

WELCOME TO THE VULCAN RESIDENTIAL FAMILY

Welcome Cal U Student,

On behalf of the University Housing and Residence Life Staff, welcome to the Vulcan Residential Community. We are excited to be a part of your transformative higher education experience. Living in the residence halls will enhance your academic experience by affording easy access to faculty office hours, classroom buildings, the library, and other educational and non academic support services.

Living in the residence halls is an opportunity to engage with individuals from all walks of life and learn valuable life lessons on how to problem-solve, mediate conflict, and form friendships that will last a lifetime. The University Housing and Residence Life professional and paraprofessional staff are available to support and foster a welcoming and inclusive environment to maximize the student learning experience.

It is important to note that residents are the driving force of the community and have an active role in promoting and observing community principles and the university's core values of civility, integrity, and responsibility. We encourage you to immerse yourself in the residential community lifestyle. The staff looks forward to partnering with you on your journey to academic and personal success.

Thank you and we look forward to welcoming you this semester.

Sincerely,

University Housing Staff

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IMPORTANT CONTACTS

University Police	724-938-4299, x4357
Health Center	724-938-4232
Counseling Center	724-938-4056
SPHS Crisis Line	1-877-225-2567
University Housing	724-938-4444
Academic Success	724-938-4186
Financial Aid	724-938-4415
Office of Student Accounts	724-938-4431
Student Affairs	724-938-4439
Carter Hall CA On-Call	724-550-3702
Guesman Hall CA On-Call	724-550-0327
Hall E CA On-Call	724-550-0402
Johnson Hall CA On-Call	724-550-0227
Smith Hall CA On-Call	724-550-0624

SECTION 1: INTRODUCTION

UNIVERSITY HOUSING VALUES & IDENTITY

MISSION

University Housing cultivates transformational learning through an educationally purposeful community living experience.

VALUES

University Housing is guided by a commitment to the following values:

- Holistic growth: “Holistically supporting students throughout their educational experience at their home away from home”
- Premiere facilities – “Well maintained, state of the art facilities that are staffed by full-time live-in professionals and paraprofessionals”
- Programming – “Providing a myriad of academic, social, and career-oriented programming deigned to engage residents at all levels”

VISION

University Housing will provide premier residential environments where students will be actively engaged in their holistic learning experience.

GOALS

1. To provide learning opportunities enhancing life-long learning, student development, student success, and further their holistic education.
2. To challenge existing thoughts, ideas, and behaviors while promoting positive decision-making and self-discovery of their role within the greater community.
3. To enrich student engagement within the residential, University, and the local communities.
4. To understand and appreciate the diversity of each student’s experiences and identities and advocate own uniqueness and identities.
5. To provide residential facilities that are safe, clean, and well-maintained.

EDUCATIONAL PRIORITY

University Housing’s educational priority is to enable residents to become culturally competent ambassadors and engaged scholars within their community by cultivating an empathetic experience assisting them in developing a clearer sense of self. Since the first year of college typically involves numerous academic, personal and social transitions, our staff’s emphasis is on support and building community, so you feel connected to Cal U, adjust to your new home and succeed academically. Every moment in our residence halls is an educational opportunity to develop the whole self, especially in the three values of being a Vulcan: civility, responsibility, and integrity. We hope to give each and every student the opportunity to prosper and transform through their residential stay at Cal U.

STUDENT RIGHTS AND RESPONSIBILITIES

AS A RESIDENT YOU HAVE FOLLOWING STUDENT RIGHTS AND RESPONSIBILITIES:

- To read and study free from undue interference, unreasonable noise and other distractions
- To sleep without undue disturbance from noise, distraction, etc.
- To expect that others will respect personal belongings
- To a clean environment in which to live
- To access and utilize residence hall facilities
- To personal privacy, free from fear of intimidation
- To speak to staff about concerns and issues you are having

AS A RESIDENT YOU HAVE AGREED TO THE FOLLOWING SOCIAL CONTRACT:

- To treat other residents with respect and consideration, and to guarantee them their individual rights
- To understand all policies and regulations necessary for the hall/apartment community to function, and to abide by those rules (See this document and the Student Code of Conduct)
- To accept responsibility for all guests
- To respect the rights of one's roommate(s) and fellow residents when hosting guests
- To be responsive and cooperative in all interactions with Residence Hall Staff
- To accept responsibility for personal and community safety
- To recognize that public areas and their furnishings belong to everyone.

RESIDENCE HALL STAFF

ASSISTANT DIRECTORS (ADs)

The ADs are the university employees responsible for overall supervision of each residence hall. ADs are specialized professionals that live in one of the halls. Ensuring your living and learning experience is comfortable, productive, and safe is their primary responsibility and includes such things as advising students and student groups, encouraging community development, promoting academic involvement and success, handling hall student conduct issues, supervising student staff and acting as the liaison for facilities issues. Residence hall offices are open from 9:00 a.m. – 3:00 p.m. Monday through Friday, with additional evening hours varying by semester.

HOW TO CONTACT AN ASSISTANT DIRECTOR:

Carter Hall & Residence Hall E	Becky Barnhart	barnhart_re@calu.edu	724-938-4204
Guesman Hall, Johnson Hall & Smith Hall	Toni Kane	kane_t@calu.edu	724-938-4235

GRADUATE ASSISTANTS (GAs)

Graduate Assistants (GAs) also serve as assistants to the ADs. They live in the residence hall and assist the AD with community development, programming, advising hall government, operating the front desk and supervising CAs. As student leaders, they are a resource for you and are available in office as well as the on-call system.

COMMUNITY ASSISTANTS (CAs)

CAs are students (either graduate or undergraduate) who live on designated floors or wings in the residence hall, assisting the AD in its overall operation. As leaders and facilitators for their floor and wing communities, CAs dedicate considerable time and effort to developing community within the hall. As resources to you, they will help you understand and comply with university and residence hall rules, work with you to plan programs and activities to meet your needs, and help you make the most of your residence hall and university experience. CAs are available through an on-call system 24 hours a day, with schedules and contact information posted throughout the building.

EMPLOYMENT OPPORTUNITIES

Our residence halls are fully staffed with student leaders in three positions: Graduate Assistants, & Community Assistants. There is always rotation in staff and as availability comes up, University Housing looks to hire eager students looking for further leadership opportunities. For undergraduate students, the Community Assistant (CA) position (and GA for graduate students) can be a rewarding experience. Leadership skills such as communication, teambuilding, time management, and role modeling are different traits that are CAs/GAs have picked up from working on our team. CAs/GAs are leaders and mentors who can help in many ways. CAs/GAs receive comprehensive training to help them with their job. We would love to have you on our team! Please look for our applications to come out in the Fall and Spring semester.

SECTION 2: ON-CAMPUS HOUSING POLICIES AND PROCEDURES

HOUSING AGREEMENT

Students may find their housing contract in the University Housing office or view online in VIP.

TERMINATION

The University may terminate housing agreements at any time for violation of university or residence hall regulations, policies and procedures, or any other reason deemed sufficient by university officials. Students whose agreements are terminated must vacate their rooms within 48 hours (or other time specified) after being notified of the termination. Execution of the agreement requires before registration the student must have satisfied all outstanding obligations to the university from prior periods of attendance including basic admissions, housing, and food service fees.

*Students who have their residence hall agreement terminated in the middle of the semester **are not eligible** for a housing refund. Please check with University Housing for final refund date at housing@calu.edu.*

FOUR SEMESTER ON-CAMPUS RESIDENCY REQUIREMENT

Beginning Fall 2021, all new undergraduate freshmen will be required to live on campus for their first four semesters (not including summer and winter sessions) unless:

- They are over 21 years of age before the first day of the fall semester,
- They are married
- They are commuting from the home of their parent(s) or legal guardian(s) within a 50-mile radius of campus.

Students who want to be exempt from the above criteria must make a formal request, in writing, to the University Housing Office. As part of the four semester on campus residency requirement, students will be required to complete a new housing application each year.

NON-REFUNDABLE APPLICATION SERVICE FEE

For Fall 2021/Spring 2022, the student shall pay a non-refundable application service fee of \$100.00 U.S.. The application service fee shall be paid to *California University of Pennsylvania* when the student applies for housing.

- This application service fee cannot be added to a student bill or paid with financial aid.
- Foster youth and graduates of the Milton Hershey School should contact the Housing Office (housing@calu.edu) to discuss the housing application fee.

HOUSING POLICIES

As a student, you are a representative of the University and are expected to model our core values of Integrity, Civility and Responsibility and act in accordance with Cal U's Rights and Responsibilities. Harassment or uncooperativeness towards staff or other students will result in disciplinary action.

If you participate in any disruptive conduct, you are subject to legal action by the Commonwealth of Pennsylvania, the local government, and to disciplinary action by the University. In addition to the university Rights and Responsibilities and general behavioral standards applicable across campus (see Student Code of Conduct), the following rules and policies apply in university housing in order to maintain a safe environment that promotes education and personal development.

Any questions about these housing policies, procedures, or items should be directed to a member of the staff. Students alleged to have violated university housing rules or regulations will meet with a staff member concerning possible violations.

ABANDONED ITEMS:

The University reserves the right, without further notice, to remove personal belongings of, or used by, student(s) that remain in a residence hall room or campus apartment or elsewhere in the area 48 hours after the termination of

the agreement for any reason (withdrawal, academic dismissal, housing revocation, etc.). ***The University may dispose of any property 15 days after the student(s) vacates campus housing.*** The student(s) will be charged for expenses incurred in the disposal of such property.

ALCOHOL, SMOKING, & DRUGS

- In Pennsylvania, it is illegal for anyone under the age of 21 to purchase, possess or consume alcohol. It is also illegal for anyone to use or possess controlled drugs.
- California University of Pennsylvania is a dry campus.
 - Alcohol is not permitted, regardless of age. Be smart, safe, and ready to take responsibility for choices.
 - No event that includes the serving or consumption of alcohol may be advertised in university housing.
- Smoking of any kind is prohibited in all residence halls according to the Pennsylvania Clean Indoor Act.
 - This includes all forms of e-cigarettes, vaporizers, and vape pens
 - When smoking outside, you must be at least 25 feet away from a building entrance and/or windows.
- Tobacco chewing in public areas is prohibited.
- Drugs are illegal and not permitted.
 - Students found in possession of illegal drugs are subject to loss of housing; see the Student Code of Conduct for more information.
- Paraphernalia connected with drug or alcohol use (beer tap, bar, pipes, bong, empty containers, etc.) is prohibited.

ANIMALS / PETS

- Only legal species of fish, in a 10-gallon tank or smaller, are permitted in on-campus housing.
- Any other animal or pet, including laboratory animals, hamsters, turtles, spiders, aquatic frogs, snakes, etc. are not permitted in the residence halls.
- Your housing may be revoked if you are found to have violated this policy.
- Students who live in our residence halls that require service or emotional support animals may contact the Office for Students with Disabilities at 724-938-5781. or <https://www.calu.edu/student-life/living-at-calu/disabilities.aspx> for more information.
- **Do not bring your emotional support animal until the Office for Students with Disabilities and University Housing confirm approval, and proper documentation with University Housing is completed.** This may include informing roommates of an animal in the space.

DAMAGES

University Housing prepares each empty room and suite prior to occupancy. Residents will be charged for any damages or modifications found in the room or suite after occupancy unless previously noted on a Room Condition Report (RCR). Residents are responsible for the condition of their rooms/suites and all university furnishings. The RCR completed by staff and that you sign at check-in will be used as the basis for all damage billing. Damage assessments will be done when you move out of your room/suite or when it is noted by staff. University Housing staff periodically conduct informal room inspections for health and safety and will address any damage noted.

- Damages to common areas (lounge areas, hallways, etc.) will be billed to those responsible for the damage. If responsibility is not determined, charges will be distributed among all members of the appropriate community (wing, floor, or building).
- When you move in, you and your roommate(s) must review and sign the RCR. The condition and contents of your suite must be the same at the end of the semester. If there are any damages outside of normal wear and tear, you and your roommate(s) will assume financial responsibility for the repairs. Although we encourage you to personalize your space, all furniture must stay in the suite and no permanent changes to the area are allowed.
- Residents may not use nails, screws, tacks, hooks, decals, or adhesives that damage walls, furniture, or fixtures.

- You are strongly encouraged to purchase renter's insurance or determine if you are covered under your parents' or guardian's homeowner's policy. The university is not liable for any claims for personal or property damage.
- You and/or your roommate(s) will be held liable for all damages arising from accidental or purposeful discharge of the fire suppression system (sprinklers).
- You and your roommate(s) are responsible for general cleaning in your suite, including the bathroom. You must follow university-recycling policies in disposing of your trash in the trash room located on each wing. The hall custodial staff is responsible for general cleaning in common areas and for moving trash to the outdoor disposal areas.



EMERGENCY SITUATIONS

In the event of an emergency situation—bomb threat, active shooter, severe weather, etc.—residents will be notified and given directions by University staff/emergency personnel. Please be sure to register for the university emergency notification system. You must follow all directions given and take responsibility for your personal safety. If you have any questions or concerns, please contact CUPD at (724) 938-4357 or speak to a University Housing staff member.

HALL DECORATING AND HOLIDAY DECORATIONS

Your unit is your home-away-from-home. Arranging the décor of your space is an extension of your desire to express yourself and to make yourself and/or your room comfortable. As you decorate your room, we want to ensure that the residential facility is not damaged. At the end of the year, you could be held responsible for any damages to your room. Please follow the following policies:

- Room/apartment doors cannot be blocked and must be able to open completely.
- Beds may not be bunked on their own: please request pins from your CA or AD to properly bunk beds.
- You may not hang anything from/on the ceiling, lights, smoke detectors, sprinklers, etc.
- When hanging items on the walls, you may not use tacks or nails. We highly recommend painter's tape or 3M Command strips. These are the best items to use when hanging belongings on the walls without causing damage. Duct tape almost always causes damage.
- Items on the outside of your door must be in good taste; not obscene or offensive to anyone. If you think something is questionable, keep it inside your room.
- All decoration should be located so as not to obstruct exits, fire hoses, fire extinguishers, fire alarm pull stations, sprinkler heads, or any heating device. Central hallways and doorways must also be clear. No decorations of any kind shall be suspended from heat pipes, fire or electrical systems. Because they can constitute a fire hazard, the university does not permit cut Christmas trees in University housing.

PERSONAL PROPERTY LIABILITY

The University assumes no legal responsibility for the loss of or damage to personal property due to insufficient or excessive heat, fire, smoke, water, the elements, or action of third persons. We recommend you carry insurance protection for your belongings and record the serial numbers of your large items.

POLICY VIOLATIONS

Policies of the Student Code of Conduct can be found at:

<https://www.calu.edu/inside/policies/files/general/Student%20Code%20of%20Conduct.pdf>

Any violations of the Student Code of Conduct or residence hall policies or procedures may result in judicial action. Students are responsible for knowing all policies and procedures found in this Guide to Campus Living as well as the Student Code of Conduct.

ROOM CHANGES AND RELOCATIONS

If you have University Housing, you may make room changes during a designated period in the beginning of each semester, as well as between semesters, depending on the availability of space in the residence halls. Some emergency exceptions to this rule are made with the permission of your AD. If you feel that your situation is an emergency, you must make an appointment to see your AD to discuss your concerns. Under normal circumstances you will be expected to wait until this designated period to make a room change. Special procedures for room and hall changes will be explained to you by University Housing staff. Look for posters in your building explaining the room change procedure.

Room changes without AD approval are NOT permitted. All room changes need to follow proper procedure and must be conducted during the room change period at the beginning of each semester or between semesters. Any student who changes rooms without first obtaining the written approval of the AD or University Housing staff will immediately be moved back into the originally assigned room and may be subject to disciplinary action.

For vacancies occurring during the summer or winter recess, the University Housing Office reserves the right to consolidate empty spaces or make reassignments when vacancies occur during each semester and the winter recess.

SALES AND SOLICITATION

The sale and solicitation of goods and services is prohibited in all residential facilities unless approved by the University Housing Office. This prohibition applies equally to residents, students, guests, visitors, and others, whether or not they are affiliated with the University.

SEMESTER AND HOLIDAY BREAKS

The residence halls close at times when classes are not in session, including Thanksgiving, winter, spring (when on academic calendar) breaks. You must check out of the residence hall during these periods. Details and deadlines will be included on the break posting. There is a finals week at the end of each semester, and you are required to vacate the residence halls by the end of term posted deadline.

QUIET HOURS

Quiet study hours are in effect from 11:00pm to 9:00am, Monday through Thursday; 12am – 10am, Friday through Sunday. Separate floor/wing communities may extend these hours, but they may not be shortened. Consideration of others should also be observed Friday through Sunday, particularly during the morning hours.

- 24-hour quiet hours are in effect during finals week and supersede the regular quiet study hours.
- Courtesy is expected at all times. It is your responsibility to confront others who are in violation of the Quiet Hours Policy. Staff is available to assist if needed.

It is the University's expectation:

- The volume of music/TVs/voices/gaming consoles, etc. will be kept at a level that cannot be heard in the hallways, rooms above, below or beside you, or outside the building.
- When quiet hours are not in effect, volume must not deter students who want/need to study or sleep at any time.
- Consideration of others should be observed at all times. Do not disturb neighbors or other students.
- Use of speakers and musical instruments do not cause a disturbance.
- Those who want louder volume should use headphones.
- Speakers may not be placed on or played from windowsills. Speakers should also be appropriate to room size and volume kept at a conversational level of sound.
- Alarm clocks are often a source of nuisance noise when left "on" and unattended. Students who repeatedly leave their alarm clock on and unattended may be subject to disciplinary action.
- Running, jumping, yelling, use of athletic equipment, and any other behaviors that would disrupt the community are prohibited.

If you are approached about excessive volume, please respond by eliminating and/or lowering the volume level coming from your residence. A common accommodation for this has been headphones of some sort. If you violate the Quiet Hours policy, you may be charged with a violation of the Student Code of Conduct. Repeated violations of

the Quiet Hour policy may result in removal of items (i.e. speakers, musical instruments, etc.), a housing reassignment, reports to Student Conduct, and/or the loss of campus housing.

WEAPONS POLICY

The unauthorized possession, transfer or use of firearms, weapons, or other dangerous objects or substances on University owned or controlled property is prohibited. This policy includes but is not limited to the following:

- Firearms & ammunition*
- BB/pellet guns
- Air guns
- Tasers/stun guns
- Swords/sabers/daggers
- Hunting knives*
- Knife Blocks used in cooking*
- Switchblades
- Bows & arrows
- Flammable chemicals/fuels
- Explosives
- Fireworks
- Martial arts weapons

The brandishing of any object or item used in a threatening or violent manner, such as a butane lighter, lit tobacco product, baseball bat, razorblade, or other blunt instrument/object that inflicts, or is intended to inflict, bodily harm or cause property damage is a violation of this policy.

**Personal carry firearms, hunting based firearms and knives, and knife blocks need to be left with CUPD and can be signed out by officers during use and signed back in when finished.*

COMMUNITY LIVING STANDARDS

University Housing at California University strives to provide students with clean and comfortable communities. Residents are responsible for assisting in maintaining high-quality facilities. Residents' responsibilities for the facilities are outlined below:

BICYCLES

Bicycles must be stored in designated areas (bike racks) outside of each of the residence halls. They may not be kept in lounges, stairwells, or in the halls. Mopeds/scooters/motorized vehicles must be parked outside.

BULLETIN BOARDS

Bulletin boards in the Residence Halls are reserved for promoting University sponsored organizations and events. Please see your Assistant Director (AD) if you have questions about whether an event or an organization is University sponsored.

CLEANLINESS

Cleanliness of the building is important to the health of all. Prior to occupancy, custodial staff clean each room and correct any known issues. Throughout the semester, custodial staff is scheduled to clean the common areas, such as hallways, trash room, and lounges. Students are responsible for cleaning their own spaces and for not allowing trash to accumulate. Custodians are responsible to maintain reasonable sanitary conditions but are not responsible for excessive disregard for general cleanliness including the removal of personal trash.

CLOTHING & FOOTWEAR IN PUBLIC SPACES

For health and safety reasons, clothing and footwear should be worn in all areas in the residence hall.

COMMUNITY MEETINGS/FLOOR MEETINGS

Community meetings or floor meetings are periodically conducted throughout every semester by the residence hall floor/wing Community Assistant. Resident students are required to attend these meetings so they are aware of important information, community concerns, and any other items. Any questions regarding community meetings should be directed to the designated Community Assistant for the floor or wing.

COMPUTER LAB FACILITIES

A full computer lab is available to residents on the main floor of each residence hall and is consistently maintained. Residence Hall labs are accessible 24 hours a day, seven days a week during the semester. The labs are available for residents. Students access the computer labs with their room keys. University computer use policies must be followed while using the California University of Pennsylvania computer network. Additionally, there is a WEPA printer available for students. If the printer is out of paper, please contact the CA on Call to have paper loaded into the printer. For additional information regarding WEPA printers, please click [here](#).

ENTERING & EXITING THE RESIDENCE HALLS

The intent of this policy is to maintain maximum security in the residence halls.

- You must enter and exit the residence hall through the main entrance. The exterior-side doors, along with emergency exits on every wing, are always alarmed and locked. Using the emergency exit doors will result in referral to the Student Conduct office.
- Entry/exit through any window is prohibited.
- Residents should not allow "tailgaters" into the building.
 - Tailgaters are individuals who do not use a hall key or CalCard to gain entry into the building and try to enter behind a resident that does.
- Tampering with any residence hall door to hinder one's entry/exit is strictly prohibited and will result in a bill for any resulting damage, and/or disciplinary action.
- Students are not to enter someone's room without the resident's permission.
- Students in violation of this policy may be referred to the Student Conduct office.
- **Guests must call a resident for entrance.**

FURNITURE

Beds cannot be taken apart, elevated (with risers or cinderblocks), altered in any way, or moved from one room to another. Mattresses cannot be kept on the floor. Water beds, non-university beds, lofts, and bunks are prohibited. All university furniture must remain in the room/suite. If you would like to have your and your roommate's beds bunked, request pegs from your CA or your AD.

Common areas are intended primarily for use by the residents in the assigned area for studying and social activities; common area furniture may not be moved to individual rooms/suites. It is the responsibility of each community to see that these areas are kept in good condition and that the furnishings are not damaged or removed. Items not belonging in common areas may be removed by University Housing Staff without warning for safety reasons.

GAMBLING

In accordance with federal, Pennsylvania state (18 Pa. C.S. §§ 5512-5514.), and local laws, gambling in any form is not permitted within University Housing. Such activities include, but are not limited to, football parlays, card games involving money, lotteries, betting, bookmaking, games of chance, schemes of chance and raffles in which a ticket must be purchased.

GAMING FACILITIES

A full game room is provided on the main floor of each residence hall and is consistently maintained for the convenience of hall residents. A collection of board and tabletop games are available to residents at the front desk of the residence hall. Please report any inoperable games, pool/billiard equipment, or other gaming devices to your Community Assistant or RD. Tampering with or maliciously damaging any gaming machine, appliance, or game equipment is prohibited.

HALLWAYS

Hallways should be kept neat, clean, and clear of objects (e.g., drying racks, umbrellas, shoes, bicycles, designated receptacles). Running, jumping, yelling, use of athletic equipment, and any other behaviors that would disrupt the community are prohibited.

KEY & CALCARD

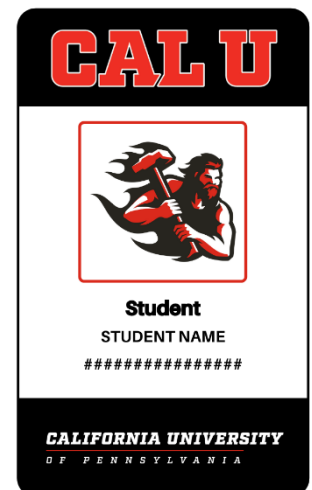
The residence halls are locked 24 hours a day, making your key and CalCard extremely important. You are responsible for both. Your key will open your wing, suite and bedroom doors, computer labs, and the residence hall front door as needed. Lock your door at all times and always carry your key and CalCard so you don't lock yourself out of your suite or hall.

There is a significant charge for lost keys due to replacement and/or re-coring expenses, and there is also a charge for lost CalCards. Keys and CalCards are for the sole use of the person to whom they are issued and may not be loaned or transferred to any other person. To do so is a policy violation addressed through the student conduct process.

If you lose your key, report it to the residence hall office or CA on-call as soon as possible to quickly regain access to your room. If you lose your CalCard, report it to the CalCard Office at the Student Center Information Desk between 8am and 4pm, or to California University Police when the Information Desk is closed.

KITCHEN FACILITIES

A full kitchen is provided on the main floor of each residence hall and is consistently maintained. Residents are responsible for removal of perishable items from the refrigerator and for cleaning utensils, pots and pans, and any other cooking utensils provided by University Housing. Excessive trash should be taken to the designated trash room. Uneaten food/scrap is to be disposed of in the trash and not poured down the sinks. Kitchens that are abused or not kept in good order will be locked. University Housing staff may dispose of items abandoned in the kitchen. Please report any inoperable appliances to your Community Assistant or RD. Tampering with or maliciously damaging any appliance is prohibited.



LAUNDRY FACILITIES

Laundry facilities are provided on each residence hall floor and are serviced and maintained. Our laundry system is cashless. All students pay for laundry with Shop Dollars accessed by their CalCard. The laundry area should be kept neat. Please be considerate of others waiting to do their laundry. It is highly recommended that you do not leave your laundry unattended. The university is not responsible for any personal items that are left unattended. If you experience any issues, such as washers, dryers, or CalCard reader not working properly, please contact the CA on call for further instruction. Tampering with or maliciously damaging any appliance is prohibited.

LOCK OUTS

Keep your room key and CalCard with you at all times. It is your responsibility to ensure that you have access to your room. Should you get locked out, CAs are available, they can access a master key to open your room. This service is offered as a courtesy only; a student who acquires more than three lockouts in a semester will be referred to their RD. Access will be given only to the certified resident of a particular unit, or bedroom within a unit. You will be required to provide your CalCard or some form of photo identification to verify your identity.

MAIL SERVICES

You can retrieve your mailbox assignment and combination by visiting the mailroom in Dixon Hall. Mail is delivered to the residence halls Monday through Friday when school is in session, with the exclusion of national holidays. Outgoing mail service and stamps are available at the Student Center Information Desk. UPS and FedEx deliveries are made to the campus mailroom and you will have to sign for them there. Correspondence from the University is also sent to your campus mailbox, so you should check your mail regularly.

Your mailing address is:

Your Proper Name
Building and Box Number (e.g. Smith Hall 111)
California University of Pennsylvania
250 University Avenue
California, PA 15419



If the sender does not include your proper name, room number or box number, we cannot guarantee you will receive your mail. If you change rooms, you should notify anyone from whom you receive mail. Over semester breaks, first class mail only will be forwarded to the permanent address on record, so please make sure your permanent address is listed correctly with Academic Records and on your online account. If your permanent address changes, you need to notify Academic Records and update your online account.

MAINTENANCE AND REPAIRS

In the residence halls, repair work should be reported to your CA. Maintenance personnel may be in the living areas between 8:00am and 11:00pm. In order to respond to all repair work in a timely manner, maintenance personnel will enter rooms to fix an issue if a student is not present. In most cases, students are not notified.

SCREENS, WINDOWS AND SIGNS

Window screens are not to be removed or opened. Screens are not safety devices; they should never be leaned on. Students are not permitted to hang or lean out of windows. For safety reasons, signs, flags, lights, etc. on windows are prohibited. Throwing objects or substances out of windows as well as yelling or playing music out of windows is prohibited. Judicial sanctioning or loss of campus housing may result for failure to comply with any of the above.

UNIVERSITY PROPERTY

Damage or theft of university property occurring in common areas are the joint responsibility of the occupants sharing the facilities. Damage or theft in lounges, study rooms, bathrooms, etc., located in the living area will be billed to students living in that area. Any damage to residence hall rooms, suites, or apartments will be assessed on an individual basis and students will be billed accordingly.

WHAT TO BRING

- Backpack/bag
- Bank Card, checkbook
- Batteries
- Caddy for bathroom items
- Can Opener
- Cart or Dolly for Move in and Move out
- Cell phone or pre-paid phone cards
- Clothing suitable activities/seasons/weather
- Cups, dishes, silverware for snacks
- First aid items
- Flashlight
- Hangers
- Headphones
- Over-the-counter medications; prescriptions
- Posters and photos
- Sewing kit
- Tissues
- Toiletries
- Umbrella
- Twin XL Sheets
- Blanket(s), bedspread/comforter
- Foam mattress topper
- Pillow/pillowcases
- Hand/Bath towels, washcloths
- Shower Mat/Rug
- Alarm Clock
- HD TV/game system
- Computer
- Microwave (700 watts or less)
- Refrigerator (max. 4.3 cubic feet, 3 amps)
- Room safe (max. 1.2 cubic feet)
- Coffee Maker, Blenders
- Stereo/speaker system
- Surge protector
- Wastebasket
- Command Strips
- Laundry/Cleaning Supplies
- All Purpose cleaning product
- Bucket and Mop
- Dish Detergent
- Dryer sheets
- Garbage Bags
- Laundry Basket
- Laundry Detergent
- Paper Towels
- Plunger
- Cleaning cloths/sponges
- Stain stick or spray
- Toilet bowl cleaner
- Toilet brush
- Toilet paper
- Vacuum, broom, dustpan
- Cleaning wipes
- Window Cleaner
- Toilet Tabs
- Shower cleaning spray

WHAT NOT TO BRING

For the safety of yourself, fellow residents, and our residential facilities, the following items are prohibited in our on-campus residential facilities:

- Router
- Vaporizers(Vape pens, vapes, etc.) and E-cigarettes
- Vaporizer and E-cigarette chargers
- Hover board and Hyper walks
- Waterbed
- Bed Lofts
- Air Conditioner
- Appliances with coils, open elements or hot oil
- Candles
- Contact (George Foreman type) grills/Hot plates
- Toasters/Toaster ovens
- Dart Boards
- Electric heaters
- Firearms/weapons (including BB and paint ball guns, knives)
- Fireworks
- Halogen Lamps
- Incense
- Pets (except fish in a tank less than 10 gallons)
- Alcohol or illegal drugs
- Potpourri Burners, oil diffusers
- Double-sided foam tape, adhesive wall hooks, masking tape, duct tape, screws, nails, etc., may not be used on walls. You will be billed for any damage
- Air Fryer

VISITATION POLICY

A mature attitude is necessary when exercising your freedom and responsibility regarding guests in the residence hall. Visitation procedures are in place to provide a measure of safety for the residential communities. Please understand any system is only as safe as those whom are using it allow it to be. Safety is a shared responsibility. Your cooperation in escorting your guest and informing on visitation/escort policies when entering any on-campus residence is expected. Failure to comply will result in disciplinary action as outlined in the Student Code of Conduct.

All guests are required to comply with the policies in this guide. The resident is responsible for the behavior of all their guests and will be held accountable for their behavior. Guests should in no way become a nuisance to the neighbors/roommate(s). A roommate(s) has the right to object to future visits and staff will mediate any concerns regarding the presence of guests. Guests are allowed only with the permission of all roommate(s) and must be escorted at all times.

Guests are allowed 24 hours a day, subject to these provisions:

- A guest is defined as any individual who does not live in the room they wish to enter.
- Any non-university guest under the age of 18 must provide written parental permission and contact information to visit, and also must have a two-week prior approval from the Assistant Director.
- All guests, regardless of gender, who wish to use common area facilities (laundry, vending, TV room, computer room, study room, etc.) must be escorted by a resident.
- Residents may host up to 3 guests at one time. Roommates must agree to the presence of guests in the room or apartment. The rights of the resident who does not wish to have a guest take precedence.
- The same guest is not permitted to stay overnight for more than three days during a seven-day period. Those who violate this policy may be billed, removed and/or banned.
- The University does not condone or permit cohabitation.
- Guests may be asked to leave and residents may lose visitation right if guests are disruptive or violate policies.
- Staff may temporarily suspend visitation privileges from any building or other area to ensure the safety, security or well-being of residents or in response to policy violations.

ROOM PRIVACY AND SEARCH GUIDELINES

University Housing is committed to ensuring privacy and security of its residents and their belongings. University Housing reserves the right to enter occupied rooms under certain conditions to promote a safe, well-maintained and orderly community. The following circumstances must be present and procedures must be followed in order for University Housing staff to enter and/or search an occupied room. Entrance by Facilities Management, University Police and other University personnel must adhere to the established, applicable procedure for their department.

Third parties not covered *are not permitted to enter occupied rooms without the residents' permission.*

CIRCUMSTANCES APPROPRIATE FOR KEYING INTO A UNIT/ROOM:

- Request by a resident of the room who is locked out.
- In order to conduct a health or safety inspection of the room or if reasonable suspicion exists of a hazard.
- In order to ensure compliance with required evacuation procedures during a fire alarm or drill or in response to a potential life-threatening situation.
- In response to complaints from residents such as excessive noise, alarm sounding, offensive odors, etc.
- While escorting Facilities Management personnel in order to conduct repairs or to assess potential problems.
- In order to ensure compliance with closing instructions such as unplugging appliances and closing windows.
- In order to establish location of resident due to extenuating circumstances such as request by parent or university official who has not been able to locate resident for a period of time.
- If a reasonable suspicion exists a code of conduct violation is occurring at that time and the residents refuse to cooperate and open the door, and the exigency of the circumstance is such time does not exist for obtaining of administrative search authorization or criminal warrant.
- Following issuing of an administrative search authorization by the Vice President for Student Affairs or designee.

Staff members will make every effort to knock, announce themselves and warn that a room is being opened before keying in. A reasonable effort shall be made to have a witness present when a room is keyed into, except where emergency conditions make this inadvisable.

ROOM SEARCHES

Occupied rooms may be searched only under narrow circumstances, and an effort will be made to enter rooms for circumstances when at least one resident is available. Banned or illegal items observed in plain view by a staff member while in a room under one of the legitimate reasons above will be used to file an incident report. Staff members will also file incident reports on code violations observed through an open door or if invited into room.

Administrative search authorizations may be issued if there is reasonable suspicion items in, or actions occurring in, a unit are in violation of the code of conduct. Search authorizations may be requested from the Vice President of Student Affairs or designee on the appropriate form outlining the reasons for the request, names of the proposed searchers and the area to be searched. These authorizations will be valid for a specific period of time indicated on the form and the searches should be conducted with at least one resident present. Searches may be conducted without administrative search authorizations with consent of the residents or if it is believed the delay in searching to request the authorization would result in the items being removed or the actions are being stopped. Any violations found during an appropriate search may be used, without limitation, in university conduct proceedings or in providing information to University Police to obtain a search warrant.

Searches of personal items or areas in which they are stored such as refrigerators, footlockers, boxes, closets, or desks may be conducted only with the consent of the resident owning the items or pursuant to warrant or appropriate administrative search authorization where facts exist establishing probable cause for such a search. University Housing staff may also be present and serve as witnesses for searches conducted by University Police officers under consent or warrant.

ROOM INSPECTIONS

Staff will conduct periodic inspections of rooms, bedrooms and closets where sprinklers are located to ensure compliance with health and safety guidelines. They also will inspect units at hall closing for break periods to ensure all closing instructions were followed.

FIRE SAFETY

FIRE PREPARATION

- Be familiar with all of the possible evacuation routes from your room/wing/suite/apartment. Plaques are displayed on the inside of each suite door with evacuation routes.
- Always evacuate the building when an alarm sounds. Do not use any elevators.
- State mandated fire drills are conducted regularly to practice safe evacuation techniques.
- Each alarm should be considered serious. Remain calm and follow all evacuation procedures.
- In case of an alarm, please note that you may be outside for an extended period of time. Please be sure to take appropriate clothing to accommodate weather if you can do so safely.
- Failure to follow the instructions of University Staff or Emergency Personnel will be referred to the Dean of Students Office.

FIRE PREVENTION

- Appliances with an open heating element are not permitted in residence hall rooms. Follow guidelines under the "What not to Bring" section on page 13.
- Electrical appliances must be kept in good working condition and are subject to inspection by University officials.
- The burning of candles and incense in residence halls is strictly prohibited.
- Smoking of any kind is prohibited in the residence halls.

DISCOVERING A FIRE

- Go immediately to the nearest fire alarm pull station and pull the handle down to activate the building alarm.
- Leave your room, close the door.
- Leave the building as quickly and as safely as possible via the nearest posted escape route. If you encounter smoke while exiting, keep as low to the floor as possible.

FIRE EVACUATION

- Feel door for heat, check for smoke. If there is heat and/or smoke, place a wet blanket at the bottom of the door and do not go out.
- Open or break the window to attract attention of firefighters and admit fresh air. Wrap a wet towel around your nose and mouth and remain close to the floor to avoid smoke inhalation.

If it is safe to leave your room:

- Leave lights on
- Close windows and door
- Follow posted evacuation route or walk to the safest exit calmly
- Go to the area designated as your hall's evacuation site
- Stay out of the way of firefighters and fire-fighting equipment
- Do not re-enter the building until directed to do so by University staff
- Follow directions given by University staff and emergency personnel

If there is an actual emergency, you may be asked to move to an alternate location. University Housing staff will direct you where to go.

MISUSE OF EQUIPMENT

- Misuse of safety equipment or procedures including tampering with fire equipment, exit lights, exit signs, hand rails, and initiating fire alarms will result in arrest, fines and/or disciplinary action. This could include immediate termination of residence hall agreement and possible suspension.
- Since the potential danger posed to a residential community by fire is so severe, any resident identified as igniting any facility, furnishings, or equipment, interfering with fire officials, interfering or tampering with a fire alarm system or safety equipment, i.e. covering a smoke detector or placing false alarms will be subject to immediate removal from the residence hall, and subject to arrest, fines, and/or disciplinary action.
- In addition, residents should conduct themselves in a way that is safe and orderly. Any behavior that is threatening to the safety of the community, will be dealt with subject to arrest, fines, and/or disciplinary action.

GENERAL SAFETY TIPS

- Always keep your door shut while you are not in your room or apartment. Lock your windows.
- Do not allow “tailgaters” to follow you into the building.
- Tailgaters are non-residents who do not have ID access to the building.
- Keep valuables in a safe and secure location.
- Never leave your ID, purse, or wallet unattended.
- Familiarize yourself with the campus and neighborhood with respect to routes between your residence and class/activities schedule. Know where emergency phones (emergency call boxes) are located.
- Always be alert and aware of your surroundings.
- Avoid walking alone at night. Walk in groups when possible.
- If you must walk alone, use well-lighted paths and sidewalks and take the most direct route. Inform someone of your destination and your expected arrival and return time.
- Trust your instincts. You are your best protection.
- If you see an unsafe feature, (light is out, trip hazard, etc..) please notify staff immediately.
- Wear a mask, social distance, and increase handwashing and sanitizing to fight COVID-19.

AUTO SAFETY TIPS

- Always lock windows and doors of vehicle.
- Never hide a spare key in or under vehicle.
- Never leave personal items or other valuables in plain sight.
- Carry your key ring in your hand while walking to your car, whether in daylight or dark.
- As soon as you get in vehicle, lock doors
- If someone is in your car or loitering around it, call the police or staff. DO NOT confront them.