What if I need housing over break periods?**

All of the residence halls, except Villa Alvarado, Granada, Toltec, Tarastec, Zapotec, and University Towers, close during Thanksgiving, winter, and spring breaks. The previously mentioned complexes are open during these periods, at no additional charge, for students who live there throughout the academic year. You cannot “temporarily” move to one of these complexes during any of the break periods. If you unexpectedly must stay near campus during one of the scheduled breaks, there are hotels and motels close to SDSU.

### **What if I lose my key or access card?**

Let the front desk know at once. A lost key or card poses a security risk! Replacement of lost or stolen keys and swipe cards will be ordered and you will be billed.

### **Do I need renter’s insurance?**

The university has no insurance to cover personal property damage. Therefore, the university highly recommends that you obtain insurance, such as a renter’s policy. (Your parents’ homeowners insurance policy may cover theft or damage of property in your room. Check with your insurance agent.)



## Most Commonly Asked Questions (continued)

### What if I need to cancel my contract for housing?

The *Student Housing License Agreement* is a legally binding document. By signing it, you have agreed to certain terms and conditions, which include expectations for occupancy and conduct. Breaking this contract has costly consequences. You may request a “Contract Release” at any time. Depending on your reason, and documentation provided to support your request, you will be charged either 30 days or end of contract of rent beyond the day that you check out of your room. Generally, the charge is the end of contract rent unless you are also withdrawing from the university. For more information about Contract Release, refer to the *License Agreement* or contact the Office of Housing Administration.

### Do I need health insurance?

During the period covered by your *License Agreement*, you must be covered, at your own expense, by health and accident insurance. This must be on either an individual or group basis, with minimum coverage of \$2,000 in hospital benefits, \$150 in medical benefits, \$350 in surgical benefits, and \$50 in emergency outpatient benefits per accident or sickness. If you are not already covered by your own or your parents’ health insurance plan, you must obtain health insurance. The Associated Students Business Office has information about student health insurance.



### Where should I go if I feel ill?

Student Health Services on campus is staffed by full-time health professionals who are able to provide you with primary health care. Whenever possible, you should schedule an appointment in advance to see a health care provider. Scheduling an appointment can reduce your waiting time. You may also request to see a specific health care provider. To make an appointment call 619-594-5058.



## **What types of services do Counseling & Psychological Services offer?**

Therapists in Counseling & Psychological Services offer many services including individual counseling, group therapy, alcohol and drug counseling. Periodically, workshops and presentations on healthy living and mental well-being related topics are also offered. You can call 619-594-5220 or stop by Calpulli Center, room 4401, for assistance.



## **What if I lock myself out?**

Staff will assist you in room entry and you will be charged \$25 per entry, regardless of the reason for lock out. Staff may not be readily available and you may be required to wait. Repeated incidents can result in judicial action.



## **How can I get something repaired in my room?**

For Cuicacalli, Villa Alvarado, Maya & Olmeca, Tenochca and Chapultepec, repairs will be made on a priority basis when a service request is completed. Request a repair by initiating a service request at your hall's front desk. Please be aware that it may take several days or longer for a service request to be completed. In some cases, parts must be ordered and it may take additional time to complete the work. If it is necessary to enter your room to make a repair while you are out, the maintenance staff member will leave a notice for you that they were working in your room.

## **Work Order sites:**

Here are the web links by property for submittal of work orders for your room or apartment:

[www.utowersworkorder.com](http://www.utowersworkorder.com) (for University Towers)

[www.pdsworkorder.com](http://www.pdsworkorder.com) (for Piedra del Sol)

[www.granadaworkorder.com](http://www.granadaworkorder.com) (for Granada)

[www.atownsdsu.com](http://www.atownsdsu.com) (for Tarastec, Toltec and Zapotec)

## Most Commonly Asked Questions (continued)

### What's the difference between "courtesy hours" and "quiet hours"?

Courtesy hours require that residents do not exceed reasonable noise limits to ensure that other residents are not disturbed. They are in effect at all times. During quiet hours, noise should not be detectable outside of individual rooms. Quiet hours are in effect 9 pm to 10 am Sunday – Thursday and midnight to 10 am Friday and Saturday. Quiet hours extend to all public areas, pools and quads. Amplified sound is prohibited. Please be advised that normal work hours for maintenance and custodial services are 7 am to 6:30 pm. These services are exempt from courtesy and quiet hours. Courtesy hours and quiet hours are enforced outside of the building as well as inside. Loud talking or groups that disturb others are not permitted.

### How can I get my computer hooked up to the Internet and wireless access?

The best option is to use RezCon which provides a fast wireless connection right from your room. Full details on how to connect are located on the RezCon Web site at: [rezcon.sdsu.edu](http://rezcon.sdsu.edu).



### Where do I eat?

Your meal plan enables you to take advantage of a special community way of life, which includes quality food choices and a friendly dining atmosphere. The primary residential dining facility is The Dining Room at Cuicacalli Suites. With your meal plan, you can purchase food at numerous locations on campus, including the markets and The Dining Room. Refer to your Aztec Shops website at [www.eatatsdsu.com](http://www.eatatsdsu.com) for more information on each meal plan and the locations where you can use your meal plan.



### **Can I change my meal plan?**

You can change your meal plan by contacting SDSU Dining. There is a processing fee to change your plan. Changes may be made only during the following dates:

September 8-12, 2014, effective September 22, 2014

November 17-21, 2014, effective January 21, 2015

February 2-6, 2015, effective February 16, 2015



### **Where can I cook?**

Stoves, refrigerators/freezers, and microwave ovens are provided by the Hall Council in the kitchenette of most residence halls. Ask your front desk how to check out equipment or reserve the kitchen.



### **Am I permitted to have guests?**

All visitors and guests must be escorted by you at all times. You accept responsibility for the behavior of your visitors and guests, and must inform them of university and housing regulations. You are allowed no more than three guests in your room at any given time (two guests per licensee in Cuicacalli, Tenochca, Maya, Olmeca, and Chapultepec). If you live in an apartment you, your roommates, and guests may not exceed double the occupancy of the apartment at any time. Residents living in designated over-the-break housing may have only one guest at a time during break periods.

### **May I host an overnight guest?**

The overnight guest privilege is extended to all residents on a temporary and occasional basis **only** after securing approval from his/her roommate(s) and registering the guest at the hall desk, per the *License Agreement*.

## Most Commonly Asked Questions (continued)

### I'm uncomfortable with the drinking and drug use in my hall. Do I have to put up with it?

No. Alcohol is not permitted in the residence halls, except a limited amount for students of legal age in Villa Alvarado, Toltec and Tarastec. Other drugs are not permitted. Alcohol use and binge drinking create problems for millions of college students who are not binge drinkers. Known as secondhand binge effects, these may include physical assault, sexual harassment, sexual assault (rape), interrupted sleep, property damage, impaired study time and a generally unpleasant college experience. Concerned or inconvenienced residents should feel empowered to insist that other residents comply with the alcohol and other drugs policy, and, if they are not successful in their efforts, the hall staff should be notified to request further action be taken. Underage drinking has stiff penalties in California. These penalties include a \$250 fine, suspension of a driver's license, community service, mandated counseling, and university judicial sanctions. Judicially mandated intervention will include a fee of at least \$100. Additionally, students who violate alcohol and drug policies may be suspended or, in some cases, expelled. Expulsion is systemwide, which means any student expelled from SDSU will never be permitted to attend any California State University.



## Policies & Regulations

Described below are the Policies & Regulations that govern all residence hall occupants. By completing and signing the Student Housing License Agreement and taking occupancy of a residence hall room or apartment, you hereby agree to all provisions and understand that violation of policies will result in disciplinary intervention.

*\*These policies are subject to change, without notice.*

**Accountability.** Each resident is viewed as a responsible person who will be held accountable for their own actions and those of their guests. When misconduct is reported, every incident will receive due process in accordance with campus policy following the appropriate courses of action as determined by the University Police department and/or campus administration. Incident investigation requires adequate time for completion before any action will be taken.

### **Alcoholic Beverages.**

1. No resident or guest may possess or consume alcohol in the residence halls – except Tarastec, Toltec and Villa Alvarado apartments.
  - a) The possession of empty alcohol containers, including shot glasses, may be considered evidence of consumption of alcohol previously contained therein and are therefore prohibited from the residence halls.
  - b) No person may be in the presence of alcoholic beverages.
- c) Gross consumption of alcohol and the results of such consumption (such as disruptive or destructive behavior, vomiting or urinating on floors and hallways, incidents or conditions necessitating extra care by staff and other such acts) are prohibited.
- d) Residents or guests of any age may not possess alcohol or drug consuming devices/paraphernalia.
2. In addition to these policies, residents are expected to abide by the University alcohol policy, which applies to all campus living environments. The University alcohol policy can be viewed online at <http://senate.sdsu.edu/policy/pftoc.html>.

### **Alcoholic Beverages –Tarastec, Toltec and Villa Alvarado apartments ONLY.**

1. No resident or guest under 21 years of age may possess or consume alcohol in Tarastec, Toltec and Villa Alvarado apartments.
  - a) Neither residents nor guests of any age may possess or consume hard liquor, such as whisky, rum, vodka etc. in Tarastec, Toltec and Villa Alvarado apartments.
  - b) The possession of empty alcohol containers, including shot glasses, may be considered evidence of consumption of alcohol previously contained therein.
  - c) No person under 21 years of age may be in the presence of alcoholic beverages.
  - d) Gross consumption of alcohol and the results of such consumption (such as disruptive or destructive behavior, vomiting or urinating on floors and hallways, incidents or conditions necessitating extra care by staff and other such acts) are prohibited.
  - e) Guests, of any age, are not permitted to bring alcohol into a residence hall.

- f) Residents or guests of any age may not possess alcohol or drug consuming devices/paraphernalia.
- 2. Residents 21 years of age or older may possess and consume beer and wine under the following conditions:
  - a) Only in of-age Licensee's apartment (not including balcony) with the door(s) closed, with no one under 21 present at any time.
  - b) Licensee's guest(s) age 21 or older, may consume beer and wine only in Licensee's apartment (not including balcony) with the door(s) closed, with no one under 21 present at any time.
  - c) No residence hall room with one or two residents age 21 or over may contain more than a total of 72 oz. of beer or 750 ml. of wine, including sparkling wine.
  - d) No residence hall room with three or more residents age 21 or over, may contain more than a total of 144 oz. of beer or 1500 ml. of wine.
- 3. In addition to these policies, residents are expected to abide by the University alcohol policy, which applies to all campus living environments. The University alcohol policy can be viewed online at <http://senate.sdsu.edu/policy/pftoc.html>.

**Appliances.** University-provided MicroFridges, refrigerators and microwaves are the only permitted appliances for use in the residence hall rooms for food preparation or storage. No hot plates (including candle warmers), coffee makers, toasters, popcorn poppers, ovens, grills, electric water coolers, or other cooking appliances are permitted in student rooms or suite areas (except in the kitchen areas of Piedra del Sol, Granada, Toltec, Tarastec, Zapotec and Villa Alvarado). Space heaters are prohibited in all residence halls. No

personal refrigerators are permitted in any student room, suite, or apartment. Violations will result in disciplinary action and any monetary charges for costs attributed to removal or repairs will be the responsibility of the Licensee.

**Bathrooms.** Residents and their guests are not permitted to enter or use bathrooms designated for the gender of which they do not identify.

**Bicycles.** Bicycles are not permitted in buildings (including residence hall rooms) or in courtyards, patios or balconies. Bicycles may be stored only in the designated bike storage area near or adjacent to a hall/apartment during occupancy. Bicycles placed or stored in any other location will be impounded.

**Candles/Incense/Flammables.** The burning of any materials, including incense or candles, is prohibited except when prior written request and written approval has been obtained from the Director of Housing Administration and/or Director of Residential Education (or their designee) for the purpose of religious or spiritual observance only.

**Cleanliness, Health and Hygiene.** Resident agrees to make reasonable efforts to maintain proper personal cleanliness and hygiene. Rooms, apartments and suites must be kept clean and sanitary at all times, including proper disposal of empty food and beverage containers. Residents may not violate these regulations or interfere with the safe and clean environment of others. Residents are prohibited from activities that violate any health code. The University reserves the right to inspect suites, rooms and apartments



on an as needed basis. If any room, suite or apartment is found to be cause of a health and safety violation, the University may have the room, suite, or apartment cleaned at the expense of the resident and/or roommate(s) and/or suitemates. Charges for pest control services will be added, if needed.

**Close Down Over Breaks.** During vacation breaks and closedown, residents must unplug all electrical items, except permitted refrigerators and MicroFridges. Residents who are not in over-the-break housing must vacate their room according to the terms outlined in the License Agreement.

**Commercial Ventures/Solicitation.** Licensee agrees to not use any area of the residence hall for commercial or non-residential purposes, nor will Licensee participate in, permit, or encourage door-to-door solicitation in the housing facilities.

**Community Living.** Residents agree to conduct themselves in a manner that is conducive for fellow residents to study, live, and sleep. Each resident also agrees to demonstrate reasonable efforts to resolve roommate and/or community issues. Residents are expected to report violations of the License Agreement to staff members.

**Damages.** Residents and/or their guests who accidentally or intentionally damage any residence hall property, and/or property belonging to any member of the campus community, will be required to make restitution for repairs and/or replacement at the resident's expense and disciplinary action will be pursued.

**Decorating/Posting.** Posters and decorations may be attached only to interior walls, and only with materials that will not cause any permanent damage. Charges will be assessed for damages resulting from improper attachment at a minimum rate of \$40. Exterior wires, signs, aerials or satellite dishes are not allowed. Painting of rooms is not allowed. Posting of any materials on exterior surface of room doors is prohibited, except for name identification and SDSU-approved and supplied dry erase message boards. Posting on windows and ceilings is also prohibited. Holiday decorations inside rooms are permitted only if safe and do not present a fire hazard. Non-UL approved lights are prohibited. Cut/live trees and foliage are prohibited in apartments, student rooms and suite areas.

**Doors/Door Locks.** Tampering with, disabling, or modifying the operation of apartment, room or suite doors or door locks is prohibited. Any resident and/or guest of a resident responsible for such violation will be subject to disciplinary action. Any charge for costs attributed to repairs of doors or door locks will be the responsibility of the resident.

**Duty to Follow Directives/Failure to Respond.** Each resident is expected to respond to and follow all written and verbal directives or requests of University staff promptly and act in an appropriate manner. This includes answering the door and checking voicemail, e-mail, and mailbox on a regular basis. Failure to comply with directions of, or interference with, any University official while acting in the

performance of official duties will result in disciplinary action.

**Electrical Safety.** Extension cords are not permitted. UL approved, grounded power strips with circuit breakers should be used for all electrical equipment including computer and computer related hardware. A maximum of two power strips may be used per room, in separate outlets. No modifications to, or changes in, electrical wiring are permitted. No “splices,” “octopuses” or modification devices of any kind may be used to add plugs in resident’s room or suite. Excessive electrical equipment is prohibited. Residents in apartments, rooms or suites found to generate circuit overloads will be investigated. Repeat violations will result in disciplinary action and any charges for costs attributed to removal or repairs will be the responsibility of the resident.

**Elevators.** If an elevator malfunctions, press the alarm and stay inside until help arrives. Do not attempt to jump up and down, pry open or hit doors, or climb out. Licensee will be charged the cost to retrieve items dropped down shafts, or repairs due to Licensee or their guests’ negligence or damage, including damages resulting from exceeding the posted elevator capacity.

**Explosives.** Residents shall not possess any firearm, ammunition, fireworks, explosives, gasoline, propane, highly flammable material, or any other weapon. Violation of this policy may result in criminal prosecution.

**Fake IDs.** The use, display, production, and/or possession of fake or fraudulent forms of identification, including identification that belongs to another

person, is prohibited; such ID will be turned over to the University Police. Violation may result in both legal and disciplinary action.

**Fences.** Fences are designed for the safety of the residential community. Students are not permitted to climb over/under fences or prop gates open, thereby, compromising the safety of the community.

**Fire Alarms/Fire Safety.** Tampering with, disabling, deactivating, removing, covering, or improperly activating fire safety detection equipment including fire extinguishers, fire alarms, sprinklers and smoke detectors is prohibited. Any resident and/or guest of a resident responsible for violation are subject to eviction and criminal and civil penalties. Door closers must not be removed. Use of prohibited cooking or other devices that cause activation of the system will result in disciplinary action and a charge for costs attributed to the alarm. During a fire alarm or other emergency where evacuation is required, residents must immediately exit the building.

**Food Service.** While in any campus dining facility, Licensee agrees to bus dining table and to pick up any trash left behind in order to promote a more pleasant dining environment. Shoes and shirt are required to be worn at all times. Licensee may not allow others to use Licensee’s meal plan.

**Furnishing False Information.** Residents must provide accurate and truthful information, including properly identifying themselves and guest(s), upon request by University staff.

## Policies & Regulations (continued)

**Gambling.** Gambling is prohibited in all residence halls and on all university grounds.

### Guests (except Tarastec, Toltec and Villa Alvarado apartments).

1. A guest is any person who is permitted by a Licensee, and approved by the Residential Education Office, to occupy and/or reside in, for a limited time, a housing facility. Guests, including residents of other halls, must register a valid photo ID for entry at the front desk. Visitors and guests, including residents of other halls, must be escorted and in attendance by Licensee at all times. Licensee accepts responsibility for the behavior of Licensee's guests and must inform guests of University regulations. Licensee is allowed no more than three guests in Licensee's room in University Towers, Granada, Piedra del Sol and Zapotec at any given time and two guests per Licensee in Cuicacalli, Tenochca, Maya, Olmeca and Chapultepec at any given time.
2. Residents living in designated over-the-break housing may have only one guest at a time during break periods.
3. Overnight guest(s) privileges are extended to residents on a temporary and occasional basis only after securing approval from any and all roommates, and registering the guest(s) at the hall front desk. Overnight guests must be housed only in the hosting resident's room. An overnight guest is considered anyone whose visit lasts more than six hours, beginning or falling between the hours of 9:00pm and 6:00am. The same guest may not stay in a residence hall for more than four (4) nights per calendar month and may only stay two (2) consecutive nights per calendar month. Disciplinary action will be taken and a guest fee will be charged to the resident for any

guest whose stay exceeds this limit. The University reserves the right to deny access to any person.

### Guests (Tarastec, Toltec and Villa Alvarado).

1. A guest is any person who is permitted by a Licensee, and approved by the Residential Education Office, to occupy and/or reside, for a limited time, in a housing facility. Visitors and guests, including residents of other halls, must be escorted and in attendance by Licensee at all times. Licensee accepts responsibility for the behavior of Licensee's guests and must inform guests of University regulations. Licensees' of an apartment and their guest(s) may not exceed double the occupancy of the apartment at any time.
2. Residents living in designated over-the-break housing may have one guest at a time during break periods.
3. Overnight guest(s) privileges are extended to residents on a temporary and occasional basis only after securing approval from any and all roommates and registering the guest(s) with the Residential Education Staff. Overnight guests must be housed only in the hosting resident's room. An overnight guest is considered anyone whose visit lasts more than six hours, beginning or falling between the hours of 9:00pm and 6:00am. The same guest may not stay in an apartment for more than eight (8) nights per calendar month. The University reserves the right to deny access to any person.

**Halogen Lamps.** Halogen lamps of any type are prohibited in the residence halls.

**Illegal Drugs.** No drugs, narcotics, or controlled substances, including medical marijuana, may be possessed, used, sold nor distributed at the

University or in the residence halls. No drug paraphernalia, including any type of bong, pipe, and the like, may be possessed, used, sold nor distributed at the University or in the residence halls. No person may be in the presence of drugs, narcotics, controlled substances or drug paraphernalia, including any bongs, pipe, and the like, at the University or in the residence halls. Prescription drugs may only be used as prescribed, by the person to whom they are prescribed. The sharing or distribution of prescription drugs is against policy and the law. Use of drugs and the results of such use (such as disruptive or destructive behavior, vomiting or urinating on floors and hallways, incidents or conditions necessitating extra care by staff, and other such acts) are prohibited.

**Lockout Key, Swipe Card, and Access Devices.** When the resident moves into the residence hall, they are provided a room key(s), swipe card or other form of access device. Lost or stolen keys/swipe cards/access device must be reported within 24 hours at the hall's front desk and a lock change will be ordered. Resident will be billed for lost/stolen keys and/or access device and/or swipe cards in all the residence halls. Residents must exercise care in usage of these items. These access items may not be given/loaned to any person other than specifically assigned resident. Staff will assist residents in room entry and the resident will be charged \$25 per entry, regardless of reason for lock out. Staff may not be readily available and the resident may be required to wait. Multiple incidents may result in disciplinary action.

**Mistreatment of Staff.** Threats, harassment, abusive behavior, unwanted touching, and any other mistreatment of staff are grounds for University disciplinary action, eviction and criminal prosecution.

**Noise.** Noise is any sound, human or otherwise.

1. Quiet hours are observed from 9:00 p.m. to 10:00 a.m., Sunday through Thursday, and from midnight to 10:00 a.m. on Friday and Saturday. During quiet hours, residents and guests must limit noise so it is not detectable outside of individual rooms. During quiet hours, noise levels are also limited in all public areas, including hallways, recreation/study rooms, balconies, pools and outdoor areas.
2. During final examination periods, all halls will observe quiet hours 24 hours per day beginning at 9:00 p.m. two (2) days prior to the University's first scheduled final examination and ending at the close of the building and/or the end of the University's last scheduled final examination.
3. During times not designated as quiet hours, residents and their guests must limit noise so as to reasonably avoid disturbing other residents. Loud talking or group gatherings that disturb others are not permitted.
4. Amplified sound, playing of drums and other loud instruments, as well as noisy games, electronics, etc., are prohibited at all times in the residence halls.
5. The noise policy also applies to loud talking and group gatherings outside the residence halls.
6. General custodial and maintenance activities are exempted. Specific projects performed by contractors may start at 8:00 a.m.

**Online Social Networks.** Licensee will be held accountable for postings depicting or describing violations of residence hall regulations and campus policies.

**Passive Involvement.** Residents are responsible for choices they make. In the presence of a policy violation, residents may attempt to stop the violation, contact residential staff and/or immediately remove themselves from the situation and the vicinity of the violation. If a resident chooses to remain at the scene of a policy violation, they will be included on the Incident Report and may be held accountable for a policy violation.

**Pets.** Animals of any kind, except fish in a bowl up to 2-gallon capacity, are not allowed in the residence hall rooms, in the hall common areas, or on the premises (except by faculty or full-time professional staff when approved by the Director of Housing Administration and Director of Residential Education). Residents may not feed/shelter stray animals. Residents are obligated to tell hall staff about stray animals so appropriate action can be taken to remove and protect the animal.

**Photography.** Persons in bedrooms, bathrooms, and dressing areas may not be filmed, recorded or photographed without specific written resident consent.

**Physical Abuse and Harassment.** Abusive physical and verbal behavior, and threats of physical abuse toward residents, guests, or staff, are violations of policy and will not be tolerated. Such conduct may be grounds for disciplinary action, removal from the residence hall, eviction, and/or criminal prosecution.

Examples of prohibited conduct include, but are not limited to sexual and racial harassment, threats of violence, sexual assault, fighting, punching, slapping, kicking, scratching and pushing. Practical jokes and pranks or other disruptions are prohibited in the campus community.

**Public Health and Safety.** The University reserves the right to close the residence halls if such a closure is required to protect the public health and/or safety of residents.

### Safety/Security.

1. Residents must present their SDSU RedID card and/or building identification every time they enter their residence hall. Keys, swipe cards and access devices are for residents only; lending these items or RedID to another individual is not allowed. Possession of a swipe card for a building that Licensee does not live in is against policy.
2. Emergency equipment, including fire alarms, AEDs, and smoke detectors may not be tampered with at any time.
3. Room signs and directional signs may not be tampered with or removed.
4. Public doors may not be propped open.
5. All rooms and suites are subject to regular safety and maintenance inspections by the staff.
6. All first floor rooms have University-provided window/door security bars for the security of residents; it is the responsibility of each resident to use them. Residents will be billed to replace window/door security bars.

**Skateboards and Scooters.** The use of scooters, roller blades, and skateboards within the residence halls and on

or adjacent to university property is prohibited and such users are subject to citation and fine by the SDSU Police Department as well as disciplinary action.

**SDSU Residential Housing Network Acceptable Use Policy.** The University provides wireless connections to all of the residence halls. Internet access is not guaranteed and may not be available to some residents under certain circumstances. University policy describes what use is acceptable and appropriate for your residential network connection. By connecting to or using a network connection in your residence, Licensee agrees to abide by University policies. It is strongly recommended that Licensee review the University's Acceptable Use Policy (AUP) at <http://security.sdsu.edu/policy/housing-aup.html>, which is incorporated into this License Agreement. Disciplinary Procedures, Business Affairs, Academic Affairs, SDSU Human Resources, or law enforcement officials, as appropriate, will adjudicate violations of the Acceptable Use Policy. The SDSU Computing Security Officer may temporarily suspend network privileges of any University user while suspected violations are being investigated or adjudicated, even if it affects network services of roommate(s) and/or suitemates. If Licensee's network privileges are suspended, Licensee must pay to be reconnected. Licensee's network privileges will be permanently revoked after the third violation. Depending on the severity of the violation, Licensee's network privileges may be revoked after one violation.

**Smoking.** SDSU is a smoke free campus. Smoking, hookahs, and water pipes are prohibited in all University buildings, including residence halls, student rooms, lounges, recreation rooms, public areas, hallways, stairwells, balconies, walkways, courtyards and pool areas. Smoking is prohibited in outdoor areas including courtyards and community centers. Smoking is defined as inhaling, exhaling, burning, or carrying a lighted or vapor-producing tobacco product. Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff). The SDSU Smoking policy may be found at <http://smokefree.sdsu.edu>.

**Solicitation.** Solicitation of any kind, without prior approval by the Director of Residential Education or designee, is prohibited. Door to door solicitation is prohibited at all times. Additionally, residents are prohibited from knowingly or willfully permitting solicitors from entering the residence halls to solicit.

**Swimming Pools.** Swimming in a residence hall pool is limited to residents and their guest(s). No lifeguard is on duty at any time and swimming is at each person's own risk. Pool use hours are dawn to dusk each day except during Residential Education, Residence Hall Association, or Hall Council sponsored events that must end by quiet hours. Portable swimming pools are prohibited in all residence halls and on all university grounds.

**Theft/Non-Accidental Damage.** Theft of, or non-accidental damage to campus property, or property in the possession of, or owned by, a member of the campus community, is prohibited. This includes borrowing without specific prior approval, and the relocation of lounge or common area furniture.

**Throwing Objects.** Balls, sports equipment and any other item may not be used inside the residence halls and fire lanes. No object may be thrown or dropped from a window, balcony or opening.

**Unauthorized Entry or Use.**

Unauthorized entry into, unauthorized use of, or misuse of personal or campus property is prohibited.

**Video Cameras.** Video cameras may be located in the residence hall elevators and other common areas (e.g., lobby, lounge, laundry room, hallways, dining facilities, etc.) for the protection of residents. Exterior cameras may monitor outside areas near the residence halls. Covering, breaking, damaging or tampering with video cameras is a violation of policy and will result in disciplinary action.

**Weapons.** Firearms, ammunition, fireworks, explosives, highly flammable materials, weapons, projectile devices, guns or knives, tasers, swords, hatchets, or replica weapons, or any other weapon or material or instrument which poses a risk of damage or injury is strictly prohibited and a violation of the law.

**Definitions (in all cases include, but are not limited to, the following):**

- **Firearms** - Any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets or shots (including paint balls or darts) regardless of the propellant used. This includes air-soft guns, ornamental rifles used for ROTC training, and “replica” weapons.
- **Weapons** - Any instrument of combat possessed or carried for the purpose of inflicting or threatening bodily injury, including a blackjack, slingshot, billy, sand club, sandbag, metal knuckles, or tasers. Replica weapons used for classes or student activities are prohibited.
- **Knives** - Dirks, daggers, ice picks, pocketknives, or knives having a fixed blade longer than 2-1/2 inches (California Penal Code 626.10). This does not apply to the lawful use of cutlery and other eating implements used in food preparation or consumption.

**Windows, Balconies and Patios.** Window screens are not to be removed, loosened, or altered. Residents will be billed for breaking the seal, including the tamper tag, on an operable screen and will be billed the cost to replace, re-install, or repair damages (when applicable) to any screen. Residents may not enter or exit a room or suite through the windows except for emergency, safety, and/or security purposes. No items except patio furniture designed for outdoor use may be placed on balconies and patios. Hangings, partitions, or curtains of any type may not be used on balconies or patios. These areas shall not be used for storage of furniture, barbecues, bicycles or other items including hanging of laundry. Unauthorized entry to other residents’ rooms, windowsills, roofs, ledges, and balconies is prohibited.

## Just for fun, imagine this is your first visit back home...

The taxi slows down in front of your family's home. You're so excited to return, even for a few days! Your parents, sisters and brother are all there.

The first thing you notice is that the living room chairs are sitting on the front lawn surrounded by cigarette butts. The front door is propped open with an empty beer can.

Mom's in the kitchen. When she hears you come in, she gives you a hug.

Dad drives up with your brother John. They hotboxed in the car, then they take a STOP sign out of the trunk and hang it up on the living room wall. Dad sits down, loads his bong, and starts smoking weed.

Your sister, Mary, was in her room with her friend Bill. They come downstairs just before dinner. Mom invites everyone to the dinner table. After dinner, pizza boxes are left on the floor for someone else to throw out.

Mary and Bill each down a six pack during dinner, and then head off to play music in her room. The bass boost from her stereo vibrates the walls, causing the lamps to slide off the end table in the living room. No one can hear what is happening on T.V.

You need a shower and a shave, but noticed your shaving cream and shampoo are missing from your bag. You planned to get three chapters of reading done, but Angie, your other sister, invited several of her friends to party in your room. You decide to head off to the library. You need to use the bathroom before leaving, but Bill threw up on the floor in there and left it. You say your good-byes and head out the door. Your brother throws a bottle at you from upstairs. Fortunately it misses you. Then he sets off the smoke detector as a joke.

The point of our story is, if it's not okay to have this type of environment at home, it's not acceptable in your new home – the residence hall.





**Notes**

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## Important Phone Numbers

EMERGENCY.....	9-1-1
ARC.....	594-7529
Associated Students.....	594-6487
Athletics.....	594-3019
Aztec Shops.....	594-6954
Bookstore.....	594-7525
Campus Escorts.....	594-6659
Campus Info.....	594-5000
Campus Operator.....	594-5200
Career Services.....	594-6851
Center for Student Rights & Responsibilities.....	594-3069
Counseling Services.....	594-5220
SDSU Dining.....	594-7640
EOP.....	594-6298
Financial Aid.....	594-6323
Intercultural Relations.....	594-7057
International Student Center.....	594-1982
Library.....	594-6721
New Student and Parent Programs.....	594-1509
Ombudsman.....	594-6578
Office of Housing Administration.....	594-5742
Parking Office.....	594-6671
Pride Center.....	594-3520
Registrar's Office.....	594-6871
Residential Education Office.....	594-5742
Rez-Con Office.....	594-3473
Student Account Services.....	594-5253
Student Disability Services.....	594-6473
Student Health Services.....	594-5281
Student Life and Leadership.....	594-5221



Test Office.....	594-5216
Ticket Office Info Line.....	594-6947
University Information Center.....	594-6551
University Police.....	594-1991

*\*Area code for all phone numbers is (619)*

## **Residence Hall Desks**

Chapultepec.....	594-6853
Cuicacalli.....	594-2622
Granada .....	594-1243
Maya and Olmeca .....	594-4146
Piedra del Sol.....	594-3205
Tarastec .....	594-5968
Tenochca.....	594-2000
Toltec.....	594-5968
University Towers.....	594-8070
Villa Alvarado.....	594-2747
Zapotec.....	594-5968

In support of the overall mission of SDSU and the Division of Student Affairs, the Residential Education Office strives to provide safe and supportive on-campus living learning communities where diverse students are challenged to develop holistically as scholars, citizens and leaders.

Residential Education staff members are dedicated to providing curricular and co-curricular experiences to develop and enhance residents' academic success, awareness and appreciation of diversity and civic responsibility.



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