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Residential Education and Services Mission Statement

In partnership with the University and Student Affairs mission statements’ It is our commitment to develop meaningful living environments through maximizing co-curricular opportunities, modeling authenticity in life and faith, empowering students to intentionally contribute within their communities while equipping students for continual learning and service.

Dear Resident Student:

The Housing (Residential Education and Services) department at Concordia University aspires to work within the mission of the university to meet the needs of students in a holistic manner. We want to empower you to make the most of your educational experience by supporting you and offering opportunities for you to engage in learning, service, and leadership.

The college years are full of many challenges and needs. As a Residential Education department one of the most basic needs we work to meet is that of providing a healthy and safe place for students to live. But living on campus at Concordia is more than just a place to lay your head at night. Our primary purpose is to assist students in their personal and communal growth and development. This goal is accomplished through a variety of avenues. The Resident Assistants and Professional staff members are here to serve our students, to help you find connecting points to yourself, others, the University, and the world. It is our desire for every student to find their unique and communal place here at Concordia University.

What you take away from the time you spend here is up to you. We encourage you to participate in your hall and building activities. We also encourage you to connect to the people you live around and to the University community as a whole. We can provide the opportunities but your engagement with the community is entirely up to you. Make the most of it.

We are glad to have you here!

Sincerely,

Your CUI RES Team
PREPARING FOR LIFE ON-CAMPUS

In some ways, living on-campus is like living in a semi-furnished apartment. Some things are provided, while others are not. Check out the lists below to see what you’ll need to bring with you (and what to leave behind) when you arrive on-campus this fall.

WHAT WE PROVIDE

- Twin-XL bed & mattress
- Desk & chair
- Dresser: single 3-drawer or shared 6-drawer
- Quads Only: Regular sized fridge & couch – no microwave is provided in Quad rooms
- Sigma/Rho Only: Mini-fridge and a microwave

THINGS TO BRING

- Linens (twin-XL)
- Towels
- Single-ply toilet paper
- Cleaning supplies & Trash Can
- Toiletries (toothbrush, toothpaste, deodorant, etc)
- Laundry basket
- Desk lamp (floor lamp for Quads)
- School supplies
- Fan
- Telephone and answering machine (Do not use 2.4 GHz phone.)

THINGS NOT ALLOWED ON-CAMPUS

- Weapons of any kind.
- Large furniture items (Rho/Sigma). Since a standard set of furniture is provided in Rho and Sigma, there is no room for other large furniture items such as a full-size fridge, couch, futon, lounge chair, or large storage containers. **CUI will not remove any standard furniture from the room at the request of students.** The addition of other large furniture items in the room may cause a fire safety hazard due to a lack of a clear exit pathway in the room.
• Flammable materials, which includes but is not limited to, fireworks, explosives, combustibles, propane, gasoline, lighter fluid, or any other highly flammable chemicals.
• Open flame objects which include but are not limited to candles, oil lamps, and incense. Candles are not allowed even as decorations. This includes portable electric heaters.
• Extension cords without power surge protector.
• Unapproved appliances which include but are not limited to hot plates, George Foreman Grills®, BBQ’s, broilers, most toaster ovens*, or space heaters. This includes any appliance with an exposed heating element. Please note: Traditional sliced bread toasters are allowed in the Upper Quad and Lower Quad residence halls (must be unplugged when not in use) but not in the Sigma or Rho residence halls. *toaster ovens with shut-off timers are permitted in Quad rooms.
• In-window A/C units. You may bring a stand-alone portable A/C unit, but it must not require any modification (ex. removing or modifying windows and screens) or cause any damage to your housing assignment. Please review the Air Conditioning Unit Policy under Housing Policies for additional information.

MOVING IN AND GETTING SETTLED

MOVE-IN DATES AND SCHEDULE

The residence halls will open for new student move-in on Friday, August 15, 2014. Check-in will occur in Rho Programming Center (located in the center of the Rho Residence Hall) from 8:00am to 4:00pm.

The residence halls open for returning students on Sunday, August 17, 2014. Check-in will occur in Rho Programming Center (located in the center of the Rho Residence Hall) from 10:00am to 4:00pm.

CHECK-IN PROCEDURES FOR NEW RESIDENTS

First, complete your SOAR check-in and Clearance. SOAR check-in will be located on the CU Center Patio.

Once you complete Clearance, visit the Housing table on the CU Center Patio to get your housing assignment then head down to the RPC, one of our residence hall lounges where you will pick up your key, meet an RA or two, and be shown where your new home is.

FILLING OUT A UNIT CONDITION FORM (UCF)
When you check in you will receive a Unit Condition Form (UCF). Take this form to your room and thoroughly fill it out, listing any and all damages you find in your room*. When you check out of your room, a staff member will go through your housing assignment using your UCF to check what damages are new.

Remember that you and your roommate/suitemates share fiscal responsibility for all damages in your housing assignment. So, make sure your roommate/suitemate(s) keep the unit in good shape.

After you fill out the UCF, turn it in to the Office of Residential Education and Services. It must be back within 48 hours or there is a $25 fine. After 96 hours we won’t accept it and you’ll be charged for all damages in your room at the end of the year.

*Please take the time needed to do this: be clear, specific, and detailed.

**DECORATING YOUR ROOM**

We want you to make your on-campus assignment feel like home. At the same time, we have to limit what we allow in the residence halls in order to keep the in the best shape possible for the people who will live there after you.

Basically, we have five rules.

1. No using nail, screws, etc. Anything that creates a hole larger than a pushpin is not allowed.
2. No painting or wallpapering your unit.
3. No violations of fire safety policies or tampering with fire safety equipment
4. No putting tape on painted surfaces. This includes the outside of your front door.
5. No hanging anything from the ceiling or sprinkler heads (if you do, you may flood your room at your own expense).

**2013-2014 KICK-OFF CELEBRATIONS**

Come and meet your neighbors and the on-campus community, greet the team of people who will be living and working with you this year, and learn important information

**New Student Town Hall**
TBA | Friday, August 15
TIPS FOR A GREAT ROOMMATE EXPERIENCE

In our culture, many students have never had to share a room or have never had to share a room with someone other than a sibling. In light of this and other factors, living with a roommate can be a challenge. At the same time, it is a one of a kind opportunity to mature and to possibly make lifelong friends.

Here are some tips to having successful roommate relationships.

COMMUNICATE OFTEN

Get to know your roommate. You never know what you’ll find out and the little things can help you out. The more we know and understand each other, the more easily we can live together in harmony.

ESTABLISH MUTUALLY AGREED UPON RULES

After discussing values and preferences, establish some ground rules by which you will live together. Some common topics on which you may want to reach mutual agreement include room cleanliness, borrowing each other’s belongings, study time, visitation rights and so on.

Write your agreements down together in the beginning and it will help in resolving problems that may develop later. Your RA will meet with you and your roommates at the beginning of the year and go over “The Roommate Agreement Form” which will help you structure your discussion.

WHATEVER YOU DO, DON’T BRUSH THINGS UNDER THE RUG

One of the most common temptations in community living is to not address problems when they first start. Because we don’t want to confront our roommates, we let things slide.

The problem is, that troubling behaviors usually don’t stop unless addressed. Address problems when they start, before you become so frustrated with the situation that you can’t stand being in your home.

WE’RE HEAR TO HELP IF THINGS AREN’T GOING WELL

We are here to help! If you are having roommate problems and you are having difficulty finding a mutually agreeable solution, contact your RA. They can help resolve the situation and/or help you connect with other resources on campus to address the situation.
ROOMMATE RIGHTS

Each person has the following rights as a roommate:

1. To read, study, and sleep in the room with as little disturbance as possible.
2. To have belongings which are not used by anyone else.
3. To live in a clean and orderly room.
4. To enter the room whenever one wants unless both parties agree upon other provisions.
5. To have guests, provided they respect the rights of the roommate, and their ability to study and sleep.
6. To be free of physical and emotional harassment.
7. To speak openly.
8. To be treated with consideration.
9. To be free of visitation violations.
10. To be free of cohabitation violations.
11. To be free of Housing and Code of Conduct policy violations.

ON-CAMPUS DINING OPTIONS

You will also need your ID card to enter the cafeteria and to pay for things in Emendare. Slide your ID card in the cafeteria to use your meal plan. Flex dollars are best used in Eagle Rock and Emendare. Flex dollars are basically cash for meals. Flex dollars only apply to meal services.

GRIMM STUDENT UNION CAFETERIA*

<table>
<thead>
<tr>
<th>Monday – Friday</th>
<th>Saturday &amp; Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast 7:00am-9:30am</td>
<td>Brunch 10:30am-1:00pm</td>
</tr>
<tr>
<td>Lunch 11:00am – 2:00pm</td>
<td>Dinner 5:00pm-6:30pm</td>
</tr>
<tr>
<td>Dinner 5:00pm-7:00pm</td>
<td></td>
</tr>
</tbody>
</table>

The Grimm Student Union is the primary dining location on our campus. A wide variety of food choices are available. Here you are able to use your student meal plan or flex dollars.
EMENDARE*

*Dates and times of operations subject to change. Please contact Bon Appetite Services for more information

Our on-campus coffee shop, Emendare is a great place to hang out with friends, kick back with a drink, or just rest for a minute between classes. Cash, flex dollars, or credit cards accepted. Proudly serving Starbucks coffee.

THINGS TO KNOW

DOING LAUNDRY

To do laundry, make sure there is cash on your laundry card. The laundry machines all use a specific laundry card that is separate from your students ID. It takes about half an hour to wash your clothes and 45 minutes to dry them. You don’t need to sit in the laundry room and watch your clothes. But, make sure you move your clothes in a timely fashion.

MAINTENANCE REQUESTS

For maintenance requests please call Residential Education & Services at (949) 214-3052. When you call, remember to:

- Clearly indicate where you live (include your side or bedroom location).
- Provide a detailed description of the problem.
- Leave a number where you can be reached. Make sure to say it slowly if leaving a message.

Please allow several days for your request to be completed, if it is not an urgent request. If it is not taken care of within 3 days please contact Residential Education & Services to check on the status of your request at (949) 214-3052 or visit our office on the 2nd floor of Sigma Square.
EXTERMINATION OF PESTS

Residents who are experiencing problems with pests should contact Facility Services or Residential Education & Services (or Campus Safety after-hours) so that the issue can be addressed as soon as possible. Billing for extermination is not charged to students unless living conditions are determined to be the cause of the pests. Cleanliness (or lack of cleanliness) is an important determining factor regarding pests.

PARKING PERMITS

All student vehicles must be registered with the Concordia University Department of Campus Safety. Campus Safety requires all applicants to provide a copy of their driver’s license, current vehicle registration and current automobile insurance policy before obtaining a decal. Students must register their vehicles with Concordia within 5 business days of first arrival on campus.

Parking decals are vehicle specific and cannot be swapped among vehicles. If a decal is damaged or destroyed, a replacement must be obtained for $50.00. All applicants will be charged $50.00 for any additional decals. Fee may be waived for extenuating circumstances including but not limited to the loss of a decal due to theft or vehicle damage.

Resident and Commuter decals are only valid in general parking areas and do permit parking in 15-minute Loading Zone, Faculty/Staff Stalls, Assistant Director (AD) Reserved Stalls, Visitor Stalls, Red Zones, and Handicapped spaces.

LOST AND FOUND

Lost and found is located in Administration 103. After hours, please call Campus Safety. If you find a lost item, please turn the item in to lost and found.

ROOM REASSIGNMENT & RELOCATION

The University reserves the right to reassign residents at any time, for any reason at its sole discretion. There may be instances during occupancy where maintenance, safety, or other issues may cause temporary or permanent relocation to a different housing assignment. In either case, the University will endeavor to notify affected students of a reassignment in advance.
WHAT TO DO IN AN EMERGENCY

The following information is a brief overview so some emergency policies and procedures. For a comprehensive review of CUI’s complete Emergency Policies/Procedures, please go to the following website:


BUILDING EVACUATIONS & ASSEMBLY AREAS
Emergency events such as fire, smoke, gas leak, earthquake, hazardous chemical spill, and bomb threat will necessitate an evacuation. The purpose of an established and exercised evacuation procedure is to ensure that all building occupants evacuate the building in a safe, orderly, and expeditious manner.

MEANS OF REPORTING AN EVENT
1. Find and pull the nearest pull station. Pull stations are usually located near building exits.
2. Contact 911 in the event of a fire or critical emergency.
3. Notify Campus Safety of event.

EVACUATION PROCEDURES
1. Evacuate immediately. Do not attempt to locate the source of alarm or fire. Do not assume that the alarm is false.
2. Do not use elevators during an evacuation. Elevators may not take people directly to ground level and shafts often act as chimneys for toxic smoke and fumes.
3. Remove high heels and other encumbrances when evacuating.
4. Stoop low to the ground or crawl to an exit if there is smoke in the room. Smoke will most likely be toxic.
5. Assist disabled persons to the nearest exit.
6. Tell others that they need to evacuate.
7. Exit the building at the exit nearest you.
8. Gather at the designated Evacuation Assembly Area for your location.

Remain in the assembly area until a Campus Safety Officer clears everyone for reentry into building.

EARTHQUAKE
To mitigate injury in the event of an earthquake, avoid putting heavy items or glass objects on the tops of shelves. Smaller items can be secured to the shelf with earthquake putty. During strong earthquakes, objects could become projectiles and cause injury. If possible, try to anchor shelves to wall.

**DURING AN EARTHQUAKE**
- Duck, cover, and hold on.
- Find shelter under a sturdy table or desk (avoid door-ways), crouch down, and hold on.
- If you cannot find a sturdy table or desk, the most important thing to do is to protect your head when crouching down. You can use your arms or pillows if in bed.

**AFTER AN EARTHQUAKE**
- Evacuate to the designated Evacuation Assembly Area for your building or residence hall after the initial shaking. **Do not use elevators.**
- Follow the evacuation procedures in the Building Evacuations/Assembly Areas section of this booklet
- Keep a safe distance from the building
- Remain in the assembly until Campus Safety clears for reentry.

**FIRE**
If a fire or smoke is discovered anywhere on the campus note the following:
- Persons trained in fire extinguisher usage can use extinguishers to fight small fires (flames are no taller than the person).
- Leave the area where the fire is located and isolate it by closing doors and windows if possible
- Follow the evacuation procedures in the Building Evacuations/Assembly Areas section of this booklet.
- If your clothes catch fire, STOP, DROP and ROLL!
- Stoop low to the ground or crawl to an exit if there is smoke in the room.

**CRIME AND INCIDENT REPORTING**
If you witness or suspect any illegal activity on or about campus or if there is a medical event occurring:
- Contact 9-1-1 if the criminal activity or medical event is severe in nature. If not, please contact Campus Safety at Ext. 3000.
- After calling 9-1-1, ALWAYS contact Campus Safety immediately at Ext. 3000.
- Tell the Campus Safety Officer your name, location and the nature of the incident. **Do not hang up the phone until the dispatcher hangs up.**
- If you are in a safe location, stay there.
- If the incident is a crime, DO NOT attempt to interfere with the situation except for self protection.

**UTILITY EMERGENCIES**
If a utility problem is discovered, such as a gas leak or elevator failure, call Campus Safety at Ext. 3000.
GAS LEAK
- Notify Campus Safety as soon as possible
- DO NOT attempt to locate the source of the gas leak or turn a gas value off
- Avoid all uses of open flames
- Stay clear of the leak
- Follow all directions to evacuate the building to the nearest safe staging area if a decision is made to do so

PROTECTING YOUR PROPERTY

Concordia does not keep each room under constant surveillance. We ask that you recognize that theft, loss and damage of personal property are possible.

The best protection against theft and vandalism is to keep your room locked. If you are a victim of theft or vandalism, or if you observe suspicious behavior, file a report with the Campus Safety immediately. We cannot help resolve a case if we are unaware that it has occurred.

Concordia is not responsible for the theft, loss or vandalism of personal property. We highly recommend that students insure their belongings either through a comprehensive policy owned by parents or through a renter’s policy obtained through your insurance agent.

SENDING AND RECEIVING MAIL

Your on-campus mailing address is pretty simple:
[Your Name]
1530 Concordia West
Irvine, CA 92612

Go to the Mail and Copy Center Room (Grimm Student Union, lower floor, next to the Wellness Center) to find out your mailbox number and get your lock combination. You do not need people to put your mailbox number on your mail for you to receive mail.

YOUR STUDENT ID CARD

Your ID is many things, including your meal card. Carry your ID card at all times. To obtain an ID card, visit the Office of Campus Safety (Admin 103). If you break, or wear out your ID card you can have it replaced free of charge. If you lose your ID card it costs $25 to replace it.

Putting Cash on Your Card
You can put cash on your ID card but its uses are limited to vending machines on campus. Please note that
money added to your card in this way is not the same as ‘flex dollars’ and cannot be used for meals nor will it work at the laundry machines.

### ON-CAMPUS AMENITIES

#### BIKE RENTALS

For the 2014-2015 year, CUI Residential Education & Services is proud to offer a new program for resident students, CUI Rides. CUI Rides is a bike rental program that will be run out of Sigma Square. Six bikes and some other related equipment (surfboard racks, baskets, etc.) will be available for student use during the year. For more information, please visit the Residential Education & Services Office.

#### CABLE TV

Upper and Lower Quads have free cable built in. The cable hook-up is located in the living room area. There is also a big-screen T.V. with cable access located in the Rho Programming Center.

#### COMPUTER LAB

In Admin 100, there is a computer lab available for student use. Hours of operation should be posted at the room.

#### EAGLES E-MAIL

Residents are responsible to check their Eagles e-mail accounts on a regular basis. Eagles e-mail accounts will be the primary means of communication between the Office of Residential Education and Services and residential students. Students will be held responsible for all information sent to their Eagles e-mail addresses.

If you need your password or ID, contact ITS.

#### MAIL AND COPY CENTER

A variety of copy and mail services are available to students in the Mail and Copy Center (located on the first floor of the Grimm Student Union). You can reach the Center at (949) 214-3158.
EQUIPMENT CHECKOUT

Residential Education and Services has pool sets, ping pong paddles and balls, tennis racquets and balls, and additional equipment that you can check out. Visit the office to check out equipment. We will take your ID card. You will get your ID back when you return the equipment.

TELEPHONES

Each room has a telephone hook-up, but residents are required to bring their own phone* and answering machine. Each room has an extension and phone number. The RES Office can give you your room phone number/extension. The last 4 digits of the phone number are your room extension.

People can call into your room from off campus using the phone number. Inside campus, only your four digit extension is needed.

You may call any 949 telephone number outside of campus by dialing 7 and then the number. (ex: 7-555-5555).

Please contact IT for information regarding using an in-room telephone for lost distance calls (charges will apply).

*Please do not use 2.4 GHz phones. They interrupt the wireless internet signal and may cause problems. 5.8 GHz is okay.

WIRELESS INTERNET

Wireless internet access is provided in all four of Concordia’s residence halls. Most computers will connect to the wireless network automatically. For those who don’t, try connecting to the network called ‘CUI_Secure’. Please note that you will have to input your E# as the user names and your MyRecords password as the password. You will also need to have a wireless network adapter installed on your computer to utilize the wireless network.

Contact the ITS Department at x3175 or at ITS@cui.edu for recommendations on network adapters.
LIVING LEARNING COMMUNITIES

Living-Learning Communities (LLCs) are small, defined groups of students who come together with faculty and student affairs professionals to engage in a holistic and intellectually interactive learning experience. These communities are distinctive, theme-based residential learning environments that promote faithfulness, encourage student choice and design, and align with Concordia University Irvine’s mission and vision.

The Holos House: Health and Wellness (Rho – New Freshmen Only)
Participation in Holos House requires a certain level of commitment. Each month will be themed and focused on a different topic related to healthy living. Themes for the year are Body, Mind, Soul, and Heart. Activities will include:
~ Physical challenges
~ Learning how to deal with stress, self-esteem, and other everyday issues
~ Getting in touch with the spiritual aspect of students’ lives
~ Expression through art, music, and conversation
~ Discovering how students feel and show love
~ Opportunities to give back to the community on and off campus

Global Village (Lambda – Returning Students & New Transfers Only)
Global Village is a Living-Learning Community designed to provide a cross-cultural experience and broaden students’ understanding of world issues and cultures. It will bring together international and domestic students to live and learn in a joint environment in CUI’s Lambda residence hall. Activities will include:
~ Dinners with faculty members to discuss global issues
~ Cultural theatrical performances and film screenings
~ Foreign food and language night

Wittenberg Hall (Zeta – Returning Students & New Transfers Only)
The Wittenberg Hall Living-Learning Community, located in the Zeta residence hall, is designed to cultivate a community of spiritual and academic life rooted in CUI’s rich Lutheran heritage of theology, scholarship and faith.
Important Note: The following policy information is a supplement to the Housing and License Agreement and the Concordia University Student Code of Conduct.

The Office of Residential Education and Services reserves the right to supplement, amend, elaborate or clarify any portion of this Housing Handbook through the issuance of memoranda, rules, regulations, or directives during the period of occupancy defined by the 2014-2015 Housing and License Agreement.

Residents are responsible to know and abide by all policies listed below as well as those located in the Student Code of Conduct. Failure to abide by University policies may result in fines and/or other consequences.

AIR CONDITIONING UNITS

Air conditioning units are allowed so long as they do not require any modification to windows and/or screens and do not damage university property in any way and that they do not over-use power. Air conditioning units must remain inside at all times. Note: You are allowed only one air conditioning unit per housing unit and it must be approved by Housing Services and Facility Services before it can be used.

ANIMALS

In the residence halls, fish are permitted in a tank no larger than 10 gallons.

The CUI Disability and Learning Resource Center (DLRC) has a policy regarding animals on-campus which can be view at: [http://www.cui.edu/StudentLife/Disability-Learning-Resource-Center/index.aspx?id=19342](http://www.cui.edu/StudentLife/Disability-Learning-Resource-Center/index.aspx?id=19342).

ASSENT TO VIOLATIONS

Everyone in a community has responsibility to maintain the safety and well-being of the individuals in the community, to maintain the condition of the facility, and to take initiative and action if the violation of any policy should come to his/her attention. Students not actively involved in conduct violations, but assenting to them, will be subject to the disciplinary review and sanctions (e.g., a student who is not drinking, but in a location where an alcohol violation is occurring, will be held accountable for an alcohol policy violation).
BED ADJUSTMENTS

Students are not allowed to bunk or loft their beds. The University will not take requests from students for bed lofting and bunking.

You can adjust the height of your bed (different from lofting/bunking) by yourself, but keep in mind your personal safety in doing so. You may also request to have your bed adjusted for you by submitting a maintenance request at the RES Office. Bed height adjustments may not be possible due to the model of your particular bed and the availability of parts to make the adjustments.

BICYCLES

Cyclists do so at their own risk and may be held responsible for recklessness and/or injuries to others. Concordia is not responsible for injuries suffered while cycling or injuries caused by cyclists. Cyclists are encouraged to wear protective gear. All bicycles must be secured and locked in designated bicycle racks and may not be parked or left unattended in such a manner as to constitute a hazard to other persons. Riding bicycles in Concordia buildings is prohibited. Storage of bicycles in hallways, apartments and resident rooms is prohibited.

Students who desire to have a bicycle on-campus must apply for a bicycle permit through Campus Safety.

COMMON AREAS

Areas intended for the common use of students such as the quiet study lounges, laundry rooms, Quad barbeques, etc., are to be used respectfully. Charges for repairs, replacements, required cleaning or damages caused by negligence or misuse of items in common areas will be assessed to the responsible person(s) or equally shared by residents within the building(s) when those responsible are not identified. These charges will be deducted from the deposit as “Common Area Damages”. Residents and guests may not sleep in common areas.

COMMUNITY SOCIAL MISCONDUCT

Community social misconduct is defined generally as any act(s) that threatens or disrupts the well-being of the community, its integrity and Christian values, or the well-being of any member of the community and guests. The University reserves the right to confront behavior that is detrimental to the student, infringes upon the rights and sensitivities of others, or detracts from any student’s ability to benefit from an environment that is conducive to the academic, emotional, social, and spiritual growth. University staff
may ask any resident or guest to leave the premises if he/she feels such action is necessary. For more information, please reference the 2014-2015 Student Code of Conduct.

DECORATIONS

We want you to make your on-campus assignment feel like home. At the same time, we have to limit what we allow in the residence halls in order to keep the rooms in the best shape possible for the people who will live there after you.

Basically, we have five main rules.

- No using nail, screws, etc. Anything that creates a hole larger than a pushpin is not allowed.
- No painting or wallpapering your unit.
- No violations of fire safety policies or tampering with fire safety equipment.
- No putting tape on painted surfaces.
- No hanging anything from the ceiling or sprinkler heads (if you do, you may flood your room).

FIRE SAFETY

Alarms and Evacuation
All persons are required to evacuate during every fire alarm. Entry into a building is prohibited while an alarm is sounding. If a resident accidentally sets-off the fire alarm, please call Security at extension 3000 as soon as possible. Any person initiating a false fire alarm, activating a sprinkler system, or violating any provision of the State Fire Codes is subject to damage charges, civil prosecution and severe disciplinary action. Those who cause a fire or activate a sprinkler system, though it may be unintentional, will be held financially responsible for repair or damages. If it is not possible to determine who is responsible for this violation, all associated fees may be divided equally among the residents of the hall/apartment.

NOTE: It is imperative that you notify the Office of Residential Education and Services any time you feel your fire equipment/alarms are not functioning properly. Residents are encouraged to decorate their living environment with attention to fire safety.

Tampering with Safety Equipment
It is against University regulations, and federal and State laws, to tamper with sprinklers, heat detectors, smoke alarms/detectors, elevators, AED units, door/hardware/closing mechanisms, fire alarm systems, fire hoses, fire extinguishers, pull stations, and fire doors. Tampering includes, but is not limited to: removing batteries of any alarm system; disconnecting wiring of any alarm system; muffling the sound of
any alarm system; removing hardware from fire doors to prevent proper latching/closing; propping fire doors open

The following items are not allowed on-campus:

- Flammable materials, which includes but is not limited to fireworks, kerosene, explosives, natural gas, combustibles, propane, gasoline, lighter fluid, or any other highly flammable chemicals.
- Open flame objects which include but are not limited to candles, oil lamps, and incense. Candles are not allowed even as decorations. This includes portable electric heaters.
- Extension cords without power surge protector.
- Unapproved appliances which include but are not limited to hot plates, George Foreman Grills®, BBQ’s, broilers, most toaster ovens*, or space heaters. This includes any appliance with an exposed heating element. Please note: Traditional sliced bread toasters are allowed in the Upper Quad and Lower Quad residence halls (must be unplugged when not in use) but not in the Sigma or Rho residence halls. *toaster ovens with shut-off timers are permitted in Quad rooms

The following additional rules also apply:

- Residents may not arrange their rooms in any way the puts furniture or belongings within 4 inches of the sides of a heater unit, 4 feet in front of a heater unit, or anywhere above a heater unit.
- Residents may not place anything outside of their units which obstructs the walkways in any way.
- Violations of fire safety rules may result in fines distributed amongst all residents of a housing assignment and/or judicial sanctions.

**FURNITURE/ROOM SET-UP**

Over the summer the residence hall rooms have been set up in such a way to meet certain requirements to protect the University from liability and to promote the safety of students and their belongings.

Rooms have been arranged to meet fire regulations. If furniture is moved, it must meet regulations. If you move furniture in your room and do not follow these guidelines (see Combustible Materials/Fire Safety entry) you are taking liability on yourself if a fire occurs. All residents are required to move the furniture back to its original position prior to moving out of their housing assignment.

Residents are not allowed to move furniture in or out of housing assignments. **Residents may not exchange furniture with other rooms.** Violation of these policies will result in judicial action and a fine of up to $500 for each occurrence.
Since a standard set of furniture is provided in Rho and Sigma, there is no room for other large furniture items such as a full-size fridge, couch, futon, lounge chair, or large storage containers. **CUI will not remove any standard furniture from the room at the request of students.** The addition of other large furniture items in the room may cause a fire safety hazard due to a lack of a clear exit pathway in the room.

**GUESTS**

Concordia University permits students the privilege of hosting guests in the residence halls. A foundation of this guest policy is that guests are only permitted with the consent of a resident’s roommate(s). A resident’s ability to host guests is, in fact, a courtesy extended by a roommate or roommates. Overnight guests of the same gender are permitted. Students are expected to communicate with each other to work out arrangements for guests within a shared room, suite, or apartment.

For the purposes of this policy, a resident is a student who is assigned to a room, suite, or apartment in the Concordia University residence halls. A guest is an individual who is not assigned to said resident’s room, suite, or apartment. An overnight guest is a person of the same gender as the resident host and who visits during Privacy Hours (see Privacy Hours policy).

Generally, residents must accompany their guests at all times. Students are able to have overnight guests of the same gender stay with them up to seven times per semester (the maximum duration of any visit is two nights). Each student is allowed no more than three guests at a time in Concordia residences, unless prior approval has been obtained from the Office of Residential Education and Services. Guests may not sleep in public or common areas and must have identification on them at all times.

Guests are expected to respect and comply with all rules and regulations while in or around the residences. At all times, residents are responsible for the conduct and activity of their guests, including any damage caused to University property and violations of the Concordia Code of Conduct. No overnight guests are permitted during the first two weeks of the academic year, and during final examination periods.

Students who plan to have guests on-campus after 5:00pm on weekdays or all day on weekends must contact Campus Safety and give the name of the guest for reference at the gates.

Please reference the Student Code of Conduct for a complete review of the CUI Guest Policy.

**HEALTH & SAFETY CHECKS**

To properly maintain residential spaces and ensure a sanitary living environment, the University staff will perform Health and Safety Checks. Health and Safety Checks will be held once per week. During the check
your RA will look for things such as disconnected fire alarms, broken windows, torn screens, and other damages in addition to general cleanliness. Whenever possible these checks will be done while a resident of a room is present. **Keep in mind that you can report any damages to Housing Services yourself and have them fixed.** Residents are financially responsible for any and all damages found in their assignments.

A room either passes or fails the Health & Safety check each week. If the room passes, a check will be completed the following week as regularly scheduled. If the room fails, an additional check will occur later in the week. Students will be required to address the issues that caused the failed check and the re-check will verify if the issues were addressed properly. If the re-check fails or if there are multiple fails for a room in a given semester, student may be subject to the Resident Director checking their room and assessment of fines. The fine(s) will be distributed among all occupants in the room or unit. Some examples of reasons why a room might fail a Health and Safety Check include but are not limited to:

- Lack of cleanliness in bathroom or shower area
- Lack of cleanliness in kitchen area
- Damages to fire safety equipment
- Broken or damaged furniture, windows, screens, or other University-owned items

**Rooms will be entered by University personnel for Health and Safety checks.**

**WHEN YOU GET LOCKED OUT OF YOUR ROOM**

If you lock yourself out of your housing assignment between the posted business hours of the Residential Education & Services Office or Residential Education and Services Office, we will loan you a temporary key for 15 minutes so you can let yourself back in. Keys not returned within 15 minutes will result in a non-refundable $75 lost key charge.

After normal business hours, call Campus Safety at (949) 214-3000 and they will assist you. In either case, you will need to show them a picture ID to demonstrate that you are a resident of the unit you are requesting access to.

Removing or damaging screens/windows to get into a lock unit carries a fine of up to $75, distributed equally among all residents when individual responsibility is not determined.

**LOST KEYS**
Report any lost keys to the Office of Residential Education and Services as soon as possible to prevent possible theft. Residents who lose keys will be charged a $75 fine for the rekey which will be ordered for your housing assignment to ensure you and your roommate/suitemates security.

A sign will be posted on your door when your housing assignment has been rekeyed. All residents must retrieve their new keys within 2 business days, after which there may be a daily fine until the key is retrieved.

If you need to pick up your key after office hours, you may call the RA On-Duty # at (949) 307-6216 to obtain your key.

NOISE

Anytime individuals live together in a community, a reasonable level of noise is expected. However, loud or disturbing sounds, such as but not limited to yelling, stereos, television, video games, bass, musical instruments, etc., which interfere with others’ ability to sleep, study, or work are prohibited.

Quiet Hours
Each night between 10:00 p.m. – 10:00 a.m., a greater degree of quiet is expected during “Quiet Hours”. The right to quiet supersedes the privilege to make noise, even outside of the designated hours of 10:00 p.m. – 10:00 a.m.

Finals Week Quiet Hours
24-hour quiet hours are in effect throughout final exams. The Residential Education and Services office will designate and publicize the days/times when 24-hour quiet hours begin and end.

PRIVACY HOURS

The primary purpose for privacy hours is to ensure that privacy is maintained within the residence halls. During privacy hours, students of the opposite gender are not allowed to visit inside residence hall rooms/apartments. Privacy hours are as follows:

- Sunday through Thursday: Midnight – 8:00 a.m. *(12:01 Sunday until midnight Friday)*
- Friday and Saturday: 2:00 a.m. – 8:00 a.m. *(12:01 Friday until midnight Sunday)*
- Holidays and School Break Periods: 2:00 a.m. – 8:00 a.m.
*exact days/times
Students in any given room or apartment may desire privacy beyond these hours. These students may establish more restrictive hours through their roommate agreement. Twenty-four hour coed visitation is allowed in the residence hall lounges.

**REMOVING / DAMAGING SCREENS**

You may not damage, bend, or remove your screens for any reason. Doing so will result in a $75 damage charge to replace the screen.

**ROOF ACCESS**

Students and their guests are not allowed on the roof of the residence halls at any time.

**RIGHT OF ENTRY**

It is the policy of the University to ensure students such privacy in their rooms as may be consistent with the basic responsibilities of the institution to fulfill its educational goals and to conduct its day-to-day administrative operations. Authorized University personnel may enter and search residence halls, apartments, and student rooms as follows:

1. For the purposes of health, safety, sanitation, maintenance and inspection or to show vacancies without prior notification.
2. To stop noises from a stereo, alarm clock, or other appliance that is disrupting the environment for others in the community when the occupants are not available to take action themselves.
3. For the purpose of investigating, when reasonable cause exists, alleged violations of University policy.
4. To make alterations, improvements or repairs
5. In case of an emergency (e.g. situations that would cause destruction to property or injury to persons or self)
6. Pursuant to a court order.
7. When the room is believed to be abandoned.
8. For closing periods when a building lock down is required.

In all cases, occupants will be notified in advance whenever possible.
SKATEBOARDING, ROLLERBLADING, AND SKATES

Skaters and rollerbladers do so at their own risk and may be held responsible for recklessness and/or injuries to others. Concordia is not responsible for injuries suffered while skating/rollerblading or injuries caused by skaters/rollerbladers. Skateboarding, rollerblading and skating inside Concordia buildings are prohibited. Skateboarding is prohibited in the main walkways that are reserved primarily for pedestrians. Performing skateboarding tricks is limited to the traffic turnaround only, and any skateboarding that damages University property is prohibited. Motorized skateboards and scooters on main walkways are prohibited.

SOLICITATION

University facilities such as the residence halls, the library and campus technology are intended for purposes as outlined in the University mission statement. Any solicitation should be reported promptly. Sales, solicitation and/or other business may not be conducted on campus or using campus facilities and technologies without prior written permission from the Dean of Student Affairs, or his/her designee. This includes, but is not limited to, homes sales “parties,” sales activities using campus technologies and the internet, and solicitation for involvement in pyramid-type businesses.

The distribution of non-University sponsored flyers and other marketing materials that have not been approved by the Dean of Student Affairs Office are prohibited.

TRASH

If trash is found in the hallway in front of your housing assignment (side of suite in Rho/Sigma) a $20 fine will be distributed amongst all residents of the apartment or side of suite.

WATER USE

No water fights (balloons, etc.) in courtyards, rooms or porches of any of the residence halls. Inflatable pools are not allowed inside of the residence halls.
HOUSING PROCEDURES

APPLYING FOR HOUSING

Returning students are given the opportunity to select their own rooms in pairs of two or group of three or four at CUI Room Selection during the spring semester, usually in mid-March. Applications become available online at housing.cui.edu in late February and must be submitted at the time of selection to choose a room. For those students who do not select a room during CUI Room Selection, application will be received but students will be placed by Residential Education and Services staff.

Students who are required to live on-campus but who do not submit a housing application may be subject to a hold until a housing application is received or an appeal is granted. Students will be placed when a housing application is received and billing may be adjusted. If students submit an Off-Campus Housing Appeal Form and it is approved, housing and meal plan charges will be removed.

Spring 2015 Update: We have updated our housing eligibility criteria for students of CUI. Full-time undergraduate students who are enrolled in on-campus classes are eligible to live on-campus. If you are in a program that online only, you will not be eligible for on-campus housing for the Spring 2015 semester or any term going forward. New part-time undergraduate, post-baccalaureate, and graduate students who have on-campus classes must be approved by the Associate Dean for Residential Education and Services or a designee in order to live on-campus.

CHANGING ASSIGNMENTS

Beginning September 8, 2014 (Fall Semester) and January 26, 2015 (Spring Semester), the Office of Residential Education and Services considers requests for housing assignment relocations.

After November 14, 2014 (Fall) or April 3, 2015 (Spring) students are no longer able to change housing assignments for the given semester. If you are interested in changing rooms, you will need to complete a Change of Housing Request Form (available in the Housing Services Office) and follow the process indicated on the form.

Students may not move without receiving permission from the University. Students who move rooms without permission will be fined $300 for each and every move.

HOUSING DURING ACADEMIC BREAKS
Standard housing rates do not include housing for Christmas Break, Thanksgiving, or Spring break.

Students desiring on-campus housing during the breaks have to make individual arrangements with the Housing Services by completing a sign-up form. For all breaks, residents will be required to pay an associated cost. A minimum stay may be required.

**HOUSING CHECK-OUT**

On-campus residents are required to check out of housing assignments during the final week of the spring semester. Students must sign up for a checkout time before as per the hall closing schedule below:

**Residence Halls Close for Summer Break (except graduating seniors)**
7:00pm Friday, May 01, 2015
Licensee are expected to vacate their on-campus housing assignment within 24 hours after the end of his/her last final exam period

**Residence Halls Close for Summer Break- Graduating Seniors Only**
1:00pm, Sunday, May 3, 2015

A student can sign up for a time before the hall closing time but students will face significant fines if checkout occurs after the hall closing time. Students must complete an End of Year Checklist and return the room key at check-out.

Students whose license agreement is cancelled during the academic year must check out of his/her housing assignment within 72 hours of notification.

**HOUSING LICENSE AGREEMENT APPEAL PROCESS**

Concordia University Irvine requires all full time undergraduate students who will be 21 years of age or younger as of Friday, August 15, 2014 to live in on-campus housing.

Before occupancy begins, the University will consider a request from a resident to release him/her from the on-campus housing requirement if a student encounters a severe financial, physical, or emotional hardship which is exacerbated by living on campus and cannot be remedied by alternative means. Licensees must submit an Off-Campus Housing Appeal Form with supporting documentation for consideration to the Housing Services office. The University reviews all requests on a bi-weekly basis and
may grant or deny any and all requests. Students must submit this document by August 1, 2014 for consideration for the fall semester.

After occupancy begins, the University will consider a request from a resident to release him/her from this Agreement if licensee encounters a severe financial, physical, or emotional hardship which is exacerbated by living on campus and cannot be remedied by alternative means. Licensees must submit a Cancellation of Housing License Request form with supporting documentation for consideration to the Housing Services office. The University reviews all requests on a bi-weekly basis and may grant or deny any and all requests. If a request is granted, licensee will be charged a $250 License Agreement Cancellation Fee. Students released will also continue to be billed for housing/meal plan according to the University’s billing schedule until the date of check out.

Students who have previously been denied twice by the housing committee to live off-campus for the 2014-2015 academic year are not eligible to re-submit their appeal again during the 2015-2016 academic year.

For additional information, pick up a “Cancellation of License Agreement Request Form” from the Housing Services Office.
The Residential Education & Services (RES) office is located on the 2nd floor of Sigma Square. The following RES staff members have an office at this location:

**Scott Keith**  
Associate Dean of Residential Education and Housing Services  
On-Campus Room: Sigma 104  
scott.keith@cui.edu  
(949) 214-3046

**Davis Garton**  
Director of Housing Services  
davis.garton@cui.edu  
(949) 214-3047

**Larry Rice**  
Resident Director of Residential Education and Services, Upper Quads  
On-Campus Room: Kappa 107  
larry.rice@cui.edu  
(949) 214-3045

**Rachel Mendivel**  
Resident Director of Residential Education and Services, Chi Rho  
On-Campus Room: Rho 104  
rachel.mendivel@cui.edu  
(949) 214-3049

**Maegen Young**  
Resident Director of Residential Education and Services, Chi Sigma  
On-Campus Room: Delta 104  
maegen.young@cui.edu  
(949) 214-3048

**Jeanette Gonzalez**  
Resident Director of Residential Education and Services, Upper Quads  
On-Campus Room: Gamma 107  
jeanette.gonzalez@cui.edu  
(949) 214-3054
RESIDENTIAL EDUCATION & SERVICES WEBSITE

For additional information about CUI Residential Education and Services and Housing Services, including form/documents, FAQs, Important Dates, and more, please visit our website:

http://www.cui.edu/studentlife/residential-education-services/
HELPFUL PHONE NUMBERS

Residential Education and Services
Monday – Friday
8:00am – 4:30pm
(949) 214-3052

RA On Call #
(949) 307-6216

Campus Safety
24 Hours Number: (949) 214-3000

Operator
x0

Wellness Center
x3105

Counseling Center
X3104

Academic Advising (Undergraduate)
X3035

Facility Services
x3460

Information Technology
its@cui.edu
x3175

Registrar
registrar@cui.edu
x3079

Financial Aid
finaid@cui.edu
x3066

Student Accounts
studentaccounts@cui.edu
x3073

Mail and Copy Center
X3158