

University of California, Santa Cruz



The Village

Resident Handbook

A little of UCSC's history

What is unique about UC Santa Cruz? What follows is a retrospective look at the vision and early history of this unique campus of the University of California, a singular experiment in public higher education in the United States.

The campus was founded in 1965 as part of the University of California's response to the post World War II baby boom which stimulated an enormous projected increase in college-age students in the 1960s and 1970s. UCSC was one of three new campuses founded in this period. (The other two were UC Irvine and UC Santa Barbara.) Then State Assemblyman Glenn Coolidge and influential Santa Cruz politicians and businesspeople worked hard to convince the Regents to build a campus on the Cowell Ranch site, which had been a limestone quarrying business and a cattle ranch. The Cowell Foundation sold 2,000 acres to the Regents for \$2 million and donated approximately \$920,000 to establish Cowell College, the first of UCSC's colleges.

While many individuals helped orchestrate the new campus, UCSC was truly the brainchild of two men: Dean E. McHenry, who was appointed founding chancellor in 1961 and had been a political science professor at UCLA; and President of the University, Clark Kerr. Kerr's experience teaching at the small liberal arts colleges of Swarthmore and Antioch and McHenry's years at UCLA coalesced at UCSC in a vision for an institution which would have the intimacy of a small liberal arts college with its focus on undergraduate education, and the resources of a large public university.

McHenry and Kerr were also influenced by the British universities of Cambridge and Oxford, in which academic and residential lives were unified. The Santa Cruz version of the residential university comprised a cluster of separate colleges, each with a specific focus and architectural design. Even as campus enrollments grew (original projections were for 27,000 students) and colleges were added, the small scale of each college was meant to eliminate the kind of impersonal and overcrowded atmosphere complained of by students at large campuses such as UC Berkeley.

The founders of UCSC were quick to recognize the stunning landscape of the former Cowell ranch. Consulting landscape architect Thomas Church believed the redwoods were not simply "trees to enhance, screen, and shelter buildings," but "great vertical elements of the topography against which to compose the architecture." Indeed the trees formed a canvas upon which to paint a campus. Colleges and other campus buildings were placed in what is called an ecotone—the boundary between the forest and the grasslands. Ansel Adams, one of the great landscape photographers of the 20th century, became the campus's first photographer.

The University of California, Santa Cruz is a community which cherishes the free and open exchange of ideas and opportunities in the pursuit of knowledge. Maintaining this freedom and openness requires objectivity, civility, and conference; it requires the absence of coercion, intimidations, or exploitation. Actions of disrespect, intolerance, or any behavior (spoken, written or physical) which maligns another individual or group of individuals on the basis of age, creed, ethnicity, race, gender, gender identity, physical ability, political views, religion, sexual orientation, socioeconomic status or other differences will not go unchallenged. Freedom of expression does not mean freedom to violate others' rights or to cause harm to any individual or group. Verbal or written abuse, threats, harassment, intimidation, or violence against any member or group will not be tolerated.

VILLAGE DIRECTORY



<u>Resident Assistants</u>	<u>Room Number</u>	<u>Telephone</u>	<u>Email</u>
Simone Albuquerque	B1-109	502-0117	salbuque@ucsc.edu
Rosalie Gordon	C3-708	502-0500	rcgordon@ucsc.edu
Cameron Vanderscoff	D2-1108	502-0780	cvanders@ucsc.edu
Ashley McConnell	E4-908	502-1663	ammconn@ucsc.edu
Donald Smith	F1-1308	502-0976	djsmith@ucsc.edu
RA Duty Phone		212-9538	
CRE for The Village, Grad Housing & the Camper Park Rebecca Aguirre-Garcia	Village Office	459-4374	raguirre@ucsc.edu
Financial & Housing Coordinator Susi Nicholson	Village Office	459-3941	smnich@ucsc.edu
Grounds Keeper Jose Sanchez	B4 Shop	459-1270	jsanchez@ucsc.edu
Maintenance Juan Nuñez	B4 Shop	459-1326	http://fixit.ucsc.edu
URGENT	7pm – 3am	459-2100	
Community Safety Officer	7pm – 3am	459-2100	

IMPORTANT NUMBERS

EMERGENCY ONLY	911
Campus Information	459-0111
Dominican Hospital	462-7700
Fire (Non-emergency)	459-3473
Police (Non-emergency)	459-2231
Admissions	459-2131
Bay Tree Bookstore	459-4544
Campus Housing Office	459-2394
Career Center	459-4420
Counseling Center	459-2628
Financial Aid	459-2963
Health Center	459-2211
Library – McHenry	459-4000
Library – Science	459-2050
TAPS	459-2190
Registrar	459-4412
ResNet (Computer Office)	459-4357
Telecommunications (Campus Phones)	459-4357
STARS (Services for Transfer and Re-Entry students)	459-2552
Main Kiosk (East entrance)	459-3377
West Kiosk (West entrance)	459-3388



Your Home



Checking In

Every new resident must complete a Village Room Condition Form. **Upon moving in, each resident is responsible for recording on this form any existing room damages and returning it to the office.** It is very important when moving in, that both the bedroom and common areas are checked closely for any pre-existing damage. Damages not indicated on the Room Condition Form, along with any new damage, will be billed to each resident at the end of the year. All residents are held jointly responsible for the common areas, therefore these areas should be looked at by all housemates. Each Room Condition Form must be signed by the resident. Failure to return the Room Condition Form within 48 hours of moving in could result in charges for any damages in the room and/or building.



Checking Out

Upon leaving, it is the student's responsibility to make an appointment to have his/her room inspected. Any damage found in the room at the time of departure not previously noted on the Room Condition Form will be billed directly to the resident. Prior to end-of-year move-out, all residents in a building are expected to determine among themselves who is liable for any damage to common areas of the building. If you know you have broken something or have not done your share of the common area cleaning before you move out, indicate this on the form. If you believe you are not responsible for any damage and you know you have done your share of cleaning, have your housemates sign in agreement.

Moving out before end of academic year

Remember, your housing contract is for the entire academic year. You may request cancellation of your contract at the end of a quarter for the following circumstances: graduation, withdrawal, field study out of the area, leave of absence, study abroad, medical hardship, or financial hardship. Requests for cancellation that are turned down include: cheaper place to live, noise issues, roommate conflicts. If you do move out before the end of the academic year, you must file a housing contract cancellation form. Failure to cancel may result in continued billing of housing charges.

Sub-Leasing

Residents are not permitted to sub-lease their housing space.



Changing Rooms

If you would like to request a move to a different room, please contact the Village office to make this request. A Check In/Check Out form needs to be completed for every move. Unauthorized room switching should NOT occur. This could prevent us from contacting you, or another resident, in case of emergency. Also, we need to know where each resident is living in order to avoid misunderstandings over responsibility for cleaning or damage charges. We have made every effort to provide you with a home that is clean and well cared for. Please assist us by keeping your room and the building clean and in good working order.

Housing during the break

Currently, no residents are allowed to remain on campus over Winter Break. Thanksgiving and Spring Break periods are included in your housing contract, so you may remain in residence during those breaks.

Keeping Your Home in Good Condition



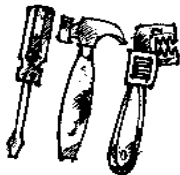
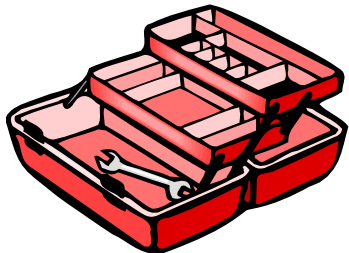
Cleaning

It is up to the residents of each building to keep the common areas of the building neat and clean. Be sure that you come up with a plan for sharing these chores. Residents who have used a “chore wheel” or a calendar to keep track of individual duties have proven most successful. The buildings will be inspected every week, and a report will be left informing you of areas that need attention. Any areas that are not cleaned promptly will be taken care of by Custodial Services and will be billed to the residents. It’s expensive!

It’s also important that everyone leave the kitchen and other public areas clean after each use. Please be considerate of your housemate and don’t leave messes behind!

Maintenance

If anything in your home is broken or in need of attention, please report it right away! Don’t wait for a small problem to become a big one. You can report any maintenance problem directly to our maintenance crew via the internet at <http://fixit.ucsc.edu> or if urgent (a threat to health, safety, security or property) call 459-4388 during normal business hours or call 459-2100 if the problem is between 7:00pm and 3:00am. When you go to the website or call, be prepared to explain exactly what the problem is, where it is located, and if it is okay for our maintenance staff to enter your room in your absence. Please also remember to leave your name and phone number. It is a good idea to let your housemates know you have called in a maintenance request so they will not be surprised to find the maintenance staff working in the building. After reporting the issue to maintenance, please contact your RA so that she/he is aware of the problem and can ensure that it has been appropriately addressed.



Furniture

All bedrooms have carpeting, and are fully furnished with a bed, mattress, desk, chair, dresser, and wardrobe. All furniture needs to stay in the room. We have no storage area and therefore cannot remove any furniture from your room.

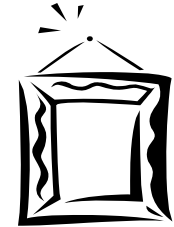
Be sure to consult your roommates about decorating or other use of the common areas.

Community Living Agreement

The following is a partial list of areas which should be included in your household’s Community Living Agreement. Begin thinking now about how you feel about each of these areas:



1. Cleaning and upkeep of the common areas
2. Food – sharing, cooking, storage space, shopping
3. Household supplies – toilet paper, paper towels, other?
4. Noise – levels, hours (see page 12)
5. Entertainment – music tastes, TV
6. Guests – friends, frequency of visitors, girlfriends/boyfriends
7. Use of common space – hours, friends, decorating
8. Security – locking the house
9. Use of Alcohol (See page 12)
10. House Meetings
11. Resource Conservation



Room Decoration

We encourage you to hang posters, photos and other decorations to customize your home. Any damage to the walls, floor, windows, furniture, deck or doors, however, is the responsibility of the resident(s). Students who accidentally or intentionally damage university property will be expected to make restitution for repair or replacement. In addition, per fire safety guidelines, please do not cover more than 50% of your wall space.

If you wish to hang something on the walls, please use push pins or picture hangers. Please do not use nails, screws or sticky hangers, as they damage the wall. Do not hang anything from the ceiling or from smoke detectors or sprinklers. You may not paint any part of your apartment or its furnishings. If you feel that your room needs painting, please fill out a maintenance request form.



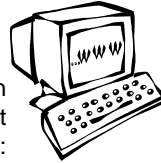
Settling In

Telephone

When you arrive on campus, the telephone line in your room will be live. All you need to do is plug in a phone to make calls. You will need to dial 6 to get an outside line. The cost of the phone service is included in your housing fee. For long-distance service, you will need a calling card, available at the bookstore and many other locations. You may obtain detailed information at <http://its.ucsc.edu/services/telephone/>. Please read this information carefully, as you are responsible for being aware of it. If you have problems or questions regarding your phone service, please use the contact information provided on the website. All phone numbers are pre-assigned. You will find your phone number posted on the mirror behind your door.

Internet

All rooms also include a free internet connection. If you have an ethernet card installed in your computer, you can access the internet directly from your room. You can learn more about internet service at: <http://its.ucsc.edu>. To apply for your campus email account, go to: <http://cruzmail.ucsc.edu> and click "getting started" on the left side. For assistance with getting connected from your room, or to report a problem with internet access, please contact resnet@ucsc.edu or call them at 459-4638.



Rights and Responsibilities

As a resident, you possess specific rights which should be respected by those living around you and by University personnel. These rights describe a reciprocal responsibility everyone must uphold to maintain the residential community. As a resident you have the right to:

- Sleep and study, free from interference
- Control over your own belongings
- Free access to and from your room
- A clean, safe environment in which to live
- Entertain guests when that does not infringe upon a housemate's or the community's rights and when it does not conflict with campus policy
- Confront another's behavior when it infringes upon your rights
- Be free from fear of intimidation, and from physical and/or emotional harm
- Be assured of proper redress of grievances
- Be afforded due process when you are charged with misconduct

You can help ensure that your rights and those of others will be honored through thoughtful discussion and open communication with your roommates and neighbors and by seeking assistance from residential staff for mediation and conflict resolution.

Living in Community



Cooperative Living

The key factor in a cooperative living situation is each individual's participation. By definition, a cooperative living arrangement means that residents, brought together under a set of principles, work together for the common good of the community. Everything possible has been done to provide the highest quality living environment. All students will be required to participate in the maintenance of their surroundings, both physically and mentally, by observing the safety and courtesy policies. Living at the Village involves sharing one's life and daily activities with other people. Some of you will be living with close friends while others of you will be living with people you have never met before. It is likely you and your neighbors come from different backgrounds and will probably have different expectations and assumptions about living together. It is safe to assume that with all the varying life-styles and personalities, conflicts will arise. Things will go a lot more smoothly if you all meet together initially and make some decisions about policies and then continue to talk together on a regular basis to discuss how things are going. Your Resident Advisor (RA) will facilitate house meetings within the first week of the fall quarter to assist in establishing clear norms and expectations among community members to produce a positive living environment. It is essential to air gripes and grievances rather than let them build up to a crisis. So don't wait! If something does not feel right today, chances are it will only feel worse tomorrow. Talking with and understanding each other will help create a comfortable household.

We are sure you will be able to work out most problems among yourselves, but if you ever feel it would be helpful to have an outside mediator, the RAs will be happy to help. Our staff has been trained in conflict resolution and has experience with most kinds of household conflicts. If you are having trouble talking out a problem, just let us know.

Policies

All Village residents are expected to know, uphold, and abide by all policies and regulations set forth in all publications of the University as well as all Federal, State and local statutes. It is your responsibility to review the UCSC Student Policies and Regulations Handbook and the Student Code of Conduct. Both documents can be accessed online at: <http://www2.ucsc.edu/judicial/handbook.shtml>.

We further recommend that you become familiar with the University of California Terms and Conditions of Residence, which are available online at: <http://www.housing.ucsc.edu/shs/resources.html>. Please let us know if you have questions.

Documentation

Any resident or university employee may document a perceived violation. Management will follow through on all documentation with a thorough investigation.



Quiet/Courtesy Hours

This is an educational community. All residents have the right to study and sleep without undue interference. Consequently, Courtesy Hours are in effect 24 hours per day. Quiet Hours are 10:00pm to 8:00 a.m. Sunday through Thursday and 1:00am to 10:00 a.m. Friday and Saturday. It is the responsibility of each resident to make sure his/her activities do not disturb any neighbors. If you are not sure if you are being too loud, stand outside your room/apartment. If you can hear music, the television, or a gathering of people, you are being too loud! Please be especially considerate late at night or early in the morning.

Finals Quiet Hours

7:00pm – 11:00am every day

Finals Quiet Hours begin on the night prior to final exams and continue through the last day of the quarter. The end of the quarter is a particularly stressful time for students as they complete final projects and papers and prepare for final exams. Extended quiet hours are in effect during this time to insure ample time to sleep and study. The days and time affected will be posted. Failure to comply will result in judicial action and may include monetary fines.



Alcohol

Federal, State and local laws, as well as university policy prohibit alcoholic beverages from being sold, furnished, possessed by, or given to any person under the age of 21. In addition, no possession, transportation of open containers or consumption of alcoholic beverages will be allowed in public areas, by any person, regardless of age. Kegs or other "common source" containers holding alcoholic beverages are not allowed on campus. If you are of legal drinking age you may drink in your room with the door closed. If staff document you with alcohol and you are under legal drinking age, you will be required to discard the alcohol.

Concealment of Violations

Residents have the responsibility to report any policy violations. Concealment of such violations may result in judicial actions.



Guests

The Housing Contract states a person may have a guest stay overnight for a maximum of three consecutive nights, and for no more than 15 night per year. All overnight guests must be approved in advance by your housemates. Requests for a guest to stay more than 3 nights must be submitted in writing to the Manager in advance. Any resident can request that a guest leave at any time. Any student providing housing for guests in violation of this policy will be subject to disciplinary action, and may be charged for their guests' housing. Residents are responsible for the actions of their guests.



Identification

Students are required to carry ID with them at all times. When asked by a facility official, proof of identification must be shown. Failure to do so is considered non-compliance and disciplinary action will be taken.

Policies Continued...

Candles & Incense

Burning candles or incense is not permitted at the Village.

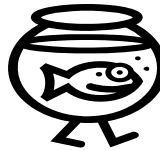
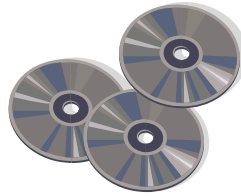


Paraphernalia

Any type of paraphernalia including, but not limited to, bongos, pipes and hookas, are not allowed in campus residential areas.

Pets

No pets of any kind except fish are allowed at the Village. Small fish tanks (up to 10 gallons) are OK. Please note that you would need to take these fish with you during Winter break.



Posting Policy

Please do not post any items on the door of your room. Please note that you cannot post any items that will damage the property, obstruct the academic missions, create a fire hazard, pose a health and safety risk or create a hostile environment as defined by Title IX.



ResNet Policy

Bandwidth (network traffic) use is monitored on a daily basis. In order to keep the usage fairly distributed among all residents there is a limit of how much data machines outside of UCSC network can download from a ResNet machine. That limit is 2G, measured from Midnight to Midnight. If you exceed that limit your machine will be blocked for 3 full days without any additional warning. Repeated violations will result in being blocked again, and a warning message will be sent to your UCSC email address. Repeated violations without acknowledgement will result in a loss of network service entirely until there is a response to the warning message; the CRE will also be notified. Once ResNet is informed that the terms of the letter have been met, the connection will be restored.



Copyright violation is a serious issue. When the University receives a copyright violation letter the machine is blocked from accessing network resources outside of the University and a warning letter is sent to your UCSC email address. When ResNet is informed that the terms of the letter have been met, the connection will be restored. Repeated violations will result in significant service loss and the CRE will be notified.

Smoking

You must exit the building to smoke. Smoking is not allowed inside any campus building. Campus policy states that you must be at least 25 feet from a building in order to smoke.



Getting Involved

At the Village

There are many ways to get involved in your residential community. Your RA is your best resource and they will be planning activities throughout the year. Movie nights, field trips to local attractions, pizza parties, and barbecues are all likely possibilities. RAs also plan educational and multicultural programs

If you have a cultural event you would like to celebrate or any other program idea, let your RA know! We have money and resources to help make events happen and we'd really like to know what you're interested in!

On Campus

We also encourage you to participate fully in all other programs your Colleges and Departments may offer.

The Role of the Residential Life Staff

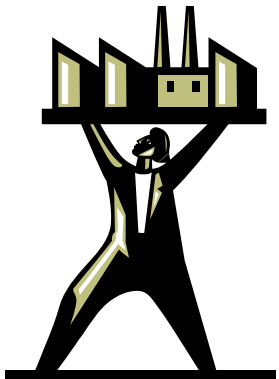
Resident Assistants

There are five Resident Assistants (RAs) at the Village. The role of the RA is to assist in creating a positive and healthy educational community. Our fabulous RAs are students well-trained and knowledgeable in many areas important to residential life. Their job includes sponsoring educational, cultural, and social programming, assisting with conflict mediations, responding to emergencies, and enforcing University policy. They are excellent resources and we encourage you to get to know them.

The RAs are responsible for being on duty from 4:30 - 7:00 p.m. and 3:00 a.m. – 9:00 a.m. During their duty shift, they are available if you have lock outs or emergencies. From 7:00 p.m. – 3:00 a.m., please call the CSO at 831-459-2100 for assistance. This information will be posted on the Village Office door.

Village Coordinator for Residential Education (CRE)

The CRE, Rebecca Aguirre-Garcia, is responsible for all administrative and operational aspects of the Village. Rebecca also supervises the residential life staff and coordinates the judicial process. Feel free to stop by and see her at the Village Housing Office (Building C-1) if you have questions or need assistance.



Financial & Housing Coordinator

You have undoubtedly already met or spoken with Susi Nicholson, our Housing and Financial Coordinator. Susi also works out of the Village Housing Office and is available for any questions regarding life at the Village. She is a wonderful resource, and if she doesn't have the answer to your question, she'll quickly connect you with someone who does!

Community Safety Officer

The Community Safety Officer (CSO) is responsible for ensuring the health and safety of students, staff, and guests during the night hours. He or she is on call from 7:00 p.m. – 3:00 a.m. every night. CSOs can be reached by calling campus dispatch at 831-459-2100. Dispatch will need to know your location and your concern, and will then either have a CSO call you or send a CSO to assist you.

Let's Eat!

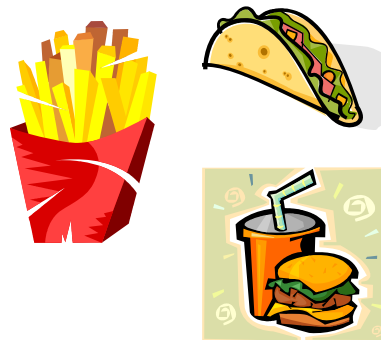


Meal Plans

Planning. Shopping. Cooking. Clean up. You may not have the time or space to do it all. A small meal plan, designed for occasional meals on campus is a good idea! There are numerous plans to choose from, including some that are very flexible and which allow you to eat in the dining hall as needed, instead of committing to a certain number of meals per week. Any of the dining halls are open to you. Additionally, some dining halls feature late-night dining, so hot meals are available as late as midnight at some locations. Go to: www.studenthousing.ucsc.edu to apply for a meal plan.

On the Town

There are a number of restaurants and cafes on campus. The city of Santa Cruz also features restaurants of many kinds and price ranges, catering to the strictest of vegans and to the most ravenous of carnivores.



Facilities and Services

The Village Housing Office

459-4388

The Village Housing Office is located in Building C-1. Here you will find the Village CRE and the Financial & Housing Coordinator. If you need to report a maintenance issue, or have a question or concern regarding life at the Village or other residential issues, this is the place to come. Hours are 8:00a.m. – 5:00 p.m., Monday through Friday. The Coordinators sometimes have obligations that take them away from the Village, necessarily closing the office. Any message left for them, however, will be responded to promptly.



Laundry – F5

The laundry room is located in the lounge building. There are many washers and dryers available for use. Although money is no longer used, each resident is given a laundry card when moving-in. There is also a card machine available in order to re-load or purchase a new card.

Lounge Building – F5

The lounge building is available to residents and contains a TV, VCR, and computers for all residents to use. This is a great gathering place for meals, movies and fun. There is also a bulletin board displaying information on campus events found here. If you wish to hold a gathering in the lounge, please contact the Village Office to make a reservation. Reservations cannot be for longer than two hours and the event must be open to all Village residents. Please clean up after yourself. The lounge may not be used for overnight accommodations by either guests or residents.

Kitchen Building – F4

The kitchen building is available for use by residents of the Village, PICA program members, and members of the UCSC Farm. Please clean up your area after you use the kitchen building as a courtesy to other residents and to prevent incursions of ants and rodents.



Parking

There is limited parking at the Village. Parking is available at the East Remote Parking Lot by applying at the TAPS office located at the base of campus. For inquiries regarding campus parking, contact TAPS at 831-459-2190.



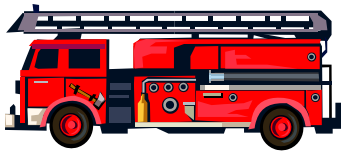
Bus Service

Bus service to and from campus and around town is easily available to Village residents. The Village Bus Stop can be found on Hagar Dr. at the road entrance to the Village. All Core shuttles stop inside the Village at the parking lot at night.

Mail

We are unable to accept mail for residents. Please use your college mail box as your mailing address. Along with the campus post office, there is also a US post office at the intersection of Front and Water Streets in downtown Santa Cruz.





Fire Safety

There are a number of steps which can be taken to help reduce the possibility of a fire or damages, if one should occur:

1. Do not use extension cords, which may easily short and cause a fire; use only UL approved power strips. Do not overload a receptacle with an “octopus” adapter.
2. Incandescent bulbs such as those used in holiday lights are not allowed.
3. Do not cover or hang anything from the emergency sprinkler system, or cover/obstruct the smoke detector.
4. Do not burn candles or use lanterns or other open flame devices such as camping stoves. Barbecues are not allowed on balconies or within 20’ of buildings.
5. Use of halogen lamps are restricted from residential facilities due their high risk of fire danger.
6. Do not use hot plates, toasters, toaster ovens or electric heaters not equipped with automatic “tip-over” switches.
7. Use either a metal trash can or one that is UL approved as non-combustible.
8. Excessive, combustible materials are not allowed (i.e. excessive disorder in the room resulting from the retention of large amounts of paper, cardboard or newspapers). In addition, you may not install partitions or wall paneling, nor may you have more than 50% of your walls covered with posters, pictures, tapestries or other coverings. Tapestries must be tacked tight to walls.
9. Do not attach tapestries or other combustible decorations to the ceiling.
10. Do not bring or use any type of fireworks to the Village.
11. Smoke detectors are sensitive to dust, shower steam, and foreign particles.
12. Keep stairways, hallways, and exits free of debris in order to allow easy exit.
13. Do not smoke in or near buildings.



**Due to the serious nature of fire safety violations
(you put at risk your life and the lives of your neighbors),
failure to immediately rectify the situation
will result in judicial action.**

Know the location of fire extinguishers and alarms nearest to you.

In Case of an Alarm:

1. Evacuate the building immediately. The evacuation location is the parking lot behind Building C-1.
2. Close room doors on your way out; this will help control the spread of the fire.
3. Do not re-enter the building until the Fire Department or University officials have cleared you to do so.
4. Do not try to turn off the alarm! Only the Fire Department can turn it off.
5. When a fire alarm sounds, you must leave the building immediately. Failure to respond to a fire alarm may result in a fine, criminal action, and/or university judicial action.
6. Tampering with any fire equipment, including smoke detectors, fire alarm stations, fire extinguishers, and/or propping open fire doors will also result in judicial action.



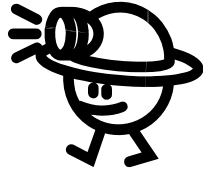
Fire/Maintenance Inspections:

**Rooms will be inspected
quarterly for any
hazards**





Safety

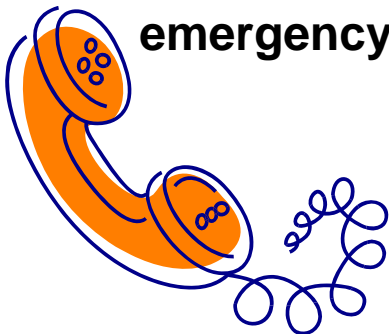


Policies

In order to protect the individual safety of students, certain policies have been formulated. These include the following:

1. Do not bring weapons onto campus even for display purposes. This includes any type of firearm, paint-ball, pellet guns, swords, and knives as defined by the California Penal Code. If you have a legitimate need for any of these types of weapons (hunting, etc.) the Campus Police Department will store them for you.
2. Pranks designed to injure (either physically or emotionally) any person are unacceptable. Water fights with balloons, guns, pails or any other object containing water (or any other liquid) are prohibited in all areas of the Village.
3. Do not bring into or store non-household chemicals (i.e. gasoline, laboratory chemicals, motor oil) in the building. When improperly stored or disposed of, these materials can endanger people and pollute the environment.
4. Skateboarding, roller-blading, roller-skating, and bike-riding are prohibited in the hallways, as is the throwing or kicking of objects such as frisbees, footballs, and soccer balls.
5. Protect your personal belongings by having your name engraved on all your valuables.

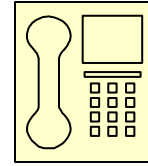
**For any
medical, fire, or police
emergency, call 911.**



Security

Night-time Assistance

In the evenings (from 4:30 p.m. to 7:00 p.m.), the Resident Assistants are on call. From 7:00 p.m. to 3:00 a.m. the Community Safety officer is on duty. Please report any suspicious behavior to them. If you are unable to contact a CSO or staff member, do not hesitate to contact the Police and/or Fire Departments.



Keys/Lock-Outs

Keys

Once you are issued your building and room keys, you become partially responsible for the security of your building. In order to maintain the security of our buildings, you must report all lost keys to the Village Housing office immediately. To ensure your security, whenever a key is lost, your lock will automatically be changed and you will be issued a new key. There will be a charge for new keys. Do not allow anyone else to use your keys, even temporarily. Please do not allow building entry to anyone who does not have a key. Individuals looking for residents may call them from the call box outside of the lounge in building F5.



Lock-Outs

Village Staff is available to assist residents who are locked out of their rooms around the clock. A sign indicating which staff member can assist you with a lock-out after hours is located on the housing office door. It is the responsibility of each resident to carry their room key with them any time they leave their room. A spare, room key check out is available only as a temporary measure. Keys may be checked out for a maximum of one hour. If the key is not returned within an hour, the resident may be charged for a lock change. **Each student is allowed 3 assisted lock-outs per year after which a \$15 charge per assisted lock-out will be assessed.**

Resource Conservation

Although the electricity, water, and gas are provided for you and included in the rent, we do ask that you conserve wherever possible. California is suffering shortages of both energy and water, and we all need to do our part. See below for some specific suggestions.

Energy

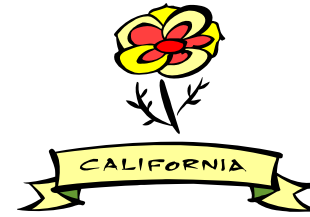
Please do whatever you can to save energy. Turn off lights when you leave the room, keep your heater turned down to 68° or lower, and turn the heat off when you leave. Never leave doors or windows open when your heat is on. While utility costs are included in your rent, you may be billed for excessive use.

Water

Fresh water is a scarce resource in Santa Cruz, and it's important to do all you can to conserve. Please keep your showers short, turn the water off when shaving or brushing your teeth, and minimize water use when washing the dishes.

Recycling

Recycling containers are located around the Village. We recycle newspaper, metal cans, glass, and plastic containers. Please rinse your containers before recycling, and sort your recyclables carefully into the proper containers. Any questions? Just ask!



Earthquakes

UC Santa Cruz is located next to several active fault lines. It is important to be aware that a major earthquake is always a possibility. The following tips may help you be more prepared:



Before the quake:

1. Keep shoes by your bed. Earthquakes often cause glass to break.
2. Keep emergency supplies handy, including a flashlight and prescription medicines.
3. Plan how you will respond. Earthquakes strike without warning. Panic is your worst enemy.

During the quake:

1. Stay calm.
2. If you are indoors, remain there until the shaking stops. Find cover under sturdy furniture or under a door jamb. Keep away from windows.
3. If you are outdoors, move away from any buildings and into a clear area.
4. Shield yourself against flying debris by covering your head.



After the quake:

1. Leave the building and evacuate to the parking area.
2. Stay clear of buildings and other hazards.
3. Do not re-enter buildings after a quake. Wait for University personnel to allow you back in. There may be aftershocks which can be as, or more powerful than, the original quake.



THE VILLAGE CONDUCT PROCEDURES & COMMUNITY STANDARDS

The information contained in this section of the Resident Handbook is for the benefit of all students affiliated with the Village Community. These community standards are in place to create a safe, positive, and productive academic living environment for all students who choose to live in the Village Residence Halls. Additionally, all non-residents who visit the residential facilities are expected to abide by these policies while visiting. Many of these policies also govern the common areas of the facility.

It is the Village's expectation and a condition of the student housing contract that you adhere to the policies which are outlined in this section. Violations of any of the policies outlined below, federal, state and local policies, university and housing policies, and/or of the housing contract will result in university judicial action and, when appropriate, concurrent criminal action. Should you have any questions about this information, you are invited to speak with the CRE.

JUDICIAL PROCESS

Village staff members take an educational approach to the judicial process. They seek to educate students about the importance of following community standards and facility policies. The educational process includes explaining expectations of student conduct and the reasons why these policies and procedures exist so that students will be aware of the repercussions of their actions.

Professional and student staff, including CSOs, RAs, and CREs, work together to teach and model the standards of behavior. For students living at the Village, the residential staff is the main component of the student conduct process.

Our judicial process is a cumulative one. This means when a student is involved in a policy violation, all previous violations and judicial interactions are taken into account when determining the sanctions, or outcomes of the situation. Repeated violations of community standards may lead to cancellation of a student's housing contract, exclusion from the facility, warnings, suspension or dismissal from the University.

STANDARDS OF PROOF

It is important to remember that the University is not a court of law. Unlike the criminal justice system, we do not have to determine responsibility for a policy violation "beyond a reasonable doubt." Instead, university officials utilize what is called "preponderance of evidence," when adjudicating a possible violation of university policy. This means that the adjudicating officer will consider all of the information and evidence available regarding a reported incident and render decisions based on the most probable course of events.

SANCTIONS

In concurrence with the student conduct process, students found responsible for violations of community standards will be placed at a disciplinary level in the judicial system and may be required to fulfill an educational sanction and/or pay monetary restitution. Sanctions are intended to educate students about the rationale behind the community standard they violated and to encourage them to think about the possible consequences of their actions before repeating a policy violation. Sanctions range from a simple warning letter to removal from the University. Philosophically, we follow a policy of using educational sanctions. Educational sanctions can include anything from attending an Alcohol and Other Drug workshop or assessment, to creating and administering a survey, or assisting facility staff in planning an event or program that benefits the Village community.

FINES

There are some cases in which monetary restitution is a necessary part of one's sanction. Charges will be assessed for any vandalism or damage caused to university or personal property. In addition, some violations (i.e. tampering with fire equipment, skateboarding, excessive lockouts, etc.) will result in punitive fines.

JUDICIAL PROCESS OVERVIEW

The Village adjudicates disciplinary violations in accordance with the University Code of Student Conduct. The flowchart on the next page describes our judicial process.

Judicial Process Definitions

Initial Documentation:

Any student, staff, or faculty member can submit documentation of a concern or a violation of the Village or University policy to the Village Housing Office. This is generally done in the form of an incident report.

Fact Finding:

An Adjudicating Officer, usually your CRE, will then proceed with determining finding of fact. This may include meetings with any student, staff, or faculty involved in the incident. Additional people may be contacted if information outside the scope of the adjudicating officer is needed (e.g., contacting IT or ResNet for computer violations).

Decision:

From the information available and using Preponderance of Evidence, a determination will be made as to whether or not a person is responsible for a policy violation. A resolution will be sent by the adjudicating officer detailing their decision and the sanctions and disciplinary level assigned to the student.

Responsible:

If a student is found responsible, then she/he will be placed on one of the University and/or Housing disciplinary levels and given educational sanctions to fulfill. When a student is found responsible, she/he may choose to appeal this decision in accordance with the appeal process.

Not Responsible:

If the student is found not responsible for a violation of policy, the case is closed.

Accept:

If the student chooses to accept the decision, the case is closed.

Appeal:

If the student appeals, the Appeal Officer, usually the Assistant Director for Residential and Family Services, will review the case. The Appeals Officer will hear the appeal and may choose to uphold the decision, alter the sanction or dismiss the case entirely.

