



CONCORDIA
UNIVERSITY
IRVINE

HOUSING HANDBOOK

2024 - 2025

Office of Residence Life



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Office of Residence Life Mission Statement

The Office of Residence Life is committed to developing meaningful living communities through maximizing co-curricular opportunities, modeling lives of faithfulness in Christ, and empowering students to intentionally contribute to the Concordia community.

Dear Resident Student:

The Office of Residence Life and Housing at Concordia University Irvine works within the mission of the University to meet the many needs of students living in our residence halls. We empower students to make the most of their education, offering a variety of support services and opportunities. Within the Concordia Residence Life program, students will be challenged to become wise, honorable, and cultivated citizens, and to grow in the greatest commandments – to love God and to love their neighbor (Mark 12:30-31).

Your college years are full of not just challenges but opportunities for growth. As a department, one of the most basic needs we work to provide is a healthy and safe residential community. Living on campus at Concordia is more than just a temporary place to stay. For your years living on campus, this space will be your home away from home.

Campus Safety Officers, Resident Assistants (RAs), and Resident Directors (RDs) provide on-call services 24/7. Staff are available to help you – whether with room keys, parking lot transport, emotional support, or maintenance emergencies. RAs are available every night in “The Box” to talk, purchase snacks, and find fun ways to connect with others. Students love to hang out in our incredible lounges – Rho Commons, Sigma General, or the Quads. Students watch late-night movies, have TV access, play board games, billiards, shuffleboard, arcade basketball, ping pong, check out gaming systems, or relax in our comfortable study spaces. Get moving in our Sigma two-story workout facility, CU Active, which includes a yoga room, weight machines, cardio machines, a variety of equipment, and peloton machines with subscriptions that are free to all students.

Your time living in the Residence Halls can be as fulfilling as you choose to make it. We encourage you to get to know your neighbors by participating in hall and building events. Enjoy games, competitions, crafts, and free food across a wide variety of events hosted by your Resident Assistants or Faculty and Staff in Residence. See the Residence Life page in the MyCUI portal for our calendar of hall events, and bring a friend! Commuters and residential students are both always welcome! Pick your favorite study places – indoors, or outside at our many covered patio tables where plug-ins are available for charging. Maintain a healthy lifestyle outdoors. Utilize the basketball and tennis courts. Play corn hole, spike ball, can jam, ladderball, and lay on the hammocks on Uppers Lawn. Walk the disc golf course with a group of friends or climb French Hill for a “top of the world” view of Orange County. Explore the southern California area with free rental access to surfboards, bicycles, and camping gear at Sigma General. Additional gear for checkout includes lanterns, sleeping bags, tents, cookware, and other weekend getaway essentials. So get out there, seek adventure, and make the most of your experience here at Concordia!

God bless your journey. We are here to serve, and we are so glad to have you living on campus!

Blessings,

Amanda Norris, Associate Dean for Student Life, and your Residence Life and Housing Staff Team

On-campus housing

Concordia University Irvine Housing Policy - also refer to later policy “Eligibility for On-Campus Housing”

All traditional undergraduate students are required to live in on-campus housing unless they qualify for one of the following exceptions:

The student is:

1. Living at home with their parents or legal guardian
2. 21 years of age before the first day of classes
3. Married or is getting married before the first day of classes
4. A parent or primary caregiver to their child
5. Carrying fewer than 12 units of University coursework

All new and returning students must fill out a Housing Application or the Housing Policy Appeal Form (Request to Commute), by the following dates every year:

- June 1 for all returning traditional undergraduate students
- August 1 for all new traditional undergraduate students
- September 1 for all late admits

Students who fail to fill out the Housing Application or the Housing Policy Appeal Form by the due dates listed above will be charged a \$250 late fee <https://www.cui.edu/studentlife/residential-education-services/housing-policy>.

Students must be in compliance with the Concordia Housing Policy by either moving on campus, qualifying for an exemption (listed above), or being granted approval by the Housing Appeals Committee. Students under the age of 21 at the start of the fall or spring semester, who fail to comply with the University housing requirement, and did not fill out the required forms listed above, will be charged a \$500 fine each semester that they are out of compliance with the policy.

Graduate Assistants

Concordia has a set number of beds reserved for the Athletics Department. Coaches requesting housing for their Graduate Assistants (GAs) must make their requests through the Athletic Director and/or Associate Athletic Director for Compliance.

Non-Traditional, Graduate, and Post-Baccalaureate Students

Limited housing may be available to non-traditional, graduate, and post-baccalaureate students. Applications for these interested students are reviewed separately from traditional student housing applications. Non-traditional students, including students 25 years of age and older as of the Friday before school starts, may request University housing by completing a housing application as well as the Campus Housing Exception Request. Such students must receive approval from the Office of Residence Life before being determined eligible for on-campus housing.

Employees of the University

Employees of the University are not allowed to live on campus unless their role dictates this need (ie: Faculty in Residence, Resident Directors, On-Call Residence Life Staff.). If a faculty/staff needs a temporary room due to a special circumstance, they can request assistance from the Associate Dean of Student Life at 949-214-3048.

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 frame & mattress (email res@cu.edu to request XXL bed frame, mattress, and linens for XXL bed if needed)
- Desk & chair
- Dresser: single 4-drawer
- Quads Only: One regular-sized fridge and microwave per unit, one sofa & coffee table per unit
- Sigma/Rho Only: One mini-fridge and a microwave are provided per side of each suite

Things to Bring

- Bed linens (size twin-XL)
- Towels
- Blackout curtains (Rho & Sigma: Each student should bring one set of curtain panels that span at least 72" wide by 56" tall; if you have your own side, bring two sets/Quads: Bedrooms - Roommates should work together to bring two sets of curtains per bedroom that span at least 76" wide by 56" tall per set; Common Areas - Bring three sets of curtains that span at least 56" wide by 56" tall per set)
- Single-ply toilet paper
- Cleaning supplies (swiffer, small vacuum, paper towels, Windex, bathroom cleaner with bleach, and a trash can)
- Toiletries (toothbrush, toothpaste, deodorant, shower soaps, tissues, and hand soap, etc.)
- Laundry basket, laundry detergent, stain remover, and dryer sheets
- Desk lamp or floor lamp; a floor lamp for Quads common areas (there is one ceiling light and fan in each bedroom in Quads and Rho/Sigma)
- School supplies
- Window Box Fan or Desk Fan/Personal Fan (no A/C units allowed; Disability Access Services Accommodation is required)
- Basic first aid supplies
- Disinfecting supplies (Lysol wipes, hand sanitizer)
- Hangers and baskets or containers for closet shelf storage

Things Not Allowed OnCampus

- Alcohol, drugs, vape pens, and/or weapons of any kind.
- Flammable materials, which include but are not limited to, fireworks, explosives, combustibles, propane, gasoline, lighter fluid, or any other highly flammable chemicals.
- Open flame objects include but are not limited to candles, oil lamps, candle warmers, and incense. Candles are not allowed, even as decoration. This includes portable electric heaters and anything with an exposed heating element.
- Extension cords without a power surge protector and ground plug.
- 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, or large storage containers. Concordia 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 the lack of a clear exit pathway in the room.
- Large furniture items (Quads). Since a standard sofa & coffee table is provided in the Quads, there is no room for other large furniture such as sofas, loveseats, futons, or other similar items. Concordia 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 the lack of a clear exit pathway in the room.
- Unapproved appliances include but are not limited to additional personal/mini fridges, hot plates, panini presses, BBQs, and broilers. **This includes any appliance with an exposed heating element.**

- Traditional sliced bread toasters and toaster ovens are only allowed in the Upper Quad and Lower Quad residence halls (must be unplugged when not in use) and must have an automatic shut-off safety feature.
- Please reference the Appliance Policy on p.14 for a complete list of approved and unapproved appliances.
- A/C units are not allowed without documentation and approval through the Office of Disability Access Services (DAS). Please email das@cui.edu to schedule an appointment.
- **No animals other than fish are permitted as pets in the residence halls.**
 - The water tank must be 10 gallons or less.
 - Students with documented disabilities who meet specific criteria for service animals and emotional support animals must go through DAS for appropriate accommodations. Please visit cui.edu/DAS to apply. Approval must be obtained prior to the animal moving into the residence halls. Additional documentation may also be required by the Office of Residence Life, including but not limited to vaccination records for the animal.

Moving In and Getting Settled

Move-In Dates and Schedule

The residence halls will open for new student move-in on Friday, August 16, 2024. Students will receive pre-assigned check-in times the week prior to moving in. See your Golden Eagles Email for your scheduled date, time, and assigned building. All residence hall buildings are located off Dorm Road. Check-in will be located on Uppers Lawn for all buildings.

The residence halls open for returning students on Sunday, August 18, 2024. Check-in will occur on Uppers Lawn for all buildings. Check-in will occur between 8:00 am and 12:00 pm. See your Golden Eagles Email for your scheduled date and assigned building. Returning students are not permitted to move into the residence halls on an earlier date without prior written permission from the Office of Residence Life.

Check-In Procedures for New Residents

All new students are required to participate in Week of Welcome (WOW). This event will enable you to complete the check-in process, called clearance. Clearance will ensure you are “cleared” with all necessary departments prior to check-in so that the Office of Residence Life will be able to give you your room key. This check-in process will begin in the East parking lot just inside the gates at the Ridgeline entrance.

When you check-in, you will receive a Room Condition Form (RCF). Take the time to thoroughly fill it out and note any and all damages to the room*. This form must be completed within 48 hours of check-in, but we encourage you to do it as soon as you enter your room. Completing it before you unpack your items will ensure you can see any potential concerns to note on your form. When you check out of your room at the end of the year, a staff member will go through your housing assignment using your RCF to check for any new damages.

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

After you fill out the RCF, a copy will be kept on record in EREZ with the Office of Residence Life. Students who fail to complete the RCF within 48 hours of check-in will be billed for all damages in the room upon check-out. Please take the time needed to do this: be clear, specific, and detailed.

Decorating Your Room

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

All decorations or objects must be arranged safely so that they do not cover or block exits, exit signs, walkways, lights, fire panels, or fire extinguishers. No item should be attached to or hung from any fire safety equipment, including sprinklers. All electrical materials and decorations must be approved by the Office of Residence Life and/or facilities prior to use.

We have five main guidelines:

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

Additional safety measures include:

- Real Christmas trees are not allowed in the residence halls.
- Must throw away pumpkins before Thanksgiving break.
- No attachments can be made to the exterior of buildings without prior approval (this includes name plaques, hanging hammocks, or chairs; do not drill anything into the outside of the building).
- All extension cords must have a ground plug (2 flat prongs and 1 round prong)

All decorations must be in compliance with the Concordia Code of Conduct policy on “Displays,” which states:

“Any display that promotes activities or values that contradict the policies outlined in the Student Code of Conduct or do not align with the University’s mission and Christian identity are not permitted. The following is a non-exhaustive list of displays that are prohibited:

- A. *Any display that promotes alcohol and/or drug use.*
- B. *Any alcohol container, including shot glass(es) and/or flasks, or collection thereof.*
- C. *Any drug paraphernalia, i.e. bong, rolling papers, pipes, images that promote the use of these items, etc.*
- D. *Any sexual paraphernalia; including but not limited to sexually explicit images.*
- E. *Any hate speech, including language and/or images that discriminate against protected class populations.*
- F. *Any display that would constitute a hostile environment including the disparaging of others.*

Displays of any kind are prohibited on the external-facing windows of the residence halls.”

Tips for a Great Roommate Experience

Living with a roommate can be a challenge. At the same time, it is a one-of-a-kind opportunity to learn, grow, make lifelong friends, and understand how to love your neighbor – as God has called us to do. Here are some tips for 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 easier it will be to live together.

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 a mutual agreement include room cleanliness, borrowing each other’s belongings, study time, guest frequency, and so on.

You will write your agreements down together at the beginning of the year, and it will help in resolving problems that may develop later. Talk through what you expect in a roommate, your “pet peeves,” a cleaning schedule for health and safety checks, and your conflict styles. Your RA will meet with you and your roommates at the beginning of the year and go over your 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 Here to Help if Things Are Not Going Well

We are here to help! If you are having roommate problems and you are having difficulty agreeing on a solution, contact your RA. They can help talk through the situation and/or help you connect with other resources on campus, such as your Resident Director. Never be afraid to ask for help.

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 that 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 (unless otherwise stated by current Community Health Directives), 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, but respectfully.
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 the Housing Handbook and Student Code of Conduct policy violations.

If any of these rights are being violated, first address them with your roommate. If it persists, contact your RA.

On-Campus Dining Options

You will also need your ID card to enter the cafeteria and to pay for things in Eagles' Landing. Present your ID card in the cafeteria to use your meal plan. Flex dollars are best used in Eagles' Landing. Flex dollars are basically cash for meals. Flex dollars only apply to meal services. Students can add flex dollars by contacting the Bursar. If you have any questions, ask your RA!

Grimm Student Union Cafeteria*

Monday – Thursday

Breakfast 7:00 am-9:30 am
 Lunch 11:00 am – 2:30 pm
 Dinner 5:00 pm-7:00 pm

Friday

Breakfast 7:00 am-9:30 am
 Lunch 11:00 am – 2:30 pm
 Dinner 5:00 pm-6:30 pm

Saturday

Brunch 10:30 am-1:00 pm
 Dinner 5:00 pm-6:30 pm

Sunday

Brunch 10:30 am-1:00 pm
 Dinner 5:00 pm-7:00 pm

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.

Eagles’ Landing***Coffee**

Monday - Thursday: 7:00 a.m. - 11:00 p.m.
 Friday: 7:00 a.m. - 8:00 p.m.

Grill

Monday - Thursday: 7:00 a.m. - 10:30 p.m.
 Friday: 7:00 a.m. - 7:30 p.m.

Eagles’ Landing is closed Monday, Tuesday, Thursday, and Friday for chapel from 10:30 a.m. - 11:00 a.m.

*Meal Times are subject to change and will be posted by Bon Appetit; visit <https://concordia.cafebonappetit.com/> for current hours.

Things to Know**Doing Laundry**

To do laundry on campus, Concordia uses a company called Pay Range. You can either download the PayRange App (to pay electronically) or pay with quarters. Some machines will only accept money from the Pay Range App others will accept quarters or the PayRange App. Once you’ve downloaded the app to your smartphone and loaded money using a debit/credit card, make sure your Bluetooth is on, and you are near the machines. Then scroll through the machines on the app to find the number that matches the washer or dryer you would like to use.

It takes about half an hour to wash your clothes and 45 minutes to dry them. It costs up to \$1.50-\$2.00 to wash, depending on the setting (light, normal, heavy soil), and \$1.25 to dry. You don’t need to sit in the laundry room and watch your clothes, but make sure you set a timer to move your clothes. After 1 hour of your laundry being done, others are able to take clothes out of the washer/dryer if there are no other laundry units available. Laundry rooms are located in Sigma (four locations), Rho (four locations), Lambda, Theta, Epsilon, and Gamma.

Maintenance requests

To enter a maintenance request, complete the maintenance request under the helpdesk tab on the MYCUI website or MYCUI app. If you need assistance, ask your RA!

After clicking on the helpdesk tab, you will click on “submit a ticket” and fill out the required fields. Allow 48 hours for typical requests and up to one week during busy periods. To check the status of your ticket you can check it on the helpdesk website. If you still have questions about the status of your request email the RD of your building. (have your work order # available for reference).

**Note: if you are having a maintenance emergency, please call the RA on duty immediately for assistance.*

Extermination of Pests

Residents experiencing problems with pests should contact the RA on Duty so 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 the presence of pests.

Parking Permits

All student vehicles must be registered with the 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 within 5 business days of their first arrival on campus. Students can apply for a parking decal online at cui.edu/campus-safety/get-started. Parking permits cost \$300 and include parking access for the entire year. If you are a graduating senior and only require a parking pass for one semester, you can contact Campus Safety (949-214-3000) regarding a single-semester pass.

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. Resident students are only permitted one decal at a time. The fee may be waived for extenuating circumstances, including but not limited to the loss of a decal due to theft or vehicle damage.

Resident decals are only valid in general parking areas in the residence hall lots, East Lot, and West Baseball Lot. Resident decals do not permit parking in 20-minute Loading Zones, Faculty/Staff Stalls, Resident Director (RD) Reserved Stalls, Visitor Stalls, Red Zones, and Handicapped spaces. No resident student decals are permitted in the Main Lot by Grimm Hall or the Good Shepherd Lot.

Rideshare and Food Delivery Pickup

The University has a designated space for rideshare pickup. The space is clearly marked and located in the lot between Lower and Upper Quads. There is a green bench and a tall sign. Campus Safety will direct all rideshare drivers (including but not limited to Uber, Lyft, and taxi) to this location to meet students utilizing these services.

All food deliveries, such as Postmates, DoorDash, Uber Eats, must be delivered to the designated shelves at the front of Sigma Hall by the Amazon locker. Food deliveries should not be directed to individual buildings or student rooms.

Lost and Found

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

Room Reassignment & Relocation

The University reserves the right to reassign residents to different rooms 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 notify affected students of a reassignment with as much advance notice as possible.

What to Do in an Emergency

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

Building Evacuation & 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. In the event of a campus emergency, you will receive text and/or email communication from TITAN or the campus emergency communication system. The cell phone number that you provide The Office of Residence Life upon check-in is the number that will be notified.

Means of Reporting an Event

1. Contact 911 in the event of a fire or critical emergency.
2. Notify Campus Safety of any event where you call 911 so they can direct them through campus.
3. Call the RA on Duty (949) 307-6216 in any situation where you need assistance or support. They are also trained and available to help you respond to an incident or emergency. They will also call Campus Safety and/or 911 when needed.

Evacuation Procedures

1. Evacuate immediately. Do not attempt to locate the source of the alarm or fire. Do not assume that the alarm is false. Do listen and be aware of your surroundings.
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. Do not gather personal items.
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.
9. Remain in the assembly area until a Campus Safety Officer or Resident Director clears everyone for reentry into the building.

Specific Emergencies

Earthquakes

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.

During an Earthquake

- Duck, cover, and hold on.
- Find shelter under a sturdy table or desk (avoid doorways), 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 or a Resident Director clears you for reentry.

Fire

If fire or smoke are 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 the RA on Duty and/or Campus Safety at (949)214-3000.
- After calling 9-1-1, ALWAYS contact Campus Safety immediately at (949)214-3000.
- 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 (949) 214-3000.

Gas Leak

- Notify Campus Safety as soon as possible.
- DO NOT attempt to locate the source of the gas leak or turn a gas valve 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.

Student Responsibilities

Protecting Your Property

The University 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 Campus Safety immediately. We cannot help resolve a case if we are unaware that it has occurred.

The University 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.

In addition to mailboxes, the University has a private Amazon locker on campus exclusively for campus community use. The locker's name is "Muldoon." To use the locker for Amazon purchases, simply search for it by name at checkout, click the box to verify you have access to the private locker, and send your stuff. Instructions for how to open the locker will arrive via email from Amazon. The Amazon locker is located in the main entrance of Sigma.

Mail and Copy Center and Deliveries

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.

Golden Eagles Email

Residents are responsible to check their Golden Eagles email accounts on a regular basis. Golden Eagles email accounts will be the primary means of communication between the Office of Residence Life and residential students. Students will be held responsible for all information sent to their Golden Eagles email addresses.

If you need your password or ID, contact IT Services at its@cui.edu.

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, there is a cost to replace it. Additionally, your new digital ID card is available in the MyCUI app. Download it today on google play or in the app store.

On-Campus Amenities

Equipment Checkout

The Office of Residence Life offers vacuum rentals, basketballs, ping pong equipment, tennis rackets, etc., that you can check out at The Box located in Sigma General and Rho Commons. CU Active will also have recreational equipment available for check-out. Visit the office to check out these items. Student ID's are held by the Office of Residence Life during short-term rentals to ensure return of equipment.

Wireless Internet

Wireless internet is provided in all four of the University's residence halls. Most computers will connect to the wireless network automatically. For those who don't, try connecting to the network called 'CUI_WPA2' (the password is the same as the network name). Please note that you will have to input your E# as the user names and your Golden Eagles email 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 (949)214-3175 or at ITS@cui.edu for recommendations on network adapters.

Living Learning Communities

Living Learning Communities (LLCs) 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. There are currently four LLCs and each one is located in the Upper Quads:

Global Village (*Lambda*)

A community of globally-minded students who love both their local and distant neighbors through exploration of culture, convictions, connections, and civil dialogue.

Polis Plaza (*Kappa*)

A community of students, rooted in CUI's Christ-centered mission to produce wise, honorable, and cultivated citizens. We come together to wrestle with the complexities of ethics, politics, faith, and pop culture.

Bella Amore (*Omicron*)

A community of Concordia women connecting to explore their multiple callings, grapple with their impact on society, and find what is right, pure, lovely, and admirable.

The Creative Edge (*Theta*)

A community of artists who will live to celebrate the many creative gifts God gave us. Calling all poets, musicians, visual artists, sculptures, dancers, dramatists, actors, songwriters – any and all who love being creative and value aesthetic beauty.

Non-Discrimination - Student Policies

Concordia University Irvine is an educational institution of The Lutheran Church – Missouri Synod that takes seriously anti-discrimination provisions under federal and state law, and is committed to providing a learning and living environment that promotes student safety, transparency, personal integrity, civility and mutual respect.

Concordia University Irvine does not discriminate on the basis of disability, age, race, color, gender, gender-identity, sexual orientation, national or ethnic origin or any other protected class in administration of its educational policies, admissions policies, scholarships and loan programs, athletic programs or any other university-administered programs, except to the extent that religious freedom exemptions apply.

Concordia University Irvine has not applied for the regulatory exemption under Title IX, 34 C.F.R. section 106.12, but the Title IX statutory exemption provided by congress, see 20 U.S.C. section 1681(a)(3), is self-executing. Concordia University Irvine is entitled to that statutory exemption to the extent the application of Title IX is not consistent with the institution's religious tenets.

Concordia University Irvine is exempted by the state from California Education Code 66270, to the extent the application of California Education Code 66270 is not consistent with the institution's religious tenets. The exemption may apply to, but is not limited to, requirements as expressed in University policies, including policies found in the Student Code of Conduct, the Housing Handbook, the Student-Athlete Handbook, the Employee Handbook, and the Employee Student Handbook. Concordia University Irvine retains all rights afforded to us under federal law and the laws of the State of California.

Housing Policies

The University is a private, Lutheran Christian university affiliated with the Lutheran Church – Missouri Synod (the "Church") and part of the Concordia University System (CUS). As such, the residence halls are University Property. The residence halls are not generally open to the public. Use of the residence halls will not be permitted to those whose conduct conflicts with the Church's

faith or moral teachings. The Church's faith and moral teachings are summarized in, among other places, the Church's constitution and bylaws, and in various places on its website [*lcms.org*].

Important Note: The following policy information is a supplement to the Housing and License Agreement and the Concordia University Irvine Student Code of Conduct.

The Office of Residence Life 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 2024-2025 Housing and License Agreement.

Residents are responsible for knowing and abiding 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. Fines are assessed according to the type of policy violation, or the level of damage to property that may have occurred.

Eligibility for On-Campus Housing

The University grants individual students permission to occupy a room in the University residence halls (on-campus housing) as a license, upon proper completion of the Housing Application, payment of all required tuition, fees and housing costs, and proper execution of the Housing License Agreement. Students are eligible for on-campus housing if they are full-time enrolled undergraduate students of the University for the entire academic year, and are under the age of 25 at the commencement of the academic year. Students who fail to register for classes by the deadline set by the University will not be eligible for on-campus housing. The University shall retain the sole and exclusive right to define what constitutes full-time, regular, and continuous enrollment.

Part-time and graduate-level students may be eligible for on-campus housing, but only on a "space available" basis at the sole discretion of the University. Such students must receive approval from the Director of Residence Life, or an appointed designee, before being determined eligible for on-campus housing. Students enrolled in online coursework only are not eligible for on-campus housing. Post Baccalaureate student teachers are eligible for on-campus housing while they complete their student teaching assignments, but will have to apply for an age-exception if about the age of 24. Students who have been found responsible for violating the Student Code of Conduct and/or other University policies may be denied on-campus housing.

Rooming Assignments

The University considers student requests for roommates and suitemates when all requests are mutual, and when requests are received on, or before June 1 prior to the upcoming academic year. Students will be assigned to rooms based on their birth sex and will room with students of the same birth sex. Students who are romantically or sexually involved with each other will be assigned to separate units. The Office of Residence Life is committed to taking reasonable steps, consistent with the Church's faith and moral teachings, to find appropriate on-campus housing for eligible students, and will address individual student needs on a case-by-case basis.

Marriage and Family Housing

The University does not provide on-campus married or family housing for students. Limited exceptions will be made for students enrolled in programs of the University's Cross Cultural Ministry Center who choose to live in the University residence halls as part of their on-campus residency requirement.

Bed Adjustments

Students are not allowed to bunk or loft their beds (this includes the use of bed risers). 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. Bed height adjustments will not be made on move-in day. Bed height adjustments may not be possible due to the model of your particular bed and the availability of parts to make the adjustments.

Air Conditioning Units & Extra Mini Fridges

Air conditioning units and extra mini fridges are not allowed unless approved as an accommodation through Disability Access Services.

Animals

In the residence halls, fish are permitted in a tank no larger than 10 gallons; otherwise, pets are not allowed in University buildings or properties unless the University has given prior approval based on an accommodation. DAS approves service animals and emotional support animals for students with documented disabilities who meet specific criteria. For more information, visit: www.cui.edu/DAS

Appliances

1. Students who exceed the electrical load limit in their unit may be required to remove appliances upon written notice of University personnel.
2. Food preparation and cooking is permitted in the residence halls. Please note that approved appliances and devices may only be permitted in specific buildings. See limitations and specifications below.
3. Cooking is permitted in university community kitchens. In the Upper and Lower quad units, food is to be stored, prepared and cooked in the kitchenette space at the front of the unit. No cooking appliances are permitted in bedrooms, hallways or restrooms.
4. In Rho and Sigma, cooking is only permitted by use of the microwave provided in the unit. Only coffee makers or electric water heating appliances are permitted. These appliances must be stored on a flat furniture surface and must not be utilized on the floor.
5. **Permitted Appliances & Devices**
 - a. Small devices such as radios, clocks, phone chargers, desk lamps, laptop or desktop computers
 - b. **Refrigerators:** Maximum of 2 per suite, each limited to 95 watts or .8 amps (usually about 1.8 cubic feet), or one larger refrigerator per room limited to 190 watts or 1.6 amps.
 - i. Refrigerators must be issued by the university unless approval is issued in writing by university personnel.
 - ii. Refrigerators must be plugged directly into wall outlets, not into power strips.
 - c. Coffee makers or electric water heating appliances
 - d. Cooking kitchen appliances such as rice cookers, “pop up” toasters, blenders, crock pots, and instant pots are allowed only in the Upper and Lower quads and must have an automatic shut-off/timer.
 - e. “Surge protected” electrical cords, as long as they **do not** extend through a doorway, window or ceiling panel, or across a hallway or traffic area, or underneath a carpet or rug. Electrical cords cannot be fastened to a wall or structure.
 - f. **Printers:** printers must be USB-connected as wireless (WiFi) printers interfere with the university network. Personal WiFi routers are **not** permitted. Please see the Student Code of Conduct for details.
 - g. **Hair dryers:**
 - i. Limited to **1300 watts** in bedrooms in all buildings.
 - ii. May be used only at bedroom vanities in Sigma and Rho
 - iii. May be used only in the bathroom in Upper and Lower Quads, not in individual bedrooms
6. **Appliances & Devices Not Permitted:**
 - a. Halogen floor lamps
 - b. Electric blankets

- c. Cooking kitchen appliances such as hot plates, burners, electrical skillets, popcorn poppers, sandwich makers, food grillers, air fryers, food dehydrators, etc. Additional cooking appliances with an exposed heating element are also subject to removal from the dorms, at the discretion of University personnel.
- d. Space heaters
- e. A/C Units are not allowed unless approved by the Disability Access Services Office (DAS). Written approval will be required.
- f. Clothing irons may only be used in laundry rooms.
- g. Electrical cords that are not “surge protected,” multiple "surge protected" electrical cords in one outlet, or outlet taps designed to add further plugs to one outlet.
- h. Wireless (WiFi) routers for personal use (these interfere with Concordia’s wireless technology)

Community Health Directives

At any point student housing, programs, events, classes, and general practices could be impacted by current community health directives. It is a shared responsibility of each member of the University community to follow community health directives. Failure to comply with community health directives is a violation of this Code of Conduct and may result in the imposition of sanctions. Please refer to and periodically read the updates posted on the Concordia University Irvine website for all current health-related directives.

At any given time, the following Covid-19 restrictions could be enforced, such as social distancing, mask mandates, and no guests allowed in rooms.

Concerns about communicable diseases should be reported to the Concordia Wellness Center: (949) 214-3102 and wellness@cui.edu.

Bystanding

Everyone in a community has the responsibility to maintain the safety and well-being of the individuals in the community, to maintain the condition of the facilities, and to take initiative and action in response to the violation of any policy if and when it comes to his/her attention. Students not actively involved in conduct violations, but assenting to them, will be subject to disciplinary review and sanctions in accordance with the Bystanding Policy in the Student Code of Conduct (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 and/or bystander policy violation).

Bicycles, Skateboarding, Rollerblading, and Skates

The University is not responsible for injuries suffered and/or caused while riding recreational wheeled devices. Cyclists, skaters, and rollerbladers ride at their own risk and may be held responsible for recklessness and/or injuries to others. Cyclists, skaters, and rollerbladers are encouraged to wear protective gear and must dismount in designated spaces on campus. All recreational wheeled devices must be secured and locked in designated racks and may not be parked or left unattended in such a manner as to constitute a hazard to other persons. Riding bicycles in University buildings is prohibited. Storage of bicycles in hallways is prohibited. However, storage of these items in residential rooms is permitted under the following circumstances:

- The exit door is unobstructed at all times.
- All roommates approve.

All bicycles and skateboards must be registered with Campus Safety; please visit the Office of Campus Safety to receive registration information. For further information, reference “Bicycles and Recreational Wheeled Devices” under *University Policies* in the Student Code of Conduct.

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.

Disruptive Activity

Disruptive activity 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 of others, or detracts from any student’s ability to benefit from an environment that is conducive to 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 “Disruptive Activity” under *University Policies* in the Student Code of Conduct.

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 Campus Safety 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 Residence Life 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 additional rules also apply:

- Residents may not arrange their rooms in any way that 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 that 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, Sigma, and the Quads, there is no room for other large furniture items including but not limited to full-size fridges, couches, futons, lounge chairs, or large storage containers. **Concordia 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 Irvine 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 and suitemates (due to a shared bathroom). A resident's ability to host guests is, in fact, a courtesy extended by a roommate and suitemates. 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 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 who is not romantically or sexually involved with the resident host and who visits during Privacy Hours (see Privacy Hours policy). Overnight guests must be at least 12 years old, and must be the same gender as the student host.

Students are permitted to have overnight guests stay with them up to three times per month, no more than two consecutive nights in a Rho, beginning two weeks after the first day of the academic term. Each student is allowed one guest at a time unless prior approval has been obtained from the Office of Residence Life. Guests may not sleep in public or common areas and must have identification on them at all times. Generally, residents must accompany their guests 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 Student Code of Conduct. No overnight guests are permitted beginning on August 1 each year and until after the first two weeks of each academic year. No overnight guests are permitted during midterm or final examination periods.

Students who plan to have guests on-campus after 9:00 pm must contact Campus Safety at (949) 214-3000 to give the name of the guest for reference at the gates. Guests of the opposite gender or who are romantically or sexually involved with a resident student will not be permitted on campus during privacy hours. All visitors must be willing to provide their name and vehicle information and may be asked to verify ID.

You can reference the privacy hours policy in the Student Code of Conduct. Please note, this policy could be superseded by Community Health Directives.

Health and 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 once, a verbal warning may be issued by the Resident Assistant. If the same room fails a second time in the same academic semester, a fine will be assessed for \$25 and a recheck may be required within the same

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. Three or more failures in a given semester will result in a conduct hearing with the Resident Director. Sanctions may include a fine, probation, suspension or expulsion from the residence halls. Any fines assessed will be directly charged to the student's account and may be paid via the Bursar's Office. Some examples of 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
- Failure to remove all trash from the unit prior to the check or leaving trash in the hallway outside of the unit
- 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 Office of Residence Life 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 Residence Life 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/suitemate security.

A sign will be posted on your door when your housing assignment has been rekeyed. All residents must retrieve their new keys within two 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 department 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. These hours apply whether or not school is in session. These hours are in effect each night from 12:00 a.m. – 8:00 a.m. with the exception of weekend nights,

Friday night going into Saturday morning and again on Saturday night going into Sunday morning. Friday and Saturday Privacy Hours are in effect from 2:00 a.m. – 8:00 a.m.

- Sunday through Thursday: 12:00 a.m. – 8:00 a.m.
- Friday and Saturday: 2:00 a.m. – 8:00 a.m.

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.

Please note, this policy could be superseded by community health directives.

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.

Vandalism

Damage of University property (i.e. dorm/lounge furniture, cabinets, walls, doors, etc.) will result in a fee determined by University Services. Additionally, any damage to modification made by University Services due to COVID-19 that are tampered with will result in a fee determined by University Services.

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.
9. In all cases, occupants will be notified in advance whenever possible.

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 Center for Student Leadership and Development (CSLD) are prohibited.

Trash

If trash is found in the hallway in front of your housing assignment (side of suite in Rho/Sigma) a \$25 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.

Improper check in and check out

Residents will be charged \$25 per hour for failing to check out but we should probably change it to a fixed amount. We discussed it last fall in the housing meetings but I don't know that we came up with an exact amount.

HOUSING FINES AND FEES

FEES: (Fees are anticipated charges and cannot be appealed)

All fees and fines are applied to a student account.

Room Reservation Fee (\$300 per academic year, non-refundable)

- Holds a residential space on campus for a student.
- This fee is a deposit toward a student's upcoming residential semester.

Daily University Break Housing Fee

- **(\$36 per night)**
 - All requests to stay in the residence halls outside of the Housing License Agreement "Periods of Residence" (refer to the opening and closing schedule written below) will be charged a daily rate for stay.
 - **Concordia University Irvine Housing License Agreement:** *University Break Housing: Standard housing rates do not include University breaks (Thanksgiving Break, Christmas Break and Spring Break). Students desiring on-campus housing during University breaks will be required to complete a housing break form from the Office of Residence Life and pay all associated costs. A minimum stay may be required. Additional costs do not include meal plans.*
 - Exceptions to this fee include:
 - Student-athletes, members of other campus groups (i.e. Theater, Choir, etc.) will be exempt from the charges if your coach or supervisor is requiring that you stay on campus for a University Break to participate in team or group activities
 - Concordia Irvine student workers will be exempt from charges if your supervisor asks you to stay on campus to work for your department during a University Break.
 - International Students
 - Students can request to have the Daily Fee for University Break Housing. Students request this consideration through the Break Housing Request Form, and all requests are reviewed by the Housing Appeals Committee.

University Breaks Housing Form Late Fee (\$50 per break applicable)

- The deadline to submit a request to stay on campus during a University break is posted on the Break Housing Request Form. Any students who request to stay on campus past that deadline will be assessed a late fee. The Housing Appeal Committee reserves the right to deny a student request when submitted past the deadline.
- \$250 Cancellation Fee (service + release from Housing License and preparing room for potential new occupant)
-
- \$100+ Meal Plan Appeal late Fee

FINES:

Failure to Comply with Concordia's On-Campus Housing Requirement Policy

(link the policy) \$750 per academic semester – if not in compliance by September 1st (fall semester), and January 15th (spring semester) .

- A student will be charged if:
 - The student does not choose to live on campus and does not fill out a Request to Commute form
 - The student fails to respond to requests to fill out a Request to Communicate form, but is not living with a parent or guardian and refuses to come into compliance with Concordia's On-Campus Housing Requirement Policy
- This fine is only applied to students who are full-time, undergraduate, and under 21 years of age according to Concordia's On-Campus Housing Requirement Policy
- This fine is applied each semester a student is out of compliance.

Failure to Meet Housing Application Deadline Fine (\$250 per semester):

Failure to Submit a Housing Application or Request to Commute Form by the annual August 1st deadline (for fall semester start), or December 15th deadline (for spring semester start) will result in a **\$250 late fee.**

- This fee is only applied to students who are full-time, undergraduate, and under 21 years of age as of 9/3/2024, and who failed to submit a Housing Application or Request to Commute Form by the above noted deadline, according to Concordia University Irvine's On-Campus Housing Requirement Policy (link the policy).
- H/S Check Fail (range of \$25-\$75)
- Break Closedown fines (trash, fire safety, etc)
- \$250 Improper check-in or check-out Fine
 - Improper Check-in or Check-out Fine (we need to set this fine)
 - Add on Fines:
 - \$150 Disposal Fee?
 - \$50 - \$100 for Cleaning fee, depending on the state of the room
- \$300 unauthorized room change
- Fines for damaging University property

APPEALS

Housing Accommodations through Disability Access Services

Disability Access Services (DAS) collaborates with Residence Life and Housing, as well as our on-campus dining provider, Bon Appetit, to provide reasonable housing and dining accommodations to residents with a disability. For more information on requesting accommodations, please visit www.cui.edu/DAS.

Housing Procedures

Applying for Housing

Returning students are given the opportunity to select their own rooms in pairs of two or groups of three or four on the Housing Application during the spring semester. Applications become available online at cui.erezlife.com in early March and must be submitted at the time of selection to choose a room. For those students who do not select a room, the application will be received but students will be placed by The Office of Residence Life.

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.

Changing Assignments

If you are interested in changing rooms, you will need to complete a Change of Housing Request Form and follow the process indicated on the form. These forms are located at cui.edu/res.

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. 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 can also drop keys outside the Office of Residence Life, Zeta 100 in the Key Drop Box. Students are responsible for cleaning and maintenance needs that arise from the subsequent room check.

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

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)**
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 on the Sunday following graduation.

Housing License Agreement Appeal Process

Concordia University Irvine requires all full time undergraduate students who are under 21 years of age on the first day of the fall semester to live in on-campus housing.

Before occupancy begins, the University will consider a request (housing appeal form) 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 Office of Residence Life, located in Zeta 100. The University reviews all requests on a bi-weekly basis and may grant or deny any and all requests. Returning students must submit this document by May 1st for consideration for the fall semester. New students who will be commuting from their permanent residence must submit this document by August 1st.

Note that if deadlines are not met for the appeal process, students will be charged a \$250 late fee with the process of their Off Campus Housing Appeal. If their appeal does not meet the criteria of the committee residents may be subject to a minimum \$500 fine. Students who do not complete the appeal process will be billed for housing until they are able to come into compliance with the Housing Policy.

After occupancy begins, the University will consider a request from a resident to release him/her from this Agreement if the 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 Office of Residence Life. The University reviews all requests on a bi-weekly basis and may grant or deny any and all requests. If a request is granted, the licensee will be charged a \$250 License Agreement Cancellation Fee. Students released will also continue to be billed for housing/meal plans according to the University's billing schedule until the date of check out.

For additional information, view the form Cancellation of License Agreement Request Form at cui.edu/RES.

Office of Residence Life Team

The Office of Residence Life

The Office of Residence Life is open Monday through Friday, 8:30 am - 4:30 pm in the following locations:

Amanda Norris

Associate Dean for Student Life
Quads Resident Director
Global Living Learning Community Staff in Residence
CSLD
amanda.norris@cui.edu

Victoria Clemens

Rho Resident Director
Rho 100
victoria.clemens@cui.edu
(949) 214-3049

Alexis Borland

Associate Director of Residence Life & School Spirit
Sigma Resident Director
Sigma 100
alexis.borland@cui.edu
(949) 214-3011

Bre Sheldon

Quads Resident Director & Housing Coordinator
Rho 152
breanna.sheldon@cui.edu
(949) 214-3050

For additional information about Housing, including all form/documents, FAQs, Important Dates, and more, please visit our website: cui.edu/RES

Helpful Campus Wide Phone Numbers

Office of Residence Life

Monday – Friday
8:30am – 4:30pm
(949) 214-3045

RA On Call

(949) 307-6216

Campus Safety Dispatch

24 Hours Number
(949) 214-3000

Wellness Center

(949) 214-3102

Academic Advising (Undergraduate)

(949) 214-3035

Information Technology

its@cui.edu
(949) 214-3175

Registrar

registrar@cui.edu
(949) 214-3079

Financial Aid

finaid@cui.edu
(949) 214-3066

Mail and Copy Center

(949) 214-3158