Bear Necessities
The official guide to living on campus at UC Berkeley
2015 | 2016

Berkeley
UNIVERSITY OF CALIFORNIA
Emergency and Resource Numbers

For Emergencies and Crimes Which Have Just Occurred
Dial 9-1-1 from any campus phone or (510) 642-3333 from a mobile phone or when an immediate response is needed.

University of California Police, Non-Emergency
.......................... 642-6760
BEARWalk Service and Night Shuttle Service Information
........... 642-WALK
University Police Lost and Found
................................. 642-6760
City of Berkeley Police Department, Non-Emergency
...... (510) 981-5900

Office for Prevention of Harassment and Discrimination ... (510) 643-7985
Alta Bates Hospital Emergency
................................. 204-1303
Advice Nurse @ University Health Services
............................. 643-7197
Campus Emergency Information Line
............................... 642-4335
Financial Aid Office
.................................................. 642-6442
Gender & Equity Resource Center
........................................ 642-4786
Health Promotion
.................................................... 642-7202
Housing Assignments Office
........................................... 642-4108
Center for Community Standards & Student Conduct
............... 643-9069
Residential & Housing Services
................................. 642-3213
Ombudsperson for Students
................................. 642-5754
Parking & Transportation
........................................... 643-7701
Recreational Sports Facility
................................. 643-8038
Campus Shared Services
................................. 664-9000
Residential Computing
................................. 642-HELP
Sexual Assault Counseling
................................. 642-6074
Sexual Harassment, Title IX Officer
................................. 643-7985
University Health Services
................................. 642-2000
Welcome Week Information
................................. 642-4970
Table of Contents

Emergency & Resource Numbers .............................................. 1
Nondiscrimination Policy Statement ........................................ 3
Respect & Civility Statement.................................................... 3
Welcome................................................................................. 4
Introduction to Bear Necessities .............................................. 6
Residential & Housing Services ............................................... 7
Custodial and Maintenance Services ....................................... 10
Cal Dining.............................................................................. 19
Cal 1 Card............................................................................. 20
Residential Code of Conduct.................................................. 21
Community Standards............................................................ 29
Berkeley Campus Code of Student Conduct............................ 31
Health and Safety................................................................. 36
University Apartments........................................................... 45
Academic Dates & Cal Athletics Schedule Links ...................... 53

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Cover photo & publication design; Keith Stevenson, Student Affairs

UNIVERSITY OF CALIFORNIA, BERKELEY
Residential & Student Service Programs • Residential & Housing Services
Nondiscrimination Policy
The University of California, in accordance with applicable Federal and State Law, does not discriminate on the basis of race, color, national origin, religion, sex (including sexual harassment), gender identity, pregnancy/childbirth and medical conditions related thereto, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. This nondiscrimination policy covers student admission, access, and treatment in University programs and activities. It also covers faculty (Senate and non-Senate) and staff in their employment. Further information may be found at http://ophd.berkeley.edu.

Inquiries may be directed as follows:

**Sex Discrimination, Race Discrimination, Sexual Harassment, Racial Harassment**
Office for the Prevention of Harassment and Discrimination
Title IX and Title VI Compliance Officer
(510) 643-7985

Direct other discrimination inquiries to:
Office for the Prevention of Harassment and Discrimination
685 University Hall, #1120
(510) 643-7985

**For Disability Discrimination and Access, please contact:**
Disability Complaint Resolution Officer
(510) 642-2795

Respect and Civility
The University of California, Berkeley, is a public institution of higher education committed to excellence in teaching, research, and public service.

Our student body represents the diversity of our state, and will provide its future leaders. Together, the students, faculty, and staff form our campus community, which reflects a variety of backgrounds and cultures. The quality of life on and about the campus is best served by courteous and dignified interaction between all individuals, regardless of sex, ethnic or religious background, sexual orientation, or disability.

Therefore, the administration of this University publicly declares its expectation that all members of the campus community will work to develop and maintain a high degree of respect and civility for the wealth of diversity in which we are all fortunate to live and work together. This civility and respect for diversity ought to flourish in an atmosphere of academic freedom that is considerate and tolerant of the ideas of others.

The administration of this University expects you to consult the student conduct code http://sa.berkeley.edu/code-of-conduct for specific regulations regarding respect and civility.

—Office of the Chancellor

UNIVERSITY OF CALIFORNIA, BERKELEY
Residential and Student Services Programs
Residential & Housing Services
Greetings Bears, and welcome to the UC Berkeley family and your new residential community! I consider UC Berkeley’s on-campus housing to be an integral part of the undergraduate and graduate experience for our students. Living in our residential community will be one of the most rewarding opportunities you will have at Berkeley; it will enhance your academic experience by fostering a culture of care through the principles of inclusion, diversity, and social justice. Together, we’ll support you and challenge you to experience more and accomplish more so you can become the leaders who will transform yourselves, the nation, and the world.

In addition to the numerous benefits of living on-campus, you will make lifelong friendships and create a support network that extends well beyond your years at Berkeley. This experience will encourage you to examine and confront your personal assumptions and beliefs, with support from faculty, staff, and peers. As you embark on this process of building a new community for yourself here at Berkeley, I encourage you to review the Berkeley Campus Principles of Community at http://www.berkeley.edu/about/principles.shtml.

I wish you the best of success as you embark on this new chapter in your lives. Go Bears!

Harry Le Grande  
Vice Chancellor, 
Student Affairs 
sa.berkeley.edu
Welcome to Cal! On behalf of the fantastic and talented team within Residential and Student Service Programs (RSSP), I want to extend a warm welcome to you—our newest members of the Cal Family!

At the beginning of each year, the RSSP staff is excited as incoming students begin a new stage of their lives. It is truly a joy and honor to provide the everyday services that will facilitate your stay in residential housing at Cal and your successful transition to our great university.

So many things will be new for you, so we hope that Bear Necessities will provide you with everything you need to know in order to understand and navigate through residential housing at UC Berkeley. As you read this comprehensive booklet, you will see important standards for living in a community, and begin to understand the engaging environment we strive to create in the residence halls. You will also learn about invaluable resources and phone numbers in case you have questions.

We wish you a happy and successful year ahead.

Go Bears!

Dr. Steve Sutton
Interim Associate Vice Chancellor, Residential & Student Service Programs
housing.berkeley.edu/student
Your Responsibilities as a Resident in University Housing

The agreements outlined in your housing contract and the policies and procedures described in the “Terms of Condition of Residence” and Bear Necessities have been designed and written to support a successful community living environment for all of our residents. After reading through this site, please bookmark it and use it as a resource through your time in University housing. A successful housing experience contributes to your overall success at the University of California!

As a resident within University housing, you have agreed to abide by the housing contract you accepted. The housing contract is a legal and binding agreement between the University and you and it is in your best interest to read and understand your contract. This contractual agreement is applicable to all residents. Specific information on housing contracts may be found at http://www.housing.berkeley.edu/housing/index.html.

The “Terms and Conditions of Residence” outlines both your responsibilities and ours for your period of occupancy and Bear Necessities provides you with additional information on guidelines, processes, and regulations which are also part of the “Terms and Conditions of Residence.” All residents have a responsibility to read and follow policies and procedures contained in these two documents. The “Terms and Conditions” document may be found at http://www.housing.berkeley.edu/housing/reshall_terms_conditions.pdf and the Residence Hall Assignments Office (510-642-4108) staff can answer any questions you may have about it. If you have any questions about Bear Necessities, please talk to the Resident Director in your area or the Unit Office Staff.
Residential & Housing Services

Residential & Housing Services (R&HS) is committed to creating positive residential communities through excellence in academic integration and personal development opportunities for students. There is a number of staff charged with this mission in your residential area. Departments within Residential & Housing Services include: Residential Programs, Assessment and Operations, Incentive Awards Program, Custodial Services, Cal Housing and Family Housing.

Living with a Roommate
During your time at Cal, you are likely to learn more about yourself and others than during any other time in your life. Your fellow residents and students are also committed to succeeding academically, personally, and professionally.

Roommates do not need to be best friends. However, we do expect you to be fair, honest, and considerate with one another. Creating an environment characterized by respect and civility is a central goal for the campus and is outlined in our Principles of Community [link]. Everyone needs to take responsibility for their behavior and share the responsibility for a positive roommate relationship. For more information on making this important transition to life at the University, visit our website: [link]

Please use the sample roommate agreement for creating the best relationship possible. The residential staff is a resource to help you manage conflict. Share your concerns with them in order to make the best of your experience in the halls.

Living in a Multicultural Environment
The University is proud to maintain one of the most diverse student populations in the world and being part of a vibrant community can be both exciting and challenging. In order for a community to continue to develop and grow in a healthy manner, all members of the community need to feel they belong and have a voice within the community. We all play a part in achieving this goal. Because our community consists of many diverse people, it is imperative that we engage in difficult and respectful conversations with each other to expand our understanding of the world around us. Take advantage of the opportunity to learn from others who may appear to be different from you. Be aware of the assumptions and generalizations you make about people and remember that your experiences in the world may be very different from your new neighbors. Be open to see the world differently and ask questions. Through collaboration, openness, education and growth, together we can develop a community where every member can be successful and safe.

If at anytime you feel unsafe, please contact your residential program staff or the University of California Police Department at 911 or 510-642-3333 (from a cell phone). If you are witness to or involved in a hate or bias related incident you may report this incident to the police or at [link].

Theme Living Programs
The Residential and Housing Services sponsored theme programs provide an academic residential environment for students who share an interest in a particular area of study. Residents explore the histories, language, and literature of the respective groups and maintain close relationships with their sponsoring academic
department and the Residential and Housing Services. There are seven theme programs located throughout the residential facilities at Cal. The African American Theme Program and the Native American Theme Program are housed at Unit 1; the Asian Pacific American Theme House is in Unit 2; Casa Magdalena Mora (Chicano/Latino) and Unity House (Gender Identity & Sexual Orientation) are in Beverly Cleary Hall in Unit 3; the Women in Science and Engineering (WiSE) theme program is in the Foothill Housing complex, and the Global Environment Theme House (GETH) can be found in the Clark Kerr Complex. Applications to the Theme Programs are made on the online Cal Housing application. For additional information, please check out:
http://themeprograms.berkeley.edu
http://www.housing.berkeley.edu/livingatcal/themeprograms.html

Key R&HS Staff

**Resident Assistants** (RAs), **Theme Program Advisors** (TPAs) and **Apartment Assistants** (AAs) are student staff whose primary role is to create and maintain a community that promotes academic, personal, and social growth. They have been trained to provide you with information on University resources and to respond to your questions and concerns.

**Community and Leadership Assistants** (CLAs) are student leaders who create and support programming and community development activities within their assigned unit. They also serve as advisors to the hall associations, mentoring their peers as they learn and grow as community leaders.

**Resident Directors** (RDs) are full-time, live-in professional staff members with extensive experience working with students in a university setting. They are responsible for coordinating the residential community in a unit and serve as valuable resources during your time in University housing.

**Academic and Leadership Coordinators** (ALCs) are full-time professional staff committed to implementing academic and career related services for residence hall students. The Academic Centers, under the supervision of ALCs, provide tutoring, computing facilities, advising, faculty programs, and courses.

**Security Monitors** (SMs) are students who have been hired to uphold safety and security in your new home. Their main responsibilities include monitoring the access of residents and guests to the halls and maintaining the safety of the residential areas.

**Security Coordinators** (SCs) are students in your residential community who are responsible for promoting safety. Their responsibilities include supervising the Security Monitor program and facilitating educational programs with a focus on safety and security.

**Resident Faculty** are Professors who live in the residence halls (Units 1, 2, & Clark Kerr Campus and provide academic support and mentoring to residence hall students. They offer programs, field trips, office hours, and other opportunities for residents to interact with faculty on an informal basis.

**Assistant Directors** Associate Director, Director, Managers, Analysts, and the Executive Director are full-time professional staff who work to manage and direct the system-wide community building and academic programs in University housing. They plan and implement staff hiring and training, oversee the conduct process, monitor and guide hall activities, oversee safety and security, serve as resources for programming, and help ensure residents’ needs are being met.

**For current R&HS staff contact information, visit:**
http://www.housing.berkeley.edu/student/osd_directory.html
Leadership Opportunities

The following is a description of the many leadership opportunities available to you. Contact any hall staff for more information.

The Residence Hall Assembly
Residence Hall Assembly (RHA) is the umbrella organization for the Hall Associations in each building. RHA consists of representatives from each residence hall and serves as an advocacy group for student issues. They represent the residents living on campus to Residential and Student Service Programs (RSSP) and to other groups that impact residential life. RHA coordinates many campus-wide activities and programs and recommends policy changes to RSSP. If you have questions about Assembly activities or want to learn more about how to become involved, contact the RHA Office at 510-643-9741 or visit the website at http://rha.berkeley.edu/ The RHA Office is located at Unit 1, L -03 Christian Hall.

Hall Associations
Hall Associations are the student governments in each residential building or area. They organize many of the activities for the community such as movie nights, dances, coffee houses, finals study breaks, excursions to local points of interest, intramural sports teams, and cookouts. Each Hall Association elects an Executive Committee (Ex Comm) for both the fall and spring semesters at the beginning of each semester. To cover the cost of special events and activities sponsored in the residence halls, $45 per year is paid by you as part of your housing contract and distributed among the Residence Hall Assembly and Hall Associations. You are encouraged to attend weekly meetings, share your ideas, and get involved.

Peer Review Board
Want to positively influence community behavior? As a Peer Review Board (PRB) member, you will be able to review and evaluate the behaviors of your peers and reinforce and clarify community expectations. There are two boards whose members are trained to hear conduct cases throughout the residential system.

Health Worker Program
The University Health Services’ (UHS) Health Worker Program is the largest and longest running peer health education program on the UC Berkeley campus. UHS staff train student peer educators to provide health promotion services to over 5,000 residents in nine of our campus living center communities, including the residence halls. Health Workers provide peer health education, outreach, and advising services to support you with your health-related needs. They are first-aid/CPR certified, and hold weekly office hours for residents to discuss physical and emotional health concerns. Health Workers post weekly health tips, coordinate numerous health-oriented programs, and provide information about UHS and community health resources. For more information, visit our website and be sure to meet your Health Worker! http://uhs.berkeley.edu/students/healthpromotion/healthworker.shtml.

Residential Sustainability Program
Members of the Residential Sustainability Program (RSP) are students living in the residence halls who are passionate about the environment and want to educate their peers about sustainable ways of living. This is accomplished through hands-on activities, informational tabling, and special events. Paid and volunteer positions are available. For more information, e-mail: rsp-supervisors@lists.berkeley.edu.
Academic Services

The Academic Centers are your residential resource for academic support. From tutoring in a range of subjects to career and academic advising, our staff is trained to assist you with your academic needs. The Academic Centers also offer quiet places to study and a Computing Center that includes support and training. All information on the Academic Centers, including hours and study resources, is available at:

http://academicservices.berkeley.edu

Academic Center in Your Unit

When you need to print a paper, graph a chemistry problem, design an A+ presentation, find the best strategy for a Chem 1A final, or get help with telebears, come to the Academic Center (AC) in your residential unit. The Academic Centers offer tutoring (in writing, chemistry, math and physics), printing and copying, as well as peer academic advising through the “Ask LnS Peers” program. http://asklns.berkeley.edu A full line of Mac and PC computers equipped with the latest software are also available for your use. Please consult with the friendly Academic Center Assistants (ACAs) to answer any of your questions.

Residential Computing

Residential Computing Consultants (RCCs) provide free computer-related assistance, consulting, and technical support for all students living in University housing. This includes support for the computing resources available in the Academic Center and in-room network connections. If you have any questions regarding computing services available to you, please contact Residential Computing at 510-642-HELP (4357) or e-mail: helpdesk@rescomp.berkeley.edu. You can also access extensive on-line resources at: http://www.rescomp.berkeley.edu

Custodial and Maintenance Services

Our vision is to create an environment that fosters academic success, social growth and community development by providing secure, clean, attractive, and comfortable facilities and by actively responding to all clientele.

The residential facilities staff members provide a wide range of services year round. Our maintenance staff can remedy most problems that arise anywhere in the unit. The custodial staff works diligently to keep your bathrooms and all common areas clean. Your Unit Office is an excellent source of information about the University and the greater Berkeley community.

Maintenance and Custodial Requests

We work hard to keep your room and common areas in good condition. If a problem arises, please file a Maintenance Request at the Unit Office or online at: https://maintenance.housing.berkeley.edu. If there is a maintenance emergency during non-business hours, please contact the RAon-duty. Your request will be given a priority based on the other projects throughout the housing unit.
Unit Office
Each Unit Office serves as the central location for all facilities-related services. They are generally open from 8:00 a.m. to 5:00 p.m., Monday through Friday (except holidays). Please consult your office for its hours. The best way to contact the unit office is either in person or by phone during office hours so that your request is addressed immediately and completely. If this is not possible, you may leave a voice mail message after hours or an e-mail message at any time (please be as specific as possible if leaving a message about a maintenance problem):

Unit 1 / Jackson Graduate House/Channing-Bowditch Apartments
642–3141 or u1admin@berkeley.edu

Unit 2/Maximino Martinez Commons
642–3143 or u2admin@berkeley.edu

Unit 3/Manville Apartments
642–5391 or u3admin@berkeley.edu

If the problem is too large or falls under a specific building trade area (including elevator and major electrical problems), it will be forwarded to the Physical Plant-Campus Services (PPCS) for resolution. This may add to the amount of time needed to correct the problem. If you have questions regarding the status of your request, please feel free to contact the Unit Office or if you filed the work order online, you can check its status using the work order number provided when you placed the request. University staff will enter your room to respond to your maintenance requests.

Mail Room
The Mail Room processes thousands of pieces of mail for residential students. To expedite the handling of mail, we ask that you use the correct mailing address for your particular unit (see below). Mail with incomplete addresses will be delayed and possibly returned to sender.

Unit 1 Residence Halls
First and Last Name
Building and Room Number
2650 Durant Avenue
Berkeley, CA 94720–2274

Unit 2 Residence Halls
First and Last Name
Building and Room Number
2650 Haste Street
Berkeley, CA 94720–2278

Unit 3 Residence Halls
First and Last Name
Building and Room Number
2400 Durant Avenue
Berkeley, CA 94720–2276

Bowles/Stern
642–9703 or sbadmin@berkeley.edu

Foothill Housing Complex
642–9703 or fhadmin@berkeley.edu

Clark Kerr Campus
642–6290 or ckcadmin@berkeley.edu

Channing-Bowditch
First and Last Name
2535 Channing Way
Your Apartment Number
Berkeley, CA 94704-5795

Stern Hall
First and Last Name
Your Room Number
Stern Hall
Hearst & Highland
Berkeley, CA 94720–2292

Martinez Commons
First and Last Name
Martinez Commons and Room Number
2520 Channing Way
Berkeley, CA 94720
When you receive a certified letter or special delivery package, a notification slip will be placed in your mailbox and/or sent to you electronically. To claim the item, please bring the notification and a picture ID to the Mail Room or Unit Office during regular hours of operation. Packages/letters are released only to the person to whom they are addressed; your friends/roommates/third parties may not claim them for you.

You may purchase stamps at the Postal Office at 2515 Durant Avenue. Forwarding of mail and change of address can only be done through Bear Facts (https://bearfacts.berkeley.edu/bearfacts/). The US Postal Service will not process change of addresses for students living in the residence halls.

No postage is required for Campus Mail but you must include the 4-digit Campus Mail Code in the address. Campus Mail is for University business only and users must adhere to Campus Mail policies.

Campus Mail Codes can be found at: http://mailservices.berkeley.edu/incoming/mailcodes/list

**Common Area Use Procedures**

Residential common area space may be reserved only for departmentally sanctioned programs and events which are sponsored by the departmental staff or groups sponsored by the Residential and Housing Services such as hall staff programs, Theme Programs, and Hall Associations.

Registered Student Groups may NOT use residential common area space for group meetings or practice space. Please contact Classroom Scheduling at 510-642-0313 or the Martin Luther King, Jr. Student Union at 510-642-1141 for information on campus meeting space.

**Bathrooms**

All bathrooms are mixed gender unless specifically designated by University staff. If a sign is posted indicating a bathroom is gender specific, it will be considered trespassing by an individual who does not abide by the signage.

**Damages**

Residents in University housing are responsible for their own actions and for the actions of their guests and you may be held responsible for loss of property or damage to your room, suite or building. All residents of a floor or hall may share joint responsibility for loss of property or damage to common areas within a building that are not part of an individual resident’s room or suite. Whenever possible, the residents or their guests responsible for the damage will be charged for it. If the individual responsible for the damage is not known, the cost will be shared:

- *In a room or suite, all the residents of the room or suite may be charged.*
- *On a floor common area, all the residents of that floor may be charged.*
- *In a common area that is not located on a residential floor (such as the ground floors in Units 1, 2 and 3), all the residents of the building may be charged.*
• The residence halls have a Damage Fund through the Hall Association, which contains monies from the initial housing deposit paid by each resident. Excessive common area damages will deplete this fund.

• If the hall damage fund is exhausted, the students in the affected room, suite, floor, hall, or building will be charged.

Residents who accept responsibility will have the damage charge reviewed by the Housing Facilities Manager and the Resident Director. Residents identified to be responsible for damage, but who fail to come forward to accept responsibility, will be billed for the entire amount of the damage charges. In addition, disciplinary action may be taken against residents who are involved in malicious damage. Actions may include, but are not limited to, probation, exclusion, community service, or referral to the Center for Student Conduct.

Please assist us in maintaining the facilities by reporting anyone who is engaging in malicious mischief or vandalism in the facilities. Remember, this is your home!

Custodial Services

Custodial Services are provided for routine cleaning of the common areas in University housing. The common areas include bathrooms, hallways, lounges, stairwells, and outside grounds. Our custodial staff provides routine cleaning only and requests residents’ assistance by moving personal belongings prior to the scheduled cleaning day. Staff are not responsible for excessive cleaning resulting from large social events or long-term neglect. Residents are ultimately responsible for cleaning up after themselves. If the custodial staff needs to clean any excessive messes, residents found responsible will be charged a cleaning fee. If the residents responsible are not identified, all suite or floor members may be charged equally. Residents will be billed for placing their room trash in common area garbage receptacles. For your particular area’s cleaning schedule, please contact your Unit Office.

Inside Your Room

Room Condition Report

You will receive a copy of your Room Condition Report (RCR) shortly after check-in. The RCR documents the condition of your room or suite at the time you arrived. Please check it carefully for accuracy. If you find any discrepancies, please note them on your copy and contact the Unit Office immediately. We will be happy to make the changes to your RCR on file.

You are responsible for keeping your room or suite clean and free from damage. Any damages not noted on the RCR and beyond normal wear-and-tear will be charged to your account. Report any damages or need for repairs immediately to the Unit Office so it can be repaired as soon as possible and to avoid further damage.

All furniture must remain in the room during your residency. When you check out of the room, this report will be used to determine any damage costs for which you will be financially responsible. Any changes you would like to make to your room or its furnishings must be approved by the Facilities Manager.

Appeals for damage charges must be directed to the Facilities Manager within seven (7) working days after the date of assessment. You may appeal the decision of the Facilities Manager to the Director of Housing within seven (7) work-
ing days after the Facilities Manager’s decision. The decision of the Director is final.

**NOTE:** The University does not provide insurance or financial protection, nor assume any responsibility or liability for any loss, damage or destruction to the residents’ private property, nor for articles left during Winter Break, or after vacating the premises in the Spring. We recommend that you purchase personal property insurance.

**Door Closers**

Every door opening into a hallway or the outside is fitted with an automatic door closer for fire safety as mandated by the State Fire Marshall. Tampering with or removing a door closer is subject to a $50 fine and disciplinary action.

**Decorations**

Personalizing your room is an important part of feeling at home in a new space. At Unit 1, Unit 2, Unit 3, Foothill, CKC, and Martinez Commons, we ask that you use the wall boards for hanging decorations or posters. Carefully consider any changes or additions you would like to make to your room since any damages resulting from decorations will be billed to you at check-out. Adhesive decoratives (e.g. stars), taped, glued or stapled items not removed from walls or ceilings upon vacating, will result in damage charges.

Large amounts of paper in a room can pose a fire hazard. For this reason, decorations made of paper are NOT permitted on the ceiling. They should be limited in number on wall surfaces as well.

All surfaces in hallways are considered to be public areas and, by order of the Fire Marshall, are not permitted to be decorated. This includes the exterior of your room door and the area surrounding it. Bulletin boards are the only areas authorized for posting in hallways and common areas (Residential Conduct Code 21).

**Furniture**

Each room is furnished with a bed, desk, study chair and dresser. Wardrobes are provided in rooms without built-in closets. Storage space on campus is extremely limited which is why we are unable to remove furniture from resident rooms. To maximize the lifetime and cleanliness of your mattress, it must be kept on your bed frame. The furniture that you are provided is expected to stay in your room. Unauthorized removal of University furniture is prohibited (Residential Conduct Code 19). Residents living in UC Berkeley residence halls who wish to have a refrigerator or microwave in their room will rent these appliances or the combination (a microfridge) from UC Berkeley’s approved vendor. Personal microwaves and refrigerators are not allowed.

Lounge furniture is provided for all residents to use in the common areas. Moving lounge furniture to a bedroom is not permitted (Residential Conduct Code 19). Charges may apply to residents possessing lounge furniture in their suite or bedroom areas. Removing any room or lounge furniture to an off-campus location is considered theft and conduct and/or legal action will be taken.

**Halogen Floor/Desk Lamps**

Due to the danger of fire, halogen lamps of any size are not permitted. Many lamps marketed as “torchieres” are about 72 inches high and have an unprotected 300 to 500 watt halogen bulb. Because of the high wattage, any type of combustible material that comes near or in contact with the lighted bulbs can ignite in seconds (Residential Conduct Code 8G).
Heaters
Heat in each residence hall room is supplied by a steam radiator. A handle on the heater allows you to control the room temperature to maintain your comfort level. In most rooms, the heater is under the window. Please turn the heater off when you are not in your room.

If you do not know how to operate your heater, please ask your Resident Assistant or contact the Unit Office for help. If you believe your heater is not working properly or is leaking onto the floor, please report it directly to the Unit Office for service.

Heat generating appliances that draw more than 1200 watts are prohibited in private bedroom or common suite room space. Hot plates, space heaters, rice cookers and air conditioning units are not allowed under any circumstances (Residential Conduct Code 8D).

Keys
All bedroom doors lock automatically. For this reason, it is important that you keep your room key with you at all times. However, if you do get locked out of your room during a business day, the Unit Office will issue you a temporary lockout key if it is between 8:00 a.m. and 5:00 p.m., Monday through Friday. The lock out key must be returned within 15 to 30 minutes. If you are locked out when the Unit Office is closed, please contact the hall staff on duty. The contact information is posted in the common areas of your suite, floor or building.

To ensure the security of your room or suite, it is important to notify the Unit Office as soon as you realize your key is lost or has been stolen. There is a $50 charge for lost keys for each room and if it is a suite or apartment, residents are charged $75.00 since all suite or apartment door locks must be re-keyed and reissued. If you lose your key in the elevator shaft, you will be charged prevailing labor wages for an electrician to retrieve the key.

Loft Beds
All Units have a limited number of loft beds available. There is a charge for lofting beds that covers the cost of labor to install the loft and to remove it at the end of the year. Because of the potential for shifting and falling, no other lofting systems are permitted. This includes placing the bed on top of room furniture (Residential Conduct Code 30). Some rooms, particularly triples, come with a loft bed and they cannot be de-lofted given the space constraints.

Window Stops and Security Screens
Window stops provide a safety mechanism that limits how far windows can be opened. If the stops are missing from your windows, please contact the Unit Office upon check-in. Removing window stops is not permitted and you may be charged. Security Screens are in place in certain windows in Foothill, Stern Hall, Beverly Cleary Hall, Clark Kerr Campus, Channing-Bowditch Apartments, and the Jackson Graduate House. They are there for your safety and are not to be opened except in case of emergency. In addition, they are not designed to support your weight. Please do not lean on them. Improper operation of these screens could result in fines (Residential Conduct Code 34). Bug screens for all other windows are not provided. You may purchase and install adjustable bug screens to fit your windows as needed but they must conform to the existing fire codes.
Landfill, Recycling & Sustainability
The University of California is committed to minimizing the University’s impact on the environment and reducing the University’s dependence on non-renewable energy.

**Recycling** collection areas for glass, plastic, aluminum cans, newspapers and cardboard are located within or adjacent to the residence halls. Please sort your trash & recycling properly.

The locations of the bins will be posted in your hall at the beginning of the year. If you need help finding these locations, check with your local unit front desk.

You should save as many recyclables as possible and dispose of them frequently as they can become health and safety hazards. Students are responsible for removing recyclable materials from their rooms and common areas. A fee will be charged if Custodial Services has to remove trash or recycling from student rooms.

**Electronic Waste (e-waste)** — any electronic item with a circuit board, motor, switch, transformer or plug—cannot be disposed of in the trash. These items should be deposited in marked collection bins for that purpose. These are typically located at the Security Monitor (SM) booths, though locations vary among units.

**Batteries, cell phones and “inkjet” cartridges** can also be recycled at the SM booths. Check with the unit front desk if you do not find the deposit location there.

**Compost collection** is available in most residential areas. Compost is collected in specifically marked, bright green toter containers. Deposit only compostable ‘to go’ containers, such as biodegradable “clamshells” from Dining Services or cardboard pizza boxes. Please take your discarded food and containers to these compost collection points, rather than leaving them in public area trash cans.

**Programs**
RSSP coordinates a program at the end of both semesters to target materials for recycling and reuse, prior to the winter holiday and to the summer move-out/cleanout that occurs. Typically, the following recycling and reuse collections are available:

- **Mixed paper collection, readers and notebooks**
- **CRTs, Computer Monitors, Televisions, and Electronic Equipment**
- **Reusable clothing, linen, kitchenware and appliance collection**
- **STOP JUNK MAIL**: Please fill out the form at the Unit Office to remove your name and address from mass marketing junk mail lists.

Don’t miss this opportunity to do the right thing and divert unnecessary waste from landfill!

Each hall hires a Unit Residential Sustainability Education Coordinator (URSEC) at the beginning of the academic year and recruits a number of volunteers for environmental and sustainability projects in the halls and out in the community.

In conjunction with the Green Campus Program, URSEC’s conduct awareness campaigns on energy & water conservation and waste reduction. These programs coordinated with RSSP to launch the ground-breaking Green Residence
Hall Room (at Unit One), Green Suite (at Foothill) and Green Apartment (at Channing-Bowditch Apartments.)

* For more information on Recycling, Sustainability or the Residential Sustainability Program, please contact us at: rsp-supervisors@lists.berkeley.edu.

**Telephone Service**

Telephone service is provided solely by the University Offsite & Residential Communication Auxiliary (ORCA). Each residence hall room has one mandatory active telephone jack (“landline”) connected to the University’s telephone network. Active line connections provide emergency 911 access and provide for communications during an emergency. A telephone service fee will be charged to all residents living in University housing and billed as a one-time charge each semester to your Centralized Accounts Receivables System (CARS) account. Each resident is charged the service fee regardless of how many residents occupy a room.

Clark Kerr Campus landlines have been removed from individual rooms and emergency campus phones are available in the hallways. The one-time charge has been waived for CKC residents.

Basic telephone service covered by this fee includes the following: Instant dial tone and ability to receive calls, five-digit campus dialing, unlimited local dialing, Individual Authorization Code (IAC) for long distance access, call waiting, three-way calling, access to the emergency number 911 and other emergency services, caller ID blocking, associated taxes and surcharges, free telephone line repair (dial tone) and access to telephone statements on a secure web site, located at [http://ist.berkeley.edu/rts/](http://ist.berkeley.edu/rts/). This service does NOT include long distance, we recommend that residents purchase a long distance calling card from a commercial vendor that suits their needs.

Telephone line connection problems should be reported to Communication Network Service repair services at 510-642-8500. All other questions regarding such topics as billing and phone line features should be directed to Offsite & Residential Communication Auxiliary (ORCA) at 510-642-4625 or via e-mail at rts@berkeley.edu. The ORCA office is located at 2195 Hearst Avenue.

**Dialing Instructions**

**Campus Call**

Dial the last five digits of the campus number (e.g. 2-5555)

**Local Calls (within the 12 mile radius)**

Dial 9 + the telephone number (e.g. 9-555-5555)

**Long Distance Calls**

Dial 9 + 1 + area code + telephone number (await stutter dial tone) + IAC

**International**

Dial 9 + 011 + Country Code + City Code + telephone number + IAC

**Most Calling Cards and Credit Cards**

Dial 8 + 0 + telephone number (await BONG tone) + credit card number

OR: Dial 8 + 0 + # button (wait for an operator)

**EMERGENCY**

Dial 911. IMPORTANT: Dialing 911 from a cell phone will connect you to the California Highway Patrol emergency dispatch. For quicker response in
emergencies, dial (510) 642-3333 when using a cell phone in Berkeley. This will connect you to the UC Police Department dispatcher.

Parking

Bike Storage and Usage
All bicycles must be registered according to California State Law. Bicycle storage is permitted in your own room and in designated parking areas within your unit. Bicycles may not be parked or stored in the common areas of the buildings or attached to handrails, balconies, benches or lamp-posts on the grounds (Residential Conduct Code 34). This is both for your own protection, because many bikes are stolen every year, and for the safety and well being of other residents who might injure themselves on a carelessly placed bike. Bikes found in hallways, stairs, fire escapes and lounges or parked on pathways or chained to railings are subject to citation and/or confiscation. Unit 1, 2, and 3 have locked bike storage. Keys to the bike parking structure are available from the Unit Office. For a key, you will need to show your ID card and proof of the bicycle’s registration with UCPD.

Motorized Vehicles and Other Modes of Transportation
No motorized vehicles are permitted inside any building at any time, including motorized scooters. Outdoor parking must be in designated areas only (Residential Conduct Code 35). Motorized vehicles found inside a building will be confiscated and stored at the owner’s expense. Riding motorized vehicles, bicycles, skateboards, scooters and in-line skates is prohibited inside the Unit interior including walkways and hallways (Residential Conduct Code 25). All motorized vehicles must be parked in designated locations.

Parking and Transportation
UC Berkeley is a part of a dynamic urban environment that is densely populated and parking is extremely limited for faculty, staff, and students. Since students living in University housing enjoy the convenience of living within walking distance of the campus, and have access to local public transportation with the AC Transit Class Pass, few parking permits are issued to students unless they demonstrate a specific need for a vehicle. Those needs include medical, academic, or employment requirements, and students must submit documented proof of a specific need for a vehicle at the time of application.

The Class Pass is issued to the students by the Cal 1 Card office at the beginning of each semester. Parking and Transportation does not issue the primary Class Pass, instead, Parking and Transportation only replaces lost or stolen Class Passes. There is no fee for replacing stolen Class Passes as long as the student presents a police report number. Lost Class Passes may be replaced for a fee of $60 up to the middle of the semester and then the replacement fee decreases to $30. The replacement fee for Cal 1 Card is $25.

Class Passes are for individual student use only. They may not be used by any one other than the person for whom they were intended and they may not be sold or transferred to another individual.

Classified ad web sites such as Craigslist are monitored by Parking and Transportation and any Class Passes found listed for sale are reported to UCPD. Sale of Class Passes is illegal and considered as theft by AC Transit.

For more information: http://pt.berkeley.edu or (510) 643-7701
The award-winning Cal Dining program focuses on nourishing the UC Berkeley community for both physical and social well being, through customer-driven programs, culinary excellence and social responsibility. Cal Dining is nationally recognized for its comprehensive sustainable business practices; most food is locally sourced and organic with a focus on optimum health.

Meal Plans
Cal Dining offers three meal plans designed to provide flexibility and freedom of choice, to be used to enjoy a variety of menus in all 17 Cal Dining locations:

- Four “all-you-care-to-eat” dining commons: Crossroads, Café 3, Foothill, and Clark Kerr Cafe
- Four residential retail stores: The Den, Bear Market, Cub Market, and CKCub
- Nine restaurant/retail options: Golden Bear Café, GBC Produce Stand, Ramona’s, Pat Brown’s, Terrace Café, Common Grounds, Qualcomm Cyber-Cafe, The Pro Shop at the Recreational Sports Facility, and Concessions at the California Memorial Stadium.

Additional meal points may be added online to any meal plan, at any time, and up to 100 points may be rolled-over from Fall to Spring Semester. A Cal Dining meal plan is included with the residence hall-housing contract. Students not living in Residence Halls may purchase one of three Non-Resident Meal Plans. For more information on all Meal Plans please visit: caldining.berkeley.edu/meal-plans

Special Dietary
Cal Dining provides for a variety of dietary requirements, and always offers vegetarian and vegan daily at all locations. Cal Dining works with customers who have food allergies or specific food restrictions (general, cultural, or religious; we currently offer a kosher and a Halal meals). We encourage students with special dietary needs to meet with our registered dietitian. To set up an appointment, please email dining@berkeley.edu.

Get connected
Stay up-to-date with all things Cal Dining. Make sure to “Like” us on Facebook, https://www.facebook.com/caldining and follow us on Twitter, @CalDining for special event updates, giveaways and general good times!

Questions?
Have more questions?
Please visit caldining.berkeley.edu or e-mail dining@berkeley.edu
The Cal 1 Card is your:

1. **Official campus photo ID card**
2. **Access card to many campus benefits, such as:**
   - Library services and Rec Sports
   - Key Card access to residence halls and certain campus buildings
   - Meal plans and points are “stored” on your Cal 1 Card and will be swiped for access at Cal Dining locations on- and off-campus.
3. **Debit Account**
   - Your Cal 1 Card automatically comes with a debit account. All you need to do is deposit money, and you can start using it today!
   - Add funds online with credit card or bank transfer, in the mail with a check or in person with cash to start using it today. Enjoy no minimum balances or transaction fees.
   - The Cal 1 Card is accepted at a variety of on- and off-campus merchants. Use it to pay for food, textbooks, printing & copying in campus libraries, Cal gear and laundry in the residence halls. No need to carry cash, when you have your Cal 1 Card!
   - Enjoy a variety of discounts and promotions when you pay with your Cal 1 Card debit account at select list of participating merchants. Visit cal1card.berkeley.edu for a current list of promotions and list of accepted merchants.
   - Your Cal 1 Card should NOT be kept or left in the possession of any campus representative or merchant as COLLATERAL for service. If you choose to give your Cal 1 Card to a campus entity as collateral for service and your card is lost or stolen you will be responsible for the cost of replacing your card, your Class Pass and you will be liable if an incident occurs involving the use of your Cal 1 Card while in the possession of the campus representative.

For more information about your Cal 1 Card, visit: [http://cal1card.berkeley.edu](http://cal1card.berkeley.edu)

**Remember** if you lose your card you should report the loss immediately to the Cal 1 Card office, 510-643-6839, e-mail: cal1card@berkeley.edu, web: [http://cal1card.berkeley.edu](http://cal1card.berkeley.edu). Our office is located at 180 César Chávez Center, Lower Sproul Plaza. Replacement cards are available for a $25.00 fee. Cal 1 Cards are nontransferable.
The Residential Conduct Process & the Residential Code of Conduct

The Department of Residential and Student Service Programs has developed residential community standards that are designed to help you be successful. All UC Berkeley students, faculty, and staff are responsible for conducting themselves in a manner that does not infringe on the rights of others or interfere with the educational function of the University. In carrying out your responsibilities as a student and a residential community member, it is important that you know the Residential Conduct Process & the Residential Code of Conduct.

The Residential Conduct Process

This conduct process has been developed to address incidents involving inappropriate behavior within our community. The goal of the Residential Conduct Process is to provide an educational opportunity for residents to reflect upon their actions and the effects such actions can have on the community; additionally, through the process, residents should gain new insight and skills to help them make better choices in the future.

These conduct processes adhere to due process and afford residents with the following rights:

- Residents may review the incident report and be noticed of those violations which they may have violated.
- Residents are presumed not responsible for a violation until proven otherwise by a preponderance of information.
- Residents may choose to respond to the allegations or present relevant information.
- Residents may choose not to respond to the allegations or present relevant information.
- Residents may be assisted at the Residential Conduct Meeting by an advisor. The advisor must only address the student and not the conduct officer/board.
- Residents will be notified via e-mail of the final decision and of the right of appeal after the hearing is completed.
- The conduct officer/board’s decision shall constitute the written record of the hearing. These records will be subject to all applicable privacy acts. All proceedings shall be closed.
- The conduct officer/board’s decision may be appealed in writing within five (5) business days of the date of the decision letter. The resident’s written statement must cite specific reasons for requesting the appeal.

When it has been reported that there has been an alleged violation of the Residential Code of Conduct, residents may be subject to the residential conduct process. In addition, residents may also be subject to University action, including conduct action through the Center for Student Conflict. Cases sent to the Center for Student Conduct may include, but are not limited to: incidents involving distribution or sale of a controlled substance, inability to care for one’s
self due to the use of alcohol or controlled substance, physical assault, or sexual harassment and sexual violence.

The Residential Conduct Process includes:

- Receipt of Complaint
- Notification of Alleged Violations & Request for Meeting
- Residential Conduct Meeting
- Sanctions
- Appeal Process

**Receipt of Complaint**

Incident reports containing alleged violations of the Residential Code of Conduct or the Student Conduct Policies are submitted by residence hall staff. Any member of the community may report an incident by submitting an incident report to a residential staff member. All incident reports contain a detailed and objective account of the incident that occurred.

**Notification of Alleged Violations & Request for Meeting**

Within a reasonable time after receiving an incident report, a residential staff member, typically the Resident Director or the Peer Review Board (PRB), will review the incident report to determine whether there is sufficient information to proceed with the Residential Conduct Process.

In proceeding with the Residential Conduct Process, the conduct officer/board will email a written notice of alleged violations and a request for meeting to the resident. This notice includes information regarding the alleged incident such as the date, location and a brief incident description. It also outlines the Residential Code of Conduct policies which may have been violated and information regarding when, where and with whom the resident may discuss this incident. Finally, the notice states that the conduct officer may hear the case without the benefit of the resident’s input should the resident choose not to attend the meeting as listed or fail to reschedule within the outlined time frame.

**Residential Conduct Meeting**

During the Residential Conduct Meeting, the conduct officer/board will send an email detailing their decision regarding the alleged violations and allow the resident to review the incident report. Additionally, the resident will have the opportunity to explain the incident from their perspective and present any additional information they believe their conduct officer should know. The conduct officer/board may also ask questions to better understand what occurred and to clarify information.

**Sanctions**

If the resident is found in violation of the Residential Code of Conduct, the conduct officer will assign sanctions.

Sanctions are assigned to provide educational opportunities that help residents reflect upon their actions, acquire new skills, and improve their decision making in the future. As a sanction, residents may be warned, charged for restitution for damages, assigned a special project, placed on residential probation, relocated, excluded, and/or evicted from University housing, and prohibited from returning to the residential facilities in the future.
Should sanctions not be completed as assigned, an administrative hold will be placed on the resident’s account. This hold prevents residents from registering for classes and accessing some other campus services (e.g. obtain a campus bus pass, etc.). The hold will be lifted once the resident successfully completes the assigned sanctions.

**Appeal Process**

Upon receipt of the decision, residents may submit a written appeal within five (5) business days from the date of the decision. The appeal process exists to review whether the decision of responsibility was appropriate. Residents appealing their decision must have a clearly articulated rationale, that goes beyond not liking the outcome. Appeals that do not meet the criteria may be denied. Generally, residents should note that assigned sanctions will not be initiated prior to the completion of the appeal process. An exception to this statement is housing exclusion and/or eviction.

The grounds for appeal are as follows:

- **Procedural error(s) occurred at the hearing which unfairly affected the outcome of the case.**

- **Compelling new evidence, relevant to the outcome of the case, was discovered and demonstrably not available at the time of the hearing.**

- **Specific conditions exist that provide goodcause for reconsidering the case. This can include unduly harsh sanctions or demonstrated bias against the resident during the conduct process.**

Appeals are reviewed by an administrative officer and are generally complete within ten (10) business days of the appeal. The appeal is the final step afforded the resident under the Residential Conduct Process.

**Other Administrative Actions**

In some instances, other administrative actions may be taken in addition to or apart from the Residential Conduct Process. Specifically, the Director of Residential Education or designee, may require residents to move to another room or suite or move to another residence hall/suite. Reasonable notice under the circumstances shall be given. Apart from the Residential Conduct Process, these actions do not constitute sanctions and cannot be appealed.

**2015—2016 RESIDENTIAL CONDUCT CODE**

Residential and Student Service Programs has been granted authority by the Campus Code of Student Conduct to adjudicate violations and attempted violations of the Residential Code of Conduct as outlined in Bear Necessities. Residents are accountable for knowing and adhering to both the Student Code of Conduct and the Residential Code of Conduct within all of the property of the University of California deemed as residential living facilities, including residence halls, University owned apartments, dining commons, administrative buildings, Academic Services Centers and contiguous areas, unless otherwise noted in a specific policy. Some regulations listed include clarifying information or examples of prohibited acts. These lists are not meant to be an exhaustive list of examples or an all inclusive explanation.
The following information outlines actions that are prohibited:

**SECTION A: GENERAL POLICIES**

**A1. Alcohol**
A. Possession, consumption, distribution, or being in the presence of alcohol by residents under the age of 21 is prohibited. This includes all other use of alcohol in violation of state law or University policy.

B. Consumption of alcohol by residents who are 21 or older is permitted only in the resident’s assigned room, and with the provision that the door is closed and no individuals under the age of 21 are present. This excludes all other use of alcohol in violation of state law or University policy.

C. Bulk quantities, games and/or devices used or intended for the rapid consumption of alcohol, common containers, and the manufacturing of alcohol is prohibited.

D. Violating any other policy while under the influence of alcohol is prohibited.

**A2. Computer Use**
Residents must abide by the residential and campus computing policies. Wireless routers are prohibited in residential facilities, and sharing copyrighted materials is prohibited by law.

**A3. Controlled Substances**
A. Possession, use, manufacture, sale, distribution, consumption, or being in the presence of illegal drugs, controlled substances and/or medical marijuana, including paraphernalia containing controlled substances or residue of controlled substances, is prohibited.

B. Prescription medication may only be used by the person to whom it is prescribed for its intended purposes. Over the counter drugs may only be used in the manner in which they are intended.

C. Violating any other policy while under the influence of a controlled substance is prohibited.

**A4. Disorderly & Lewd Behavior**
Engaging in disorderly and/or lewd conduct is prohibited. This behavior may include urination/defecation outside of designated restroom areas, invasion of another’s privacy, and/or exposing private body parts in public.

**A5. Disruptive Activities**
The use of sporting equipment (e.g., skateboards, scooters, bicycles, rollerblades, etc.) is prohibited in residential facilities, including interior and exterior walkways. Throwing and/or kicking objects or engaging in any other behavior that interferes with, or prohibits, reasonable use of the space by others is also prohibited.

**A6. Dress Code within Dining Facilities**
Shirts and shoes are required for entrance and use of University dining locations.
A7. Failure to Comply
A. Resisting or interfering with the directives of a University staff member acting within the scope of their duties, such as failure to open room doors or produce identification is prohibited.
B. Failure to comply with the terms of sanctions imposed as a result of conduct action is a further violation of policy.

A8. Furnishing False Information
Providing false and/or dishonest information for reasons such as gaining unauthorized entry into a residential or dining facility, a sponsored event, or to access restricted equipment is prohibited.

A9. Gambling
All gambling prohibited in the State of California is also prohibited in all residential facilities.

A10. Guests
A. Residents must sign in their guests following security procedures, escort their guests within residential facilities at all times, and assume responsibility for guests’ adherence to the Residential Code of Conduct.
B. Overnight guests are only permitted to sleep in residential rooms, with permission from all roommate(s), or inside suite common areas with permission from all suite-mates. A guest cannot stay for more than three days in a two–week period without approval of a Residential staff member. Overnight group visits must be approved by professional staff in Residential & Housing Services.
C. Persons who have been evicted/excluded from the residence halls for any reason are not permitted to return to the facilities as guests.

A11. Noise
A. Disrupting quiet hours, defined as the time between 11pm and 8am Sunday-Thursday and 1am and 10am Friday-Saturday, with unreasonable noise is prohibited in all residential facilities, courtyards and surrounding areas. Unreasonable noise is any noise that disrupts or potentially disrupts the lives of residents or neighboring community members. Please note also the existence of Courtesy Hours, which are in effect 24 hours, 7 days a week, and which can be broken by any unreasonable noise that disrupts or potentially disrupts the sleep or studying of other students at any time. Disrupting Courtesy Hours is also prohibited.
B. Use of amplified sound, which may include subwoofers and musical instruments, in outdoor areas without permission of a Residential staff member is prohibited.

A12. Physical Harassment & Abuse
A. Physical abuse or harassment of another student or person is prohibited. This may include physical assault and threatened or completed actions resulting in physical or emotional harm.
B. Physical abuse or harassment of staff is prohibited. This may include physical interference with a staff member’s ability to participate fully in the residential community or perform their university job functions, phys-
ical assault, and threatened or completed actions resulting in physical or emotional harm.

A13. Removal of Dining Hall Resources
Removal of utensils, dishes, cups, trays or any food or beverage other than a dessert or to-go meal from the dining commons is considered theft and is prohibited.

A14. Smoking & Tobacco Products
A. In accordance with the UC Berkeley Tobacco Free Policy, smoking of any kind is not permitted within University housing or within properties owned or leased by UC Berkeley. This prohibition is inclusive of the use of all tobacco products, including cigarettes, cigars, smokeless tobacco, and electronic cigarettes.
B. Violating any other policy while smoking or using other tobacco products is prohibited.

A15. Supervision of Children in Family Housing
Parents and guardians are responsible for the supervision and actions of their children. Parents and guardians are financially responsible for any harm or damage caused by their children to others and/or to property. Children are not permitted to play in parking lots, garbage dumpster enclosures, laundry rooms, the community garden, or on stairwells. Abusive language, teasing, and physical abuse (e.g., hitting, kicking, biting, etc.) constitute unacceptable behavior by children when that behavior is directed toward other residents of the residential community. Dangerous, disruptive or unacceptable behavior by children is not permitted on the University’s premises.

A16. Theft & Unauthorized Use
A. Theft, unauthorized use, or possession of any property when the resident had knowledge or reasonably should have had knowledge that it was personal or University property, equipment and/or resources is prohibited. This includes removal of equipment/furniture from, and sleeping overnight in, common areas, and being in possession of any other property when the resident should that one should reasonably know.
B. Use of any University resource (e.g., common area, University logo, etc.) for a for-profit activity is prohibited unless as part of a Residential & Housing Services sponsored event.

A17. Threat to Health & Safety
A. Participation in activities or disturbances that threaten the health and safety of yourself or others is prohibited.
B. Inability to exercise care for one’s own safety due to consumption of alcohol or other controlled substances is prohibited. This includes need for medical attention, inability to function without assistance, unconsciousness, incoherent or disoriented behavior, and loss of control of bodily functions.

A18. Throwing Objects
Throwing, dropping or projecting any object or substance from, into, or within any residential facility is prohibited.
A19. Trespass & Restricted Access
A. Entrance to any private room or normally locked building/common area without following security procedures, or obtaining appropriate permission from a Residential staff member or other approved University staff, is prohibited. This includes failing to show proper identification at designated security booths.
B. Accessing known or marked restricted areas is prohibited. This includes roof access doors, rooftops, ledges, seismic bracing, fire escapes, construction areas, and any other area or space that a residential staff member declares to be restricted.
C. Entrance to or exit of a residential building through a window during non-emergency situations is prohibited.

A20. Verbal Harassment & Abuse
A. Verbal or written statements that intimidate, harass, coerce or threaten others or their property are prohibited. This includes images, all modes of electronic communication, and social media.
B. Verbal or written statements that intimidate, harass, coerce or threaten a staff member or their property are prohibited; this includes verbal or written statements that may prevent or interfere with a staff member’s ability to perform their work. This includes images, all modes of electronic communication, and social media.

A21. Weapons & Dangerous Instruments
Possession of weapons, firearms (with or without a permit), tasers, knives with a blade over 2.5 inches in length, dangerous instruments, or any other weapon prohibited by state, local, or federal law, within all residential facilities is prohibited. This includes use or possession of sporting items such as BB guns, paintball guns, and archery equipment. Also included are similar items used for decorative purposes and items rendered inoperable.

FACILITIES POLICIES

B1. Animals
All animals are prohibited from residential properties with the exception of fish in tanks not exceeding 20 gallons. A student may request the approval of an accommodation or assistive animal in accordance with Title II of the ADA and the Federal Housing Act (FHAct).

B2. Fire Safety
A. Misuse or interference with fire safety equipment such as smoke detectors, fire extinguishers, sprinklers, door closures, or exit signs is prohibited.
B. Failure to evacuate immediately when an emergency alarm sounds and/or disregarding evacuation procedures is prohibited.
C. Exceeding campus fire code capacity of 10 persons per residential room is prohibited.

B3. Fire Hazards
A. Use or possession of explosives, flammable substances, or any object
that creates an open flame is prohibited. Examples include firecrackers, gasoline, lighter fluid, candles, incense, hookahs and flame starters.

B. Blocking indoor or outdoor stairwells, corridors, pedestrian paths, or balconies with bicycles, mopeds, or any personal item is prohibited. Examples include locking bicycles to railings, leaving shoes, umbrellas or other objects in the hallway, or parking mopeds on walkways.

C. Use or possession of appliances that produce heat or flame are prohibited outside of designated kitchen spaces. UL approved coffee makers, tea kettles and personal irons are permitted in residential rooms.

D. Halogen lamps and decorative string lights are not permitted in any residential facility.

E. Use or possession of cookouts and BBQs is not permitted in residential facilities without approval from a Residential staff member.

B4. Furniture, Appliances, & Lofted Beds

A. University provided furniture, including mattresses, may not be removed from residential rooms without written permission from the Residence Hall Facility Manager. Mattresses must be kept on the provided bed frame and furniture may not be stacked or assembled atop bricks, bookcases, or other structures not originally designed to support it.

B. Large and/or unapproved appliances are not permitted in any residential facilities. Residents who wish to have a refrigerator or microwave in their room must rent these appliances from the approved University vendor.

C. Lofted beds may only be assembled by designated University Facilities Staff. No other person or entity may install or construct lofts in a room. Requests for lofting will be charged a fee.

B5. Keys

A. Possession, duplication, or misuse of University issued keys and key cards, including loaning keys to any other person, is prohibited.

B. Each resident may receive four after hours lockouts per academic year. Additional lockouts are considered excessive and a violation of policy that may be subject to a $25 service fee per lockout.

B6. Motorized Vehicles

Motorized vehicles, including scooters, motorcycles, or mopeds may not be operated or stored within residential facilities.

B7. Tampering

A. Tampering with or removing windows, window security screens, or window stops is prohibited.

B. Tampering with doors, or interfering with door locks, hinges, or closures is prohibited.

C. Tampering, interfering with or manipulating the elevators and related machinery in any residential facility is prohibited. Examples include removing button plates, pulling open or close doors, touching wiring or lighting, jumping up and down in the carriage, and pushing the alarm bell unnecessarily.

B8. Unauthorized Storage
A. Residents are not permitted to store personal items outside of assigned residential spaces, including common areas, lounges, balconies, and restrooms.

B. Bicycles, mopeds, and other motorized vehicles must be stored in designated parking or bike storage areas.

**COMMUNITY AREA POLICIES**

**C1. Common Area Use**

Common area space may not be used for unapproved group meetings or for the purpose of prohibiting its use by other residents.

**C2. Posting**

A. Posting within residential facilities must be approved through the Posting Policy.

B. Postings by residents on doors and windows must comply with federal, state, and local laws; as well as University policies. Postings may not promote use of alcohol or controlled substances.

**C3. Solicitation of Services or Products**

Solicitation of any service or product in or around residential facilities is prohibited, unless approved by a Residential staff member.

**COMMUNITY STANDARDS**

**Amplified Sound**

Amplified sound or musical instruments that violate Quiet Hours are not permitted; amplified sound in outdoor areas without permission from the Resident Director is prohibited.

The Resident Director may approve up to two large outside activities involving amplified sound per unit per semester (e.g. festival, talent show). Residential staff will monitor all such activities.

Please note that designated areas in Clark Kerr and Foothill are 24 Hour Quiet Environments. This is an agreement established between the University and nearby residential neighborhoods.

**Entering or Searching Student Rooms**

1. University staff may enter your room for immediate health and safety emergencies, health and safety inspections, and in the event of a building evacuation or flood.

2. University staff will enter your room to respond to maintenance tag requests. No notification will be given.

3. University staff will enter your room periodically for health and safety inspections to insure compliance with University and Residential policy and procedures. This will be done after reasonable efforts are made to notify you and/or your roommate(s). University staff may also enter in the event of an abandonment of the room or suite by either you and/or your roommate.

4. In your absence, University staff may enter your room with a master key to silence noise (e.g. alarm clocks, stereos, telephones, etc.) that results
in complaints from your neighbor(s). University staff may leave a note explaining when and why they entered.

5. The UC Police Department has responsibility for conducting any searches and/or seizures for suspected violation(s) of University policy and state or federal law(s).

**Informational Tables**

Recognized Student Organizations (RSO) may distribute non-commercial materials from tables in specified areas of the dining commons, on a space available basis, with the approval of Cal Dining. For further information and a request form see: [http://caldining.berkeley.edu/connect/tabling-request](http://caldining.berkeley.edu/connect/tabling-request)

**Mailing, Posting and Tabling**

All materials must be addressed to a specific resident with the resident’s name, room number, hall name and address in order to be placed in mailboxes. All incoming printed material not specifically addressed to a resident may be made available at a location near the mail room at the unit office. This includes mail addressed to “Occupant.” These materials will be recycled weekly if not picked up by Residents. Only RSSP materials may be placed in mailboxes without being specifically addressed to residents.

**Posting In University Housing**

A. The following individuals and organizations may publicize their activities via posters or flyers. All posters or flyers must be pre-approved by the Director of Residential Programs or designee:

- **Residence Hall Assembly, Hall Associations, Co-Boards**;
- **Residence Hall staff**;
- **Academic Service Center staff**;
- **Currently Recognized Student Organizations (RSO)**;
- **ASUC Programs**;
- **UC Berkeley department-sponsored events**
- **University-approved corporate partners with contractually designated posting privileges**.
- **University-approved research projects (surveys and research projects done in the residences must also be approved by the Associate Director for Research and Planning, Residential and Housing Services prior to posting)**

B. Flyers must be submitted to Residential Programs for approval at least five working days prior to requested posting date.

C. Flyers must be 8.5 x 11. Flyers must contain the organization’s complete name and campus affiliation.

D. Flyers should not include or allude to alcohol or drugs, be obscene or libelous, or have commercial content.

E. Upon approval, 282 flyers should be delivered to the Residential and Housing Services for distribution. Residential Staff will post the flyers on residential bulletin boards and designated locations in each facility.

F. Due to limited posting space, election campaign materials will not be approved for posting.
G. All areas outside of private rooms and inside apartment and suite style residences, specifically lounges, halls and bathrooms are considered extensions of exit corridors by the Campus Fire Marshall. No posting is allowed in these areas except as designated in these guidelines.

H. Materials may not be attached to the exterior or natural features of University-owned property. This includes, but is not limited to, common areas of residences such as balconies, fire escapes, exterior surfaces of individual room doors, and any exterior wall surfaces.

I. All RSO events must be approved by the Campus Life and Leadership (CLL) prior to posting.

Substance-Free Environment
Freeborn Hall at Unit 1 is designated as a “Substance-Free Environment.” As such, all Freeborn residents (regardless of age) contractually agree that they, and their guests, will not possess, manufacture, distribute, sell, or consume alcohol, illegal and/or dangerous drugs, drug paraphernalia, mind-altering inhalants or tobacco products while they are present in the building. The residential staff and hall association actively work with Freeborn Hall residents to design and implement activities which focus on a substance-free lifestyle.

The designation of Freeborn Hall as a Substance-Free Environment does not imply that other University housing facilities welcome illegal substances. The Residential Conduct Code outlines the conditions under which residential students may consume alcohol or smoke. Illegal and/or illicit drugs are strictly prohibited in all University housing facilities.

Surveys and Questionnaires
The thoughts and opinions of Cal students are prized by many departments, organizations, and students, therefore the Residential and Housing Services finds it necessary to monitor the number and type of surveys and questionnaires that are administered in your community. To this end, any student, department, or organization that would like to conduct research (survey, focus group, etc.) in the residential communities must contact the Associate Director, Research and Planning in the Residential and Housing Services at 510-643-2599.

BERKELEY CAMPUS CODE OF STUDENT CONDUCT

The Berkeley Campus Code of Student Conduct provides guidance to students of the University on acceptable behavior within the University community.

*The Code is available for review in its entirety at:* [http://sa.berkeley.edu/code-of-conduct](http://sa.berkeley.edu/code-of-conduct)

Copies can be picked up at the Center for Student Conduct and at 205 Sproul Hall.

The University Code Section 102.07 encompasses the Residential Conduct Code as outlined in *BEAR NECESSITIES*. If you live in a residential community you are subject to both the Campus Code of Conduct and the Residential Conduct Code. Please read through the following information and refer back to it if necessary in the future.

Following is Section V: Grounds for Discipline of the Berkeley Campus Code of Student Conduct. This section identifies the types of student behavior pro-
hibited by the University. Violations of these sections can affect your student status at the University.

102.01 Academic Misconduct
All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.

102.02 Other Dishonesty
Other forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the University.

102.03 Forgery
Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.

102.04 Theft
Theft of, conversion of, destruction of, or damage to any property of the University, or any property of others while on University premises, or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.

102.05 Electronic Resources
Theft or abuse of University computers and other University electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services; or copyright infringement (for example, the illegal file-sharing of copyrighted materials). Use of University computer and electronic communications facilities, systems, or services that violates other University policies or campus regulations.

Please refer to the UC Electronic Communications Policy:
http://www.ucop.edu/information-technology-services/policies/electronic-communications.html
and Digital Copyright Protection at UC:
http://www.ucop.edu/information-technology-services/initiatives/digital-copyright.html
—-for the University’s position on digital copyright.

102.06 Unauthorized Conduct
Unauthorized entry to, possession of, receipt of, or use of any University services; equipment; resources; or properties, including the University’s name, insignia, or seal.

102.07 University Housing
Violation of policies, regulations, or rules governing University-owned, -operated, or -leased housing facilities or other housing facilities located on University property.

102.08 Physical Abuse
Physical abuse including but not limited to sexual assault, sex offenses, and
other physical assault; threats of violence; or other conduct that threatens the health or safety of any person.

**102.09 Sexual, Racial, and Other Forms of Harassment**

Harassment, defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person’s access to University programs or activities that the person is effectively denied equal access to the University’s resources and opportunities.

Harassment includes, but is not limited to, conduct that is motivated on the basis of a person’s race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, or perceived membership in any of these classifications. Pursuant to section 102.09, sanctions may be enhanced for conduct motivated on the basis of the above classifications.

**Student Employees:**

When employed by the University of California, and acting within the course and scope of that employment, students are subject to the University of California Sexual Harassment and Sexual Violence Policy. Otherwise, Section 102.09, above, is the applicable standard for harassment by students. For both student and/or employee sexual harassment, please refer to the University of California Procedures for Responding to Reports of Sexual Harassment.

http://policy.ucop.edu/doc/4000385/SHSV

**102.10 Stalking**

Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the University to seriously alarm, torment, or terrorize the person; and where the threat is additionally determined by the University to serve no legitimate purpose.

**102.11 (Rescinded, UCOP, October 2009)**

**102.12 Hazing**

Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person.

**102.13 Obstruction of University Activities**

Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.

**102.14 Disorderly Conduct**

Disorderly or lewd conduct.

**102.15 Disturbing the Peace**

Participation in a disturbance of the peace or unlawful assembly. (See Berkeley
102.16 Failure to Comply
Failure to identify oneself to, or comply with the directions of, a University official or other public official acting in the performance of his or her duties while on University property or at official University functions; or resisting or obstructing such University or other public officials in the performance of or the attempt to perform their duties.

102.17 Controlled Substances
Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal and state law or regulations.

102.18 Alcohol
Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations.

102.19 Destructive Devices
Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.

102.20 Weapons
Possession, use, storage or manufacture of a firearm or other weapon.

102.21 Disciplinary Actions
Violation of the conditions contained in the terms of a disciplinary action imposed under this Code or campus regulations.

102.22 Notice of Emergency Suspension
Violation of the conditions contained in a written Notice of Emergency Suspension issued pursuant to Appendix II ("Emergency Suspension") of this Code or violation of orders issued during a declared state of emergency (see University Policy section 52.00).

102.23 Course Materials
Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course unless authorized by the University in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these Policies whether or not it was the student or someone else who prepared the notes or recordings. Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a University of California course unless authorized by the University in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).

102.24 Terrorizing Conduct
Conduct, where the actor means to communicate a serious expression of intent to terrorize, or acts in reckless disregard of the risk of terrorizing, one or more University students, faculty, or staff. ‘Terrorize’ means to cause a rea-
sonable person to fear bodily harm or death, perpetrated by the actor or those acting under the actor’s control. ‘Reckless disregard’ means consciously disregarding a substantial risk. This section applies without regard to whether the conduct is motivated by race, ethnicity, personal animosity, or other reasons. This section does not apply to conduct that constitutes the lawful defense of oneself, of another, or of property.

102.25 Expectation of Privacy

Making a video recording, audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person’s knowledge and express consent.

Looking through a hole or opening, into, or otherwise viewing, by means of any instrumentality, the interior of a private location without the subject’s knowledge and express consent.

Photographs and recordings made in private locations of sexual activity or that contain nudity, may not be posted online or otherwise shared or distributed in any manner without the knowledge and express consent of all recorded parties, even if the photograph or recording was originally made with the knowledge and express consent of those parties.

Making a video recording, audio recording, or streaming audio/video of private, non-public conversations and/or meetings, without the knowledge and express consent of all recorded parties.

These provisions do not extend to public events or discussions, nor to lawful official law or policy enforcement activities. These provisions may not be utilized to impinge upon the lawful exercise of constitutionally protected rights of freedom of speech or assembly.

Definitions

“Express consent” is clear, unmistakable and voluntary consent that may be in written, oral or nonverbal form.

“Private locations” are settings where the person reasonably expected privacy. For example, in most cases the following are considered private locations: residential living quarters, bathrooms, locker rooms, and personal offices.

“Nudity” means the absence of an opaque covering which covers the genitals, pubic hair, buttocks, perineum, anus or anal region of any person or any portion of the breast at or below the areola thereof of any female person.

“Private, non-public conversations and/or meetings” include any communication carried on in circumstances that reasonably indicate that any party wants the communication to be confined to the parties, but excludes a communication made in a public gathering, or in any other circumstance in which the parties to the communication may reasonably expect that the communication may be overheard or recorded.

102.26 Camping or Lodging

Camping or lodging on University property other than in authorized facilities.

102.27 Other Policies or Regulations

Violation of any other University policy or campus regulation.

Questions or Concerns about Policies
If there is ever a question about these policies and how they have been carried out in University housing, you should address your concerns to the Resident Director in your unit. You can also register a written concern about residential hall staff with the Executive Director, Residential and Housing Services, 2610 Channing Way, #2272. Concerns about maintenance and custodial staff should be directed to the Facilities Manager of your unit or the Director of Custodial and Maintenance Services at 2610 Channing Way, #2272. Concerns about dining services should be directed to the Dining Manager of your unit or the Director for Cal Dining at 2610 Channing Way, #2272.

HEALTH AND SAFETY

Security Staff
Security Monitors (SMs) are students who have received safety and security training and they are expected to enforce security standards developed to protect your community.

During the evening hours, Security Monitors are stationed at the entrance of all the halls in Units 1, 2, 3, and Stern Hall. There are also Community Service Officers (CSOs) located at Foothill and the CKC during evening hours. The Security Monitor is there to assist in the security of the community and to control who is allowed into the building. Upon entering Units 1, 2, 3, and Stern Hall, all residents will be required to show their student identification card. When guests visit you in your facility you will be responsible to meet them in the lobby and have them sign in. You also must escort them at all times while in the building and be responsible for their behavior during their visit.

The CKC and Foothill CSO’s roam these residential complexes and report safety concerns to residential staff and UCPD.

Security Monitor hours range from 6 p.m. — 3 a.m. depending on the day and location.

Safe and Healthy Relationships
Some of the most important parts of your college life here will be the personal relationships you build. Safe relationships are violated by acts of violence that many students experience or witness during their time at school.

What are these acts? How can you recognize them? And how can you get help to deal with them?

**Stalking** is one person’s unwanted, repeated and prolonged harassment of another person. This can include persistent phone calls, e-mails, persistent following, harassing friends and family members, sending gifts, and threats.

**Relationship violence** is a pattern of hurtful actions one partner uses to control another in a dating or long-term relationship, with any or all of the following: emotional manipulation, putdowns, yelling, pushing, threats, possessiveness, stalking, hitting and sexual abuse.

**Sexual assault** is unwanted, forced sexual contact. It includes touching “sexual” areas, fondling, oral sex and rape. Nine out of 10 such acts happen between acquaintances. Stalking, relationship violence and sexual assault affect people of all genders, sexualities, abilities, races, ages, and marital statuses.
Steps you can take:

- Trust your instincts.
- Communicate your expectations from the beginning – decide your personal boundaries and explain them to your partner.
- When you are going out, plan ahead – know where you’re going, tell a friend your plans, go somewhere public, and carry cash and a cell phone.
- If you decide to drink, maintain a buddy system so there is a sober person watching out for you.
- Make use of the night escort service. To request an escort, call 642-WALK (9255) 15 minutes before you need the escort (more advanced reservations not accepted.)
- Look into available resources and educate yourself on these topics.
- Look into self-defense classes to learn basic techniques for defending your personal boundaries.
- Talk to your friends about how to have safe, consensual sexual relationships
- Finally, understand that none of these actions can prevent you from being abused. They can help you have more control over your college life, and help you watch out for yourself and your friends.
- For more information, how you can get involved, or places to seek counseling or help – please see the resources listed below.

HEALTH AND SAFETY RESOURCES

On campus:

To come in and talk:

Gender Equity Resource Center – (510) 643-5727
Resources, student advocacy/education groups, information on reporting
http://geneq.berkeley.edu – 202 Cesar Chavez

University Health Social Services – (510) 642-6074
Confidential counseling and advocacy
www.uhs.berkeley.edu/students/medical/sexualassault.shtml

Office for Prevention of Harassment and Discrimination – (510) 643-7985
Information on reporting sex discrimination offenses, including sexual and violence
http://ophd.berkeley.edu – 685 University Hall

For protection:

UC Police Department
Emergency – 911; from a cell phone – (510) 642-3333
Threats Management Unit – (510) 642-6760
http://police.berkeley.edu

Campus Night Escort Service – (510) 642-WALK (9255)
**Off campus:**

**Berkeley Police Department** – (510) 981-5900
Emergency – 911; from a cell phone – (510) 981-5911

**Family Violence Law Center** – (510) 208-0225
Counseling and legal advocacy

**Bay Area Women Against Rape (BAWAR)** – (510) 845-7273
Crisis counseling and advocacy

**Taxi Cab Service** – (800) TAXICAB • (829-4222)—National dispatch service

**Stalking Resource Center**
http://www.victimsofcrime.org/our-programs/stalking-resource-center

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**Megan’s Law**

Megan’s Law is a federal law which mandates that each state develops a procedure for notifying residents of sex offenders residing there.

As part of these procedures, Civil Code Section 2079.10a requires all written leases or rental agreements contain the following notification:

Notice: The California Department of Justice, sheriff’s departments, police departments serving jurisdictions of 200,000 or more and many other law enforcement authorities maintain for public access a data base of the locations of persons required to register pursuant to paragraph (1) of subdivision (a) of Section 290.4 of the Penal Code. The data base is updated on a quarterly basis and is a source of information about the presence of these individuals in any neighborhood.

If you have concerns regarding Megan’s Law, you can visit the California Office of Attorney General at http://www.meganslaw.ca.gov Click on the tab “Protecting Children & Seniors”. Scroll down and on left there will be a Megan’s Law tab, click on it and follow the directions. The University of California, Berkeley, is providing this notice in compliance with this requirement. This notice is not intended as a statement or implication that any University facility is susceptible to the activities of or has experienced any problems with sex offenders. This notice is only intended to make the law widely known.

If you have concerns, you can call UCPD at (510) 642-6760. For your information, the campus police department does maintain the information referenced for public viewing.

**Protecting Your Belongings**

Theft involving personal belongings is the most common crime on college campuses. Protecting yourself against theft should be one of your highest priorities. We strongly encourage you to take the following precautions during your stay:

- Never leave your room door or windows open or unlocked even when you
go down the hallway to visit a neighbor or if you are sleeping inside.

- Secure your money and other valuables. Do not leave them visible in your room.

- Assist with your facilities’ safety procedures and report any non-resident to your residential staff. Do not allow or invite strangers into your facility.

- UC Police Department provides engravers for marking personal and University property. Call the Crime Prevention Unit at (510) 643-8988 to reserve and check out an engraver. Many of the Unit Offices also have engravers for check out.

- If you own a bicycle, it must be licensed according to California State Law. UCPD, offers a free bicycle registration and licensing to campus affiliates at UCPD by appointments only. For additional information of making an appointment either visit UCPD website at http://police.berkeley.edu or call 642-6760 for program information and hours. For bicycle confiscations and releases contact Parking & Transportation at 643-0118

- Call the UC Police Department if you need any assistance or witness a crime. The non-emergency number is 642-6760. The residential halls are University property and under their jurisdiction, not the City of Berkeley Police.

- For your own protection, remove all valuable personal property (e.g. stereos, computers, etc.) during periods while University housing is closed.

**Bear Walk Service**

We encourage you to use one of the Night Safety programs offered by UCPD rather than traveling alone at night in or around the campus. Always travel with a friend.

For escort to your car, public transportation, or University housing, dial 642-WALK and the UC Police Department’s BEARWalk Service will provide you with a safety escort. For more information, please visit: http://bearwalk.berkeley.edu/

**In cases when you cannot access these services, the following tips may help:**

- plan travel ahead of time with safety in mind
- travel with a friend or in a group
- be alert and aware of your surroundings
- avoid dark, vacant, or deserted areas
- use well-lit, frequently traveled routes
- dress in clothes that will not hamper mobility
- pre-program your mobile phone with the UCPD emergency number, (510) 642-3333.

**If you sense you are in danger:**

- avoid using ear buds and texting so that you can hear and see what is going on around you
• move away from the potential threat if possible
• join any group of people nearby
• cross the street and increase your pace
• go to an open business
• call 911 from any phone or (510) 642-3333 from a mobile phone
• call UCPD Emergency from a campus emergency telephone or blue light phone

Emergency phones marked by a blue light are located at various points around campus. Use them if you find yourself in trouble or if you notice someone else having difficulty. The University Police Emergency number, 911, is listed on each of these phones.

For more safety resources, please check out:
http://police.berkeley.edu

Fire Safety

Fire prevention is of critical importance in a large community environment because so many lives are endangered by accidents or careless actions. Therefore, the following list is an outline of fire safety expectations to keep you and your community safe:

• Decorations, including decorative fabric wall hangings, must be treated with fire retardant.

• Please have this chemical applied before you decorate. Usually, this retardant will not damage the appearance of your hangings.

• Posters or any other materials may not be fastened to the ceiling, and should not cover more than one-third of your wall space.

• To retard fire, wall hangings should be fastened flat against the wall with no air pockets.

• The State Fire Marshal has mandated that posting anything on corridor walls or room doors is prohibited.

• Open coil, grease burning, or high heat appliances are not permitted in the residential facilities. This includes hot plates, space heaters, popcorn poppers, and rice makers. Coffee pots which are UL approved are permitted.

• Too many electrical appliances plugged into one circuit will overload that circuit and blow a fuse, causing power failure. Should this occur, contact a residential staff or facilities staff member.
  —Don’t overload outlets
  —Don’t plug extension cords into each other

• Candles are not permitted because of the increased fire danger resulting from open flames.

• Incense burning is not permitted.

• Halogen lamps are not permitted. These lights produce extremely high temperatures.

• Paper lamp shades are not permitted.
• Non-metal or perforated wastebaskets should not be used in your room, as they are also fire hazards. Use only fire retardant wastebaskets which have been provided.

• Barbecues are not allowed to be used in rooms or on balconies.

Smoke/Fire Detection Systems

Residential fires are the most common fires in the United States, and they claim more lives than any other type of fire.

Smoke and fire detection systems operate in all residential areas. The primary purposes of these detection devices are to notify the Berkeley Fire Department, and more importantly, to wake you in the event of a fire. Most people who perish in fires do so from smoke rather than the fire itself. Smoke detectors are installed for your safety.

Do not play with the smoke/fire detectors! Tampering with the equipment may result in exclusion of involved residents and/or criminal action (Residential Conduct Codes 7A & B). Smoke/fire detectors are on the ceilings of each resident room. Sufficient smoke or excessive heat will sound an alarm within the room. If there is no fire, residents should open the window and fan the smoke from the detector in order to stop the alarm.

Should the smoke remain too long, or should heat within the room reach a certain temperature, a general alarm will sound throughout the facility, alerting all residents to evacuate the building. In this case, the Berkeley Fire Department will respond.

All common areas have detectors, which are independent of sleeping room smoke detectors. Should these be set off by either smoke or fire, the general alarm will sound immediately to evacuate the building.

Fire Sprinkler Systems

Among the many features you will see in most of our facilities are built-in fire protection systems for your safety. One of the built-in fire protection systems is the fire sprinkler system. The system consists of piping and sprinkler heads with water under pressure. In the event of a fire the sprinkler heads are designed to operate when the temperature reaches approximately 135°F.

Care must be taken not to cause the sprinkler heads to go off unnecessarily by hitting the heads, throwing objects such as Frisbees or balls, or hanging items from the sprinklers. This will activate the sprinklers and possibly cause an enormous amount of water damage, as well as summon the Fire Department to a false alarm condition.

Fire Alarm Tamper Covers

Some fire alarm stations are protected with tamper covers. In the event of an actual emergency be aware that:

Pulling the tamper cover to gain access to the fire alarm will activate the tamper alarm. This is a local alarm only and will not report the alarm condition to anyone.

• You must proceed to pull the lever on the fire alarm. By doing so, the building alarm will sound, enabling the entire facility to be evacuated and will alert UCPD and the Berkeley Fire Department of the activated alarm.
WarnMe

WarnMe is UC Berkeley’s alerting and warning service for students, staff, and faculty. It is activated to contact you when there is an immediate threat to safety or health affecting the campus community. WarnMe can alert you by phone, text message, or e-mail — you choose the best ways to reach you.

To receive WarnMe emergency warnings, you must sign up and provide the university with preferred contact methods (e.g. text message).

WarnMe is part of the campus’s emergency communications system. In all emergencies, natural disasters and other crises, information will be posted on the campus home page, berkeley.edu, and on the off-site emergency website at emergency.berkeley.edu. It will also be recorded on the off-site, toll-free emergency number 1-800-705-9998, and broadcast on the campus FM radio station, KALX 90.7 FM.

To sign up for WarnMe, follow the instructions on the campus WarnMe site at http://warnme.berkeley.edu/

Residential Area Evacuation Plan

In the event of a fire, earthquake, or other hazard, you should be familiar with evacuation exits. Your residential staff will review the specific evacuation plan for your building at an initial floor meeting. Be prepared to use an alternative exit route if the normal exit route is blocked.

In addition, the campus has an emergency siren system and schedules monthly tests the first Wednesday of the month at 12 noon. When you hear campus warning sirens that are not a scheduled drill, please remember the following:

SHELTER • SHUT • LISTEN!

• Shelter: go inside.
• Shut: shut all doors and windows.
• Listen: call 1-800-705-9998 or http://emergency.berkeley.edu or tune into the campus radio station, KALX, 90.7 FM.

Life Safety Instructions

• When you discover a fire, pull the alarm and call 911 (or 642-3333 from a mobile phone) to confirm the Fire Department alert.

• Use an extinguisher with caution and always stay between the fire and the exit. If the fire becomes too large, close your door and leave the building at once. Be sure to wear shoes to avoid cutting your feet during the evacuation. Take your keys with you!

• Evacuate the building immediately. Walk, do not run.

• Do not use the elevator. Use the stairs.

• When smoke or heat is encountered, keep low or crawl to avoid inhaling toxic fumes.

• When the fire alarm sounds, feel your room door to see if it is hot before opening it.

• If the door feels hot or smoke prevents exit, keep your door closed and open a window until rescued.
Do not reenter the building until authorized by the Fire Department. Tampering with fire safety equipment or refusing to evacuate during an alarm are serious violations of state law and will result in disciplinary action and possible criminal prosecution.

Health Concerns

• If you have special health concerns of which the staff should be aware, please inform your residential staff member. This information will be kept confidential but is vital in the management of an emergency.
• If you become ill, you may ask your roommate or friend to provide you with an in-room meal during the meal hour.
• If you should contract a communicable disease, you will be required to leave your residence until you are no longer contagious. Limited exceptions to this rule may be made on a case-by-case basis. Under such circumstances, specific procedures will be implemented to minimize the risk of exposure to others.

Sharps Disposal Practice
Sharps are objects that are reasonably anticipated to penetrate or cut the skin. Sharps include, but are not limited to, the following:

• Hypodermic needles
• Scissors
• Razor blades
• X-acto® blades
• Syringes
• Lancettes

Sharps require special handling, storage and disposal. Sharps disposal containers may be purchased at various retail outlets. Please do your part to keep sharps out of the trash where they might harm custodians, trash handlers and the environment.

For more information, contact Environmental Health and Safety at http://ehs.berkeley.edu/ or 642-3073.

Earthquakes — What to Expect

What Happens:

• A severe earthquake in the Bay Area will produce violent shaking that will typically last anywhere from five to sixty seconds.
• Be prepared for after-shocks which could be as serious as the initial earthquake.
• The actual movement of the ground in an earthquake is seldom the direct cause of death. Most casualties result from falling objects.
• DO NOT ENTER THE BUILDINGS UNTIL THEY HAVE BEEN STRUCTURALLY EVALUATED!
• If indoors, seek shelter under a table, desk, or bed. If outdoors, stay away from buildings and glass. Distance yourself from any objects that can fall.
• DO NOT USE ELEVATORS!
How To Prepare

• Locate beds, desks, and tables away from windows. Bunked beds are not permitted next to windows. Place mirrors and pictures where falling will cause minimal damage.

• Do not hang stereo speakers, plants, etc., from the ceiling.

• Heavy objects (refrigerators, TVs, stereos, etc.) should be as close to the floor as possible.

• Loose objects (e.g., books) should be secured.

• Keep spaces under tables, desks, counters, etc., clear so you can seek shelter in an earthquake.

• PREPARE AN EMERGENCY KIT THAT INCLUDES FOOD, WATER, PRESCRIPTIONS AND OTHER NECESSITIES THAT WILL HELP YOU BE SELF-SUSTAINABLE FOR 72 HOURS.

After An Earthquake

• Check for injuries. Do not attempt to move seriously injured people unless they are in danger of further injury. If you know first aid, use it.

• Do not use matches, candles, or open flames, as there may be gas leaks.

• Do not operate electrical switches or appliances.

• Do not touch downed power lines.

• Turn on your radio to KNBR (680 on the AM band) for damage reports, information and emergency directions.

• Do not use your telephone except for emergency calls.

• When checking closets and cupboards, open doors cautiously and watch for objects falling from shelves.

• When leaving the building bring your emergency pack with you to the designated Emergency Assembly Area for your Unit. To find the EAA check with your RA or designated signs in your unit.

Missing Persons

UC Berkeley and Residential and Student Service Programs take the welfare of our students very seriously and have the following procedures in place to provide for each student’s well-being. If you believe that any member of the campus community is missing or is in any danger, do not hesitate to report it to UCPD immediately.

http://www.housing.berkeley.edu/student/missing_student_protocol.pdf

For your safety:

Each residential student has the opportunity to register the name and contact information of a person that they would like notified if they are found to be missing and can not be located through reasonable outreach and investigation (which is done when you accept your housing contract). Please send an e-mail to reshall@berkeley.edu if you need to update information for such a contact person after accepting your housing contract. (If you are under the age of 18, the University will notify your custodial parent or guardian regardless of who is listed as your emergency contact, as required by the Higher Education Opportunity Act.)
If you are concerned about someone else:
If your fellow resident appears to be missing and 1) you are concerned for the resident’s well-being or 2) you haven’t been able to make contact with them, contact the resident assistant (RA) on duty or UCPD (510-642-6760).

Once you’ve contacted the RA, you will be asked for the following:

1. File an incident report with the RA and include:
   a. the date and time you were last in contact with the resident,
   b. any concern you have for the resident’s well-being (Was the resident sad, mad, upset, or hurt the last time you saw/spoke with him or her?)
   c. any contact information you have for the resident (cell number, family contact information), and
   d. a description of any attempts you’ve made to reach the resident and the outcomes of those attempts

2. The RA will contact the Resident Director (RD) on-Duty who will follow-up on the concern. The RD will also attempt to reach the student via phone and e-mail. The RD may also contact UCPD for additional follow-up if necessary. The police may need to speak to you for any clarification they deem necessary for the well-being of the resident.

If you hear from the resident you are concerned about or have additional information after you have filed the Incident Report be sure to call the RA on-duty back and update them.
2535 Channing Way, Berkeley, CA 94704

Channing-Bowditch opened in 2004 and has 57 fully furnished, mostly double occupancy, 2 bedroom apartments located 2 blocks from campus.

ELIGIBILITY REQUIREMENTS

To be eligible to live in University Apartments, all residents must be registered students during each academic semester. This student population is generally continuing students, transfer or graduate students. Priority is given to single students attending the law school for Manville. Apartments are assigned according to availability with the objective of 100% occupancy. Therefore, some apartments may be assigned regardless of a student’s academic status.

Jackson House and Manville residents must sign a twelve (12) month lease, which is a legal and binding agreement between you and the University. Channing-Bowditch residents must sign an academic year contract. By signing your lease or contract you also agree to comply with the Residential Code of Conduct and the contents of Bear Necessities: Guide to Living on Campus.

The lease and Bear Necessities outline your responsibilities as a resident. Unlike off-campus housing, every apartment resident is agreeing to meet a number of University expectations to fulfill the mission of the institution. Failure to carefully read the materials in the lease and Bear Necessities does not exonerate the student from responsibility to uphold the regulations and guidelines.

Moving In

To confirm your apartment offer, you must accept your apartment lease and pay your $250 security deposit online by the deadline noted on the lease. Channing-Bowditch residents must make a $300 advance payment online by the housing offer deadline.

Note for Manville residents only:

Manville residents must call Pacific, Gas & Electric (PG&E) in advance to arrange for electric service at 1 (800) 743-5000.

Checking In

Specific check-in instructions will be e-mailed to you prior to move-in but you will need a copy of your lease or receipt, and identification card to pick up your keys.

Manville residents can pick up their keys at the Unit 3 Office, 2400 Durant Ave., Mon.–Fri., 8 a.m.–5 p.m. Manville Apartments are a part of Unit 3 and the Unit Office is your contact for your questions and concerns about your apartment throughout the year.

Jackson House and Channing-Bowditch residents can pick up their keys at the Unit 1 Office, located at 2650 Durant Ave., Mon.– Fri., 8 a.m.–5 p.m. Please note that your room and apartment is furnished for you. You cannot bring in outside furniture.

Jackson House and Channing-Bowditch Apartments are a part of Unit 1 and this is the Unit Office that you will contact with your questions and concerns about your apartment throughout the year.

Your Apartment Assistant
Each of the University apartment buildings has Apartment Assistants. They are students that live in the buildings and provide programming and support to residents. Apartment Assistant contact information will be posted in the main lobby of each building.

**Note for Manville residents only:** If a moving company is delivering your furniture, please remember that the Apartment Assistant cannot accept furniture or let movers into your apartment.

**Your Resident Director**

A Resident Director supervises the staff for the three University apartment buildings. The Resident Director is a full time professional staff member who lives in one of the apartment buildings. You will receive the contact information for your Resident Director when you move in.

**After Moving In**

**Apartment Condition Report Forms**

When you check in you will receive an apartment condition report form. This form alerts us of repairs needed and indicates the condition of your apartment upon move-in. Detailed documentation on this form will ensure that you will not be charged for damages for which you are not responsible. Complete the form and return it to your Apartment Assistant within 24 hours.

**Shared Apartment Expectations for Jackson House and Channing-Bowditch**

Each student’s exclusive rented space is their assigned bedroom. Common areas include the bathroom, living, and kitchen areas. We expect students to communicate effectively with each other to resolve conflicts. Students are required to live independently and are expected to respect each other’s privacy and rights. Apartment Assistants are available to assist in any conflicts you experience in the buildings.

**FACILITIES**

All utilities, basic cable, internet, and landfill/recycling collection service are included in your rent. However, Manville Apartment residents are responsible for the cost of the electricity account setup and the monthly payment of electricity.

**Residential Computing Services**

Residential Computing (or ResComp) supports students living in the residence halls and campus apartments by ensuring they have reliable network access and offering knowledgeable, friendly, and responsive technical support. ResComp provide in-room, wired Internet connections for every student and supports their access to campus-provided Wi-Fi throughout all residential locations.

ResComp serves undergraduate and graduate students, family housing residents, live-in faculty, and conference guests, and ensures that these clients can fully utilize network resources for their academic and personal needs through provision of in-room Internet and Wi-Fi access, as well as technology resources in each unit’s Academic Center. ResComp’s staff, primarily made up of Berkeley students, are accessible and available to residents through phone, email, and in-person support to help resolve any technical issues that may arise.
Please note that residents are required to abide by all campus policies and state and federal laws when using the University network and computer systems. Please refer to the conduct section for a specific iteration of these policies and guidelines.

**Resident Telephone Services**

All university housing bedrooms in residence halls and apartments have a mandatory telephone landline connected to the University’s telephone network. In accordance with state law, basic telephone service is provided in all rooms. Active line connections provide emergency 911 access and communications during an emergency. A mandatory phone service fee is charged each semester to all residents living in University housing. This semester charge is billed to your Centralized Accounts Receivables System (CARS) account. Each residence is charged the service fee regardless of how many residents occupy a room.

Basic Resident Room Telephone Service covered by this fee provides the following services: Instant dial tone and ability to receive calls, five-digit campus dialing, unlimited local dialing, access to the emergency number 911 and other emergency services, associated taxes and surcharges, free telephone line repair (dial tone), and access to telephone statements on a secure website. This service does NOT include long distance service. We recommend students purchase a long distance calling card from a commercial vendor that suits their needs.

Telephone line connection problems should be reported to Communication Network Service repair services at 642-8500. All other questions, regarding such topics as billing and phone line features, should be directed to Residential Telephone Service (RTS).

RTS can be reached by calling 510-642-4625 or by sending e-mail to rts@berkeley.edu. You can visit their at: [http://ist.berkeley.edu/rts/](http://ist.berkeley.edu/rts/)

**Storage Space**

There is no storage space at Jackson House and Channing-Bowditch. Manville is the only apartment building with storage space. Residents who want to rent storage space at Manville Apartments may do so at the rate of $15.00 per month. 26 (4’ x 4’ x 10’) storage lockers are available in the garage located on the first floor. Please contact the Apartment Assignments Office at 642-4109 for an application. Lockers are assigned on a first-come, first-serve basis.

You will need to contact the Apartment Assistant in order to access your storage space.

**Laundry Facilities**

Laundry rooms are located on the 1st floor of each building. The washers and dryers are coin-operated. Additionally, the Cal 1 Card System allows you to add money to your ID card for laundry use. To activate an account for the Debit Card System, go to the Cashiers Desk, 2nd floor, 2610 Channing Way or access the website [http://cal1card.berkeley.edu](http://cal1card.berkeley.edu).
Custodial Services

In Channing-Bowditch, custodial services are provided twice monthly for the common areas inside apartments, including bathrooms and living room areas. Residents will be notified of their assigned cleaning days. Residents need to prepare for custodial services by removing their personal belongings, like clothes and toiletries from the bathroom floors, bathtub and counter tops. Residents are responsible for cleaning kitchens and individual bedrooms. Jackson House and Manville residents are responsible for cleaning their own apartments on a regular basis. Contact your Unit’s front desk if you would like information on cleaning for a fee.

In all of the University apartments, building common areas, including corridors, study rooms, recreation rooms, lobbies, and stairwells are cleaned Monday-Friday. Although the custodial staff clean common areas, they are not responsible for cleaning excessive mess. Residents are ultimately responsible for cleaning up after themselves. If the custodial staff has to clean any excessive mess, resident(s) found responsible will be charged a cleaning fee. If the responsible residents are not identified, all residents in the apartment suite may be charged equally. Custodial and facilities services staff reserve the right to conduct apartment inspections. Residents will be contacted 24 hours in advance of such inspections.

Maintenance Problems

Manville residents report maintenance problems at the Unit 3 Unit Office. You can also e-mail maintenance problems to u3admin@berkeley.edu or call 510-642-5391.

Jackson House and Channing-Bowditch residents report maintenance problems at the Unit 1 Unit Office. You can also e-mail maintenance problems to u1admin@berkeley.edu or call 510-642-3141.

Lockouts

Residents who are locked out during the hours of 8:00 a.m. – 5:00 p.m., Monday – Friday will have to go to their Unit Office to obtain a temporary key. On weekends, University holidays and between the hours of 5 p.m. – 8 a.m., residents should contact the Apartment Assistant(s) for your building or contact the Apartment Assistant (AA) on duty. Residents with excessive lockouts will be entered into the conduct system. Please see the Residential Code of Conduct for more information on excessive lockouts.

Key Replacement

If you lose your key, you must inform your Unit Office so that locks can be changed. There is a $75.00 charge for Manville Apartments, Jackson House and Channing-Bowditch.

Mail Services

The U.S. Postal Service delivers mail directly to the buildings. Your room key will access your mailbox. Your mailbox corresponds to your apartment number and is located on the first floor of each building (Jackson House mailboxes are located outside the front entrance of the building). Jackson House and Channing-Bowditch residents share a mailbox with the other residents in your
apartment.
The local post office is the Sather Gate Station at 2515 Durant Avenue.

**Package Delivery**

*Jackson House and Channing-Bowditch residents* can pick up packages from the Unit 1 Unit Office. A package slip will be placed in your apartment’s mailbox and you will need to go to the Unit 1 Unit Office for pick-up, Monday – Friday, 8 a.m. – 7 p.m., and Saturday, 10 a.m. – 5 p.m. You will need to show your student identification and sign for the package.

*Manville residents* can pick up packages from the Unit 3 Unit Office. A Unit 3 Office clerk will send you an e-mail (to the e-mail address listed with Housing) to inform you that you have a package. You will need to go to the Unit 3 Unit Office for pick up, Monday–Friday, 8 a.m.–7 p.m., and Saturday, 10 a.m.–2 p.m. You will need to show your student identification and sign for the package.

If you are expecting a package please let the unit staff know so they can best serve you. In order for the Unit 3 office to identify packages for Manville residents, your packages must be labeled with the following address (next page):

(Your Name)
Manville Apartment #
2400 Durant Ave.
Berkeley, CA 94704-2021

Manville residents can also receive their own packages by being physically present in the building.

<table>
<thead>
<tr>
<th>Mailing address for Manville:</th>
<th>Mailing address for Jackson House:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Your Name)</td>
<td>(Your Name)</td>
</tr>
<tr>
<td>2100 Channing Way</td>
<td>2333 College Ave</td>
</tr>
<tr>
<td>(your apartment number)</td>
<td>(your apartment number)</td>
</tr>
<tr>
<td>Berkeley, CA 94704-2021</td>
<td>Berkeley, CA 94704-1773</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing address for Channing-Bowditch:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Your Name)</td>
<td>(Your Name)</td>
</tr>
<tr>
<td>2535 Channing Way</td>
<td>2535 Channing Way</td>
</tr>
<tr>
<td>(your apartment number)</td>
<td>(your apartment number)</td>
</tr>
<tr>
<td>Berkeley, CA 94704-5795</td>
<td>Berkeley, CA 94704-5795</td>
</tr>
</tbody>
</table>

**University Apartments Parking**

*Jackson House and Channing-Bowditch*

There is no assigned parking for automobiles, motorcycles or mopeds at Jackson House or Channing-Bowditch

*Manville*

Manville has a very limited number of parking spaces available. The Assignments Office assigns the nine automobile spaces and two disabled spaces, plus the three motorcycle spaces located in the garage on the 1st floor of the building. Priority is given to disabled tenants, followed by tenants with medical, academic and job-related needs. To apply for a Manville parking space, you will first
need to get on the waiting list. Call the Assignments Office at (510) 642-4108.

**Campus Parking Spaces**

Remember that there may be campus parking available. To apply for a student parking permit, fill out an application in person at the Parking and Transportation Office, 2150 Kittredge Street, (510) 643-7701. You can also access their web page: http://pt.berkeley.edu.

**Bicycle Parking**

Bicycle parking is available at no charge in all University apartments.

**GENERAL INFORMATION**

**Rent**

Your rent is based on the apartment and its amenities (see your lease). Your rent is due on the first of each month and is considered delinquent after the 15th of each month. You will be charged a $20 fee on accounts that are 30 days delinquent and an additional $25 for payments that are 60 days delinquent, until the account is fully paid.

A processing charge will be assessed if your check is returned by the bank. Returned checks not redeemed within 30 days of notification may be subject to legal proceedings in accordance with California statutes. If you have difficulty making payments on your account, contact the Billing and Payment Services office at (510) 642-3190 to request a deferment.

If your rent is delinquent, you will receive a Three Day Notice To Pay Rent Or Quit. This notice is sent by the Apartment Assignments Office and is the first step in the eviction process. If you receive this notice, you must pay your rent immediately by cash, cashier’s check or money order at the Housing Cashiers Office, 2nd floor, 2610 Channing Way.

Personal checks will not be accepted for delinquent accounts. If you fail to respond to the Three Day Notice, you will be considered an “unlawful tenant” and your case will be referred to the University General Counsel for court proceedings.

**Campus Accounts Receivable System (CARS)**

CARS is a centralized billing system consolidating all University charges, payments, financial awards, refunds, emergency loans and deferments into one account. CARS is managed by Billing Services located at 192 University Hall. Your CARS account number is the same as your Student Identification Number (SID). Each month you will receive your CARS statement reflecting registration fees, housing rent, payments, financial awards, emergency loans and miscellaneous charges.

The housing rent portion of your CARS statement includes your monthly rent plus any fines (late payments, returned checks) and charges (key replacement, damage to the apartment). Your rent account must be paid in full each month by check or money order payable to “UC Regents.” You can pay your CARS/rent bill by mail or in person at the Housing Cashiers office.

**Leases**

Applicants must sign a 12 month lease for Jackson House and Manville. Twelve month leases typically begin in mid-August and expire on July 31st.
Jackson House and Manville apartments work on a twelve month lease period, with start and end dates subject to change. Twelve month lease residents pay a special summer rate on all apartments for the months of June and July.

**Subleasing**
Residents living in Manville, Channing-Bowditch, and Jackson House may NOT sublease their apartments.

**TRANSFER, CANCELLATION**

**Transfer Requests**
If you wish to transfer to a different apartment, you must submit a written request to the Assignments Office, 2nd floor, 2610 Channing Way. Transfer requests will be placed on the regular waiting list in chronological order. If you have extenuating circumstances that require an immediate transfer, you must submit a letter of explanation and documentation with your transfer request. The University reserves the right to deny a transfer request or transfer you to the next available apartment upon short notice.

**Cancellation Requests**
To request cancellation of your lease, you must submit an *Request to Intent to Vacate Form* written request with any supporting documentation to the Cal Housing Assignments Office. The cancellation of your Lease Agreement will be approved ONLY for the following reasons:

1. Withdrawal, dismissal, or leave of absence from the University for verified academic or medical reasons. Appropriate documentation must be submitted in all cases.

2. Marriage or pregnancy after execution of the Lease Agreement and upon presentation of official verification to Cal Housing Assignments Office. Requests for cancellation will not be considered (or approved) until both the written request and any supporting documentation have been received by the Cal Housing Assignments Office.

**PLEASE NOTE:** Even if your request is approved, you still must give 30 days notice, and will be responsible for the rent until the end of the 30 days, unless we are able to find a replacement.

If your request is NOT approved, you will want to give as much advance notice as possible, so we can try to fill your space. You WILL be responsible for the rent until the end of your lease term, unless we are able to find a replacement.

In the event that your cancellation request was not granted, you may submit a written appeal with supporting documentation to the Housing Assignments Appeals Board. Documentation is to be received by the Cal Housing Assignments Office no later than 12 noon the Friday prior to the upcoming Board meeting. Board meetings are held the 2nd and 4th Wednesday of each month. For more information about the Appeal process, please visit our website ([www.housing.berkeley.edu/livingatcal](http://www.housing.berkeley.edu/livingatcal)) or call the Cal Housing Assignments Office.
Cal Dining has plenty of options for those living in the apartments. Below are the three non-resident Meal Plans available. Please visit our website for meal plan details, hours, locations, menus and more: http://caldining.berkeley.edu.

Non-resident meal plans [for students not living in the residence halls]

**Blue Plan:** 1200 points per academic year, 600 per semester ($1200 per academic year / $600 per semester)

**Gold Plan:** 1750 points per academic year, 875 per semester ($1700 per academic year / $850 per semester = 50 bonus points)

**Platinum Plan:** 2300 points per academic year, 1150 per semester ($2200 per academic year / $1100 per semester = 100 bonus points)

UC Berkeley Academic Calendar
http://registrar.berkeley.edu/CalendarDisp.aspx?terms=current

Cal Athletics, sports schedules
http://www.calbears.com/