“UC Speak”: Commonly Used Acronyms

ACCB: All Campus Commuter Board
AS: Associated Students
BML: Biomedical Library
BRC: Black Resource Center
CAB: Commuter Activities Board
CAN: Cultural Awareness Network
CAPS: Counseling and Psychological Services
CARE at SARC: Campus Advocacy, Resources, and Education at the Sexual Assault Resource Center
CCC: Cross Cultural Center
CSI: Center for Student Involvement
CSO: Community Service Officer
CV: Canyon Vista
ELP: Emerging Leaders Program
ERC: Eleanor Roosevelt College
HUM: Humanities
ICRA: Inter-College Residents Association
IFC: Interfraternity Council
KSDT: Student Run Radio
LGBTRC: Lesbian, Gay, Bisexual, Transgender Resource Center
OASIS: Office of Academic Support and Instructional Services
OL: Orientation Leader
OPHD: Office for the Prevention of Harassment and Discrimination
OVT: Oceanview Terrace
PB: Pacific Beach
PC: Price Center
POL: Parent Orientation Leader
RA: Resident Assistant
RCC: Revelle College Council
RCO: Revelle Community Outreach
Res Life: Residence Life
RHA: Revelle Hall Association
RIMAC: Recreational and Intramural Athletics Complex
ROC: Revelle Organizations Committee
RPB: Revelle Programming Board
RRC: Raza Resource Centro
RSC: Revelle Spirit Crew
RSO: Residential Security Officer
SAAC: Student Affirmative Action Coalition
SAIP: Student Activities Internship Program
SD: San Diego
SHA: Student Health Advocates
SHS: Student Health Services
SIO: Scripps Institution of Oceanography
SVRC: Student Veterans Resource Center
TA: Teaching Assistant
UTC: University Towne Centre (Mall)

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Welcome to Revelle College!

Revelle College, the oldest college on the UC San Diego campus, was named in honor of Professor Roger Revelle. He was the university’s dean of research and, for many years, director of the Scripps Institution of Oceanography at UC San Diego. Professor Revelle is the person most responsible for bringing a University of California campus to San Diego.

The campus was established in 1958 and in 1960 began a graduate program in the physical sciences. Professor Revelle also rapidly developed its humanities and social science programs. After being housed temporarily on the Scripps campus, Revelle College moved into its own buildings during the 1963–64 academic year. That fall, a few hundred students entered as the first undergraduate class.

Revelle College has achieved a national and international reputation for the breadth and depth of its curriculum. On its twenty-fifth anniversary, Revelle College was honored by the California Assembly as “unmatched in the University of California system, and equaled by few prestigious private universities.”

The fact that a high percentage of Revelle graduates go on to earn doctoral, medical, and professional degrees serves to illustrate the high caliber of Revelle students and the college’s educational philosophy.

Welcome from the Staff

The University of California San Diego emerged from the Scripps Institution of Oceanography as the vision of Roger Revelle. He conceptualized a university made up of scholars from the sciences, humanities, and social sciences working closely together to solve societal problems. Professor Revelle sought the interdisciplinary interaction of a small college rather than the research rigidity that departments might foster. In keeping with this vision, Revelle designed the university as a federation of independent colleges.

Professor Revelle’s vision began with the best faculty that the neighboring oceanographic institution could attract. These, in turn, attracted faculty in related fields—then, graduate students and undergraduates. When Nobel Laureate Harold Urey joined the faculty in 1958, the academic community knew that something special was happening in La Jolla. The faculty that followed won Pulitzer Prizes, MacArthur “Genius” Awards, Nobel Prizes, Fields Medals, and Presidential Achievement Awards.

The founding faculty formed the first college—Revelle College. They designed a rigorous curriculum of classical topics that provided students with a serious introduction to the humanities, mathematics, sciences, social sciences, and foreign languages.

The university has evolved beyond Professor Revelle’s original vision, but the Revelle general-education philosophy remains intact. Revelle graduates are respected for their ability to master difficult subjects in a broad array of disciplines.

You are now a part of this grand tradition. Your records indicate that you are extraordinarily capable students. We hope that your time at Revelle will be an exciting period, that the hard academic efforts required of you will be rewarding, and that you will find good friends as you establish yourself as a Triton.

We warmly welcome you as the 54th class of the Revelle College community.
Revelle Leadership and Community

Welcome from Provost Paul Yu

“Revelle College, where sciences, arts, and the humanities join to inspire and educate Renaissance men and women.”

It is a pleasure to welcome Revelle College’s 54th class of entering students in fall 2017! As Revelle College Provost, it is my honor and my role to ensure inclusiveness as a blending spirit from dorm room to classroom, from Revelle Commons to the outside world. Revelle students represent a fascinating variety of talents and backgrounds, and we are committed to fostering such diversity in an environment of mutual respect.

Revelle College was UC San Diego’s first college, named in honor of Roger Revelle, one of the founders of the university. In the early 1960s, when Revelle and his colleagues began to think about forming an undergraduate component for the university, they were committed to the principle of a broad liberal arts education that would provide a firm grounding in the major disciplines of sciences, engineering, humanities, arts, and social sciences.

Revelle College embodies this fundamental principle.

You’re in the right place if you are interested in rigorous educational curriculum and opportunities, distinguished faculty, engagement in college life, collaborative activities and experiences, and a diverse environment in which to live, learn, work, and play.

We welcome you to Revelle College and encourage you to become an actively engaged member of our thriving community.

—Paul K. L. Yu, PhD, Provost, Revelle College

PRO•VOST n.

A provost is the academic and administrative head of the college, a senior member of the faculty who initiates changes in Revelle curriculum and in graduation requirements, and recognizes faculty for their contributions to undergraduate instruction. The provost also has the overall responsibility for ensuring that the college provides an atmosphere in which students can grow intellectually and socially.

The Dean of Student Affairs Office

What can the Student Affairs staff do for you?

- Broaden your “out of the classroom” experiences at UC San Diego
- Help you become an active part of the Revelle community
- Help you develop your leadership and interpersonal communication skills, through such programs as the Emerging Leaders Program
- Help you make connections with other students and faculty members
- Provide opportunities to get involved, including student government and student organizations
- Resolve student conduct
- Assist you with personal issues or crises that arise
- Be an advocate for you!

To reach the Student Affairs staff or any office at the college, go to http://revelle.ucsd.edu/contact. We are here to help and welcome your calls, e-mails, or visits to our office.
The UC San Diego Principles of Community

The University of California San Diego is dedicated to learning, teaching, and serving society through education, research, and public service. Our international reputation for excellence is in large part because of the cooperative and entrepreneurial nature of the UC San Diego community. UC San Diego faculty, staff, and students are encouraged to be creative and are rewarded for individual and collaborative achievements.

To foster the best possible working and learning environment, UC San Diego strives to maintain a climate of fairness, cooperation, and professionalism. These principles of community are vital to the success of the university and the well-being of its constituents. UC San Diego faculty, staff, and students are expected to practice these basic principles as individuals and in groups.

- We value each member of the UC San Diego community for his or her individual and unique talents and applaud all efforts to enhance the quality of campus life. We recognize that each individual’s effort is vital to achieving the goals of the university.
- We affirm each individual’s right to dignity and strive to maintain a climate of justice marked by mutual respect for each other.
- We value the cultural diversity of UC San Diego because it enriches our lives and the university. We celebrate this diversity and support respect for all cultures, by both individuals and the university as a whole.
- We are a university that adapts responsibly to cultural differences among the faculty, staff, students, and community.
- We acknowledge that our society carries historical and divisive biases based on race, ethnicity, sex, gender identity, age, disability, sexual orientation, religion, and political beliefs. Therefore, we seek to foster understanding and tolerance among individuals and groups, and we promote awareness through education and constructive strategies for resolving conflict.

- We reject acts of discrimination based on race, ethnicity, sex, gender identity, age, disability, sexual orientation, religion, and political beliefs, and we will confront and appropriately respond to such acts.
- We affirm the right to freedom of expression at UC San Diego. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity, confidentiality, and respect.
- We are committed to the highest standards of civility and decency toward all. We are committed to promoting and supporting a community where all people can work and learn together in an atmosphere free of abusive or demeaning treatment.
- We are committed to the enforcement of policies that promote the fulfillment of these principles.

We represent diverse races, creeds, cultures, and social affiliations coming together for the good of the university and those communities we serve. By working together as members of the UC San Diego community, we can enhance the excellence of our institution.

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1 These policies include but are not limited to Academic Personnel Policies, the University of California Policy on Faculty Conduct and the Administration of Discipline, the University of California Personnel Policies for Staff Members and UC San Diego Implementing Procedures, Appendix E—Personnel Policies for Senior Managers; the University of California San Diego Student Conduct Code, UC San Diego House Officer Policy and Procedure Document; and applicable university collective bargaining agreements. For further information or inquiries, contact the director of the Office of Academic Diversity and Equal Opportunity, the director of ACCESS and the Office of Equal Opportunity/Staff Affirmative Action, and/or the director of the Office for the Prevention of Harassment and Discrimination. To the extent that any information presented in this document is interpreted as being in conflict with university policies, procedures, or applicable collective bargaining agreements, the terms of those university policies, procedures, and agreements shall govern.
Revelle College Statement of Community

Revelle College believes in the inherent dignity and value of all its members. With this foundation, Revelle College encourages personal and collective growth in a diverse, respectful, and supportive environment. Here, we can express ourselves and exercise collaborative decision-making skills, emphasizing ethics and integrity. In addition, we encourage academic excellence and social interaction beyond academic pursuits, and we strive to become well-rounded individuals working toward common goals. Our community encompasses students living on and off campus, in the residence halls and apartments; those registered as Revelle students and those registered within other colleges, yet who live in Revelle and participate in Revelle events; our leaders, mentors, and advisers; and all who are concerned about the well-being of the Revelle community.

Involvement Opportunities

Revelle College provides a variety of organizations for student involvement. Participation in student organizations provides an opportunity to enrich your overall college experience by enhancing personal development and leadership skills and forming lifelong friendships.

Commuter Activities Board (CAB)
The Commuter Activities Board is an association of commuter students at Revelle College. Understanding that commuter needs are different than those of residents, CAB seeks to create a warm network of friends and organize social activities. Contact revcab@ucsd.edu.

Cultural Awareness Network (CAN)
Cultural Awareness Network is a student-run organization committed to promoting an understanding of our diverse global community and sensitivity to discrimination through inclusive events. Contact revcan@ucsd.edu.

Emerging Leaders Program (ELP)
The Emerging Leaders Program aims to guide, challenge, and inspire the development of leadership skills through experiential learning. Topics include public speaking, time management, equity-minded leadership, project management, conflict resolution, and career preparation. Applications are available online at http://revelle.ucsd.edu and are due Sunday, October 1, 2017.

Revelations
The staff members of Revelations have the opportunity to write news articles and opinion pieces, take photographs, and design the twice-quarterly Revelle College publication. Contact revellations@ucsd.edu.

Revelle College Council (RCC) (Student Government)
Revelle College’s student governing body consists of elected and appointed student leaders. RCC oversees the funding allocations of Revelle College’s standing committees and appoints campuswide committee representatives. Contact rccpresident@ucsd.edu.

RCC offers students the opportunity to borrow board games, sports equipment, and chairs for twenty-four hours in exchange for their PID and contact information at the College Center desk on the first floor of Blake Hall. For additional information, visit http://rcc.ucsd.edu.

Revelle Hall Association (RHA)
Revelle Hall Association is a student organization sponsored by Revelle Residence Life and managed by residents elected to the RHA Executive Council from each Revelle residential area. Students are encouraged to get to know their RHA representative and to become involved with the organization. RHA provides opportunities to learn leadership skills by helping to plan fun events and participating in making decisions for the Revelle Residence Life program. Contact the RHA chair at RHAchair@ucsd.edu.

Revelle Programming Board (RPB)
Revelle Programming Board promotes involvement by programming traditional and unique events that unite the Revelle community. Past events include dances, movie nights, Roger Revelle’s birthday, and the annual Watermelon Drop. Contact revrp@ucsd.edu.

Revelle Community Outreach (RCO)
Revelle Community Outreach is a community service organization dedicated to providing fun and interactive volunteer opportunities for Revelle students. Through involvement in the organization, members benefit from providing humanitarian services, having leadership opportunities, and creating long-lasting friendships. Contact revelleco@ucsd.edu.

Revelle Transfer Student Network (RTSN)
Revelle Transfer Student Network is a student organization that was created to help spark new connections within the transfer community. Acknowledging the unique experience of a transfer student, RTSN strives to ease the transition and encourage integration into the UC San Diego community. Through fun and interactive events, RTSN desires to further transfer students’ academic and professional careers.

REVELLUTION Concert Committee
REVELLUTION Concert Committee is a student-run group focused on planning and producing Revelle’s annual college concert. Past performers have included Blue Scholars, Javier Colon, Story of the Year, Grizfolk, and The Hush Sound. Contact revellution@ucsd.edu.

Please stop by the office of the Coordinator of Student Activities on the first floor of Galbraith Hall, Room 188, for more information or call (858) 534-1580.
The tablet in 64 Degrees is titled Protoplasmic Awakening and was painted by Howard Warshaw, an associate professor of art at UC Santa Barbara. The mural, twenty-two by forty-four feet, depicts the artist’s interpretation of the time preceding man, the emergence, dilemma, and responsibility of man, and the stories of man’s creation. The range of colors reflects the earth and sea tones found in San Diego. A gift from an anonymous donor allowed the ceiling to be raised ten feet to accommodate the mural.

Some Revelle College Traditions
- Watermelon Drop
- Roger Revelle’s Birthday
- UnOlympics
- Spirit Night
- Ode to the Avocado
- Anchor Painting
- REVELLUTION
- Semicircular Dance
- Cup of Culture
- CABA Breakfast

Helpful Hints from Revelle Graduates

1. Visit the Revelle Administration building.
This is where you will find your Revelle academic advisers and Student Affairs staff. You can come here and make appointments with academic advisers to ask questions about your academic goals and success. You can also get to know the Student Affairs staff who can give you more information about getting involved on campus and other fun activities.

2. Carefully study the course syllabus.
Calendar assignments and examination dates are listed here. Be sure that you understand when the professor allows collaborative group work on assignments and how the professor expects you to use and cite resources on papers. Be sure to always observe the campus policy on integrity of scholarship.

3. Get to know your professors.
Visit professors during their office hours and sit in the front of all your classes. Getting to know your professors and teaching assistants can assist you greatly when it comes time to ask for a letter of recommendation or advice regarding graduate school or research opportunities.

4. Take advantage of OASIS workshops.
The OASIS (Office of Academic Support and Instructional Services) is on the third floor of Center Hall. This is an excellent resource for various types of free tutoring and support. You can visit their website at http://oasis.ucsd.edu.

5. Passivity is your worst enemy.
Expect to initiate things for yourself. Nothing at UC San Diego is automatic. This may sound harsh, but it is very important that you do not wait for someone to seek you out. You have to take the initiative.

6. Understanding the grading system.
Your GPA starts at 0.00 (unless you transfer from another UC). Taking some GEs and electives for the Pass/Not Pass grading option will not affect your GPA.

7. Refer to UC San Diego publications.
Check the UC San Diego General Catalog, the Revelle Student Handbook, and your department requirements. The university will assume that you are aware of the policies that apply to you. The academic calendar each quarter can help you note your final exam times before class even begins. Plan ahead if you have closely scheduled final examinations. Be aware of add/drop and grade-changing deadlines, as well as the limitations on withdrawing from a course.

8. Get involved. Successful students get involved!
Getting involved can improve your time management skills and social life. There are organizations specifically focused on transfer students, or you can get involved in Revelle-related activities and clubs. Check out Revelle InfoLink, which is e-mailed to you every week to your UC San Diego e-mail.

9. Kick start your career planning.
It is never too early to begin career and graduate school planning, as well as learn about internships, research, and immediate job opportunities. Visit the Career Services Center.

Any transition can be tough, but the transition to UC San Diego can be especially tough for some. Counseling and Psychological Services (CAPS) offers individual, couples, and family counseling, groups, workshops, and forums, consultations and outreach, urgent psychiatric evaluations, and peer education. All services are offered by professional staff of licensed psychologists, psychiatrists, and post-doctoral fellows.
## Orientation Leaders 2017

<table>
<thead>
<tr>
<th>Name</th>
<th>City, Country</th>
<th>Major</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Dutton</td>
<td>Tucson, AZ</td>
<td>Physiology/neuroscience</td>
<td></td>
</tr>
<tr>
<td>Kara Lu</td>
<td>Hong Kong, China</td>
<td>English literature</td>
<td></td>
</tr>
<tr>
<td>Paolo Esquerra</td>
<td>Santa Clarita, CA</td>
<td>Biochemistry/cell biology</td>
<td></td>
</tr>
<tr>
<td>Ashley Manlapaz-Pineda</td>
<td>Redding, CA</td>
<td>Biochemistry/cell biology</td>
<td></td>
</tr>
<tr>
<td>Hector Godinez</td>
<td>Chatsworth, CA</td>
<td>Human biology</td>
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<tr>
<td>Janani Natarajan</td>
<td>Cupertino, CA</td>
<td>Sociology and public health</td>
<td></td>
</tr>
<tr>
<td>Crystal Hammond</td>
<td>Bakersfield, CA</td>
<td>Biochemistry/cell biology</td>
<td></td>
</tr>
<tr>
<td>Stephanie Pineda</td>
<td>Escondido, CA</td>
<td>Human biology and applied mathematics</td>
<td></td>
</tr>
<tr>
<td>Bassel Hatoum</td>
<td>Beirut, Lebanon</td>
<td>Electrical engineering</td>
<td></td>
</tr>
<tr>
<td>Arthur Porter</td>
<td>Long Beach, CA</td>
<td>Physiology/neuroscience</td>
<td></td>
</tr>
<tr>
<td>Amanda Jiao</td>
<td>Calgary, Canada</td>
<td>Bioengineering: biotechnology</td>
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<tr>
<td>Karina Ramirez</td>
<td>Santa Monica, CA</td>
<td>Public health</td>
<td></td>
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<tr>
<td>J.J. Kadifa</td>
<td>Palo Alto, CA</td>
<td>Electrical engineering</td>
<td></td>
</tr>
<tr>
<td>Madeleine Russell</td>
<td>La Cañada, CA</td>
<td>Chemical engineering</td>
<td></td>
</tr>
<tr>
<td>Alexandra Keamy</td>
<td>Coronado, CA</td>
<td>Pharmalical chemistry</td>
<td></td>
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<tr>
<td>Cheryl Wang</td>
<td>San Jose, CA</td>
<td>Physiology/neuroscience</td>
<td></td>
</tr>
<tr>
<td>Ryan Lee</td>
<td>Stockton, CA</td>
<td>Cognitive science</td>
<td></td>
</tr>
<tr>
<td>Ashley Yamviniñ</td>
<td>Monterey Park, CA</td>
<td>Human biology</td>
<td></td>
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<tr>
<td>Isabel Lopez</td>
<td>San Diego, CA</td>
<td>Biochemistry/cell biology</td>
<td></td>
</tr>
<tr>
<td>Mason Zhu</td>
<td>Riverside, CA</td>
<td>Molecular biology</td>
<td></td>
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• AShley
Academics and Advising

Revelle College Academic Advising

Revelle College Advising Services are available to students at the Revelle College Administration Building—located between the La Jolla Project (Stonehenge) and York Hall.

Office Hours
Monday–Friday
8:00 a.m.–noon
1:00–4:30 p.m.

http://revelle.ucsd.edu/academics

During office hours, academic advising is available to help students:
• Understand policies and procedures
• Submit academic forms
• Schedule appointments

Walk-In
Walk-in advising is offered for students with general questions or concerns. Students are seen by an academic counselor on a first-come, first-served basis. Walk-in advising sessions are a maximum of fifteen minutes.

Walk-In Hours
Monday and Wednesday–Friday
9:00–11:30 a.m.
1:15–3:30 p.m.
Tuesday
1:15–3:30 p.m.

Appointments
Thirty-minute advising sessions are available during the academic year (fall, winter, spring). Appointments must be scheduled in advance. To make an appointment, contact Revelle Advising during office hours at (858) 534-3490. Students may request an appointment with a specific academic counselor.

Virtual Advising Center (VAC)
Current students can submit questions online through the Virtual Advising Center. Students are notified via UC San Diego e-mail or text when their questions have been answered.

Graduation Requirements
See the Revelle website for information on all the requirements:
revelle.ucsd.edu ➔ Academics ➔ G.E. and University Requirements

Review your Degree Audit to see which requirements you have met and which are remaining:
ucsd.edu ➔ Current Students ➔ My TritonLink ➔ Sign In ➔ Advising and Grades ➔ Student Degree Audit
Academics and Advising

Academics and Advising

must be taken at

http://academicintegrity.ucsd.edu/

Transfer students should view their degree

Graduation Requirements

Revelle College General Education Requirements

Humanities – five courses
Mathematics – three courses
Natural Sciences – five courses
Social Sciences – two courses
Fine Arts – one course
Foreign Language
Proficiency by exam or completion of fourth-quarter-level course.

Transfer students should view their degree audit for remaining requirements.

Major Requirements

Review the UC San Diego General Catalog for details on major requirements.

University Requirements

A. UC Entry Level Writing Requirement (ELWR)
B. American History and Institutions (AHI)
C. Diversity, Equity, and Inclusion Requirement (DEI)

Graduation Requirements

D. P/NP Maximum: No more than 25 percent of your total UC San Diego course units may be taken on a P/NP basis
E. Senior residency: Thirty-five of last forty-five units must be taken at UC San Diego
F. Sixty upper-division units (fifteen four-unit courses)
G. Minimum cumulative GPA: 2.00
H. 184 units (Engineering major may require additional units)

Subject to change.

Websites

Revelle College
http://revelle.ucsd.edu

Four-Year Plans
http://revelle.ucsd.edu/academics/four-year-plans/index.html

UC San Diego General Catalog
http://www.ucsd.edu/catalog

Excerpts from the UC San Diego Policy on Integrity of Scholarship

Integrity of scholarship is essential for an academic community. The university expects that both faculty and students will honor this principle and in so doing protect the validity of university intellectual work. For students, this means that all academic work will be done by the individual to whom it is assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in planning and supervising academic work, so that honest effort will be upheld.

Instructors’ Responsibility

The instructor shall state in writing how graded assignments and exams will contribute to the final grade in the course. If there are any course-specific rules required by the instructor for maintaining academic integrity, the instructor shall also inform students of these in writing (via the syllabus, the course website, or an academic integrity policy statement).

Students’ Responsibility

Students are expected to complete the course in compliance with the instructor’s standards. No student shall engage in any activity that involves attempting to receive a grade by means other than honest effort, for example:

1. No student shall knowingly procure, provide, or accept any unauthorized material that contains questions or answers to any examination or assignment that is being, or will be administered.
2. No student shall complete, in part or in total, any examination or assignment for another person.
3. No student shall knowingly allow any examination or assignment to be completed, in part or in whole, for him or herself by another person.
4. No student shall plagiarize or copy the work of another person and submit it as his or her own work.
5. No student shall employ aids excluded by the instructor in undertaking course work or in completing any exam or assignment.
6. No student shall alter graded class assignments or examinations and then resubmit them for regrading.
7. No student shall submit substantially the same material in more than one course without prior authorization.

As a Triton, you share responsibility for academic integrity by completing your academic assignments according to the expectations of each individual instructor. Learning and demonstrating your individual level of competence through each assignment so that the instructor can evaluate and certify your knowledge and abilities. Ensuring that you’re being honest, transparent, and accountable in all your student activities UC San Diego’s academic community constructs new knowledge and invents solutions to perennial world problems, and society trusts that we do this in morally responsible ways with the utmost transparency, fairness, and responsibility.

Without integrity, we fail to meet those expectations, the reputation and survival of UC San Diego is threatened, and the value of your degree is diminished.

Learn more about how you can excel with integrity: http://academicintegrity.ucsd.edu/ Integrity peer educators spread a culture of integrity by consulting with students through advising, facilitating seminars, and educational outreach. This professional development opportunity is Co-Curricular Record–approved and is a great way to get involved.

Learn more about the Integrity Peer Educator Program: http://academicintegrity.ucsd.edu/take-action/get-involved/peer-educators.html
Study Abroad Opportunities

UC San Diego offers students many avenues for studying abroad through programs that vary in length from a five-week summer Global Seminar to a year abroad in another country. If you would like to study abroad, you will need to watch a First Steps video and then consider your study abroad goals by going through the steps on the website studyabroad.ucsd.edu. You can then schedule an appointment with a study abroad adviser and work with your college and major advisers to develop your study abroad plan. Study Abroad UC San Diego has many resources for transfer students and for those who need financial assistance.

Global Seminar Program

The Global Seminar program offers students the opportunity to take two UC San Diego courses with a leading professor during a five-week summer study abroad program. Students will experience the actual places and cultures that they learn about in the classroom. For more information on summer programs, please consult the Global Seminar website at http://globalseminar.ucsd.edu.

Revelle Humanities in Edinburgh Global Seminar

Often referred to as “the Athens of the North” because of its rich intellectual tradition in the arts, humanities, and sciences, Edinburgh is the second-most-visited city in the United Kingdom after London. Take advantage of a unique opportunity to study and explore this amazing city. Revelle College, Study Abroad UC San Diego, and the Department of Humanities present two courses, including Humanities 4 and an upper-division history course (eight units total) taught in Edinburgh, Scotland, by UC San Diego Department of History Professor Michael Parrish.

UCEAP and Opportunities Abroad Program

UC San Diego students have the opportunity to study abroad through one of many program partners around the world. UCEAP, the University of California Education Abroad Program, offers more than four hundred programs in forty-one countries. These vary by length, language, and discipline. Students can also study abroad on non-UCEAP programs in many additional locations through Study Abroad’s Opportunities Abroad partners. Students are encouraged to plan early. Please visit studyabroad.ucsd.edu to get started on your journey.

Revelle in Rome Global Seminar

Rome—the “Eternal City” and mythological caput mundi (“head of the world”)—is the most ancient of modern cities and the most modern of ancient cities. Take advantage of a unique opportunity to study and explore this amazing city. Revelle College, Study Abroad UC San Diego, and the Department of Humanities present two courses, including Humanities 3 and an upper-division history course (eight units total).
Campus ID Card—Your Key to Campus

You will be issued a Campus ID card during Move-In Weekend or Zero Week in the fall quarter. Your first card is on us, but if you lose it, visit the Campus Cards Office on the third floor of Student Business Services. Replacement cards are $15, charged either to your student account or paid by cash/check at the Cashier’s Office. Bring you PID number (A00000000) and another form of ID to make the process fast and easy. If your card is stolen, bring the police report with you and we will print you a new card at no cost!

With the Campus ID card, you can:

• Access UC San Diego’s library
• Ride campus and shuttle buses (with a bus sticker)
• Use each of the three gyms on campus
• Spend Triton Cash (You have to put this money on the card yourself!)
• Receive student discounts

For a list of discounts, visit https://students.ucsd.edu/finances/campus-cards/discounts.html.

Have any questions?
Feel free to contact us by phone (858) 534-6606 or e-mail campuscards@ucsd.edu.

Triton Cash

Triton Cash lets you use your Campus ID card to make purchases at select locations on and off campus, including:

• Academic Computing Services (AP&M)
• AS Lecture Notes (Student Center)
• Class materials
• Imprints (University Center and Price Center)
• Laundry machines
• Muir Surf & Sport (Muir College)
• Outback Adventures
• Peet’s Coffee (near RIMAC)
• Revelle Res Life (Revelle College)
• Short Stop store (near RIMAC)
• The Sunshine Market (Price Center East)
• UC San Diego Athletics
• UC San Diego Bookstore (Price Center)
• UC San Diego dining hall facilities

For a complete list of locations that accept Triton Cash, visit https://students.ucsd.edu/finances/campus-cards/locations.html.

For more information about Triton Cash, please visit https://students.ucsd.edu/finances/campus-cards/triton-cash.html.
Transportation and Parking Services

Parking
If you choose to bring a car to campus, be aware that a parking permit is required on UC San Diego property on weekdays, 7:00 a.m. to 11:00 p.m., unless otherwise posted. Permits are not required on weekends unless otherwise posted. You can purchase parking permits online or at the Gilman Parking Office.

Motorist Assistance Program
Transportation Services offers a free Motorist Assistance Program, which provides battery jumps, flat tire inflation, or gas for drivers stranded on campus; no lockout entry. For assistance, call (858) 534-8108.

For information about purchasing a permit or parking on campus, visit or contact the Gilman Parking Office:

<table>
<thead>
<tr>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Location: Gilman Parking Structure (entrance on Russell Lane)</td>
</tr>
<tr>
<td>Phone: (858) 534-4223</td>
</tr>
<tr>
<td>Web: parking.ucsd.edu</td>
</tr>
</tbody>
</table>

Transportation Services

Campus Shuttles
Students without cars who live on campus can take advantage of Transportation Services’ free shuttles that provide convenient transportation around campus and to surrounding locations. Fee services include airport shuttles that run between campus and San Diego International Airport during holiday breaks. Visit http://ucsdbus.com to track the exact (live) location of shuttle buses and register for shuttle arrival text messaging.

Zipcar
Students who are eligible and over eighteen can join Zipcar for $15 annually to access on-campus hourly vehicle rentals. Registered Commute Solutions members receive incentive driving credits. Affordable hourly rates include gas and insurance.

Commuting
Commuting students can choose from several alternative transportation programs that reduce costs, traffic, and pollution.

- **Buses:** Students have access to most regional bus, trolley, and SPRINTER services on MTS and NCTD with U-PASS. The program is funded by a student-based transportation fee for the academic year, providing access by showing the sticker on campus photo ID card. Stickers are available on campus or at the Gilman Parking Office. Reduced-rate COASTER commuter rail passes are also available.

- **Bicycles:** The Pedal Club offers incentives to commuters who regularly bike to campus or medical centers at least three days per week. The Campus Bike and Skate store also provides bicycle rentals, sales, and maintenance. The Triton Bikes recycled bike program offers free, on-campus, short-term loaner bicycles.

- **Carpools:** Two or more eligible off-campus commuters who ride together may register their carpool to receive incentives.

- **Vanpools:** For a monthly fee, students may register to join one of our commuter vanpools, which serve communities throughout San Diego.

- **Car-sharing:** Onsite vehicles are available via web reservation system; hourly fees include fuel and insurance. Requires preregistration as a member of Zipcar. Visit http://zimride.com/ucsd/

- **Ride-matching service:** Zimride connects commuters who travel from the same community to campus or medical centers. Arrange one-time and event rides also. Visit http://zimride.com/ucsd/

For more information about these commuting programs, visit http://iride.ucsd.edu or go to the Commute Solutions desk in the Gilman Parking Office, (858) 534-7433.

Money Matters

Student Business Services
As the office responsible for accounts receivable for UC San Diego, Student Business Services (SBS) serves you in several important ways. SBS maintains your student account and sends periodic statements; provides you with a campus card; disburses your financial aid and other monies owed to you; and counsels you about student loans.

Tuition and Fees
The Student Business Services website includes information on tuition and fees; billing due dates; receiving and understanding your bill; and payment options.

Billing and Payment
UC San Diego has gone green and uses an electronic billing system called E-Bill. The three most important things to know:

- UC San Diego does not mail paper billing statements.
- E-Bill courtesy reminders are sent monthly via e-mail to the student and authorized parent/payer when the bill is available.
- You will have access to your student’s billing only after they authorize you via TritonLink.

Planning Ahead
You may access the UC San Diego Budgets and Cost of Attendance page for up-to-date information on the cost of attending UC San Diego. While this tool is for planning purposes only, it can also help you and the Financial Aid and Scholarships Office determine approximately how much money you need to attend UC San Diego, and how much financial aid you will need to complete your education.

http://students.ucsd.edu/finances/financial-aid/budgeting
Sending Student Bills to Parents
To send your student bill, you must authorize your parent. The university regards you as an adult with certain privacy rights, regardless of your age (see FERPA information). Student Business Services (SBS) staff will discuss billing and related issues only with the student concerned, unless the student has enrolled an authorized parent/payer.

In this case, SBS staff may discuss financial aid and related issues with authorized parents/payers. UC San Diego may not provide certain types of information about you without your prior consent, and students are allowed to revoke their consent at any time.

Parent Authorization
Once it is agreed that your parent(s) should have access to view and pay your bills, you must grant them access on TritonLink:

1. Log on to TritonLink, and locate the Authorize a Payer tool (found under the Financial Tools tab → Billing and Payment → Authorize a Parent/Payer). Students can authorize up to three payers to view and pay their university bills online.

2. Parent/Payer will receive an e-mail notice from ebill@ucsd.edu with the subject line “UC San Diego E-Bill Authorization—Action Needed.” The e-mail will provide a link to set up a username and password.

3. Log on to https://act.ucsd.edu/studentEBill/PayerBilling to view and pay your student’s bill.

For more information, watch the online tutorial for authorized payers at http://parents.ucsd.edu/resources/finances/payment-help.html.

Refunds and Direct Deposit
By enrolling in Direct Deposit, any refunds from excess financial aid or cash/check over-payments are deposited directly into your bank account. Please sign up online at tritonlink.ucsd.edu under the Financial Tools tab → Students Direct

Deposit: Otherwise, a check is mailed to the current address listed on TritonLink.
To ensure that you receive your refund in a timely manner, you must keep your bank account and current mailing address information up to date. Addresses must be updated by the end of each quarter on TritonLink; failure to do so will delay your refund.

Update Your Current Mailing Address
To ensure that you receive your refund in a timely manner, you must keep your bank account and current mailing address information up to date (TritonLink → Personal Tools → Addresses). Addresses must be updated by the end of each quarter on TritonLink. Failure to do so will delay your refund.

Triton Registration Installment Plan
UC San Diego’s Triton Registration Installment Plan (TRIP) is a monthly payment plan to assist families with tuition and mandatory registration fees associated with attending the university. Students should apply at the beginning of the quarter to ensure payments are split evenly into three monthly payments throughout the quarter.

1. Students must be enrolled and be clear of any university holds to use TRIP to make payments.
2. Your first payment includes a nonrefundable application fee ($30 for California residents or $45 for nonresidents) plus one-third of your mandatory registration fees/tuition.
3. Remaining installments will be billed according to the university’s billing due dates (see chart on next page).
4. Each payment must be made by its due date to avoid late fees or holds. Charges can be seen in the “Pay Your Current Balance” section of the View and Pay Bill page.

If you have questions about TRIP, call (858) 822-4727 or e-mail trip@ucsd.edu.

2017–18 Billing Due Dates

<table>
<thead>
<tr>
<th>2017–18 Billing Statement</th>
<th>Statement in TritonLink</th>
<th>Billing Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>June—Monthly</td>
<td>June 3, 2017</td>
<td>June 26, 2017</td>
</tr>
<tr>
<td>July—Monthly</td>
<td>July 6, 2017</td>
<td>July 31, 2017</td>
</tr>
<tr>
<td>August—Monthly</td>
<td>August 4, 2017</td>
<td>August 18, 2017</td>
</tr>
<tr>
<td>Fall (FA17)—Registration/Tuition</td>
<td>September 2, 2017</td>
<td>September 22, 2017</td>
</tr>
<tr>
<td>October—Monthly</td>
<td>October 3, 2017</td>
<td>October 20, 2017</td>
</tr>
<tr>
<td>November—Monthly</td>
<td>November 2, 2017</td>
<td>November 14, 2017</td>
</tr>
<tr>
<td>Winter (WI18)—Registration/Tuition</td>
<td>December 2, 2017</td>
<td>December 13, 2017</td>
</tr>
<tr>
<td>January—Monthly</td>
<td>January 5, 2018</td>
<td>January 19, 2018</td>
</tr>
<tr>
<td>February—Monthly</td>
<td>February 2, 2018</td>
<td>February 16, 2018</td>
</tr>
<tr>
<td>Spring (SP18)—Registration/Tuition</td>
<td>March 2, 2018</td>
<td>March 23, 2018</td>
</tr>
<tr>
<td>April—Monthly</td>
<td>April 3, 2018</td>
<td>April 20, 2018</td>
</tr>
<tr>
<td>May—Monthly</td>
<td>May 2, 2018</td>
<td>May 18, 2018</td>
</tr>
</tbody>
</table>

*Schedule as of 5/17. View the complete schedule at: https://students.ucsd.edu/finances/billing-payment/understanding/due-dates.html.

Questions/Concerns about Your Bill?

Student Business Services

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>(858) 822-4727</td>
<td>(858) 822-2314</td>
<td><a href="mailto:studentbusiness@ucsd.edu">studentbusiness@ucsd.edu</a></td>
</tr>
</tbody>
</table>

Central Cashier’s Office
(858) 534-3725
Receives all payments for the university. The Central Cashier’s Office accepts cash, checks, money orders, or cashier checks for payment of accounts. Please make checks payable to “UC Regents.” Credit cards are not accepted.

Financial Aid and Scholarships Office
(858) 534-4480
Provides financial aid advising and information, including scholarship applications.

Student Account Disbursements
(858) 534-4080
Maintains student loan records, processes and issues student money, and provides campus cards.

Important Offices

Campus Card Office
(858) 534-6606
Maintains official campus identification card. It serves as your student’s key to campus for meals, dorm access, laundry, the library, and much more.
Book Smarts: Tips for Buying Textbooks

- Visit the UC San Diego Bookstore textbook department. Visit the store and view the books before you purchase them. Their friendly staff, many of them students just like you, will help with all of your course material needs.
- Order or rent your books using UC San Diego’s manual course builder. You pick ‘em, the UC San Diego Bookstore packs ‘em. Select your courses and your books and purchase using your credit card or student account. Choose to have them shipped, or pick them up at the bookstore. [http://ucsandiegobookstore.com/courselistbuilder.aspx](http://ucsandiegobookstore.com/courselistbuilder.aspx)
- Save trees and try eBook textbooks. Buying an eBook is easy! eBooks have the same content as print books, include page numbers for following assignments; have search functions to easily locate topics; include highlight, note taking, and printing tools; work on PC, Mac, iPad, iPhone, and Android devices; and are available online and offline. [http://ucsandiegobookstore.com/t2-ebooks.aspx](http://ucsandiegobookstore.com/t2-ebooks.aspx)
- Comparison shop for your textbooks on the web: Buy your course materials for the lowest price using the UC San Diego Bookstore’s comparison website. Enter your course information to compare the bookstore prices to several other web sources. [http://ucsandiegobookstore.com/verbacompare.aspx](http://ucsandiegobookstore.com/verbacompare.aspx)

Textbook Buy-Back
Once you’re finished with your textbooks, you can sell them back. Just visit the UC San Diego Bookstore tent in the Price Center West Plaza during Week 1 and Finals Week. For buy-back dates and times visit [http://ucsandiegobookstore.com/t-buyback.aspx](http://ucsandiegobookstore.com/t-buyback.aspx)

- If your book is being used next quarter on campus and if they need extra copies, you will be offered up to 50 percent of the new book price.
- If your book is not being used again at UC San Diego, but it will be used on other campuses, they may offer to buy the book. The price will be determined by national demand and the book’s condition.
- Some books, despite containing valuable information, have no market resale value. Examples of such cases are a new edition of the book is being published, a used workbook or study guide, or little national demand for the book.
- You’re encouraged to start your professional library—hold on to those valuable books that will serve you in the future. But if you will not need a textbook after using it in class, sell it back and get cash for it now.
Student Health Services

Student Health Services (SHS) is a full-service primary care clinic in the center of campus, across from Price Center Plaza on Library Walk. Our clinicians are specialists in family medicine, internal medicine, psychiatry, gynecology, and sports medicine.

(858) 534-3300
http://studenthealth.ucsd.edu

Office Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:00 a.m.–4:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:00 a.m.–6:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:00 a.m.–6:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>9:00 a.m.–4:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m.–12:00 noon</td>
</tr>
</tbody>
</table>

Closed on university holidays — check web for updates.

Services

- Urgent care and first aid
- Nurses clinic and immunizations
- Travel clinic and EAP
- Pharmacy
- Laboratory and X-ray
- Nutrition counseling
- Health promotion
- Acupuncture
- Optometry

Appointments

Call (858) 534-8089 or call your Primary Provider Group.

After Hours

Whenever SHS is closed, an after-hours advice nurse is available. Call (858) 534-3300 and choose the option for advice nurse.

The Zone—A Well-Being Lounge

The Zone, in Price Center Plaza, provides free programs for students that promote a healthy and well-balanced lifestyle, introduces well-being resources, and serves as a space for relaxation, social connections, and personal development.

The Zone offers free programs such as:
- Therapy dogs de-stress events
- R&R Squad chair massage
- Yoga and fitness classes
- Fitness assessments
- Meditation
- Healthy cooking demonstrations
- Art and Soul craft workshops
- Body composition analysis
- Financial literacy workshops

http://zone.ucsd.edu

University of California Student Health Insurance Plan (UCSHIP)

UCSHIP is a comprehensive health plan that provides a full range of medical services, including in/out patient services, hospitalization, specialty, emergency, and mental health care, as well as pharmacy, vision, and dental coverage. All medical care must start at SHS, except for emergency situations.

Enrollment in UCSHIP is automatic. Students who are already covered by insurance may apply for a health-fee waiver. Refer to the SHS website for important information about UCSHIP and the waiver, including waiver deadlines and how to apply for a waiver.

Please note: All registered students can use Student Health Services even if the UCSHIP is waived.

Student Health Insurance Office

Phone: (858) 534-2124
E-mail: ship3@ucsd.edu
Web: http://studenthealth.ucsd.edu
http://ucop.edu/ucship

http://ucop.edu/ucship
Reporting Options for Victims of Sexual Assault or Relationship Violence

Criminal Reporting
It is a victim’s choice to report a crime. For the quickest response, call 911. To make an anonymous and confidential report, call the UC San Diego Police at (858) 534-HELP.

Civil Reporting
Filing a Civil Suit
A victim may choose to file a civil suit to recover damages whether or not criminal charges have been filed.

Obtaining a Protective/Restraining Order
Protective/restraining orders are civil court orders to protect victims who have experienced or are reasonably in fear of physical violence, sexual assault, or stalking by another individual.

Reporting to UC San Diego Administration
Any victim has the choice of reporting to the campus administration under UC San Diego policy. UC San Diego encourages anyone who has experienced sexual assault, relationship violence, or stalking to report an offense as soon as possible after its occurrence, in order for appropriate and timely action to be taken.

When an administrative complaint is made, the Office for the Prevention of Harassment and Discrimination (OPHD) conducts the investigation as to whether a violation of policy took place. Student victims also have the option of initiating administrative complaints through the Office of Student Conduct (OSC).

A victim has the right to have a CARE at SARC campus advocate present while making a complaint to campus administration.

Nonreporting Options
Noninvestigative Reporting (NIR) for Sexual Assault Victims
A sexual assault victim has the option to have a Sexual Assault Forensic Exam (SAFE) without filing a police report. This is referred to as a Noninvestigative Report (NIR).

Off-campus support is available through the Center for Community Solutions (CCS), which provides services to victims of sexual assault, relationship violence, and stalking in San Diego County.

Resources
Victims may contact CARE at SARC, Counseling and Psychological Services (CAPS), or Faculty Staff Assistance Program (FSAP) for more information, emotional support, individual, and group counseling.

Campus Advocacy, Resources, and Education at the Sexual Assault Resource Center (CARE at SARC)

Sexual Assault, Dating Violence, Domestic Violence, Stalking
The University of California is committed to creating and maintaining a community where all individuals who participate in university programs and activities can work and learn together in an environment free of harassment, exploitation, or intimidation. Every member of the community should be aware that the university prohibits sexual harassment and sexual violence, and that such behavior violates both law and university policy.

Campus Advocacy, Resources, and Education at the Sexual Assault Resource Center
Since our creation in 1988, CARE at SARC has been dedicated to creating a safe and respectful community that does not tolerate sexual assault, relationship violence, and stalking. Through policy development and campuswide collaborations, we are committed to providing education and support services that empower students, staff, and faculty. For students, staff, and faculty impacted by sexual assault, relationship violence, and stalking, the CARE at SARC office provides:

- Crisis intervention and safety planning
- Individual counseling and support groups
- On-campus advocacy for academic, housing, and employment concerns
- Assistance in reviewing police, administrative and noninvestigative reporting options
- Accompaniment to police interviews, medical evidentiary exams, and court dates
- The CARE at SARC office is a free and confidential counseling and advocacy resource. Staff are on call 24 hours a day and on weekends throughout the year. To reach staff after hours and on weekends, please call (858) 534-HELP.

Student Services Center
Location: Fifth Floor
Phone: (858) 534-5793
E-mail: sarc@ucsd.edu
Web: sarc.ucsd.edu
Stay Connected: @ucsdacsr

Contact Information
CARE at SARC
(858) 534-5793
http://sarc.ucsd.edu

Office for the Prevention of Harassment and Discrimination
(858) 534-8298
http://ophd.ucsd.edu

Office of Student Conduct
(858) 534-6225
http://studentconduct.ucsd.edu

Counseling and Psychological Services (CAPS)
(858) 534-3755
http://caps.ucsd.edu

Faculty and Staff Assistance Program (FSAP)
(858) 534-5523
http://blink.ucsd.edu/go/fsap

Center for Community Solutions
(888) 385-4657
http://ccsd.org
Office for the Prevention of Harassment and Discrimination (OPHD)

The Office for the Prevention of Harassment and Discrimination (OPHD) provides assistance to students, faculty, and staff regarding reports of bias, harassment, and discrimination. Our mission is to educate the entire UC San Diego community about these issues and to assist with the prevention and resolution of these issues in a fair and responsible manner. In collaboration with other UC San Diego resources, OPHD promotes an environment in which all members of the UC San Diego community can work, learn, and live in an atmosphere free from all forms of bias, harassment, and discrimination.

OPHD provides harassment prevention education to all incoming students. We also serve as the Title IX office. Title IX of the Education Amendments of 1972 is the federal law that prohibits sex discrimination in any educational institution that receives federal funding. We serve UC San Diego students, faculty, and staff by providing advice and consultation, education and training programs, and formal and informal complaint resolution. OPHD oversees the UC San Diego online bias reporting system, and any member of the UC San Diego community may report bias-motivated incidents or other acts of intolerance.

Report incidents to:
- Phone: (858) 534-8298
- E-mail: ophd@ucsd.edu
- Web: http://reportbias.ucsd.edu

UC San Diego Counseling and Psychological Services (CAPS)

At UC San Diego Counseling and Psychological Services (CAPS), our mission is to promote the personal, social, and emotional growth of students. We provide services and programs that enhance the college experience, promote academic success, and help students. Services are available to all registered undergraduate, graduate, and professional school students. Our counseling services are free and confidential.

Services
- Confidential individual and couples counseling
- Groups, workshops, and forums
- Outreach programs
- Consultations
- Psychiatry
- Peer education

Appointments
To make an appointment, visit our Central Office at Galbraith Hall 190 or call (858) 534-3755.

Locations
- Central Office
  Galbraith Hall 190
  (858) 534-2312
- Revelle College
  Revelle Administration Building
  (858) 534-3493
- Women’s Center
  Old Student Center, West Building 290
  (858) 822-2074
- Student Health Services
  Group 3 (second floor)
  (858) 534-5571

Additional office locations at Muir, Marshall, Warren, Roosevelt, and Sixth Colleges.

Family Educational Rights and Privacy Act (FERPA)

In order to protect the privacy of students, educational records, such as grades and tuition statements, are considered confidential under a federal law called the Family Educational Rights and Privacy Act (FERPA). FERPA provides students, including those under eighteen, with the following two essential rights and related responsibilities:

Students have the right to privacy. In general, UC San Diego may not disclose personally identifiable information from an eligible student’s education records to a third party unless the eligible student has provided written consent. This includes grades and tuition statements. Students have the responsibility to share important information such as grades, tuition statement, attendance, transcripts, etc., with third parties (such as parents) who have a legitimate right to know.

FERPA allows school officials to obtain access to personally identifiable information contained in education records, provided it has been determined that they have legitimate educational interest in the information.

Students have the right to inspect records. Students have the right to inspect records about themselves that are maintained by the university. Students have the responsibility to pursue corrections and amendments, if necessary.

Parents are allowed to obtain copies of their son or daughter’s financial records in the following circumstances:
- When the student consents. Students may consent for parents/guardians to view their financial (billing, payment, and tax records) online via the university’s TritonLink, http://tritonlink.ucsd.edu.
- In health or safety emergencies, the university may release relevant student records to parents.
- When there has been an alcohol or drug violation. The university may notify parents of alcohol or drug violations by students under the age of twenty-one. For more information, visit http://studentconduct.ucsd.edu.

More information about FERPA may be found at http://ucsd.edu/catalog/front/ferpa.html.

To obtain student records, contact the Registrar’s Office:

Contact Information
- Phone: (858) 534-3750
- E-mail: registrar@ucsd.edu

Office Hours
- Monday–Friday 8:00 a.m.–4:30 p.m.

Urgent Care Hours
- Monday–Friday 8:00 a.m.–4:00 p.m.

After Hours
Telephone crisis counseling is available by calling our office number (858) 534-3755 and selecting Option 2. In an emergency, if you or anyone else is in danger, call 911 or the UC San Diego Campus Police at (858) 534-HELP.
vision, hearing, and acquired brain injuries, and may occur at any time during a student’s college career. We encourage you to contact OSD as soon as you become aware of a condition that is disabling so that we can work with you. OSD also serves as a resource to UC San Diego faculty and staff who are providing accommodations to students in classrooms and labs across campus, and we have developed working relationships with other offices on campus to streamline services to students with disabilities. OSD welcomes opportunities to provide disability education to departments and programs, and to develop internal processes that better serve students with disabilities. Finally, OSD recognizes the unique challenges that some students with disabilities face, including student veterans, as disability impacts all areas of life (physical, mental, academic, and social). We invite you to talk with us in a safe, confidential environment.

Undocumented Student Services Center

The Undocumented Student Services Center is committed to serving our documented students and students from mixed-status families through a holistic approach that encompasses professional guidance, academic support, legal services, counseling and psychological services, and other forms of individualized support.

The programs and services we provide are designed to help students overcome their legal and financial obstacles as well as achieve professional and academic excellence. Additionally, we advocate generating a sense of community for all students, regardless of their immigration status.

Some of the perks you get when visiting the Undoc Center include printing, snacks, school supplies, work stations, laptops, and calculators.

Office of the Ombuds

The UC San Diego Office of the Ombuds provides confidential, neutral, and informal dispute resolution services for the entire UC San Diego community. Visit the Ombuds office to:

• Address any kind of conflict
• Handle grade disputes
• Resolve housing/roommate issues
• Improve communication with professors and other members of the university
• Address policy questions

Office for Students with Disabilities (OSD)

The Office for Students with Disabilities (OSD) works with students with documented temporary and permanent disabilities, reviews documentation, and, through an interactive process with the student, determines reasonable accommodations. Disabilities can occur in the following areas: psychological, psychiatric, learning, attention, chronic health, physical, mentoring opportunities for students interested in attending law school or pursuing a career in the legal profession.

Contact Information
Phone: (858) 534-4374
E-mail: sls@ucsd.edu
Web: http://sls.ucsd.edu

OM•BUDS n.
1. Completely confidential place to discuss issues or concerns
2. Offers options for resolution
3. May informally inquire about situations to help facilitate resolutions

Contact Information
Phone: (858) 534-0777
Web: http://ombuds.ucsd.edu

Contact Information
Phone: (858) 534-4382
Web: http://disabilities.ucsd.edu
UC San Diego Recreation provides facilities, programs, activities, and opportunities to participate in social and competitive programs that enhance wellness, fitness, and quality of life for students, faculty, staff, and the community.

Get Moving
Informal Recreation is fitness and fun on your own time. As a UC San Diego student, your student ID provides access to all Recreation facilities and discounted prices on classes, trips, and programs. You can play basketball, badminton, volleyball, racquetball, squash, tennis, and table tennis; lift weights; use the cardio machines; or swim—all for free!

Get Active
FitLife combines elements of recreation with an emphasis on fitness and well-being. FitLife offers popular fitness classes such as Zumba, cycling, and yoga, as well as personal training, private massage, and nutritional services. Get personalized attention in the free Student Wellness Program.

Get Sporty
Intramural Sports is your home base for recreational team sports. Compete with your friends and classmates. Sports vary quarter to quarter. From tennis, flag football, and soccer to inner-tube water polo and dodgeball, there is something for everyone!

Get Training
Masters Sports offers professional workouts for swimmers, runners, and triathletes. Get in great shape or train for a race under our highly experienced coaches and alongside other motivated athletes.

Get Exploring
Outback Adventures has everything you need for outdoor exploration and fun. Hike, kayak, or explore on an Outback trip; try out the Odyssey Ropes course; or go indoor rock climbing. Visit the Outback Surf shop and rental store on campus to get the gear for your own adventure.

Get Playing
Rec Classes has a wide variety of instructional classes and workshops. Learn a new skill or improve on an existing one. Classes include everything from circus arts, crafts, dance, and martial arts to fencing, tennis, and gymnastics.

Get Competitive
Sports Clubs provides students with the opportunity to experience the commitment, challenge, and enjoyment of competitive sports teams. Sports Clubs represents a diverse set of interests, including soccer, volleyball, water polo, dragon boat, dance sport, and more.

Get Soaked
Mission Bay Aquatic Center, located nearby in Mission Beach, is one of the world’s largest collegiate instructional waterfront facilities. Enjoy such water sports activities as sailing, rowing, stand-up paddling, wakeboarding, and windsurfing.

Register for classes, programs, and trips online at http://recreation.ucsd.edu or at any UC San Diego Recreation facility.

Recreation Facilities
RIMAC (northwest campus)
Sales desk, Recreation offices, activity rooms, weight room, arena, auxiliary gym, equipment room, training room, wellness studio, racquetball/squash courts. North of RIMAC are the track, playing fields, and the Odyssey Challenge Course (across from RIMAC track)

Main Gym (central campus)
Sales desk, RecClass offices, FitLife offices, cycling room, weight room, private massage and Pilates, natatorium (indoor pool), basketball courts, auxiliary gym, gymnastics area
Canyonview Aquatic Center
(northeast campus)
Outdoor pools, Aquatics offices, indoor climbing center, weight room

Outback Adventures (Pepper Canyon)
Outback offices, Outback Rental Shop

Outback Surf Shop
/Library Walk, Price Center West/
The only full-service, on-campus surf shop in the country

Spanos Performance Center
(North campus by the track and field locker facility)/
Several power cages and state-of-the-art lifting equipment, outdoor conditioning plaza, open to Recreation users during special times/hours

Job Opportunities
Recreation employs more than seven hundred students. For student employment opportunities, inquire at the RIMAC or Main Gym sales desks.

RIMAC and the Main Gym hire many students as operations assistants, while individual programs have program assistants, sports assistants, referees, lifeguards, rec class instructors, and more.

Schedules
Recreation schedules are always available online at http://recreation.ucsd.edu or in our Recreation Magazine, widely available on campus.

Recreation Contacts
Phone: (858) 534-4037
Web: http://recreation.ucsd.edu
Facebook: http://facebook.com/UCSDrec
Twitter: http://twitter.com/UCSDrec
Instagram: @ucsdrec

Math Labs
- OASIS—Office of Academic Support and Instructional Services
- One Stop Desk
- Professors and TAs
- Revelle Student Affairs staff
- Revelle academic counselors
- Student Promoted Access Center for Education and Services (SPACES)
- Writing Center

Commuter Transition
- All-Campus Commuter Board (ACC)
- Commuter Solutions Program http://iride.ucsd.edu
- Commuter Lounge
- Off-Campus Housing Directory
- Revelle Commuter Activities Board (CAB)
- Student Legal Services (in the case of renting off-campus housing)
- Triton UPass

Diversity, Cultural Understanding, and LGBT
- Black Resource Center
- Center for Student Involvement (CSI)
- Counseling and Psychological Services (CAPS)
- Cross-Cultural Center (CCC)
- International Center
- LGBT Resource Center
- Raza Resource Centro
- Revelle Student Affairs staff
- Student Veteran’s Resource Center
- Women’s Center
- Undocumented Student Services

Drinking, Drugs, and Substance Abuse
- AS Safe Rides
- Campus Police/RSO: (858) 534-HELP
- CARE at SAR
- Counseling and Psychological Services (CAPS)—individual and group therapy
- Health promotions

- Resident Assistants (RA)
- Revelle Student Affairs staff
- Student Health Advocates (SHA)
- Triton Recovery Group

Financial Issues
- Career Services Center/Port Triton
- Cashier’s Office
- Financial Aid and Scholarships Office
- Job/internship fairs
- Student Billing Services
- Student Legal Services

Fitting In
- Campus Resource Centers
- Center for Student Involvement (CSI)
- Counseling and Psychological Services (CAPS)
- Friends and family
- Recreation/Intramural sports
- Resident Assistants (RA)
- Revelle College Organizations (RHA, RPB, RCO, CAB, CAN, Revellations, RISN)
- Revelle Student Affairs staff
- Revelle Residence Life staff
- Student Veteran’s Resource Center
- Undocumented Student Services

Health Issues
- CAPS Wellness Peer Educators
- Campus Police: (858) 534-HELP
- Campus Recreation/RIAMC (Student Wellness Program)
- Counseling and Psychological Services (CAPS)
- Office for Students with Disabilities (OSD)
- Student Health Advocates (SHA)
- Student Health Services; after-hours advice available at (858) 534-3300
- The Zone
- UC San Diego Registered Dieticians (SHS, HD4, Recreation)
- Women’s Center

Student Life Resources

Academic Dishonesty
- Academic Integrity Office
- Academic Integrity Peer Advisers
- Counseling and Psychological Services (CAPS)
- Dean of Student Affairs
- Office of the Ombuds
- Professors and TAs
- Student Legal Services

Academic Involvement
- Academic Internship Program
- Career Services Internship Super-site
- Coffee with a Prof Program
- Dine with a Prof Program
- Humanities Tutoring Program
- Major advisers

Career Services Center
- Center for Student Involvement (CSI)
- Chemistry Help Rooms
- Counseling and Psychological Services (CAPS)
- Major advisers

Balancing Academics and Co-curricular Activities
- OASIS—Office of Academic Support and Instructional Services
- Professors’ office hours
- Revelle Next Step Program
- Student Promoted Access Center for Education and Services (SPACES)
- UC San Diego Library
- Undergraduate Research Portal

Academic Involvement/Programs
- Career Services Center
- Center for Student Involvement (CSI)
- Chemistry Help Rooms
- Counseling and Psychological Services (CAPS)
- Major advisers

Triton Recovery Group
The UC San Diego community includes students, staff, faculty, and others who have a vested interest in the university. Members of our community, part of the larger University of California community, pride themselves on academic, personal, and professional excellence and value integrity, accountability, and respect. This Student Conduct Code underscores the pride and the values that define our community while providing UC San Diego students with a framework to guide their actions and behaviors.

UC San Diego’s Principles of Community further illustrate the expectations of all members of our community. In accordance with these principles, the community supports student development and learning across the UC San Diego campus, six undergraduate colleges, and graduate/professional schools.

We also recognize the impact our unique college structure has in blending the strengths of a small college with the resources and opportunities of a large research university. This structure allows students, faculty, and staff to positively impact both the individual college and greater university communities.

This code sets forth the applicable standards of our community and authorizes the administration of student conduct at UC San Diego. All participants involved with the student conduct process are encouraged to reflect upon their roles in the community and seek out opportunities for personal growth and development. It is an aspiration that students involved in this process will strengthen their competencies in communication, relationships, leadership, critical thinking, and active citizenship.

https://students.ucsd.edu/sponsor/student-conduct/regulations/22.00.html
Frequently Asked Questions about the Student Conduct Process

I was just documented for violating the Student Conduct Code. What should I do?
Check your UC San Diego student e-mail account on a regular basis. You may be receiving an e-mailed letter to schedule a meeting about the documentation.
You can also check directly with the Office of Student Conduct, your college dean’s office, or your Residential Life office.

Is studentconduct@ucsd.edu a valid e-mail address?
Yes. All letters sent to you regarding your case are from this address, which is a valid UC San Diego e-mail address. Make sure to add this address to your list of safe senders in order to avoid messages getting lost in your spam folder.
You must also enter your PID when you click on the letter link so that we can verify your identity.

I received a Notice of Informal Warning. What is it?
The Office of Student Conduct reviews all incoming reports of alleged, nonacademic misconduct. Sometimes, a report will not rise to the level of a formal student conduct referral and instead a Notice of Informal Warning is issued. The Notice of Informal Warning is our opportunity to educate you on potential student conduct code violations that we think you should be aware of moving forward, based on the report we received.
You do not need to set up a meeting, and you have not been found responsible of anything. If repeated, however, violations of a similar nature may be referred through the formal student conduct process.

If I receive a Notice of Informal Warning, what should I do next?
Nothing is required of you following receipt of the Notice of Informal Warning. You do have a right to submit a statement in response to the notice within five business days of the date of your letter. A copy of the report is attached to the letter for your review. The statement will be kept on file along with the Notice of Informal Warning and the report.

I received a letter to schedule an Administrative Resolution meeting to discuss an alleged Student Conduct Code violation. What should I do next?
Call the contact person listed in the letter within five business days of the date of the letter to set up your meeting to discuss the alleged violations.

What happens at an Administrative Resolution meeting?
The student conduct officer (likely your dean of student affairs or an assistant director of residence life) will explain the Administrative Resolution process, your rights and responsibilities, and the alleged violations. You will explain your perspective of the incident and answer questions from the student conduct officer. At the conclusion of the meeting, you will have the opportunity to accept responsibility for the alleged violations and the student conduct officer will explain the potential sanctions.

Will I be able to review the incident report(s) and other evidence?
Yes, you have the right to review the incident report(s) and other evidence before the meeting or review.
If you do not receive this information with your letter, please contact the person who sent you the letter or the Office of Student Conduct at (858) 534-6225 or studentconduct@ucsd.edu.

Can I have an adviser at the meeting with me?
Yes, you may have an adviser accompany you to an Administrative Resolution meeting or a Student Conduct Review. Advisers include A.S. student advocates, attorneys, and other students, faculty, or staff. However, only A.S. student advocates may take direct part in the meeting or review. For more information, please see “Roles and Responsibilities,” or Section VI, Letter G of the Student Conduct Code.

When will I receive the decision of the Student Conduct Officer?
Typically, you should receive a resolution letter via e-mail from your student conduct officer within ten business days of your meeting. The resolution letter will contain a brief summary of the meeting, the alleged violations for which you accepted responsibility, and the assigned sanctions.

What if I don’t make an appointment or miss my meeting?
Failure to make or attend your Administrative Resolution meeting may result in the incident being adjudicated and sanctions being assigned as applicable, without the benefit of your input. We encourage you to set up an appointment in a timely manner when requested to do so.

What are possible sanctions?
Sanctioning is progressive and takes into consideration the violation(s), your cumulative student conduct record and any mitigating or aggravating factors. Possible sanctions include but are not limited to formal warning, educational programs, restitution, probation, suspension, and dismissal from the university.
Please take a look at our Sanction Document on our homepage, which describes potential sanctions for a variety of violation types. Sanctions are designed to be consistent across colleges and residential areas. However, cases are evaluated on an individual basis and not subject to precedent as in the civil and criminal court systems.

How long can I be on probation or suspended from the university?
Depending on the incident and your cumulative student conduct record, you may be placed on probation anywhere from one quarter to the remainder of your tenure at UC San Diego. Suspensions range from one quarter to an indefinite period of time.

If I don’t complete my sanctions, what will happen to me?
A hold will be placed on your student account, which prevents you from registering for classes, ordering transcripts, or conducting other business with the university.

Can I appeal the sanctions following an Administrative Resolution meeting?
Yes, even if you failed to make or attend your meeting. You can submit a sanctions reduction request to the Office of Student Conduct within ten business days of the date of your resolution letter. Please note, however, that you are not eligible to appeal the findings. Information on how to submit it and what to include can be found on our Appeal/Sanction Reduction Request page.
Can I appeal the decision at my Administrative Resolution meeting?
If you accept responsibility for one or more student conduct code violation(s) at an Administrative Resolution meeting, there is no decision to appeal. After the meeting, the outcome of responsibility you accepted is considered final. Failure to make or attend a meeting is considered an admission of responsibility, and the student conduct officer will adjudicate the meeting without the benefit of your input. You do have the right to request a reduction of the sanctions in either case, however.

What if I don’t want to accept responsibility for one or more alleged violations?
If you feel that you are not responsible for one or more alleged violations and the allegations are not dismissed by the student conduct officer, you or the student conduct officer may request a Student Conduct Review. You can make this request directly to your student conduct officer at the conclusion of the meeting.

What happens at a Student Conduct Review?
The Conduct Board chair or review officer will begin by explaining the process, your rights, and the alleged violations. The university representative will present information and witnesses supporting the alleged violations.

You will have the opportunity to ask questions of these witnesses. You will then have the opportunity to present information and witnesses supporting your case.

Board members and university representative will likely ask additional questions to gain a greater understanding of the incident. You will also have the opportunity to question other witnesses invited to participate at the review. The chair or review officer will conclude the review by explaining the next steps in the process.

When will I receive the decision of the Conduct Board or review officer?
After the review, the board or review officer will determine whether you are responsible for any of the alleged violations. The board or review officer will submit a Student Conduct Review Report of their findings within five business days of the date of the review. The student conduct officer will then review and determine final sanctions, if you are found responsible, within five business days of receiving the report, unless circumstances warrant otherwise. For reviews involving a suspension or dismissal for an undergraduate student, the Council of Deans of Student Affairs will determine the sanctions within five business days of the final determination of sanctions, unless circumstances warrant otherwise.

If the board or review officer finds you not responsible, you will be notified by the original student conduct officer within five business days of the date that they receive the report, notifying you that the case is closed with no further consequence to you.

Can I appeal the decision and/or sanctions from the review?
Yes, you can submit an appeal to the Office of Student Conduct within ten business days of the date of your Student Conduct Review Decision Letter. More information on how to submit an appeal, and the grounds on which an appeal can be made, may be found on our Appeal/Sanction Reduction Request page.

If I appeal, do I have to complete the assigned sanctions?
Sanctions may be deferred during the appeals process, at the discretion of the original student conduct officer, in consultation with the director of student conduct. If you have questions about this, please contact your original student conduct officer and/or the Office of Student Conduct for more information.

Will I appear before the individual or group reviewing the appeal?
Generally, you will not appear before the individual or group reviewing the appeal.

If I submit an appeal, how will I receive the appeal decision?
You will be notified of the decision via your UC San Diego e-mail by the Office of Student Conduct on behalf of the individual or group reviewing the appeal, within ten business days of the date that a complete appeal was submitted. A brief statement explaining the basis of the decision will be included in the notification.

What is in my student conduct record?
Your student conduct record will generally contain the applicable incident report(s), meeting and decision letters, and other documents related to student conduct incidents you have been involved in while a UC San Diego student.

Are student conduct records confidential?
Yes. Only certain university staff, including the Office of Student Conduct, your college Dean’s Office, and the Residential Life Offices, have access to your student conduct records. You may choose to sign an authorization to release your student conduct records to another person or organization (e.g., parent/guardian or Study Abroad program).

How long are student conduct records kept and maintained?
In compliance with federal law, we keep and maintain student conduct records for seven years from the date of the incident. Records involving dismissals from the university are kept and maintained permanently.

I have a student conduct record. How will this affect my graduate school application?
Typically, graduate schools will inquire about your student conduct record during the application process via a Disciplinary Clearance Form. Questions on these forms vary, and your dean will answer the questions in a way least detrimental to your application. Alternatively, they may ask you to have your dean of student affairs complete a letter.

Please consult with the Office of Student Conduct or your college Dean’s Office to determine if you have a student conduct record, and, if so, what will be reported to a prospective graduate or professional school. To request a Dean’s Certification letter, please contact your Dean of Student Affairs Office directly for more information.

If I have questions about the student conduct process, where should I go?
Feel free to contact the Office of Student Conduct at via phone at (858) 534-6225, by e-mail at studentconduct@ucsd.edu, or in person. Our office is in the Student Services Center, Suite 562. Our office hours are 8:00 a.m.—4:30 p.m. Monday through Friday, except for university holidays.

Additional resources include:
• A.S. Office of Student Advocacy
• Office of Student Legal Services
• Your college Dean’s Office
• Your Residential Life Office
• Office of the Ombuds
• Revelle Residence Life
Revelle Residence Life

Residents’ Rights and Responsibilities

Living in a Revelle residential facility entails the concurrent opportunities and challenges associated with living in a community of student peers. Certain community responsibilities accompany group living situations, such as cooperation, mutual respect, and shared vision. It means accepting responsibility for how your actions affect others as neighbors, especially once you realize some of the many ways that students in limited spaces affect one another’s lives. Establishing a supportive, positive residential environment means each individual must make occasional adjustments in personal habits, attitudes, and beliefs. Responsible community citizenship means exercising your legitimate rights, while respecting and considering the equally legitimate rights of other members of the community.

These are some of your rights and responsibilities—think about them, talk about them, and make them a part of what you do during your time here. This is your “home away from home.”

- You have the right to associate with whomever you please.
- You have the responsibility to accept all other residents for who they are, what they are, and where they are from. You have the responsibility to educate yourself on issues of human diversity and appreciate differences as simply differences, not assuming a “wrong” or “right” context.
- You have the right to a reasonably peaceful and quiet space in which you can sleep and study.
- You have the responsibility to observe quiet hours, keep your stereo and your voice at a reasonable volume, and remind others that you expect the same of them.
- You have the right to privacy and the proportionate use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room, suite, or apartment.
- You have the responsibility to let your roommate(s) know of your wishes and preferences for hours of sleep, study, and visitation, and to work through any differences that may arise in a peaceful manner, within established guidelines.
- You have the right to choose your means of recreation and relaxation.
- You have the responsibility to know and abide by the laws of the State of California, including those that pertain to alcoholic beverages, illegal drugs, and a smoke-free environment. You have the responsibility to follow the policies and procedures established to support the educational purposes of the university and to sustain a safe and comfortable living environment.
- You have the right to confront another’s behavior that infringes on your rights.
- You have the responsibility to examine your own behavior when confronted and to work toward resolving conflicts.

Roommates

Leaving home for college is a big event, and moving into a residence hall and meeting new roommates (or even rooming with old friends) can be one of the most stressful and challenging—but fantastically rewarding—aspects of the college experience. The information below is intended to help you make the most of your new living environment. It will suggest strategies for success and identify some common pitfalls.

Important Considerations for New Roommates

It is important to address specific issues with your roommates and suitmates before they become much bigger issues (e.g., sleeping and studying schedules, guests, cleanliness, etc.). Some things to consider discussing with your roommates during your first few days together are:

- Are you a morning or night person?
- What time do you like to go to bed and wake up?
- You have the right to participate in Revelle Residence Life programs and other community-building activities as you choose.
- You have the responsibility to get to know other members of your Revelle community, actively participate in the sponsored programs and activities, and to attend all mandatory Revelle Residence Life programs and meetings.
- You have the right to the assistance of your Revelle Residence Life staff, as well as Housing and university personnel, when you need help with a problem.
- You have the responsibility to notify a staff person of your problem in a timely manner and to cooperate in working to solve the problem.
- You have the right to know what’s allowed and prohibited in Revelle residential facilities.
- You have the responsibility to read information provided to you by Revelle Residence Life, especially your housing contract and the Revelle Student Handbook.

Negotiation and Compromise

Living in a confined space with other people requires flexibility and cooperation. In order to be successful as a roommate, it is highly recommended that you get used to the idea of compromise. Many decisions (for example, the issue of when and how to clean your room) will require the consent and participation of all roommates.
Although some roommate conflicts are truly unsolvable, the vast majority are the result of miscommunication or an outright lack ofcommunication. With healthy communication, most conflicts can be resolved long before the relationship becomes irrevocable. The ability to communicate effectively is the most important and powerful tool that you can develop in your quest to create the perfect living environment. Here are some strategies to help you and your roommate(s) foster healthy dialogue:

- **Talk to your roommate(s) directly.** If you talk about your roommate behind his or her back, it will undermine the trust in your relationship and make it difficult to resolve your issues.
- **Be direct, but respectful.** Be clear about what it is that you want. If your roommate is unaware of your issues, he or she will be unable to do anything to help resolve them.
- **Use "I" statements.** The word “I” significantly changes the tone of a statement. It allows you to take ownership of the statement and can help mitigate some of your roommate’s natural defensiveness. Note the difference between “I had a difficult time studying last night when all of your friends were over, and I am afraid I failed my test as a result,” and “You and your loud friends made me fail my test. I hope you’re happy!”
- **Create a “win-win situation.”** In every conflict, there is an incentive for both parties to resolve the dilemma. Recognize your roommate’s needs and desires and work so that both you and your roommate can be accommodated.
- **Respect differences.** UC San Diego has an incredible amount of diversity in its student population. In communicating with your roommates, recognize that your values, lifestyles, expectations, and communication styles might be extremely different from one another. It is crucial that you and your roommates take the time to get to know one another as individuals and establish common ground. It is invariably easier to resolve a problem with a friend than with a stranger.

Communication

Each of these issues has been a problem at one time or another, even when people were sure they had known their roommates. If problems still arise, talk to your RA. Most problems can be easily dealt with if they are addressed early. The key is the ability to communicate openly and honestly with one another.

- Are you a light or heavy sleeper?
- When do you like to study?
- What kind and how much noise are you able to study with?
- How much notice would you like when guests are coming over?
- Are overnight guests allowed? What about opposite-gendered guests?
- How long is too long for a guest to stay?
- Is it OK for a guest to be in the room if no one else is there?
- How do you feel about alcohol (or other items that violate policy) in the room?
- How clean do you like the room to be?
- Is it OK if your roommate’s side of the room is not as clean as yours?
- How will you take care of cleaning, taking out the trash, and doing the dishes?
- What are you willing to share (food, clothes, movies, books, etc.)?
- If you are going to share food, how will you distribute the cost?
- What are your pet peeves?
- Are there things about you that a roommate should know? The more you and your roommates discuss up front, the less conflict you will have along the way. However, it is important to remember that things might change over the course of the year (e.g., the 10:00 p.m. bedtime that you agreed on in September may not still be realistic in October). These are issues to keep discussing throughout the course of the year.

Revelle Residence Life Procedures, Services, and Information

**Ceilings**
The blown-on soundproofing ceiling material in Argo and Blake Halls contains asbestos. Tampering with the ceiling may cause damage to embedded electrical heating strips and poses a danger of asbestos exposure.

**Checkout Procedures**
To check out of your room or apartment:

- Leave your room or apartment as you found it (reassemble the bed if necessary, clean, and remove trash).
- Turn in your keys to the Residence Life Office.
- Follow all procedures in the move-out e-mail (sent during spring quarter to your UC San Diego e-mail address).

**Note:** If you move out of your room without first having your contract canceled, you will remain financially liable for all fees and charges related to your housing contract. To request a contract termination, you will need to complete the Residential Housing Contract Release Application, meet with a Revelle Residence Life staff member to review your application, and then wait for a notice from the main housing department, Housing Dining Hospitality, to see if it will grant you a release from your housing contract. Failure to follow this checkout procedure will result in an improper checkout fee ($45) being assessed to your student account. Failure to turn in your key will result in a replacement charge being assessed to your student account. Students must check out of their rooms at the end of the academic year by the deadline stated in the Housing Contract. Students who do not follow this protocol will be assessed a fee of $1 a minute as a late checkout charge, in addition to the $45 improper checkout fee, to their student account. Students who leave without completing any part of the official move-out process will be assessed a $240 fee, in addition to the improper checkout fee and key replacement fee.

**Christine Norris Wellness Center**
Located on the bottom floor of Keeling Building 2, the Christine Norris Wellness Center is Revelle’s new minigym, with weights and cardio equipment. Please go to the Revelle College Center to gain access to this space.

**Computer Connection**
Before you hook up your computer, you need to have a “10 Base T” Ethernet card and cable, which can be purchased at the UC San Diego Bookstore or any other computer store. The
The university and its employees and agents assume no responsibility for the loss, theft,
Student Resources

Inventory Forms
When you move into your room or apartment you will be given an Inventory Form. Complete this form as thoroughly and accurately as possible; it will be used as the basis for establishing damage charges when you move out. Return the completed form to Revelle College Center within one week of move-in. Failure to do so will result in a charge for improper check-in.

Keys and Lockouts
Upon moving into your dorm, you will be issued one bedroom key and your Student ID Card will be encoded to become an electronic key to access your apartment/suite and other designated common spaces.

To ensure the safety and security of yourself and those you reside with, always carry your keys with you at all times and always lock all your doors upon leaving your apartment/suite. Never give or lend your key to someone else.

If you lose either your bedroom key or your Student ID Card, you will need to replace it immediately. For a lost bedroom key, you will need to come to the Revelle College Center located on the northeast corner of Blake Hall, and receive a replacement key for $10. For a lost Student ID Card, you will need to go to the Campus Cards Office, located in the Student Services Center. After doing that, you will need to come to the Revelle College Center and get the card re-encoded to work on your apartment/suite door. If you do not have time to go to the Campus Cards Office immediately, you can come to the Revelle College Center and receive a temporary card that will work for three days in your apartment/suite door. Doing this will constitute as a recorded lockout.

Accidently locking yourself out of your apartment/suite or bedroom is not an uncommon occurrence. Each academic year, a resident gets three lockout service requests for free. After the third request, each consecutive request will have a $10 service fee. This fee will be assessed at the end of every academic quarter and billed to your student account. University keys may not be duplicated; doing so is a violation of the UC San Diego Student Conduct Code. Violation of this will result in student conduct charges.

During the following hours, please go to the Revelle College Center to request a lockout service:

<table>
<thead>
<tr>
<th>Weekdays</th>
<th>8:00 a.m. – 9:00 p.m.</th>
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</thead>
<tbody>
<tr>
<td>Weekends</td>
<td>12:00 noon – 9:00 p.m.</td>
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</tbody>
</table>

During the following hours, please call the RA on Duty, at (858) 534-4545, who will meet you at your apartment/suite to let you back in:

<table>
<thead>
<tr>
<th>Weekdays</th>
<th>9:00 a.m. – 12:00 midnight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekends</td>
<td>5:00 a.m. – 8:00 a.m.</td>
</tr>
<tr>
<td>Weekends</td>
<td>9:00 a.m. – 12:00 noon</td>
</tr>
</tbody>
</table>

During the following hours, please call UC San Diego Police, at (858) 534-HELP (4357), who will have a Residential Security Officer meet you at your apartment/suite and let you back in:

<table>
<thead>
<tr>
<th>Weekdays</th>
<th>12:00 midnight – 5:30 a.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekends</td>
<td>9:00 p.m. – 9:00 a.m.</td>
</tr>
</tbody>
</table>

| Holidays/ Breaks| 12:00 midnight – 11:59 p.m.|

Laundry Facilities
Washers and dryers are on each floor of Blake and Argo, on the first floors of the Fleet residence halls, and on the second, third, fourth, and fifth floors of building two in the Keeling apartments. Campus laundry facilities accept only Triton Cash. For your own protection, do not leave laundry unattended for any length of time. For the security of the building, your belongings, and to prevent accidentally triggering the fire alarm, keep doors to the apartment laundry rooms closed at all times. If you discover a malfunctioning machine, place an “Out of Order” sign on it and contact the Housing Customer Service Center at (858) 534-2600.

Lost and Found
Items found in the Revelle College Area may be turned in to the Revelle College Center. At the end of each quarter, those items are sent to the UC San Diego Police Department’s lost and found located in the Campus Services Complex, Building B.

Mail
Residents are responsible for regularly checking their university-provided P.O. boxes (at least once every forty-eight hours). You will receive a post office box office number and pin code form from the Revelle Residence Life Office. Your mailbox will be shared with your suitemates/apartment mates. All mail should be addressed to:

Student’s Name # XXXXX
9450 Gilman Drive
La Jolla, CA 92092-0100

Residence hall and apartment post office boxes are on the first floor of Argo Hall.

Any issues with your university-provided P.O. box should be reported to the Revelle Residence Life Office.

Maintenance
Housing, Dining, and Hospitality provides twenty-four-hour maintenance coverage of the residence halls and apartment facilities. Any nonemergency maintenance requests should be submitted via an online Housing Maintenance Fix-It request at http://hhd.ucsd.edu. Emergency requests should be called in to the Customer Service Center at (858) 534-2600.

Mold in Apartments
It is not uncommon for moisture and surface mold to develop in your apartment because of the close proximity to the ocean, high humidity of the area, and the energy-efficient construction of the Charles David Keeling Apartments. The best way to prevent the development of mold is to keep your apartment clean and dry. Spills and moisture must be cleaned up within forty-eight hours to prevent mold.

If mold begins to appear, the easiest way to get rid of it is to clean it right away by using a simple water/bleach solution (one part bleach to sixteen parts water).

Because of the energy-efficient design of the apartments, you will need to keep your room and common area well ventilated in order to reduce the amount of moisture in your apartment. Excess moisture and humidity promotes mold growth. Please keep windows open when you are present. It is best to open a common room window and then a couple of bedroom windows so that air will flow more freely through the apartment. When not at home or during cold/rainy weather, you can open a window one to two inches to safely maintain ventilation.

Additionally, it is imperative that you keep the ventilation fan in your shower room on during and after each person has showered. The switch for the light/fan has a delay so that you can turn the light off while fan remains on. This will dramatically reduce the amount of moisture in the air and the apartment. It is also important to ventilate your apartment after cooking meals in your kitchen.

Following these guidelines will typically eliminate surface mold in your home and reduce moisture building on windows and floors.

Mopeds/Motorcycles
Mopeds, motorcycles, and any automotive parts are prohibited in the residence halls, apartments, and lounges and are also not permitted to be stored in or parked adjacent to the buildings. Gasoline-powered vehicles create an extreme fire hazard when brought into residential areas.

Music Downloading
The UC San Diego ResNet Acceptable Use Policy (http://acms.ucsd.edu/resnet/policies.shtml) states that it is illegal to copy or distribute copyrighted material if you do not have permission from the copyright owner.
Most of the material (movies, music, software) that is available via peer-to-peer file sharing software (Kazaa, LimeWire, etc.) is not legal for you to download. You should also note that most of this file-sharing software will deceptively install a server on your computer to distribute the material that you have downloaded. Both downloading and distributing this material is in violation of federal copyright law and the UC San Diego Student Conduct Code.

**Noise**

Our housing and residential life policies clearly state that quiet hours are enforced in residential areas as follows: 11:00 p.m.–8:00 a.m., Sunday through Thursday, and 1:00 a.m.–8:00 a.m., Friday and Saturday. The residential areas include all residence halls and apartment communities, and the same quiet hours and courtesy to the community should span to neighboring areas, including the basketball courts, Revelle Plaza, and parking lot, located adjacent to the residential communities.

**Outdoor Shower**

An outdoor shower is available for your use when returning from the beach. The shower is located on the northwest side of Building 2 in the Charles David Keeling Apartments. The shower should be used to rinse off large items and items with excessive amounts of sand or debris (surfboards, coolers, etc.). If you have sand or debris on you, you should also utilize this shower to clean off. The showers in our residential facilities are not designed to accept this kind of waste and can easily become clogged. Residents will be held financially responsible for the cost to repair drains that are found to be clogged in such a manner.

**Packages**

Packages will be distributed by the Student Mail Services Parcel Center, located on the first floor of Argo Hall. Some packages will be distributed by the Revelle Residence Life Office. You will receive an e-mail at your UC San Diego e-mail address with directions for picking up your package.

**Please note:** Small packages may be placed in your student mailbox.

An Amazon Locker (identified on Amazon.com as Revelle) is located west of Roger’s Market for your convenience. You may choose to have your Amazon packages sent to the Amazon Locker, which is accessible twenty-four hours a day, seven days a week. Make sure to follow Amazon guidelines to ship your packages to the locker.

**Pest Control**

If you have a problem with cockroaches, ants, fleas, bedbugs, mice, or any other sort of pest in your living area, please contact UC San Diego Environmental Health and Safety Pest Management immediately. You can contact them (858) 534-7513 or (858) 534-4534 during normal business hours (8:00 a.m.–4:30 p.m., Monday–Friday), or at ehspest@ucsd.edu. If it is an after-hours emergency (examples being a rattlesnake, swarm of bees, etc.), please contact UC San Diego Police at (858) 534-4357. It is extremely important that all issues related to pest control be reported immediately so that they can be corrected before they spread to other rooms or apartments.

**Piano Rooms**

The Residence Life Office operates two piano practice rooms on the first floor of Argo Hall. These practice rooms are for Revelle residents and Revelle students only. Keys can be checked out in the Revelle College Center during normal business hours.

**Phone**

Landline phone service is available through Spectrum Cable. Students will need to contact Spectrum Cable directly to set up phone service. A landline is encouraged for those who have poor cellular phone reception in their room.

**Plaza Usage**

Amplified sound is authorized on the Revelle Plaza Monday–Friday from noon to 1:30 p.m. and on Saturdays and Sundays from 1:30 p.m. to 6:00 p.m. Organized Revelle Plaza usage and exceptions to the amplified sound policy may be submitted to the Revelle College Dean of Student Affairs Office for approval.

**Police**

UC San Diego police are on call twenty-four hours a day for university safety and security services and can be contacted at (858) 534-HELP (4357). We encourage you to program this number into your cell phone.

**Recycling**

Revelle Residence Life and UC San Diego encourage recycling. Recycling containers are placed in and around all residential facilities. Students are required to empty their recycling bins at the main collection areas. Bins are to remain in resident rooms at move-out. Residents will be charged to replace bins that are missing or damaged upon move-out.

All batteries are classified as universal hazardous waste. Toxic heavy metals and the corrosive properties of batteries make them unsuitable for disposal in the municipal trash because they have the potential to contaminate surface and ground water.

Residents are encouraged to place used batteries in the collection container located in the Revelle Residence Life Office. Cell phones can also be recycled at the Revelle Residence Life Office.

**Residential Facilities**

Revelle Residence Life facilities include Argo Hall, Atlantis Hall, Beagle Hall, Blake Hall, Challenger Hall, Discovery Hall, Galatea Hall, Meteor Hall, Roger’s Place and Market, 64 Degrees, Revelle College Center, the Revelle Plaza, the Revelle Residence Life Office, the Commuter Lounge, the Keeling apartments, basketball courts, and all contiguous areas.

The Revelle Residence Life policies apply in all of the areas described above.

**Residential Security Officers (RSOs)**

The Residential Security Officers help maintain the safety and security of the residential area, enforce university policy, and are a great resource for assistance in a variety of matters. RSOs begin their shifts in the evening and do security rounds of the residences and parking lots until the following morning to ensure that everything at the college is safe and sound.

An RSO can be contacted by calling (858) 534-HELP (4357). RSOs are members of the UC San Diego Police Department staff.

Under the UC San Diego Student Conduct Code, students are expected to comply with all reasonable requests made by any university official, including RSOs. Examples of such requests include asking a student to stop conduct that is in violation of a Student Conduct Code or Revelle Residence Life policy or procedures, or asking students to present their ID cards while on the UC San Diego campus.

Students are required by the Student Conduct Code to carry their university ID cards while on the UC San Diego campus; they are also required to present the card as identification when asked to do so. Failure to do so may result in student conduct charges.

**Room Changes**

The Residence Life Office must approve all room changes. You must complete a room change form to move from one room to another within an apartment or suite or to another apartment or suite. There are no room changes allowed during the first three weeks of fall quarter.
The following are steps for handling potential room changes:

- Discuss the situation with your roommate. See if you can work the situation out between you. Communication is essential for a healthy roommate relationship.
- If you and your roommate cannot resolve the situation, you should discuss it with your RA and determine the best course of action to resolve the situation.
- If the problem still persists after you have consulted your RA, schedule a meeting with your assistant director of Residence Life.
- If a room change is approved, schedule an appointment with the Residence Life Housing assistant to fill out the Room Change Form and complete the process.
- New room keys and an Inventory Form will be issued to you.
- When the move is completed, return your old keys and Inventory Form to the Residence Life Office.
- Any outstanding bills for damages must be settled before a move is approved. All unofficial/unapproved room changes will be subject to a $45 improper checkout fee.

**Room Entry**

There may be occasions when outside agencies will request to search a student’s room. There are two sets of circumstances under which this might occur:

- The representative of the agency possesses a search warrant
- One or more of the following exigent circumstances exists:
  - In case of an emergency, or when the health, safety, or well-being of a student is in question
  - To make repairs or supply services necessary to maintain the area and to conduct occasional inspections during the year and during the end of quarter closing
  - When notice is provided for quarterly safety and maintenance checks at the start of winter break and spring break

**Storage**

There is no additional storage space available in the residence halls or apartments.

**Vacuums**

If you are a resident of Revelle, you may use your UC San Diego ID card to check out a vacuum from the Revelle College Center.

**Wastebaskets**

Wastebaskets are provided in resident rooms, and plastic wastebasket liners are available from the custodial staff. Residents will be charged to replace wastebaskets that are missing or damaged upon move-out.

**Water Conservation**

Southern California is in a state of water emergency. Please follow these steps in order to reduce water consumption:

- Turn off water when brushing teeth, shaving, washing hands
- Time your showers using a playlist—you can get clean in five minutes!
- Take fewer showers—if you plan to work out, shower afterward, not before
- Don’t flush what you can throw in the trash
- Check faucets for drips and report leaks with a fix-it ticket
- Only do full loads of laundry—share loads with a roommate
- Reuse towels and clothes

We all need to do our part.

The university also reserves the right to enter a student’s room:

- In case of an emergency, or when the health, safety, or well-being of a student is in question
- To make repairs or supply services necessary to maintain the area and to conduct occasional inspections during the year and during the end of quarter closing
- When notice is provided for quarterly safety and maintenance checks at the start of winter break and spring break

**Revelle Residence Life Policies and Procedures**

At UC San Diego, we believe you will find living on campus is an integral part of your education. As a result of your community living experience, we hope that you will develop a concern and respect for others; make responsible choices and decisions about a lifestyle that suits you best; share your academic, social, and cultural experience with other students; and learn to live peacefully in close quarters with a diverse group of people. We encourage you to work toward developing a positive involvement in your community, based on your rights and responsibilities as a resident living on campus.

Please be aware that as part of your housing contract, everyone who chooses to live in our residential communities must abide by the rules and regulations of UC San Diego, including but not limited to the UC San Diego Student Conduct Code, the UC San Diego RESNET Acceptable Use Policy; all applicable local, state, and federal laws; and the Housing and Residential Life policies outlined below. All of these guidelines are here to establish a safe and secure living environment and to support your success as a UC San Diego student.

Any student who anticipates or observes a potential violation of policy is expected to immediately remove herself/himself from the environment in which the violation may occur. One’s presence during any violation of university or housing policy ultimately compromises, supports, or encourages the behavior or potential violation of policy.

It is important to realize that students living in a group environment affect one another’s lives in many ways. We strongly believe that one’s actions demonstrate one’s commitment to respecting differences. In addition, we will not accept ignorance, rumor, anger, alcohol, or substance abuse as an excuse, reason, or rationale for behavior. Certain shared responsibilities, such as mutual cooperation, inclusion, and respect, are integral to any successful group living situation. It also means accepting personal responsibility for how your everyday actions affect others living with you as roommates and neighbors. Establishing a positive and supportive residential environment means each individual must make occasional adjustments in personal habits, attitudes, and beliefs. Successful on-campus living, whether in the residence halls or apartments, means exercising your rights while recognizing your responsibilities in respecting the equally legitimate rights of the other members in your community.

**Housing and Residential Life Policies**

In accordance with the University of California San Diego Single Undergraduate Residential Housing Contract, every UC San Diego student who lives in or enters our residential communities must abide by the rules and regulations of UC San Diego, including but not limited to the UC San Diego Student Conduct Code; the UC San Diego RESNET Acceptable Use Policy; all applicable local, state, and federal laws; and the Housing and Residential Life policies contained herein. Violations of the rules and regulations may become the basis for a referral to the student conduct process. Additionally, breach of any term/provision of the Single Undergraduate Residential Housing Contract may result in contract cancellation before move-in, termination of the contract after move-in, or exclusion from future UC San Diego student housing application processes.

1. **Alcohol:** Federal law, California state law, and university policies prohibit the consumption, possession, solicitation, procurement, sale, or manufacture of alcohol for those under the age of twenty-one. Further, these policies prohibit those over the age of twenty-one from manufacturing or providing alcohol to anyone under the age of twenty-one. Residents are responsible for their behavior at all times and may be responsible for that of their guests (see Guest or Visitor Behavior Policy).

   More specifically:

   a. **Under twenty-one:** Persons under the age of twenty-one are prohibited from consuming, possessing, soliciting, procuring, selling, or manufacturing alcohol at any time. Persons under the...
age of twenty-one in the presence of alcohol, with or without objective signs of intoxication, may be in violation of this policy. Alcohol possession or consumption that can be detected from outside the room/suite/apartment will result in further inquiry and may be a violation of this policy.

b. Over twenty-one: Residents who are twenty-one or older and their guests who are twenty-one or older may possess or consume alcohol in the resident’s contracted bedroom space so long as they are following all other university policies. Manufacturing alcohol or providing alcohol to those under the age of twenty-one is prohibited. Residents who are twenty-one or older must store open, sealed, or empty alcohol containers in their own contracted bedroom space and must dispose of or recycle empty alcohol containers regularly.

c. Roommates: Residents who are under twenty-one and who have roommates who are twenty-one or over may be present in their residence when their roommate is consuming alcohol, but may neither consume nor possess any alcohol at any time.

d. Alcohol paraphernalia: Devices and games intended for the rapid consumption of alcohol (e.g., beer bong, beer pong, commercial dispensers) are prohibited whether or not alcohol is present. The presence of any open, full, or empty alcohol containers will be interpreted as possession of alcohol.

e. Bulk alcohol: Possession of bulk quantities of alcohol is prohibited. Bulk quantities include but are not limited to kegs, punch bowls, greater than 750 milliliters of liquor or wine, greater than 144 ounces of beer, powdered alcohol, or any alcohol by volume equivalences.

f. Alcohol delivery: Regardless of age, alcohol delivery from any source is prohibited.

g. Gatherings: Social gatherings, where alcohol is present, are allowed, provided all guests are twenty-one years or older and attendance at the gathering does not exceed two guests per resident of the room/apartment. Hosting of multiple-room gatherings where the consumption of alcoholic beverages takes place and where people move from one room to another is prohibited. This regulation applies even if all rooms involved are within allowable guest limits.

h. Public consumption: At no time should the consumption of alcohol occur in public areas or occur outside of resident rooms or apartments.

2. Balconies/window ledges: Balconies, ledges, window ledges, and sunshades may not have any items hanging from them or covering them. Further, balconies, patios, and decks may not contain decorative items, food storage, trash, trash containers, items to be recycled, or recycling containers.

3. Bathrooms: Residents and their guests are not permitted to enter or use bathrooms designated for the gender of which they do not identify. Gender-neutral bathrooms are available in most residential areas. Please contact your Office of Residential Life for assistance.

4. Bicycles/scooters/skateboards/roller skates/blades/hoverboards: The use of bicycles, scooters, skateboards, roller skates, and roller blades is prohibited inside any residential facility. Residents may store bicycles only in the owner’s bedroom or apartment upon approval of all roommates, if applicable, or in designated bike rack areas. Bicycles cannot be stored in stairwells, common areas, and lounges and cannot be locked to handrails, trees, or signposts. Performing tricks on roller skates, roller blades, skateboards, bicycles, and scooters is prohibited or in around all residential facilities. Use, possession, and storage of hoverboards are prohibited from all residential facilities.

5. Business: Students are prohibited from operating a business of any kind, including an e-business, and/or utilizing university owned or operated facilities or services for the business. With the exception of food delivery, no resident may contract any vendor for services in the residential facilities without the approval of the Residence Life Office.

6. Campus Card: You must carry your Campus Card (i.e., UC San Diego student identification) at all times for proper identification. The Campus Card is not transferable, and students may not lend, sell, or give the card to others.

7. Cleaning: Residents are responsible for maintaining a clean, sanitary, and hazard-free living environment. Administrative charges or other sanctions will be assessed for excessive cleaning that must be performed by university and university-contracted staff, including Environment, Health, and Safety (EH&S) inspection staff.

8. Controlled substances: a. Federal law, California state law, and university policies prohibit the unlawful possession, solicitation, procurement, sale, consumption, or manufacture of narcotics or controlled substances. Marijuana, including marijuana for medical use, is specifically prohibited.

b. Possession or consumption of controlled substances that can be detected from outside the room/suite/apartment will result in further inquiry and may be a violation of this policy.

c. Persons in the presence of controlled substances, with or without objective signs of intoxication, may be in violation of this policy.

d. The possession or use of drug paraphernalia is prohibited in or around all residential facilities.

e. The use of any prescribed medication, over-the-counter drugs, and other controlled substances in an abusive or recreational manner is prohibited. Prescription medication may be used or possessed only by the person to whom it is prescribed.

9. Decorations: Corridor, room, and common area decorations must conform to the following Environment, Health and Safety standards. Damages resulting from violating these policies may be assessed to the resident(s).

a. Decorative materials are not permitted in corridors. Do not obstruct exit signs, fire alarms, extinguishers, sprinkler heads, or hose cabinets.

b. Ceiling decorations: Items of any kind are not to be affixed or adhered to any ceiling, and no ceiling may be altered by painting.

c. Walls: Walls may not be altered in any way, and any item hanging from any wall must be mounted with removable adhesive strips or painter’s tape.

d. Door decorations: Message pads on the exterior of your room, suite, or apartment door must be limited to two pieces not larger than 8 1/2 inches by 14 inches each.

10. Disruptive behavior: Behavior that intentionally or unintentionally creates an unsafe environment in the community or that poses a significant risk to the health or safety to any person, including oneself, or that damages university property or the property of others, is prohibited.

11. Failure to comply: Failure to comply with, or interfering with, the legitimate directives or questions of university staff, law enforcement, or emergency personnel, identified as such, in the performance of their duties in the residential facilities, is prohibited. Such behavior includes, but is not limited to, not answering your room/suite/apartment door, providing false information, and failing to immediately produce one’s UC San Diego Campus Card upon request.

12. Fire Policy: a. Appliances: Every electrical appliance must be UL-listed and may only be used within the limitations of that listing. Any appliance not specifically listed for use “where exposed to the outside elements” is prohibited on an outdoor balcony or patio. All appliances (e.g., cooking, portable heaters) with exposed heating elements are prohibited. Microwaves must be 750 watts or less, and refrigerators must be five cubic feet or less. Heat-producing cooking appliances (e.g., toasters, electric
grills, water boilers, coffee makers, rice cookers, etc.) must be used in kitchen areas only. Burned food may activate the building fire alarm, and the resident responsible may be financially responsible for the costs of the response to the alarm, including fire suppression. Portable or installed air conditioning or heating units are prohibited.

b. Evacuation maps: Evacuation maps may not be removed or altered.

c. Extension cords and power strips: All extension cords must have the following components: 1) Must be three-pronged; 2) Must be UL listed; 3) Must be plugged directly into a wall outlet (not another extension cord or power strip); 4) Must be sized adequately to handle the load; and 5) Power strips must be circuit and have an on/off switch. Extension cords may be used only on a temporary basis and not as a substitute for permanent wiring. A power strip with a built-in breaker may be used in place of an extension cord for low-draw appliances (generally 600 watts or less). Some examples of appliances with low wattage that can be used with power strips include, laptop computers (40–120 watts), twenty-five-inch televisions (150 watts), clock radios (7 watts), gaming consoles (195 watts) and curling irons (90 watts). Multiplug, noncircuited adaptors and extension cords can create fire hazards and are not allowed. Flexible wiring (i.e., circuit power strips and extension cords) shall not be extended through walls, ceiling, floors, under doors or floor coverings, or be subject to environmental or physical damage. Wiring, including but not limited to electrical, telephone, cable, or computer wiring, from apartment to apartment or from room to room is prohibited.

d. Failure to evacuate: It is each resident’s responsibility to evacuate to designated assembly areas when the fire alarm sounds. Failure to evacuate immediately is prohibited and a violation of the California Fire Code.

e. False fire alarms: Causing a false fire alarms (pulling fire alarm station without cause, tampering with smoke detectors, etc.) is prohibited and a violation of the California Fire Code. Engaging in such behavior may be punishable by up to six months in jail and $1,000 fine.

f. Fire doors: Residents should not bypass or disable safety design features by propping doors or blocking latches.

g. Fire and emergency equipment: It is a misdemeanor to tamper with, cover, or interfere with fire alarm pull stations, smoke and heat detectors, fire extinguishers, hoses, fire sprinkler systems, exit signs, and emergency lighting. Hanging items on, damaging, dismantling, deactivating, covering, or otherwise altering smoke detectors, heat detectors, or any fire/emergency equipment is prohibited. In addition to a referral to the student conduct process, violations of this policy may result in contract cancellation or exclusion from future UC San Diego student housing application processes.

h. Flammable, explosive, or corrosive substances: Storage or use of any flammable liquids, fireworks, compressed gas canisters, photo developing chemicals, or corrosive materials in any quantity is prohibited in or around the residential facilities. No vehicles or machines with flammable or corrosive materials can be brought into or stored in or around the residential facilities.

i. Halogen lamps: Halogen lamps are prohibited.

j. Open flames: Use of candles, charcoal grills, incense, tea light candles, or fire that are not in an approved container in any area of the common room or on the inside of external doors or windows extremities is prohibited. Community members are encouraged to directly report such behavior to the resident conduct process, or to the student conduct process, violations of this policy may result in contract cancellation or exclusion from future UC San Diego student housing application processes.

k. Over night guests are not allowed to stay more than six nights in any quarter, and thus prohibited.

l. Posting/solicitation: All posting, distribution, or solicitation in the public areas of the residential facilities must be approved by the Residence Life Office responsible for that space. Refer to the residential areas’ posting policies and the university posting policy for further detail. Posting on exterior balconies or railings of apartment rooms or residence hall suites is prohibited. Postings inside bedrooms or on the inside of exterior-facing bedroom windows or doors may not interfere with the operation of doors or windows or otherwise endanger health or safety. Posting of material in common living areas of apartments or residence hall suites not open to the general public is permitted provided that none of the residents of adjoining rooms with access to the common area object to the material. Any material posted in the common area of apartments or residence hall suites must be removed in the event that any resident of an adjoining room with access to the common area objects to the posting of such material.

m. Quiet hours: The minimum quiet hours in each residential community are as follows: 11:00 p.m. – 8:00 a.m., Sunday through Thursday, and 1:00 a.m. – 8:00 a.m., Friday and Saturday. These hours may be amended at the student’s discretion for university holidays and finals week. Others in neighboring spaces must not hear noise generated during this time.

n. Courtesy quiet hours: Any community member may ask another to cease making noise that is disruptive to study or sleep at any time. Failure to comply with such a request may be a violation of this policy. Community members are encouraged to directly request that other community members cease any activity that hampers their ability to study or sleep. Community members are to take the initiative to self-monitor noise, and it is not acceptable to assume that a noise level is appropriate until someone complains about it.

13. Gambling: California state law forbids the dealing, playing, conducting, betting on, and providing facilities for games involving cards, dice, and other devices for money, checks, credit, or other representation of monetary value on state property. As such, gambling in or around the residential facilities is illegal and thus prohibited.

14. Guest or visitor behavior: A guest is defined as anyone who is not contracted in the space that is being visited. Residents are responsible for and may be held accountable for the actions and behavior of their guests, visitors, or other persons they are hosting, at all times. Resident hosts should accompany their guests at all times while in the residential community. Should a resident’s guest(s) or visitor(s) violate any university policy, the host may be held accountable and the guest or visitor may be asked to leave. Residents are responsible for properly and accurately identifying their guest(s) to university staff upon request.

15. Guest visitation: All guests need to be approved by all roommates or apartment mates of a particular residence. Overnight guests are not allowed to stay longer than three consecutive days, and no resident may have overnight guests more than six nights in any quarter. Guests may not sleep in any of the common rooms or public spaces and must use gender appropriate restrooms or one that is approved by all apartment mates. During the Sun God Festival and other special events, limitations on guest visitation may be implemented.

16. Noise:

a. Quiet hours: The minimum quiet hours in each residential community are as follows: 11:00 p.m. – 8:00 a.m., Sunday through Thursday, and 1:00 a.m. – 8:00 a.m., Friday and Saturday. These hours may be amended at the student’s discretion for university holidays and finals week. Others in neighboring

b. Courtesy quiet hours: Any community member may ask another to cease making noise that is disruptive to study or sleep at any time. Failure to comply with such a request may be a violation of this policy. Community members are encouraged to directly request that other community members cease any activity that hampers their ability to study or sleep. Community members are to take the initiative to self-monitor noise, and it is not acceptable to assume that a noise level is appropriate until someone complains about it.

17. Posting/solicitation: All posting, distribution, or solicitation in the public areas of the residential facilities must be approved by the Residence Life Office responsible for that space. Refer to the residential areas’ posting policies and the university posting policy for further detail. Posting on exterior balconies or railings of apartment rooms or residence hall suites is prohibited. Postings inside bedrooms or on the inside of exterior-facing bedroom windows or doors may not interfere with the operation of doors or windows or otherwise endanger health or safety. Posting of material in common living areas of apartments or residence hall suites not open to the general public is permitted provided that none of the residents of adjoining rooms with access to the common area object to the material. Any material posted in the common area of apartments or residence hall suites must be removed in the event that any resident of an adjoining room with access to the common area objects to the posting of such material.

18. Public areas: Depending on the unique architecture of each residential community, public areas are generally defined as any residential space excluding residence hall bedrooms and the interiors of apartments. All public areas must be kept free of obstructions and trash. Additionally, no one may sleep in lounges or public areas unless it is in conjunction
with a university-sponsored event in the lounge or public area. Use of these areas for group activities or rented performances requires permission from the Residence Life Office responsible for the space. Lastly, public areas may be closed at any time by the Residence Life Office responsible for the space.

19. Residential facilities:
   a. Alteration/damage/theft: Residents will be held responsible for the theft, loss, alteration, or damage of university fixtures, furnishings, equipment, or decorations or damage to the facility, if either the resident or a resident’s guest is the cause of such loss, theft, or damage. The university, at its sole discretion, shall determine such costs, and payment for such costs shall be made by the resident and is due upon receipt of the notice. Damage should be reported immediately to Housing’s Customer Service Center, (858) 534-2600.
   b. Closet/Cabinet doors: Removing doors is prohibited. If doors are removed, they will be reinstalled immediately and the student will be assessed an administrative charge for their reinstatement/repair.
   c. Doors/walls: Written messages, tacks, or tape (other than painter’s tape) placed directly on any door or wall is prohibited.
   d. Door closure devices: California state law requires that door closure devices be in working order. If a door closure device has been tampered with, it will be repaired and the residents charged.
   e. Elevators: Tampering with, misuse of, or vandalism of elevators is prohibited by law and university policy. Those responsible for such activities will be charged for cleaning or repair.
   f. Unauthorized events: All organized or publicized events in or around the residential facilities must have the prior approval of the community’s Residence Life Office.
   g. Unauthorized facility use: All residential facilities, including the grounds immediately surrounding the facility, is intended for the use of residents, each area’s Residence Life Office, and residential activities. Use of these facilities by outside organizations or the general public is limited and determined by the Office of Residential Life responsible for that area.
   h. Furnishings: Moving furniture from any rooms/suites/apartments is prohibited. Students who move furniture from public areas or use furniture for purposes other than its original intention are subject to referral to the student conduct process, which will include any labor costs associated with returning the furniture to its appropriate location or its replacement. Outdoor use of university-owned furniture from rooms/apartments/suites is prohibited.
   i. Keys: Residents are responsible for all university-issued keys. Students may be charged for the costs associated with a lost or stolen keys or keys that are unreturned after a resident vacates a space. It is against policy to duplicate or use, without authorization, any university-issued key. Providing false information to obtain a university key is a breach of security and grounds for referral to the student conduct process.
   j. Pets: Pets and animals are prohibited in the residential facilities. This includes pets or animals of visitors, regardless of length of stay. However, the following exceptions apply:
      - Personal “service or assistance animals” that assist with a disability as certified by the Office for Students with Disabilities
      - Aquarium fish in tanks not to exceed ten gallons; limit of one tank per resident.
   k. Recycling: Recycling is each resident’s responsibility and should be regularly removed to designated areas. If recycling from a resident’s room is found in nonderecognized areas, residents will be held accountable for its appropriate removal and all administrative charges associated with its removal and cleaning.
   l. Trash: Trash is each resident’s responsibility and should be regularly discarded to designated areas. If trash from a resident’s room is found in nonderecognized areas, residents will be held accountable for its appropriate disposal and all administrative charges associated with its removal and cleaning.
   m. Unauthorized entry: Unauthorized entry into any HDH-owned space or facility is prohibited. During university breaks, as defined by the UC San Diego Single Undergraduate Housing Contract, all residence halls are closed and unavailable for entry, occupation, or use.
   n. Roofs/rails/ledges: Residents are prohibited from scaling or climbing walls, traversing to/from balconies, accessing roofs, rails, and ledges of all residential facilities unless otherwise designated. Throwing objects to or from the roofs, rails, or ledges of any residential facility is prohibited.
   o. Security: Residents should not bypass or disable residential security. Residents should not allow suite or building access to unauthorized persons. Students are reminded to lock doors and close and lock windows when they are not present in the room or while asleep in the room. Students are required to call the Customer Service Center at (858) 534-2600 if they are unable to lock and secure room doors and windows. If a resident sees suspicious activity, the resident is expected to call university police at (858) 534-4357. The safety and security of the community is everyone’s responsibility.

22. Smoke-free and tobacco-products-free campus:
   a. Smoking: Smoking of any kind is not permitted in any area owned or leased by UC San Diego.
   b. Tobacco/tobacco-related products: The use, sale, and advertising of all tobacco or tobacco-related products, including but not limited to cigarettes, electronic cigarettes, cigars, pipes, and smokeless tobacco is prohibited on campus and on properties owned or leased by UC San Diego.

23. Weapons and explosives: University and housing policies prohibit the use or possession of firearms on campus with or without a California permit. Also prohibited on campus is the use, possession, or storage of any kind of ammunition and/or weapon(s), including but not limited to stun guns, daggers, knives with a fixed blade over 2.5 inches used for any purpose other than cooking, martial arts equipment, any device resembling a firearm (including but not limited to airsoft, paintball, BB guns, Nerf-type guns), slingshots, spear guns, bows and arrows, explosives, fireworks, laser pointing devices, and Taser guns. The improper discharge of a chemical agent, including but not limited to mace, pepper spray, or other aerosols is prohibited. Other items or implements used aggressively or for violent purposes are prohibited and should be reported to the UC San Diego Police at (858) 534-4357.

24. Windows and screens: Throwing to or from, dropping, or allowing any object to fall from any window, climbing in or out of windows to gain entrance to a room, or the unauthorized removal of window screens is prohibited. Any weather-related damages that occur to a room as a result of a resident not closing a window will be billed to the resident(s) responsible for the damage.