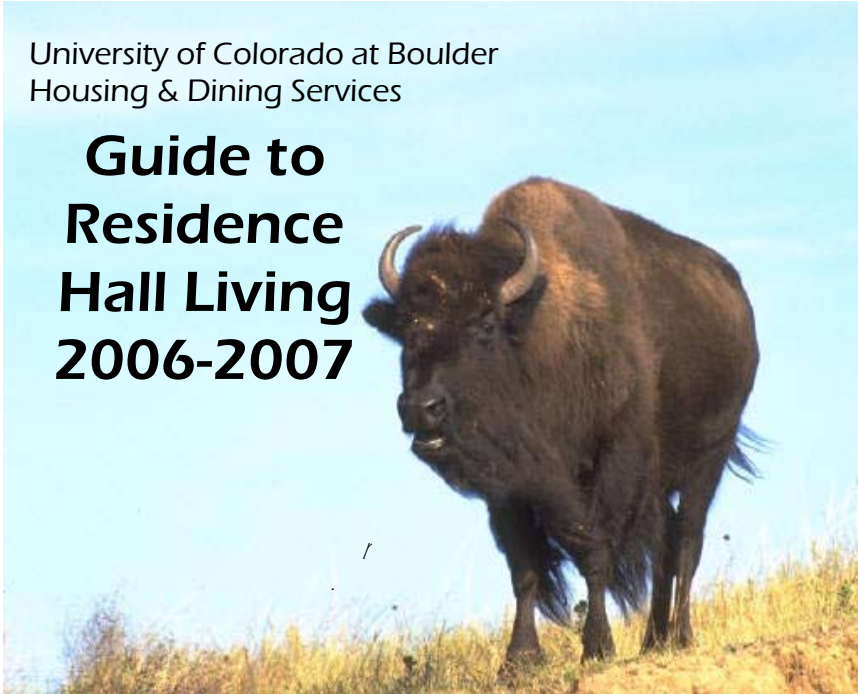


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University of Colorado at Boulder
Housing & Dining Services

Guide to Residence Hall Living 2006-2007



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Welcome

Welcome to the University of Colorado at Boulder! Our staff is here to help you make the most of your CU experience. Whether it's your first time in college or you are a transfer student, many opportunities await you as part of the residence hall community. Take time to meet your neighbors, get involved, and make a difference on campus each day. Your thoughts and ideas matter to us. By getting involved in the Residence Hall Association, on your floor, in hall councils and conduct boards, and working with your residence hall staff, your voice can be heard and you can help Housing & Dining Services improve service to students. Take the great opportunities to make friends and be a 'difference-maker' at CU-Boulder.

- Open this guide.
- Read about services, opportunities, and expectations.
- Let us know how we can help you!
- Get involved and make a difference.

You are what makes CU one of the top public universities in the country.

A handwritten signature in black ink that reads "Deb Coffin".

Deb Coffin
Executive Director, Housing & Dining Services.

What To Do Your First Week



- Read this guide and others, especially *Ralphie's Guide to Student Life* (which will be mailed to you in late September).
- Meet your resident advisor (RA) and other hall staff ([see Residence Hall Staff](#)).
- Unpack and get settled into your room ([see Getting Settled](#)).
- Complete your Room Damage Check Form and turn it in to your RA ([see check in and checkout](#)).
- Get to know your roommate(s) and fill out the Roommate Agreement ([see the guidelines](#)).
- Get your Buff OneCard ([see Buff OneCard](#); read *Ralphie's Guide* for more information on the Buff OneCard).
- Purchase a parking permit if you need one.
- Register your bike (see Bicycles).
- Set up bank or credit union accounts.
- Adjust your class schedule, if necessary, beginning August 25.
- Tour campus and find out where your classes are located (see the campus map on campus web site at <http://www.colorado.edu/directories/webmap/>).
- Try out your long distance telephone code (see [Telephone System and Long-Distance Service](#)).
- Set up your computer and register it on the network (see [Computing](#) and the TOTALComm@CU information you received at check-in).
- Check out the events listed on the calendar inside this guide (see [calendar](#)) and check out the CU web site for other important dates and events at <http://www.colorado.edu/newsevents/calendars.html> .
- Participate in the programs offered by your hall staff (see [Residence Hall Programs](#)).
- Attend your floor meetings on Thursday and Friday nights, August 24 and 25—watch for postings about future floor meetings.
- Check out **CUConnect**, the CU-Boulder student web portal. The portal offers a single, secure entry point for most of the information and services that you need as a CU-Boulder student. CUConnect is available at <http://cuconnect.colorado.edu>. To access CUConnect, you need a web browser (with cookies enabled) and your IdentiKey login.
- Check out the student organizations at the University Memorial Center (UMC) or visit the CU web site for a full listing of organizations at <http://www.colorado.edu/studentgroups/index.html> .
- Make plans to attend your first hall government meeting (see Residence Hall Student Government).
- Make sure you have a trash can and recycling bin in your room, find out where the recycling containers are for your hall, and learn what can and cannot be recycled (see [Recycling](#)).
- Buy your books.
- Phone home.

Getting Settled

Check In and Checkout

After checking in at the hall office or lobby, you receive keys to access your building, room, and mailbox, as well as specific information about your assigned hall. Resident advisors (RA) supply a Room Damage Check Form for you to complete when you move in. At the time of checkout, you return all residence hall keys to the hall office and complete forwarding address information online. The RAs will assist you with your room damage check and the move-out room damage check.

Keys

In most residence halls, you are issued a combination of traditional (metal) keys and electronic access cards at check in: a key or access card for your room, outside entrances/security doors of the hall or living area, and in some cases a separate mailbox key. You should guard against careless handling of your keys and keep them with you at all times. The security of all residents is at stake each time a key is lost; even the temporary loss of a key can cause security problems. Additionally, key or access card loss may cause an inconvenience to you, since office staff may not be able to respond immediately. The loss of a traditional (metal) student room key requires a lock change. There is a \$45 charge for a student room lock change. There is a \$35 charge to change a mailbox lock.

Some residence halls are equipped with electronic locks on all student rooms, and all residence halls currently utilize electronic locks on security doors. If you lose an access card, you must notify your hall office in order to be issued a new card. The loss of an access card will incur a charge of \$20.00.

In the event a key or access card is temporarily misplaced, or if you are locked out of your room, a spare key or new access card may be issued through the office of the individual residence hall. You are granted three “free” issues of a spare key or access card per academic year, after which there is a \$10 charge per issue. In halls with traditional (metal) keys, the spare key must be returned within 48 hours, or a lock change is ordered and charged to you. In halls with electronic access cards, the new card issued becomes your permanent card. Old access cards (if found) must also be returned to the residence hall office.

All residence hall keys and access cards are the property of the University of Colorado, and only a university key is accepted when you check out. Duplication of residence hall keys is prohibited. It violates residence hall policy for you to have any residence hall keys/access cards in your possession except those that were issued at check in. If any university key or access card is found, turn it in to the hall office as soon as possible.

Room Condition and Damage

Shortly after moving in, you and your resident advisor will complete an inventory of the condition of your room. Specific notations of preexisting wear or damage will be made on the Room Damage Check Form. The form must be signed and returned to your resident advisor. It is a record of the condition of the room at the time you move in. Spend some time checking the room and making sure that any existing damage is indicated on the form so that you are not held responsible for it when checking out. Your RA checks the room at the end of the year and you are billed for any damages and for cleaning, if necessary. Normal wear is expected; however, students will be charged for excessive damage and wear or damage resulting from negligence, carelessness, or misconduct. Damage in the room is the joint responsibility of all who occupied the room unless individual responsibility is determined. You are responsible for any damage caused by guests.

Evidence of tampering or alterations made to data, cable TV, and telephone jacks, or fire safety sprinklers and smoke detectors, will automatically result in damage charges, regardless of the functioning condition of the equipment.

Damage to your room resulting from misconduct or personalizing the room contrary to existing policies places your Residence Halls and Dining Agreement in jeopardy.

Buff OneCard

<http://buffonecard.colorado.edu>

The university issues the Buff OneCard to all students; it is your primary form of identification in the residence halls. Use it to access facilities such as your residence hall, housing dining centers and convenience stores, the library, the recreation center, and to ride the RTD buses. After account activation, you can also use your card for laundry. You are required to carry your Buff OneCard at all times in housing facilities, and it must be presented upon request by any university staff member.

If the Buff OneCard is lost or misplaced, you may get a temporary meal card. Temporary meal cards are valid for one week. You can get a temporary meal card at the Buff OneCard office in Willard Hall. Temporary meal cards are not replacements for your Buff OneCard. If your Buff OneCard is lost, it is your responsibility to report the loss to the Buff OneCard office at **303-492-1212** or on the Web at <http://buffonecard.colorado.edu>. The cost to replace your lost or stolen card is \$20.00.

If questions or problems arise when using the Buff OneCard with housing system readers, contact the Campus Card Office at **303-492-0355**.

Personal Property

Although precautions are taken to maintain adequate security, the university cannot assume responsibility for the loss or damage to student possessions from any cause whatsoever. Take the following precautions.

1. Lock your room when you leave—even for a few minutes—whether going to the bathroom, across the hall to another room, to the vending machines, or to the lounge. The door should be locked when you are sleeping.
2. Carry your residence hall keys and Buff OneCard at all times.
3. Room windows readily accessible from the ground should always be secured when your room is unoccupied.
4. Record the serial numbers and manufacturers of your possessions.
5. Avoid keeping large amounts of cash in your room.
6. Keep security doors closed and locked. This helps keep crime out and everyone safe.
7. Do not allow persons unknown to you to follow you into your residence hall without using a proper access card.
8. Be alert to the presence of strangers in the living area and report them to the hall office or to the resident advisor.
9. Do not leave clothes unattended in laundry rooms and bathrooms.
10. **Carry personal property insurance.** Ask your parents/guardians if their homeowner's or renter's insurance policy covers your possessions away from home.
11. If you are a victim of a crime, call the university police immediately at **303-492-6666 (9-1-1 in emergencies)**. Also notify the hall office.

Residence Hall Services

Cable TV

In-room cable television service is available in all halls and in TV lounges. To report problems, call **303-735-COMM (5-2666)**. For proper reception, televisions must be cable ready and able to function without a cable box. Coaxial connectors are available through the Campus Card Office at Willard Hall. Premium services are available by individual subscription. To order premium services contact Comcast at **303-930-2000**. Connecting cables may be ordered by calling **5-COMM**. Residents are responsible for any damage to cable TV jack(s) or wiring inside their private living area. Satellite dishes are not allowed in residence halls and may not be attached to walls, roofs, windows, or balconies.

Equipment Checkout

Residence halls on campus have sports equipment, games, irons, small hand tools, movies (video or DVD), and cleaning equipment and products (including vacuum cleaners) that you may check out. ID must be shown upon check out. Items must be returned in good condition.

Housekeeping and Maintenance Services

The housing department maintenance and housekeeping staffs keep the facilities running and looking as nice as possible. However, they cannot accomplish this important task alone and need your help and cooperation. The grounds surrounding the residence halls are the responsibility of the housing department, and their use is governed by standards similar to those established for the buildings. The key is to treat your living area (individual as well as common areas) with respect, and to ask that others do likewise.

Housekeeping

Housekeeping Services' hours are from 7:30 a.m. to 4:00 p.m., seven days a week. Get to know the housekeeper on your floor and develop good relationships by taking responsibility for your own trash, recyclables, and cleanliness. Don't dispose of your room trash in the bathroom or other public area waste receptacles. Room trash and recyclables should be disposed of in the dumpsters located at hall loading docks. Housekeeping Services welcomes input from residents regarding housekeeping issues. Call **303-735-5555**.

For housekeeping emergency service requests, call **303-735-5555**, from 7:30 a.m. to 4:00 p.m., Monday through Friday. After 4:00 p.m., call the duty RA. From 7:30 a.m. to 4:00 p.m. on Saturday and Sunday, call **303-735-5555** and leave your telephone number. For routine housekeeping requests, including getting new light bulbs, go to your hall office.

Maintenance

Normal maintenance hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday. Night maintenance services are staffed from 4:00 p.m. to 1:00 a.m. weekdays and from 8:00 a.m. to 1:00 a.m. on weekends. After 1:00 a.m., a switchboard receives calls and contacts emergency maintenance personnel as appropriate.

If an item in your room is in need of repair, report it online at <http://fixit.colorado.edu>. Repairs will be made as quickly as possible. Some repairs may take longer if special parts are needed. If you have an emergency repair (water leaks, electrical problems, etc), contact the maintenance office at **303-735-5555**.

After 4:00 p.m. and on weekends, report only true emergencies such as plugged toilets, showers, tubs, and sinks; no power or heat; water leaking onto a floor; or anything that may cause major damage if not attended to immediately.

Laundry

All halls have washing machines and dryers for your use. It costs \$1 per load to wash clothes and \$.75 per cycle to dry them. (Rates are subject to change.) Most residence hall laundry rooms are equipped with Buff OneCard readers that allow you to pay for laundry using Campus Cash™, thus eliminating the need to collect and use quarters. Check with the hall office for the locations of the laundry rooms in your hall.

Mail and Packages

In many residence halls your room key also opens your mailbox, which is centrally located in your hall. All overnight express packages, flowers, cakes, etc., are delivered to the hall office and must be signed for. You will be sent an e-mail if you have an office delivery to pick up. Other packages (UPS and USPS packages) are delivered to your hall mailroom and can only be picked up during package hours. You will receive an e-mail if you have a package to pick up. These hours are set by the hall's mail clerk staff each semester and will be posted at the mailroom. C.O.D. items are not accepted by hall offices.

All mail must be properly addressed in order to ensure delivery to you. Nicknames not included on your housing application, or fictitious names, should not be used. Mail and packages received where the addressee is not reasonably identifiable will be returned to sender. You must present your Buff OneCard (or another form of picture ID) when picking up packages from the hall office or mailroom.

When you move, fill out a forwarding address card and turn it in to the hall office upon check out. When you move out permanently at the end of a semester, you must leave a forwarding address. You will receive specific instructions in your e-mail regarding the process for moving out. This will include information regarding registering your forwarding address at the appropriate web site during the 10 days prior to the end of the semester that you move out. Mail is forwarded for 30 days only; after that time, all mail is returned to sender.

Mailbox Use

Material permitted in student mailboxes is limited to the following: U.S. mail delivered by the U.S. Postal Service, mail delivered through campus Mailing Services, important personal messages processed through hall offices, and any approved communication from Housing & Dining Services. See [Solicitation](#) policy section of the *Guide to Residence Hall Living* for more information.

Lounges

Lounges and other common areas of the residence halls are provided for the use of hall residents and their invited guests. These areas are not intended for use by the general public or by uninvited guests. All lounges and common areas are furnished with chairs, couches, and/or tables; care of the lounge furniture is the responsibility of those using the lounge. ***Do not remove the furniture from the lounge for any reason.***

Facilities such as meeting rooms, classrooms, or areas usually used for social events are primarily for the use of individual residents, hall student governments, and staff-initiated programs and activities. In some instances, these facilities are made available to other university departments and conference groups. Certain facilities may also be scheduled for use by individual residents of the hall on a space-available basis. In order to ensure appropriate use of hall facilities, residents should follow these guidelines:

1. Normally, hall and department activities have first priority for scheduling facilities. Scheduling for use by residents is done on a first-request basis. Long-term scheduling by a group is not allowed.
2. Scheduling must be done through the hall director on the appropriate form at least three working days, and not more than one month, in advance of the activity.

3. The individual or group who schedules the facility is responsible for the supervision, control, and clean up of the program or activity.
4. The individual or group who schedules the facility is responsible for complying with all university and residence hall policies and with local, state, and federal laws.
5. At least 50 percent of those attending the event must be residents of the hall.
6. The program must be consistent with the purposes and goals of the university and Housing & Dining Services.
7. Misuse of the facility could result in denial of future use.

Recycling

CU Recycling, a partnership of Facilities Management, UCSU, and Housing & Dining Services, needs your help in better managing our natural resources by first recycling all materials that you can, and then throwing away what you can't. Your room has a designated recycling bin to make it easier for you to get your recyclables to larger containers on the loading docks, in lobbies and common areas, and in computer workstation areas. Get acquainted with your hall's recycling locations and procedures. For more information, call 303-492-8307 or visit www.colorado.edu/cure.

Storage

During the academic year, you may store luggage and trunks in the hall storage area on a space-available basis. This storage is provided solely as a convenience. Neither the university nor the housing department assumes any responsibility for loss or damage of any items in storage. Items that cannot be stored include furniture, bicycles, motorcycles, tires, food, carpet, flammable or hazardous materials, lofts, empty boxes, and items not in closed containers.

Unless you are moving out of the hall, access to storage areas is limited to the beginning and end of semesters and major holiday periods. Access times will be posted in the hall. All items must be registered on a Storage Agreement Form, signed by you and a staff member, and each item must be clearly marked with your name and have a dated housing tag attached. Items unclaimed within one year of storage are given to charity. Summer storage (subject to space limitations) is available only to those residents who have a confirmed assignment for the next academic year. Contact your hall office for more information.

Telephone System and Long-Distance Service

Phone Tips

Just dial the last five digits when calling from an on-campus number to another on-campus number. University offices are 5-xxxx or 2-xxxx. Residence hall and family housing numbers are 6-xxxx.

Dial an 8 before any off-campus phone numbers.

Dial a 7 first when calling from campus lobby phones.

If you don't know your room phone number, then from your room call 5-2666 for an automatic playback of your number.

<http://www.colorado.edu/totalcomm/phones.html>

All residents living in the residence halls receive the TOTALComm@CU package when they move in. This comprehensive communication package includes not only telephones and telephone service, but also ResNet/Internet connectivity via high-speed data connections (Ethernet jacks), university computing accounts, and on-campus support. More information about ResNet/Internet connectivity and support can be found in the Computing section of the *Guide to Residence Hall Living*. A single-line telephone and local service is provided in each residence hall room or apartment.

A secure long-distance authorization code is provided to you at check-in time. This code is used for calls you make from campus through Boulder campus long-distance service. Instructions for using this service will be waiting for you when you arrive. If you do not receive your authorization code, contact TOTALComm@CU at **303-735-COMM (5-2666)**.

You can also activate your Buff OneCard as a nation-wide post paid long-distance calling card so you can make calls whenever and wherever you want. For more information about this program and how to register for this service, visit www.BuffOneCard.com. Other long-distance calling options are available through private vendors.

You may install personal telecommunications equipment (cordless phones, answering machines, etc.), but the equipment must be compatible with the university system and you assume all responsibility for any service calls by university personnel related to such equipment. Additionally, residents of each room or apartment are jointly responsible for the care and condition of the university telephone and jack in the residence (excluding normal wear).

If you have questions about, or problems with, telephone equipment or services (local or long distance), contact the TOTALComm@CU providers by calling **303-735-COMM (5-2666)**.

If you have a problem with the housing telephone, call **303-735-COMM (5-2666)** for instructions on getting a replacement or opening a trouble ticket.

Other useful telephone services include:

- Long Distance Information **303-735-COMM (5-2666)**
- Directory Assistance, Residents **303-786-1411**
- Directory Assistance, Administration **303-492-1411**
- Directory Assistance, Hearing Impaired **303-492-0833**
- Automated User Support Line **303-492-1284**
- Operator Assistance **0**

Campus directory information is also available on the Web at <http://www.colorado.edu/search>.

Living in a Residence Hall Community

By living in a residence hall, you have the opportunity to learn to live in a community environment and to accept certain responsibilities that accompany group living. Your behavior affects others and vice versa. You have a role to play and a responsibility to help establish a positive environment in your community.

Getting to Know Your Roommate

Living with a roommate is one of the best opportunities you will have to learn the skills needed to live successfully with anyone, anywhere. It doesn't always come easily, however. Sometimes a situation can look pretty good at first, but after the initial excitement settles, little quirks can grow into big aggravations. An unhappy living situation can affect each person's general outlook, as well as performance in school. And many times, roommates are unable to pinpoint how a negative or stressful situation came about or how to change it.

All of us bring a set of expectations to any new situation. Expectations are often expressions of our personal needs, and at times, they are stereotypes or influenced by family or friends. To identify expectations that meet our needs, it is important to discover more about yourself and your roommate. What do each of you really value? What do you need to build a roommate relationship that works?

Housing & Dining Services has expectations for all residents and roommates. It is best that roommates communicate with each other, respect each other, and be motivated to work on the relationship. We realize that some relationships fail even with these expectations, but many more fail because these expectations are not present.

Housing & Dining Services requires all first-year students to complete a Roommate Agreement.

Guidelines for Getting Along with Your Roommate(s)

The following activities are offered to help you start building a good roommate relationship. We urge you to try them.

Getting Acquainted Exercise

Ask each other questions from the list below. The questions are grouped according to their degree of intimacy beginning with the less intimate ones. Take turns asking the questions. Take enough time. Listen to the answers. You may not be able to cover all the questions in one session, but the sooner you try, the better. The rules are:

- The information you exchange with your roommate is confidential.
- You must be willing to answer any question that you ask your roommate.
- You may decline to answer any question initiated by your roommate.

Basics

1. How much sleep do you need?
2. Are you a light or heavy sleeper?
3. Do you like to study with music playing?
4. What kind of music do you listen to?

5. What kind of study habits do you have?
6. How many credit hours are you taking?
7. Do you snore or talk or walk in your sleep?
8. Do you function best in the morning, afternoon, or evening?
9. How long does it take you to get ready in the morning?
10. How do you spend your time socially?

A Little More

1. What are your career goals?
2. How important is religion in your life?
3. What are your pet peeves?
4. What do you regard as your chief personality weakness? strength?
5. What features of your personality are you most proud of?

Feelings

1. Do you let your feelings show or do you hold everything back?
2. How do you feel when people don't like you?
3. How do you feel about your family?
4. How do you feel about your friends?

Roommate Contracts

After the acquaintance exercise, it should be a lot easier to identify those areas where there may be differences and to work out mutually agreeable solutions to them. One of the best ways to do this is to negotiate what is going to happen in the room and to make a contract concerning what is appropriate. You will receive a written roommate contract from your RA, which must be filled out 1) to ensure that the agreement is clear and acceptable to everyone; 2) to encourage roommates' commitment to it; and 3) to provide a basis from which to renegotiate agreements if necessary.

Here are some issues that should be considered for your contract:

- *Study Time in Your Room(s)*—When will it be? Will the stereo or TV be on or off?
- *Guests in Your Room(s)*—When can there be guests? How long can they stay?
- *Use of Personal Property*—What property can be shared? What can't be shared? Must permission be requested/given?
- *Cleaning Room(s)*—How often will the room be cleaned? Who will do it? What is clean? What is messy?
- *Privacy*—How much privacy is needed? How often? How long?
- *Space*—How much space is needed? Where will things be stored?
- *Social Events in Your Room*—How frequent? What time? Who will clean up?
- *Security*—When will the door be locked? When will it be left open?
- *Interests*—What do you like to do? Are there interests that can be shared?

Other issues may have been identified during the Getting Acquainted Exercise and should be included.

Resolving Differences

Beginning your relationship with open self-disclosure and agreed-upon standards provides the structure that is likely to result in a positive, growing relationship between roommates. Occasionally, a roommate contract does not work, or an agreement cannot be reached. Sometimes the issues involved have become so emotional that rational discussions for compromise seem impossible. Don't be afraid of conflict. Resolving conflict can lead to a more harmonious living environment and a better relationship between roommates.

Here are a few tips:

1. Get everyone involved together.
2. Everyone should take a turn describing their perception of the situation, how they feel about it, and what they want.
3. Come to an agreement on what the conflict is.
4. Everyone should take a turn describing a solution to the conflict.
5. Come to an agreement on the solution.
6. Make a plan of action that will help achieve the desired solution and set a time frame for these changes.
7. Commit to making the necessary changes.
8. Set a future date to evaluate the situation.

If these steps do not work, an objective third party may be needed for resolution. Contacting your hall director or resident advisor early when a conflict arises often prevents the situation from escalating beyond repair, so feel free to contact them

whenever needed. **Room changes are only considered as a last resort in resolving roommate conflicts.** Roommates are encouraged and are expected to work with each other and with hall staff to resolve any conflict that may occur. However, if the conflict remains unresolved, the hall director may decide that a room change is in order for any number or all of the roommates. This decision will be based on the availability of space and changes that would create the best living environment for all residents involved. Finally, remember that any relationship is a continuing, ongoing process. As each person changes and grows, so will the relationship. Be willing to spend some time and effort maintaining your relationship throughout the year. It is worth the effort.

Residence Hall Staff

- *Resident advisors (RAs)* are sophomore, junior, or senior students who live on or near the floor where students live and are the staff members with whom residents have the most contact. They assist the professional staff in managing the hall and providing resources and support to residents. They help to create a supportive atmosphere and a sense of community and academics in the halls. RAs work with student groups, discuss problems and opportunities with individual students, and take appropriate action in situations that affect the general welfare of the hall and its residents. They are knowledgeable about many of the housing and university services. RAs also are available and trained to handle emergency situations, which could include injuries, accidents, or illnesses. Remember that RAs are students, too, and may not always be available to help. During daytime hours, staff members are available by contacting the hall office, and two RAs are on duty every evening in each building. A duty RA is always available to assist in emergency situations.
- *Academic support residents (ASRs)* are peer advisors trained in study skills, time management, test-taking strategies, and campus resources. Through one-on-one help sessions, group programs, or referrals, ASRs in each residence hall help community members develop the skills and knowledge necessary to be successful at CU-Boulder.
- *Senior resident advisors (SRAs)* are experienced senior students or are graduate students who live in the residence halls and are an additional staff member on call at night on the weekends. The SRA helps coordinate and facilitate the community development in the hall and serves as additional support for the hall director and resident advisor staff.
- *Hall directors* are professionally trained staff responsible for hall management. They are concerned about the growth and development of all residents and the community, and provide resources and support for the many hall activities. This includes supervising and training RAs, SRAs, and HDAs, advising student government, supervising office staff, developing a variety of programs, working with residents who have personal and behavioral problems, and coordinating with housing maintenance, housekeeping, and dining. A hall director is on-call and available to respond to emergencies twenty-four hours a day.
- *Administrative assistants* work in your hall front office. They provide office support to the professional staff and are full-time employees of Housing & Dining Services.
- *Community assistants* are student employees who work at the front desk in the evenings and on the weekends.
- *Mail clerks* are students employed by housing and dining services to distribute mail to student mailboxes.
- *Security staff*, working under the supervision of the university police department (UCPD), makes rounds of the buildings between midnight and 7:00 a.m. The night security staff help respond to emergencies and behavioral problems and are additional support for the residence life staff.
- *Area coordinators* supervise the residence hall directors and administrative assistants, and provide administrative oversight for their area or complex.
- *Assistant directors* supervise area coordinators and are responsible for the overall operations of the residence halls on campus in addition to interfacing with the many other departments and programs within the university.
- The *director for residence life* supervises the assistant directors and provides leadership to the residence hall programs.
- The *executive director of housing and dining services* is responsible for all aspects of Housing & Dining Services, including residence life, dining, finance, maintenance, and housekeeping, among other things.

Important Community Life Guidelines

Living with a large group of people in a limited space requires some adjustment in your personal habits and attitudes. To help ensure that you are able to exercise your rights and, at the same time, ensure that the rights of others are upheld, the following community life guidelines have been established. Experience has demonstrated the importance of each resident's support of, and respect for, the rights of others. Some of the more important rights each resident has are:

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guests, etc.
3. The right to expect that a roommate and/or other residents will respect one's personal belongings.
4. The right to live in a clean environment.

5. The right to have free access to one's room and facilities without pressure from a roommate or others.
6. The right to personal privacy, including freedom from entry by others who do not have authorization or permission to enter the room.
7. The right to host guests with the expectation that guests are to respect the rights of your roommate and other hall residents. Conversely, the right to expect others (visitors, guests) to leave when requested to do so.
8. The right to petition for redress of grievances.
9. The right to be free from fear of abuses, intimidation, harassment, and physical and/or emotional harm.

Individuals who violate the rights of others are held accountable for their behavior. Residents must expect to take responsibility for the actions of guests and others who are in their room or who are in and around the halls. When one roommate is not specifically identified as responsible for the acts of others in the room, all roommates are jointly responsible. Housing & Dining Services has established rules and regulations in consultation with residence hall student government representatives to help develop a positive environment. It is each student's responsibility to know the rules, as well as the consequences of violating them. Housing & Dining Services staff makes a strong effort to ensure understanding of, and compliance with, the rules and regulations. See [Residence Hall Policies, Regulations, and Standards of Conduct](#) for more information. (In addition to this guide, become familiar with the university publication *Students' Rights and Responsibilities Regarding Standards of Conduct*. You can find standards of conduct information in this publication starting at [Residence Hall Policies, Regulations, and Standards of Conduct](#), pick up a hard copy from the Office of Judicial Affairs located in Willard Hall 81, or read the full document online at www.colorado.edu/studentaffairs/judicialaffairs/code.html.)

The resident advisor is charged with helping address the problems created with residents who do not comply with community guidelines. However, the RA alone cannot create a good living environment. This responsibility rests with all residents; each resident has an obligation to encourage others to live up to the standards of the residence hall and the university community. Residents can expect staff, made aware of any violation, to confront the violator in an appropriate manner. If violations involve activities that staff are not aware of (particularly in safety-related situations in individual rooms), it is important for residents to take responsibility to inform staff of these situations. Residents may file incident reports to document violations or provide information. You can obtain an incident report form at your hall office. Return incident reports to your hall director.

Entry to Student Rooms

Every student's personal privacy is respected. However, housing and dining services reserves the right to authorize entry into a room when there is reasonable cause to believe that:

1. An immediate threat to the health or safety of the occupants exists.
2. A need to protect property (university or private) exists.
3. It is necessary for housing and dining services personnel to close and secure a hall or to repair, replace, or inspect university property, including the residential computer network (ResNet) and its appropriate usage.
4. It is necessary to aid in our basic responsibility regarding discipline and maintenance of an educational atmosphere.

Any time you have questions regarding the meaning or application of a residence hall rule or feel you have been subject to unfair and/or improper administration of a rule or policy, we encourage you to discuss the situation first with the staff member closest to the situation. In the residence hall, RAs, the hall director and the area coordinator are available. Residence life staff outside the hall includes an assistant director, the director for residence life, and the executive director of housing and dining services as well as other facilities, finance, and information technology staff. Staffs in the Ombuds Office and Office of Diversity and Equity also are available to assist you with problems and concerns.

Harassment/Discrimination

The University of Colorado at Boulder does not and will not tolerate discrimination of any kind, for any reason, against any member of the university community. Each member of the university community has an obligation to treat other community members with understanding, dignity, respect, and compassion. In keeping with the above statement, Housing & Dining Services is committed to a living environment free from abuses, intimidation, and harassment. Behavior that offends the dignity of anyone could lead to disciplinary action. Included in this behavior are ethnic, sexist, or racial slurs; unwanted physical advances or intimidations; threats to do bodily harm; treatment of an abusive or taunting nature; and the display in commons areas of visual materials that demean or humiliate, or are racist or sexist in nature. You should report incidents of harassment to your resident advisor (RA), hall director, or area coordinator. Students are advised that incidents of harassment can result in severe university disciplinary action. For information on the university policy, see [Student Conduct Code](#) at <http://www.colorado.edu/studentaffairs/judicialaffairs/code.html>.

Sexual Harassment

Sexual harassment is defined as either severe or pervasive unwanted sexual attention that results in a hostile, intimidating, or offensive environment. The University of Colorado at Boulder Sexual Harassment Policy prohibits sexual harassment, and the university is committed to taking appropriate action against those who violate this policy. Sexual harassment can occur between any combinations of members of the CU-Boulder community: students, faculty, staff, and administrators. Sexual harassment is an abuse of power that often occurs when one person (the harasser) holds a position of real or perceived influence over another individual. Sexual harassment can also occur between peers. Romantic/sexual relationships between faculty members and students are inappropriate when the faculty member has direct professional responsibility for the student. The Ombuds Office or Victim Assistance provides students with an opportunity to talk confidentially about issues related to sexual harassment, clarifies university reporting procedures, and offers a variety of informal alternatives for responding. Questions about sexual harassment, or allegations of sexual harassment, should be referred to the Office of Sexual Harassment Policy at **303-492-2127**, or the Office of Judicial Affairs at **303-492-5550**. Copies of the sexual harassment policy, the student conduct code, and confidential assistance are available at these offices. The policy may be viewed at <http://www.colorado.edu/studentaffairs/judicialaffairs/code.html#appendix1> , or <http://www.colorado.edu/studentaffairs/judicialaffairs/> .

Solicitation

The University of Colorado at Boulder and its residence halls are not marketplaces, and may not be used for commercial, personal, or private financial gain. The purpose of the following policy is to provide a means for companies to advertise opportunities without violating the rights, privileges, and responsibilities duly afforded residence hall students. In addition, this policy provides guidelines for groups wishing to distribute information to residence hall students, or to recruit student participation in their organizations. For groups wishing to distribute their products or information in the residence halls, material should be submitted to the authorizing authority for consideration, approval, and distribution of information.

Protocol for Distribution

A. August Residence Hall Opening—Office of Residence Life

Companies and organizations wishing to have information distributed to residents should contact the office of Residence Life by July 15 and deliver all items to residence life by August 1. The appropriateness for introduction to the residence halls of all products and printed information is determined in accordance with the standards itemized below.

B. Product Disbursement

Product samples, giveaways (i.e., practical items that may be used by residents), or coupons may be distributed in accordance with the following:

1. Giveaway products and product samples to be considered for distribution to residents during the school year must be submitted to the office of Residence Life. Examples of any samples to be distributed only at fall residence hall opening must be submitted using the same timeline as expressed in Item A above.
2. No products will be distributed through residence hall staff members without approval by the authorizing authority as stipulated in sub items 1 above.
3. Items delivered by the U.S. Postal Service/campus Mailing Services are put in student mailboxes without consideration for content. In the case where illegal items are suspected, the appropriate law enforcement agencies and/or postal inspectors will be contacted by the housing department.

C. Advertisement

1. Bulletin Board Posting
 - a. All bulletin board materials must conform to the following requirements for consideration. Application for material posting is made to the director for residence life. The director (or designee) considers the appropriateness of materials. Items determined to be inconsistent with the mission of the Division of Student Affairs, the mission of Housing & Dining Services, the University Code of Conduct as described in *Students' Rights and Responsibilities Regarding Standards of Conduct*, and the Housing & Dining Services Position Statement on Diversity, will be disallowed.
 - b. All materials to be posted in residence halls must receive a stamp showing approval from the director. No item may be posted without this stamp, except for items conforming to condition c.3 below.
 - c. Housing & Dining Services recognizes three types of advertising. Each residence hall has bulletin boards that correspond with these three categories.
 1. Outside of University of Colorado. Any company or organization external to the university.
 2. Campus events. Activities that are either sponsored by a recognized student organization (one that has an account with the Student Organization Finance Office), university sponsored event, university affiliated program, or activities that invite students to participate in an approved academic research program may qualify for bulletin board posting.

3. Residence hall information. Information from Housing & Dining Services, which includes residence hall information from the hall director, RHA, resident advisors, academic support residents, or hall council, may be placed on the hall information board.
 - d. Requirements for all posting. All postings must be 8 1/2 x 14 or smaller, on a color and grade of paper that is supported by the CU recycling program. Postings larger than 8 1/2 x 14 are approved at the discretion of the director (or designee). The chancellor of CU-Boulder has instructed all departments to refrain from using non-recyclable paper, very dark colored, "Astrobright" paper as well as "goldenrod" colored paper.
2. Chalking. No chalking of residence hall facilities, including sidewalks that extend from any residence hall entrance, is permitted. To determine which sidewalks are considered residence hall property, contact the hall director for the building closest to that sidewalk.
3. Flyers. No flyers are distributed through the residence hall mailboxes or through residence hall staff. The only exceptions are flyers for official University of Colorado business and flyers received through the U.S. Postal Service/campus Mailing Services with appropriate addresses. Flyers received through the U.S. Postal Service will be put in student mailboxes without consideration for content. Moreover, sliding information under students' doors is prohibited except for Housing & Dining Services business.
4. Table Tents. Table tent space in the CU residence hall dining halls is limited and will be allocated on a first-come, first-served basis with a few exceptions. Housing & Dining Services reserves the right to prioritize table tents for Housing & Dining Services and certain Student Affairs programs before student group and organization requests. When the table tent schedule permits, all student groups or organizations, including residence hall councils and RHA affiliated groups, may place table tents in the dining hall.
 - a. The student group should submit a request to rha@colorado.edu and in the subject line note "Table Tent Request".
 - b. The requestor should attach an electronic copy of the table tent to the e-mail, and noting in the e-mail the requested time period for the table tent.
 - c. Requests must be made at least a week and half before placement in the dining halls. Table tents are posted from Sunday through Saturday.
 - d. The RHA executive responsible for reviewing the table tent and checking availability for scheduling will communicate by e-mail to the requestor regarding approval, including the number of copies needed for each dining hall.
 - e. The student group will be responsible for submitting final copies in the appropriate amounts for each dining hall.
 - f. Campus copy policies regarding using paper that is supported by the CU Recycling Program should be followed in making copies of the table tents.
 - g. Table tent paper may not be any larger than 8 1/2 x 11 before being folded.
 - h. Once approved, copies should be delivered to Hallett Hall Room 21 to be distributed by the dining hall staff, by the Wednesday before the approved time period.

D. Using Residence Hall Facilities for Solicitation

1. Vendors or solicitors are categorically restricted from using residence hall facilities. No person or organization may enter the residence hall and establish a table, booth, or presence in any residence hall facility, including, but not limited to, the dining hall service area and entrance, unless specifically approved by the authorizing authority.
 2. At the discretion of professional residence hall staff, Housing & Dining Services business may be conducted on residence hall grounds or in residence hall facilities. This includes room reapplication processes, student government activities, academic support, information technology support, or resident advisor programs.
 3. The professional residence hall staff must approve any program that includes a guest appearance by any person or organization outside of Housing & Dining Services.
 4. Student government organizations, specifically the Residence Hall Association (RHA) and its component hall councils and honorary society(s), may perform a limited number of fundraising enterprises with approval from their advisor.
 5. Door-to-door solicitation is categorically prohibited. Residents cannot use their residence hall rooms, telephone lines, data connections, or student mail boxes for solicitation, commerce, or accounts receivable.
 6. Local, state, and federal political campaigning for any office or issue within a residence hall community is prohibited. Students may not solicit participants for votes while on residence hall property. In addition, Housing & Dining Services prohibits the hanging or posting of banners on the buildings or yard signs on residence hall grounds.
 7. Use of any residence hall lounge, classroom space, or any common areas by outside groups or organizations must be approved by the hall director. Any groups or organizations wishing to use these facilities must have at least 50 percent participation of residence hall students from the building or complex where the event will be held. The program must be consistent with the purposes and goals of the university and of Housing & Dining Services.
- E.** In special circumstances, the director of residence life, or designee, or the executive director of housing & dining services may grant an exception to this policy. Application for an exception may be made in Hallett Hall 54. Anyone who violates this policy may be denied future access to the residence halls.

Dining Services

Dining Centers and Retail Outlets

Dining Services is committed to offering students a variety of options at every meal. In addition to other popular items, menus reflect numerous items that are baked, steamed, or grilled for the health conscious individual. You will find a bountiful supply of fresh fruits and vegetables, whole grains, breads and cereals, low-fat and skim milk, soy and dairy products, beans and legumes, fish, poultry, and lean meats. There is a bakery on campus, with daily deliveries of delectable pastries, breads, and desserts. Look for menus posted at each dining center or visit the web site at <http://housing.colorado.edu/dining/index.cfm>. Theme meals are offered throughout the year, both campus wide and in individual dining centers. Special events might include an outdoor barbecue, an ethnic dinner, or a holiday celebration. Periodically, special “treats” are also offered to further break the routine. New items are continuously incorporated into menus based on student desires, seasonal availability, and current favorites and trends. Our retail outlets are strategically located and scheduled to operate during nonmeal periods to provide meal substitutions and snacks.

Policies

- You must have your Buff OneCard to enter dining centers. This card is not transferable to other people.
- You must wear a shirt and shoes because of health and safety codes.
- Plates, glasses, silverware, and other dining services property must remain in the facility and must not be removed.
- You must show your Buff OneCard to any university employee who asks to see it.
- Sanctions can be taken against you for inappropriate and/or abusive behavior in the dining centers.
- Be respectful of your surroundings. Others would like to enjoy a pleasant dining experience.

Convenience

There are several dining centers on campus to serve students, each with a slightly different atmosphere. The “open campus” policy means that if students have purchased a dining plan, they may eat in any dining center they wish by presenting their Buff OneCard at the entrance. With Munch Money, students can also enjoy Housing’s retail outlets. If you lose your Buff OneCard, a temporary meal card may be obtained from the Campus Card Office (303-492-0355).

Retail Outlets—Use Munch Money and Campus Cash

http://housing.colorado.edu/dining/c_cstores.cfm

Housing’s Munch Money and Campus Cash enable students to make a la carte purchases in housing’s retail outlets. Munch Money and Campus Cash can also be used to purchase guest meals in the all-you-care-to-eat dining centers. Additional Campus Cash may be purchased at any time during the year through the Housing Finance office located in Hallett Hall 66, or on the Web at www.BuffOneCard.com.

Don’t have time to run to the store? Then visit the **emporium@Farrand** or **Village Market**. These on-campus convenience stores offer a variety of beverages, coffees, snacks, grab and go food, and various other necessities. The emporium and Village Market accept cash, credit cards, Munch Money, and Campus Cash.

Hardrive Café (Kittredge Commons) combines the coolest contemporary coffeehouse ambience with high tech gizmos to stay connected. Satisfy your appetite for confection and conversation. Enjoy great tasting coffees, smoothies, fresh baked goods, appetizers, soups, and Panini sandwiches. Hardrive Café is stocked with 19 ceiling-mounted televisions, one large-screen TV, eight iMac computers with Ethernet connections, and places to plug in your own laptop. Cut loose to live or deejay music on the dance floor, play a game of pool, or relax for special movie/sitcom nights. Customers may use their cash, credit cards, Munch Money, or Campus Cash. For more information visit the web site at:

http://housing.colorado.edu/dining/cc_hardrive.cfm

Dining Plans

Nineteen meals are served each week in the housing department’s all-you-care-to-eat dining centers. This includes three meals each day except Saturday and Sunday, when only brunch and dinner are served. Several meal plans are available, offering students maximum flexibility and service. Participation in the 19-meal or 15-meal plan is mandatory for all new freshmen during their first two semesters in the residence halls. All other residence hall students may request the 19- or 15-meal plan, or they may select the 10-meal plan. With our open-campus policy, you may eat in any dining center you wish by presenting your Buff OneCard. For more information visit the web site at http://housing.colorado.edu/dining/m_mealplans.cfm

Full Dining Plan

The ultimate value package! In addition to up to 19 meals in the dining centers, the 19 Meal Option provides \$150 Munch Money value to use any way you wish in the retail outlets.

15 Meals per Week

This plan allows you the opportunity to eat up to 15 meals per week in housing's dining centers, and provides \$200 Munch Money for the retail outlets. This plan is designed for you if you will miss several all-you-can-eat meals each week in the dining centers or want more flexibility to enjoy housing's retail outlets.

10 Meals per Week

This plan allows you to eat any 10 meals per week in housing's dining centers, in addition to providing \$250 Munch Money for the retail outlets. This plan is designed for the second-year student who tends to skip meals or spends weekends away from campus, but still wants the flexibility to enjoy housing's retail outlets. The 10 meal option is only available to upper division students.

Other Items

Dining Services is here to serve students and values their opinions. You are encouraged to share your thoughts on possible improvements and/or to praise something that is positive. Comment forms are located at the entrances to all dining centers, or you may speak directly with dining center managers. You are also encouraged to get involved with the Residence Hall Association (RHA), which actively participates in dining services decisions.

Sick Trays are available for students who are ill and cannot go to a dining center. A roommate, RA, or friend can bring your ID to the dining center and submit it to a dining service employee who will prepare a clear liquid meal to meet your needs if you are ill.

Guest Meals may be purchased through the residence hall main office or through Munch Money or Campus Cash. Meals from a resident's meal plan are not transferable to other people at any time. You may not loan your Buff OneCard to any other person in order to gain entry to a dining center or for meals.

Short on Bread? Dining Services Employment Opportunities

No hassles. No travel time. Flexible hours. Fun working environment. Competitive wages. Approximately 150 students work five (5) to 20 hours a week. Student employees may also participate in the Student Work Assistance Program (SWAP), where in exchange for 9 to 15 hours per week they receive a credit of \$1,000 or \$1,450 against their room and board bill. Ask a dining center manager for details.

For hours of operation, menus, and upcoming events in Dining Services, visit <http://housing.colorado.edu/dining/index.cfm>

Residence Hall Programs

While living in a residence hall, you may be asked by staff about your classes and your academic progress. Why? Housing & Dining Services at CU-Boulder has made a commitment to support the academic mission of the university by providing a variety of programs aimed at creating a seamless transition between the classroom and the residence halls.

Academic Support Assistance Program

The Academic Support Assistance Program (ASAP) strives to help residents meet their academic potential and offers a variety of free assistance. The specific goals of the program include helping and encouraging you to understand the university's culture, expectations, and resources; to take an active role in your educational career; to succeed in specific courses; and to learn specific skills such as time management, test taking strategies, and general study skills.

The following are a list of programs ASAP coordinates. Additional inquiries should be directed to the academic support office, Hallett 66 or at **303-735-3303**.

Academic Recognition Event

The Academic Support Assistance Program and the National Residence Hall Honorary co-sponsor an event to honor students for their academic achievements. At this event, honored students may nominate faculty/staff members for their teaching excellence.

Academic Support Residents

Academic Support Residents (ASRs) are peer advisors trained in study skills, time management, test-taking strategies, and campus resources. Through one-on-one help sessions, group programs, and referrals, ASRs in each residence hall help community members develop the skills and knowledge necessary to be successful at CU-Boulder.

Tutoring

The housing department offers two types of tutoring programs to meet your needs.

Walk-in—Tutors are available in select halls/complexes for a variety of subjects. Biology, chemistry, math, and physics are examples of the subjects we offer tutoring sessions in. This program is designed for the student who needs occasional help in a course or additional help beyond the scheduled tutoring program. No sign-up is necessary.

Scheduled—If you desire help on a regular basis, then join groups of two to five students who meet for two one-hour tutoring sessions with the same tutor each week. Interested students must complete and return a Tutor Request Form to the front desk of their residence hall/complex.

Community Academic Programs in the Residence Halls (CAPRH)

The primary goal of these programs is to foster an integrated and active living/learning environment on campus. CAPRH is funded by Housing & Dining Services. This program organizes several events emphasizing interests held in common by faculty members and residence hall students. Events can be initiated by faculty, students, or residence hall staff (303-492-8037).

Residential Academic Programs

There are many residential academic programs (RAPs) that extend some of the benefits of a small liberal arts college to CU-Boulder's major research setting. These benefits include small classes (15–30 students), faculty interaction, and academic advising in the informal setting of the residence hall.

- **Baker Residential Academic Program**

http://housing.colorado.edu/housing/rap_baker.cfm

This program is directed towards first- and second-year students who are interested in mastering concepts and skills related to environmental studies and natural science (303-492-3188).

- **Chancellors Leadership Residential Academic Program**

http://housing.colorado.edu/housing/rap_clr.cfm

This program assists students in developing their leadership skills through formal course work, co-curricular programming, and service learning opportunities. Students who want to live in an ethnically rich environment can choose to live on an Ethnic Living and Learning Community floor. The Chancellors Leadership RAP, and the Ethnic Living and Learning Community provide numerous leadership opportunities and a supportive environment for developing personal awareness of your own and others' cultures and values (303-735-1987).

- **Engineering and Applied Science Residential Program at the Quad**

http://housing.colorado.edu/housing/rap_quad.cfm

This program offers a variety of services including tutoring, academic workshops, and a personal computer laboratory with software configured to match the introductory-level engineering and science classes (303-492-7696).

- **Farrand Residential Academic Program**

http://housing.colorado.edu/housing/rap_farrand.cfm

This program helps first- and second-year students establish a strong educational foundation in the arts and sciences, and focuses on the humanities and community service (303-492-8848).

- **Hallett Diversity Program**

http://housing.colorado.edu/housing/rap_hallett.cfm

The Hallett Diversity Program provides a variety of curricular and co-curricular opportunities with a diversity theme for Hallett Hall residents. They include films, field trips, speakers, and courses offered in the hall (303-492-6869).

Spectrum: A Gay, Lesbian, Bisexual, Transgender, Queer, and Ally Living and Learning Community

http://housing.colorado.edu/housing/l_spectrum.cfm

Spectrum is a part of the Hallett Diversity Program, and offers a variety of social and educational activities, including activities with CU-Boulder faculty and staff, field trips, and an Introduction to GLBT Studies academic course. Spectrum is designed to provide a supportive place for all who identify along the continuum of sexuality, including gay, lesbian, bisexual, transgender, queer people, and their allies. It also provides a place to focus on issues and explore the depth of the human condition as it relates to sexual orientation in an academic setting.

- **Kittredge Honors Program**

http://housing.colorado.edu/housing/rap_khp.cfm

This program invites honors-eligible students to attend small core classes, a monthly symposium, and special interest groups (303-492-3695).

- **Libby Residential Academic Program**

http://housing.colorado.edu/housing/rap_libby.cfm

This program offers an interdisciplinary curriculum in the arts. This program is designed for first and second year students in the College of Arts and Sciences, which includes visual arts, theatre and dance, and film studies.

- **Sewall Hall Residential Academic Program**

http://housing.colorado.edu/housing/rap_sewall.cfm

This program offers first- and second-year students a curriculum and activities that focus on American culture, society, and the American West (303-492-6004).

- **Smith Hall International Program**

http://housing.colorado.edu/housing/rap_smith.cfm

This program encourages students to internationalize their education through the study of foreign languages, international studies, and co-curricular activities (303-786-3189).

University Resources

There are numerous academic resources available on campus. Below is a small sample of some of the most commonly used services. For additional university resources, contact the academic support resident (ASR) in each residence hall or the assistant director for academic support at **303-492-0640**.

Academic Advising Center

The Academic Advising Center, located in Woodbury 102, is for open option students enrolled in the College of Arts and Sciences. Advisors from this office hold regular office hours in Williams Village and Kittredge. Students with a declared major should contact their individual departments (303-492-7885).

Learning Disability Screening

Disability Services offers screening interviews and diagnostic testing for a fee to students who suspect they may have a learning disability. Compensation strategies are taught to students with certified learning disabilities (303-492-5611).

Student Academic Services Center

The center provides comprehensive consultation, content-area tutoring, academic skills training, alternative core curriculum courses, supplemental instruction in “gateway” courses, and referral services for academically challenged students. Other students can obtain these services on a space available basis (303-492-1416).

Computing

The university provides you with an IdentiKey account that you use to log on to the university network for access to the campus portal, your e-mail account, and the Internet. See TOTALComm below.

What kind of computer should I bring to campus?

CU-Boulder strongly recommends that you bring a personal computer to campus. Most students bring a laptop computer because of its portability. If you intend to purchase a computer and wish to have its costs included in your financial aid calculations, consult the Office of Financial Aid before purchasing. See computer recommendations below.

Wireless availability

All residence halls have wired Internet connectivity. Soon all halls and family housing will have wireless in addition to the wired network. Current resident halls with wireless are: College Inn, Aden, Brackett, Crosman, Cockerell, and Reed. Note: No personally installed wireless access points or routable gateways are allowed in student rooms or in family housing apartments because they interfere with existing campus networks. See wireless below.

IT Help Desk

Housing & Dining Services provides desktop and connectivity support through campus IT [Help Centers](#). The help desk support service center can be reached at 303-735-COMM (5-2666 on campus), 8:00 a.m. - 7:00 p.m., Monday through Friday.

[E-mail](#)

Students will be connecting to the Internet through the campus network. This requires different precautions, see CU [computing and network policies](#).

Important Web Pages

Below is a list of web sites that provide important information about the university and Housing & Dining Services.

University of Colorado at Boulder	www.colorado.edu
Campus portal CUConnect	https://cuconnect.colorado.edu/uPortal
CU Recycling	www.colorado.edu/cure
Division of Student Affairs	www.colorado.edu/studentaffairs
Housing & Dining Services	http://housing.colorado.edu
Environmental Center	www.colorado.edu/ecenter
Ralphie's Info Center	www.colorado.edu/ralphie
TOTALComm@CU	www.colorado.edu/totalcomm
Wireless	www.colorado.edu/its/wireless
Computer recommendations	www.colorado.edu/its/recommendations
Buff OneCard	www.buffonecard.com

Residence Hall Student Government

“Wanna Represent? Don’t like the way things are? Think that something just rocks?” College life presents many challenges...the least of which should be an inhospitable home. Working to create a better living and learning community, student government in the residence halls is a great way to air your concerns, stand up for what you want, and promote change to your homes. With two ways to get involved, it couldn’t be any easier.

First, every hall or complex has a hall council. This council is comprised of and led by residents from your building. Hall councils meet weekly to plan social events, work on pressing issues, advocate for student needs to your building’s administration and provide a fun environment in which to meet new people.

Second, the Residence Hall Association (RHA) works on the campus-wide level. RHA is comprised of representatives from every building on campus and seeks to address campus-wide issues, policies, and events. Both types of involvement allow for students to allocate student government funds, provide hall or campus improvements, and enjoy getting to know students who share the same interests as you do.

• Residence Hall Association

Ok...so it's three simple letters...RHA. What in the heck does this mean? The Residence Hall Association (RHA) is a student organization that represents the views of all students who live on campus here at CU. We work as an advocate for resident interests to housing administration, as well as other student organizations. RHA is made up of two campus-wide councils and each hall council.

First, RHA Administrative Council is where student issues are voiced. Administrative Council also acts as an advisor on current and upcoming housing projects. We have discussion and debate on these issues and how your residence hall fees are spent. RHA's other council, Programming Council, is a group of students who facilitate events. These campus-wide events are planned and range from community service projects to socials and dances or movie nights. Annually, Programming Council hosts Casino Night, Club Fair/Field Day, and Come Play with RHA Day. Programming Council also facilitates numerous smaller programs throughout the year.

Twice annually, RHA sends representatives to regional and national residence hall student leadership conferences. The National Association of College and University Residence Halls (NACURH), and the Inter-Mountain Affiliate of College and University Residence Halls (IACURH) host these national and regional conferences at schools across the nation. At these conferences, CU representatives attend workshops about activities and events that could be implemented here in the residence halls at CU. CU residents also network with students from other schools, making life-long bonds.

Every resident is invited to join us for another awesome year. Please visit us at our office in Hallett Hall, Room 46. You could also call us at 303-492-7305 or e-mail us at rha@colorado.edu. Please visit our web site at <http://www.curha.org> to find out the latest about RHA, or call our events hotline at **303-735-4868** to hear our recorded events information.

- **Baker Representative Board**

Baker Hall has an active and proud student government. Baker Representative Board (BRB) represents approximately 480 residents and supplies two representatives to RHA. BRB works with members to support students and lead social, educational, and multicultural programming in the hall. BRB works closely with the Baker Residential Academic Program (BRAP) and other student leaders in the hall to create an inclusive community that students feel a part of. BRB is open to all Baker students that want to create a better community. For information, contact the Baker Hall front desk or the hall director.

- **Cheyenne Arapaho Student Voices**

Cheyenne Arapaho Student Voices (CASV) is a group of active student leaders organized to represent the views and interests of the 426 residents of the building. This group also plans and implements various enhancements to the community such as fun social activities, educational programs, and building improvements. Last year, CASV spearheaded the renovation and development of “The Underground,” a new weekend live-performance café in the building. Other achievements include events with professors, intramural sports, trips to Denver theatre, paintball adventures, and community service outings. Getting involved in CASV is a great way to get connected in your community, learn valuable leadership skills, and enhance your “home away from home.”

- **Farrand Community Council**

Farrand Community Council (FCC) is a very active hall student government. FCC activities in the past years include an annual talent show and community service Halloween program. The program committee keeps a balance of social and community service programs while developing student leadership.

- **Hallett Hall Student Government**

The Hallett Hall Student Government is a group of elected officers and interested residents who represent the entire Hallett Hall community. The student government meets weekly to plan hall-wide programs and discuss issues important to Hallett residents. The student government works in cooperation with the hall staff and the Hallett Hall Diversity Program to help create a strong sense of community and present a wide variety of activities in the building.

- **Kittredge Representative Council**

The Kittredge Representative Council (KRC) represents approximately 1,400 residents in the Kittredge community. KRC supports a tremendous amount of programming in Kittredge, both financially and through volunteer work. Some examples of programs supported by KRC are movie nights, Senior Prom (with senior citizens), blood drives, dances, night ultimate Frisbee, professional sporting events, and much more. KRC holds four seats on RHA and meets weekly to discuss campus-wide issues as well as community issues such as dining services, facilities, and policies. To find out how to get involved with KRC, call **303-492-7002**.

- **Libby Hall Council**

Libby Hall Council is a group of students who represent the entire Libby residence hall community. The hall council meets weekly to discuss and act on issues important to Libby residents (e.g., Dining Services, facilities) and to plan programs and activities. The Libby Hall Council consists of one representative per wing, four elected executive positions (president, vice president, secretary, treasurer, and programming chairs).

- **Quad Squad**

Quad Squad represents the 560 residents (freshmen through graduate students) living in the cluster of five buildings known as the Quad. Home to an informal residential academic program with the College of Engineering and Applied Science, the Quad hosts a variety of academic support services for engineering majors. Each year, Quad Squad coordinates, cosponsors, hosts and/or presents programs and events aimed at improving Quad residents’ social, academic, and personal success.

- **Sewall Hall Council**

Sewall Hall Council is a community organization that represents the needs, concerns, and interests of all Sewall Hall residents. The council also collaborates with and recognizes the efforts of RAs, dining services, the Sewall Academic Program, and housekeeping staff. Members of the council have the opportunity to develop many leadership skills, both through elected positions and through informal involvement. The goal of Sewall Hall Council is to provide a sense of community and to give

direction for the implementation of activities, trips, residence hall amenities, and the resolution of resident and community concerns. Recent activities have included the purchase of new pool and ping-pong tables, games and DVDs for resident use, intramural sports teams, a talent show/open-mike night, community service activities, and other social programming.

- **Willard Hall Council**

The Willard Hall Council (WHC) is an extremely active student government. The hall is designed for international and upper-division students as well as first year students. WHC plans activities that appeal to a wide variety of cultural and ethnic backgrounds. Programs from past years include a reggae band, trips to the Denver Museum of Nature and Science, an African music festival, intramural sports, Halloween dances, and trips to Colorado Rockies baseball games. WHC also participates in charitable events and works to promote activities that help the residents become more socially aware.

- **Williams Village Council**

The Village Council serves the residents of the Williams Village community. The council's primary goal is to provide an avenue of communication among the students in all four Williams Village buildings and to address issues and needs of the residents. In conjunction with the staff, the Village Council supports and organizes social, recreational, cultural, and educational activities, and assists in general living improvements to the community. The Village Council meets on a weekly basis and invites everyone to get involved, or come to meetings to voice concerns and share ideas. For more information, come to the Darley Commons office or call **303-492-6573**.

Conduct Boards

Residence Life Conduct Boards are another great way to get involved in the residence hall community. The members of the Residence Life Conduct Boards are charged with adjudicating policy infractions involving their peers. The board hears the facts of the case, determines responsibility, and, when appropriate, issues a sanction. For more information concerning Conduct Boards, contact the office of Residence Life at **303-492-7260**, or come to the office in Hallett Hall, rm. 53.

Diversity Statement and Programs

Position Statement on Diversity —

Our UNITY through Our DIVERSITY

Housing & Dining Services at the University of Colorado at Boulder believes that diversity is an inevitable, natural, and desirable occurrence. We share a common belief born of our experiences, that diversity in the students and staff is important, necessary, and desirable. Preserving that diversity is important if we hope to serve the needs of the department, students, staff, and Boulder community. We believe that all peoples should have equal access to quality higher education. Achieving a diverse campus community requires that we are able to reach out and make conscious efforts to build a healthy and diverse learning environment, appropriate to the mission of the university. Our success depends on it. Our diversity efforts include race, ethnicity, gender, sexual orientation, age, ability, religion, socio-economic status, education, and/or any other oppressed characteristics. We recognize the person beyond the social labels and stereotypes. We strive to understand and eliminate any and all forms of oppression that may be a daily part of our coworkers' and customers' lives. Diversity involves more than the recognition of differences; we must also understand these differences in order to fully appreciate our shared humanity. We are committed to becoming a socially just community, where diversity is appreciated and valued, and where all individuals are treated fairly and with respect. Diversity is supported through education, interaction, and administrative action. Decisions regarding employment are made, minimally, within the university affirmative action guidelines. We encourage curiosity, open communication, continuous learning, and community service as ways to create a socially just environment. We support the right of everyone to respectfully disagree with ideas and philosophies different from their own. However, we do not permit any form of behavior that places customers and employees in dangerous, discriminatory, or harassing environments. We expect all employees to work towards these same goals, and we encourage our customers to do the same.

Diversity Programs within Housing & Dining Services

Hallett Hall Diversity Program

http://housing.colorado.edu/housing/rap_hallett.cfm

Diversity is an integral part of the CU-Boulder community. Hallett Hall's Diversity Program offers a living and learning environment committed to promoting cultural diversity both socially and academically. The program promotes a sense of belonging and support for a wide range of students. It also exposes participants to aspects of life unfamiliar to them, while exploring and promoting cultural awareness as it relates to ethnic and racial identity.

The program offers a variety of social and educational activities, including films moderated by CU-Boulder faculty and staff, field trips, multicultural curricula, and programs guaranteed to spark conversation. The program also provides leadership opportunities and a supportive environment for acquiring awareness of each resident's own—and others'—culture and values.

As a participant in the diversity program, students take a course with a diversity theme each semester. These courses are academically rigorous as well as socially current. In addition, a myriad of activities are offered to complement residents' academic pursuits, as they pertain to the program.

Spectrum: A Gay, Lesbian, Bisexual, Transgender, Queer, and Ally Living and Learning Community—

http://housing.colorado.edu/housing/1_spectrum.cfm

Spectrum is designed to provide a supportive place for all who identify along the continuum of sexuality, including gay, lesbian, bisexual, transgender, queer people, and their allies. It also provides a place to focus on issues and explore the depth of the human condition as it relates to sexual orientation in an academic setting.

Spectrum is a part of the Hallett Diversity Program, and offers a variety of social and educational activities, including activities with CU-Boulder faculty and staff, field trips, and an Introduction to GLBT Studies academic course.

Diversity Resource Library

Housing & Dining Services has established a Diversity Resource Library in Willard Hall room 451 for housing employees. The library contains resources to assist employees with enhancing their cultural awareness, which increases their ability to assist residents within the halls. Residents can also use this library through their resident advisor, hall director, student governments, and various other housing employees.

Housing Calendar

Fall and Thanksgiving Break 2006, November 20-24

Leaving for Break—If you are leaving, be sure to close and lock your windows, close your drapes, turn off your lights, and lock your room door. Take valuables with you.

Dining Services—The last meal served before break is dinner on Friday, November 17, 2006. The first meal served after break is breakfast on Monday, November 27, 2006.

Mail—Thanksgiving is a national holiday. Mail will be delivered Monday through Wednesday, and on Friday and Saturday.

Security—If you are staying in your residence hall during break, do not let anyone into the building unless the person is your guest. Be alert for strangers in the building. If you see anything or anyone suspicious, call **9-1-1** and your hall office.

Residence life staff will be on call and present in the halls. Hall offices and security keep a routine schedule as well. Keep your room door locked, even if you plan to be gone for only a short period of time.

Winter Break 2006

Closing—All residents must be out of the residence hall by 1:00 p.m. on Friday, December 22, 2006. The residence halls reopen at 10:00 a.m. on Wednesday, January 10, 2007. Take valuables with you. *Note:* You cannot gain entry to the residence halls between Saturday, December 23, 2006, and Tuesday, January 9, 2007, for any reason. Take everything you need when you leave for break!

Dining Services—The last meal served before winter break is dinner on Thursday, December 21, 2006. The first meal served in January is lunch on Wednesday, January 10, 2007.

Closing Your Room—Be sure to do the following before you leave for winter break:

1. Close and lock your windows and close your drapes.
2. If your heater or radiator has a control, set it to a low (partially on) setting. *Note:* in Williams Village turn the fan to low and temperature control to high.
3. Unplug all electrical items—computer equipment, clocks, stereos, lamps, refrigerators, etc.
4. Defrost and clean refrigerators. Unplug and leave the door open.
5. Take small items of value with you. Do not leave them in your room.
6. Empty your trash.
7. Turn off the room lights.
8. Close and lock your door.

RAs—RAs check all rooms after closing to ensure that the above instructions have been followed.

Mail—Mail is held until you return in January. If you are permanently moving out of the hall, submit a change of address on the appropriate web site during the 10 days prior to the end of the semester. If no change of address is submitted, mail is

returned to sender. Notify all those who send you mail of your new address. During the break, mail is forwarded only for residents moving out of the residence hall system.

Maintenance—Maintenance staff enter all rooms over break for routine maintenance and to follow up on specific repair requests.

Bicycles—Bicycles may not be stored in storage rooms, hallways, or stairwells. Put your bicycle in your room if you wish it to be inside over break. Motorcycles or mopeds cannot be brought into the residence hall.

Spring Break 2007, March 26-30

Staying in the Halls for Breaks—If you are staying on campus, fill out a short form at your hall office indicating what days you will be present during the break.

Leaving for Break—If you are leaving, be sure to close and lock your windows, close your drapes, and unplug electrical appliances. Also, make sure that you turn off your lights and lock your door. Take valuables with you.

Dining Services—The last meal served before break will be dinner on Friday, March 23, 2007. The first meal served when you return will be breakfast on Monday, April 2, 2007.

Mail—Mail will be delivered as usual.

Security—If you are staying in your residence hall during break, do not let anyone into the building unless the person is your guest. Be alert for strangers in the building. If you see anything or anyone suspicious, call **9-1-1** and your hall office.

Residence life staff will be on call and present in the halls. Hall offices and security keep a routine schedule as well. Keep your room door locked, even if you plan to be gone for only a short period of time.

Reservation Center Information

Student Requested Room Changes

Students can get information regarding requests for room or building changes at the hall office or at the Reservation Center located in Hallett Hall 75. To request a move, the student must complete a Residence Hall Move Request form and return it to the Reservation Center. Assignments to available space are made on a first-come, first-served basis. Internal moves within the building in which a student currently lives typically have priority over external moves. Available space for inter-hall moves may be very limited. If more than one building is listed on the move request form, all building choices are considered as having equal importance. If the student declines an offer for a hall assignment or does not respond to an offer by the date specified, their name is deleted from the hall wait list. Once an offer to move has been accepted, the student's name is deleted from all inter-hall move wait lists.

Administrative Room Changes

Housing & Dining Services reserves the right to relocate residents. In certain situations, residents may need to be relocated to other rooms. Every effort is made, though not guaranteed, to keep the student in a similar type of room. Additionally, when a university or residence hall judicial process is pending, residents may be relocated on a temporary basis to resolve issues concerning physical or verbal assault, intimidation, or any situation that would be detrimental to the health, safety, or welfare of a student or a community. A relocation may become permanent if it is determined to be part of a disciplinary sanction. For more information on room or hall reassignments as a part of the discipline process, see the section regarding discipline sanctions.

Housing Security Deposit

Housing applicants must pay a \$300 security deposit at the time they submit application materials. The Residence Halls and Dining Agreement is for both fall and spring semesters of the following academic year. Within 60 days after the housing agreement is terminated, the university applies the security deposit to the payment of any outstanding university charges and refunds the difference, if any. If the student submits an application and agreement for the subsequent academic year (as well as the parent or guardian if the student is under 18) and the executive director of housing or designee confirms in writing the availability of on-campus housing, the security deposit carries forward to the next academic year. The housing security deposit is separate from the university tuition deposit.

Room Types and Rates

Most residence hall accommodations are double occupancy rooms, with a limited number of single occupancy rooms, three- and four-student rooms, and suites available. Apartments for upper-division single students are located in Reed Hall, Kittredge, and Williams Village. Modified rooms are available for students with physical disabilities. The residence halls are operated on a self-supporting basis, with every effort made to offer programming, facilities, and services at a cost within the means of the

greatest number of students. Residence hall charges are billed by the Bursar's Office on a per semester basis. Under current arrangements, if a student needs to spread out payments, arrangements can generally be made with the bursar to pay university charges in two installments per semester. Contact the Bursar's Office for information regarding the scheduling of payments.

Reapplication Process

Reapplication offers the chance to reapply for university housing for the upcoming academic year. During the reapplication process, students have the choice of requesting their current room for the following year, applying for a different room in their current hall, or applying to a different hall. Students can obtain application materials for housing online, or at the Reservation Center in Hallett Hall 75. (The schedule for submitting reapplication materials is announced after the beginning of spring semester.)

Termination of Occupancy from the Residence Halls during the Academic Year

The university requires freshmen to reside in a university residence hall for two academic-year semesters. A freshman student may not terminate occupancy unless withdrawing from school. However, if circumstances clearly beyond the student's control render it unreasonable for the university to expect the student to continue living in the residence hall, the student may petition for a release from the Residence Halls and Dining Agreement and freshman residency requirement. The student is not released from the housing agreement until the petition has been approved in writing by the petition committee or a designee. Non-freshman students—those having completed two semesters of class work—may terminate their Residence Halls and Dining Agreement prior to the end of the academic year by giving notice of termination and officially check out (personally signing out) at their hall office during business hours. (Special arrangements must be made with office staff for checkout at other times.) Students who terminate their Residence Halls and Dining Agreement through March 15, 2007 are assessed a \$300 cancellation fee (loss of the security deposit), and are assessed for the period of occupancy through the date of official checkout. Additionally, they are charged 50 percent of remaining room and board charges from the date of official checkout (personally signing out) through the end of the spring semester. The university finalizes and sends notice of any outstanding charges, or refunds due, to the student's permanent address of record within 60 days of the termination of occupancy. All students whose residence hall occupancy is officially terminated after March 15, 2007, are charged a \$300 cancellation fee (security deposit), are charged for the period of occupancy through the date of official checkout (personally signing out), and are charged 100 percent of the remaining room and board charges from the date of checkout through May 10, 2007.

After the opening of the residence halls for fall semester, the housing agreement may be terminated without charges for 50 percent or 100 percent of the remaining room and board charges only for the following reasons: graduation, withdrawal from the university, or for severe personal problems beyond the control of the student that occur after the opening of the residence halls for fall semester (or opening for spring semester for new residents of that term). If severe personal problems are cited, the student must submit a written petition to the petition committee, or a designee, to terminate the housing agreement without being charged 50 or 100 percent of the remaining room and board charges for the academic year. Written approval or denial of the petition is mailed within 30 days. If the Residence Halls and Dining Agreement is terminated by the university, the student is assessed charges for the period of occupancy through the date of official checkout from the halls. The student also forfeits the security deposit and 50 or 100 percent of the remaining room and board charges from the date of checkout through the end of the spring semester.

Important Phone Numbers

Emergency ..	9-1-1
University Police Department (nonemergency).....	303-492-6666

Housing

Director of Residence Life	303-492-7260
Housing & Dining Services	303-492-6871
Office of Residence Life.....	303-492-7260

Residence Halls

- Baker Hall
- Cheyenne Arapaho Hall
- Farrand Hall
- Hallett Hall
- Kittredge (Andrews, Arnett, Buckingham,
Kittredge West, Smith).....
- Libby Hall.....
- Quad (Aden, Brackett, Cockerell,
Crossman, Reed)
- Sewall Hall
- Willard Hall
- Williams Village (Darley North and South,
Stearns East and West)

Academic Support Assistance

Program (tutors)	303-492-0640
Campus Card Office	303-492-0355
Campus Card Office Lost and Found	303-492-1212
Computer workstation areas, Housing—Help .	303-735-COMM
Dining Services	303-492-6325
Diversity Program	303-735-2699
Family Housing.	303-492-6384
Hardrive Cafe	303-735-3011
Housing Facilities Services (Maintenance)	303-735-5555
Phone Center	303-735-COMM
Reservation Center	303-492-6673
Residence Hall Association	303-492-7305

Campus

Operator	
Faculty/staff address and phone information	303-492-1411
Student address and phone Information.....	303-786-1411
Academic Advising Center	303-492-7885

Bicycle Registration (Parking Services)	303-492-2322
Book Store, CU	303-42-6411
Bursar's Office	303-492-5381
Campus Card Office	303-492-0355
Campus Closings ..	303-492-5500
Copy Centers	
• UMC 160	303-492-7878
• Regent 1B52	303-492-7418
• Stadium 142	303-492-8192

CU Total Communications; computers, phone, e-mail,

Internet access	303-735-COMM
Environmental Center	303-492-8308
Financial Aid	303-492-5091
Information Technology Services (ITS)	303-735-COMM
Library Information	303-492-8705
Night Ride/Night Walk	303-492-SAFE
Norlin Library	303-492-7477
Computing Lab	303-492-7326
Ombuds Office	303-492-5077
Parking and Transit Services—	
Information Line	303-492-3550
Program Council	303-492-7704
Recycling	303-492-8307
Registration and Records	303-492-6970
Student Recreation Center	303-492-6561
University Memorial Center (UMC)	303-492-6161
University of Colorado Student Union (UCSU)	303-492-7473
Victim Assistance	303-492-8855
Wardenburg Health Center	303-492-5101
Appointments	303-492-5432

Off Campus

Boulder Community Hospital	303-440-2273
Boulder County Mental Health.....	303-443-8500
Crisis Line	303-447-1665
HelpLine	303-449-5555
Rape Crisis Team—24-hour answering service	303-443-7300
Suicide Prevention	303-447-1665
Time and Temperature	303-443-1910

Residence Hall Policies, Regulations, and Standards of Conduct

As members of the residence hall community, residents are expected to uphold university standards, which include abiding by state civil and criminal laws, University Standards of Conduct, and Housing & Dining Services policies. These expectations assist in promoting a safe and civilized community. If a resident is responsible for violating one or more of the policies/standards, the primary goal will be to correct the resident's behavior to become a more responsible member of the community. Residents can expect staff, who are informed of a violation, to confront the students involved in an appropriate time period. If violations involve activities that staff are not aware of (particularly in safety-related situations in individual rooms), it is important for students to take responsibility to inform staff of these situations. Violations may also be confronted by the university police or housing night security staff. Additional resources for confidential reporting are available through the Ombuds Office at 303-492-3550 and Victim Assistance at 303-492-8855.

It is the responsibility of students who have been accused of misconduct to participate conscientiously in the conduct process. This includes reading the *Guide to Residence Hall Living*, (distributed by Housing & Dining Services), adhering to stated deadlines, attending scheduled meetings, and participating in all proceedings. (See the Judicial Process chart for an overview of the process). Failure to meet these responsibilities may result in a disciplinary decision being made without the benefit of the student's participation.

Philosophy of Student Conduct

The Office of Judicial Affairs and Housing & Dining Services view the discipline process as a learning experience that helps students understand their responsibility to both themselves and their living and learning community in the residence halls. We strive to learn from one another in an educational community that holds mutual respect for individuals and community in high regard and self-responsibility for behaviors. Behavior that conflicts with established standards, policies and guidelines of University of Colorado and Housing & Dining Services will be referred for campus conduct proceedings.

Every member of this living and learning community are expected to assume responsibility for becoming informed about the various university and residence life standards, policies, and guidelines. Each individual community member who works, lives, studies, teaches, does research, conducts business or is involved in the living and learning community participates in that community by choice. By making that choice, each community member agrees to contribute to an educationally purposeful community. It is against the basic nature of this community for anyone to demean or discriminate against another human being. A caring, educational community does not tolerate physical or psychological threats, harassment, intimidation, or violence directed against a person(s). Such behavior is subject to the university's highest conduct processes.

Overview

The purpose of the Student Conduct Code is to maintain the general welfare of the university community. The university strives to make the campus community a place of study, work, and residence where people are treated and treat one another with respect and courtesy. The university views the student conduct process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within both the university community and the greater community. All students are expected to abide by these standards. Students who violate these standards will be subject to the actions described below.

Authority

Article 7, Part B, of the Laws of the Regents requires each campus to develop a student code of conduct. The Office of Judicial Affairs is authorized to establish and administer this policy. Any questions regarding interpretation of this code or any of its provisions should be directed to the Vice Chancellor for Student Affairs or his/her designee for final determination.

Questions regarding behavioral problems should be directed to the Office of Judicial Affairs, University of Colorado at Boulder, 81 Willard Administrative Center, 10 UCB, Boulder, CO 80309, phone 303-492-5550.

Jurisdiction

The Student Code of Conduct governs:

Student conduct that occurs on campus, relates to university property, or at official functions and university-sponsored programs conducted away from the campus. University property is defined as land, buildings, and facilities in possession of or owned, used, or controlled by the university, or funded by university budgets.

Student conduct that occurs off university property but within the geographical area immediately adjacent to the campus is subject to this policy.

Student conduct that occurs off university property and not within the area described in subsection b is subject to this policy if it (1) adversely affects the health, safety, or security of any member of the university community or the mission of the university; or (2) involves any records or documents of the university.

All students residing in Housing & Dining Services facilities are subject to the applicable Housing & Dining Services policies and procedures detailed in section I, except cases in which the potential sanction is suspension or expulsion or when Housing & Dining Services refers a case to the Office of Judicial Affairs.

Proceedings initiated under this policy are separate from civil or criminal proceedings that may relate to the same incident. Conduct proceedings by the university are not postponed just because criminal or civil proceedings are pending.

The unexcused failure of a student to appear and/or respond to the process does not prevent the university from proceeding with the conduct process.

Advisors

A charged student and an alleged victim of an alleged policy violation have the right to be accompanied by an advisor during the conduct process. Advisors are not permitted to speak for, or on behalf of, the charged student or the alleged victim during any phase of the conduct process, including hearings. However, with permission from the conduct officer, RLCB, or JAHB, advisors may make a statement and/or ask questions of the charged student to present relevant information after the conduct officer/conduct body has completed discussions with the charged student or alleged victim.

Duties and Expectations of Students

It is the duty of all students involved in the conduct process to participate conscientiously. Students are expected to read this policy, make a timely report of an incident, and file all necessary complaints through the Office of Judicial Affairs. Students have a duty to discuss the incident with a conduct officer over the telephone or in person, adhere to stated deadlines, attend scheduled meetings, and participate in all proceedings. Failure to meet these duties and expectations may result in a decision being made without the benefit of the student's participation or may result in a student being charged with failing to comply with the directions of a university official.

Mission Statement and Values of the Office of Judicial Affairs

The mission of the Office of Judicial Affairs is to establish an ethic of care at the University of Colorado at Boulder through its preventive, behavioral, and accountability practices. Establishment of an ethic of care will assist in providing a safe, respectful, and supportive community where students, parents, faculty, and staff will be challenged to develop their critical thinking, values, connectedness to the community, sense of identity, understanding of independence and interdependence, and multicultural awareness.

Central to an ethic of care, as outlined by Carol Gilligan, are the concepts of care and responsibility to others. The work of the Office of Judicial Affairs is also shaped by these ideals. An "ethic of care" model for the Office of Judicial Affairs is a holistic approach to engage community members regarding their behaviors, responsibilities, and recognizing that concern for self and others in a community of individuals can have a powerful impact. The values, functional practices, and programs of the Office of Judicial Affairs support this holistic model of care and demonstrate an effort to enhance student development and promote a positive, successful, and respectful living and learning environment throughout the university community.

The values of the Office of Judicial Affairs provide a framework for programs and practices that mirror institutional values. The Office of Judicial Affairs' values are:

- Civic responsibility and student involvement*
- Education and development of all students*
- Respect, dignity and equity*
- A socially just community*
- Responsibility, accountability, and critical thinking*
- Fairness, honesty, and integrity*

Student Conduct Code 2006-07

For specific information regarding the policies and procedures regarding student behavior in the residence halls and on campus, refer to the Student Code of Conduct. The web site for the University of Colorado student code of conduct is:

<http://www.colorado.edu/studentaffairs/judicialaffairs/code.html>

Alcohol and Illegal Drugs

The use of alcohol by underage students, the abuse of alcohol, and the use of illegal drugs, including marijuana, is not permitted in the residence halls. The use of alcohol and illegal drugs is counterproductive to the academic mission of the residence halls and the university. There are many negative effects of alcohol and illegal drug use on individuals, and on the community in the residence halls.

Residence hall communities are designed to promote and foster the personal growth and development of individuals and are supportive of the residents' academic endeavors. Residence halls are not sanctuaries from state and local laws or from university standards and regulations. Staff will confront any resident who is identified as being in violation of the law or policies regarding use of illegal drugs and/or misuse of alcohol. The responsibility to obey state laws, local laws, and university rules rests with each student. Students are held accountable for their behavior as it relates to alcohol and illegal drugs.

The following sections define the policies regarding the use of alcohol and the use of illegal drugs, as well as the penalties for the violation of these policies.

Alcoholic Beverages

Residence hall policies regarding alcoholic beverages and the enforcement of those rules are based on prevailing laws, certain values that the university holds, and input over the years by hall residents. Alcoholic beverages are not permitted anywhere on campus in public areas. Only residents who are 21 years of age or over may possess and consume alcohol in their own residence hall room.

- a. The legal drinking age in Colorado is 21. In a residence hall, students of legal age may possess and consume alcoholic beverages only in their rooms with the door closed. Drinking by underage students is a violation of state law and residence hall policy.
- b. It is illegal for those of legal age to purchase or otherwise provide alcoholic beverages for those under 21 years of age. Residents who are 21 years old and have a roommate(s) who is under 21 must make sure that their alcohol is not accessible to their roommate(s). When residents who are at least 21 years old are transporting alcohol in and around the residence halls, alcohol containers may not be visible and must be closed. It is a violation of residence hall rules for students who are under age 21 to be in a room where alcohol is present.
- c. Beer kegs, taps, or other bulk dispensers (full or empty) may not be brought into the residence hall or onto residence hall property and may result in the immediate termination of the residence hall agreement. Collecting and/or displaying empty alcohol containers, such as a wall of empty beer bottles or cans, is not permitted. The message the collection sends is counterproductive to the academic mission of the residence halls. The collections also attract insects and promote an unhealthy living environment. For more information, see Room Cleaning.
- d. Possession and/or consumption of alcoholic beverages, other than as provided for in a resident's room (above), is not permitted in any location in or around the residence halls, including residence hall grounds.
- e. Excessive alcohol consumption can often lead to violations of other residence hall and/or university standards. Evidence in a violation may indicate that the resident's behavior was substantially altered as a result of the consumption of alcohol. The abuse of alcohol by any resident, whether or not of legal drinking age, and any inappropriate behavior that results from excessive consumption of alcohol, including the inability to exercise care for one's own safety or the safety of others due in whole or in part to alcohol consumption, is considered a violation of the housing/university alcohol policy. It is not considered an excuse for the misconduct.

For possession of any bulk container, and/or providing alcohol to minors, or where a resident was found to have endangered the health, safety, or welfare of an individual by providing alcohol, the sanctions may include **termination of the residence hall agreement, suspension, or expulsion from the university.**

In confronting a violation involving alcohol, the staff will request that the resident pour all alcohol down a drain. If the resident refuses, the staff members may pour the alcohol out for them. Any bulk containers, beer bongs, beer taps, or consumption devices will be confiscated and turned over to the hall director for disposal. (Confiscated items will not be returned to any individual.) In confronting kegs, the staff will call the University Police Department for assistance and disposal.

Minimum sanctions have been established for students responsible for violations of the university or residence life alcohol policies. Violations are cumulative for the student's entire academic career at the university. Be aware that sanctions can be assigned to a student for conduct in violation of the University Standards of Conduct both on and off campus.

Alcohol Violation Sanctions

- a. Any student currently on university probation or suspension in abeyance who is found responsible for violating the university alcohol policy is subject to suspension from the university for at least one full semester.

- b. If a student is found to be in violation of state laws or university policies governing alcohol, the student will be subject to the following sanctions from a conduct officer or JAHB;

First Offense:

- Parental notification
- Five hours of community service
- Mandatory attendance at an alcohol awareness class (\$100 fee)
- Probation for one semester

Second Offense:

- Parental notification
- Ten hours of community service
- Referral to the City of Boulder's Second Offender Program (\$400 fee)
- If on probation from a previous violation of the Student Conduct Policies and Procedures, further disciplinary action will be imposed, such as termination of the residence hall agreement, suspension or expulsion.

Sanctioning of alcohol and drug violations may be more severe if the incident includes the following aggravating factor(s): public intoxication, provision of alcohol/drugs to minors, driving a vehicle under the influence of alcohol/drugs, damage to property, obstruction of a peace officer, or failure to cooperate with a university official. Sanctioning may also be more severe if it is accompanied by other violations of the Student Conduct Policies and Procedures.

- c. The conduct officer has discretion to issue appropriate sanctions based on the nature of each individual case. The severity of the violation(s) will determine the level and range of the sanctions.

This practice does not limit the university hearing officer to make whatever decision he/she deems appropriate in any given discipline case. The sanctions listed above are guidelines for hearing officers who have the discretion to assign more stringent sanctions as appropriate. Further, once a student is on probation, further violations of any nature are more likely to result in suspension from the institution.

Drugs

The possession, use, sale, manufacture, or distribution of illegal drugs in the residence halls, including marijuana and drug paraphernalia (hookahs, water pipes, etc.), is not permitted and violates state law. Residents involved in such activities may be arrested and are subject to disciplinary action that may result in suspension or expulsion. Residents who involve themselves in the use or possession of illegal drugs are subject to judicial sanctions and may be subject to legal action. It is a violation of residence hall policy for a student to be in a room where illegal drugs or paraphernalia is present.

Certain behaviors automatically result in stringent action(s) being taken. These types of behaviors include the sale, distribution, or manufacture of any illegal drug; the use and/or possession of certain "hard" drugs; or possession of a keg or other large quantity of alcohol on university property. Residents should expect that this type of behavior will minimally result in termination of the residence hall agreement and possible suspension or expulsion from the university. Because incidents do vary in seriousness, degree of disruption, and damage to the facilities, these factors are considered when deciding all sanctions.

Minimum sanctions have been established for students responsible for violations of the university or residence life drug policies. Violations are cumulative for the student's entire academic career at the university. Be aware that sanctions can be assigned to a student for conduct in violation of the University Standards of Conduct both on and off campus.

Marijuana Violation Sanctions

First Offense

- Student must read and write a 3-5 page paper on the *Relationship Between Marijuana and Academics* or complete another marijuana educational sanction
- Student will be placed on probation for at least one semester
- Student is assigned 10 hours of community service
- Parental notification

Second Offense

- Student is suspended for no less than one full semester

This practice does not limit the university hearing officer to make whatever decision he/she deems appropriate in any given discipline case. The sanctions listed above are guidelines for hearing officers who have the discretion to assign more stringent sanctions as appropriate. Further, once a student is on probation, further violations of any nature are more likely to result in suspension from the institution.

Identification Upon Request

In order to protect the safety and welfare of residents and the residence hall, any resident or residence hall staff member (e.g., hall director, RA, night security, community assistant) may require anyone in the residence halls, at any time, to present an official university identification card and/or other form of ID. Carry a picture ID at all times. It is a violation of housing policy to lend, or trade IDs.

Forgery

It is against the law and university policy to forge, alter, or falsify any documents, records, parking permits, or instruments of identification. Using a forged or altered document, record, parking permit, or instrument of identification is also prohibited, even if another person made the change. Violators are subject to arrest and disciplinary action.

Gambling

Gambling is prohibited. (Exception: Games of sport and social pastimes that are not for profit, do not affect the public, and do not breach the peace are not prohibited.)

Noise

When living in a residence hall community, students must be aware of their noise level and demonstrate respect for those around them. Community members are encouraged to ask others to be considerate and adjust their noise levels at any time. It is expected that residents will comply with any reasonable requests made of them. Noncompliance with such a request will result in a failure to fulfill one's responsibilities to the community, and the situation may require intervention by housing staff. Because noise is one of the most common complaints, and in order to have a successful year both academically and socially, consideration must be shown for others at all times.

Housing staff recognizes that noise is difficult to assess and a certain amount of subjectivity is almost certain to exist. Staff members, however, are charged with making these assessments and making serious efforts to contain noise to levels acceptable for a productive university living and learning environment.

Quiet Hours Policy—Sunday through Thursday, quiet hours begin at 8:00 p.m. and end at 8:00 a.m. the following morning. Friday and Saturday, they begin at midnight and continue until 8:00 a.m. the following morning. Although many violations of the noise policy are unintentional, it is never appropriate to leave a room with the stereo or radio on. Avoid holding phone conversations in hallways. Alarm clocks and stereos must be turned off when a resident is leaving for the weekend or vacation. Stereo speakers may not be placed in windows with the speakers directed outward. It is recommended that residents who enjoy loud music invest in headphones. **In addition, any musical instrument or amplified sound that is a violation of the quiet or courtesy hours policy is not permitted. Any device that is a source of noise that violates the noise policy may be temporarily confiscated by staff.**

Every university community member, including staff, has the right to sleep, study, or work in their room without undue interference. Noise that can be heard from outside a resident room, via the hallway or the windows of the room, and that interferes with, or has the potential to interfere with these rights, is prohibited. In addition, this noise policy applies to all residence hall facilities, including rooms, hallways, classrooms, common areas, and the grounds and courtyards immediately surrounding the building. Housing & Dining Services strongly encourages residents who are having an issue with noise to take the responsibility for confronting the situation and let the offender know their noise is creating a disturbance. *Courtesy hours are in effect at all other times.*

Courtesy Hours Policy—Sunday through Thursday, courtesy hours begin at 8:00 a.m. and end at 8:00 p.m. Friday and Saturday, they begin at 8:00 a.m. and continue until midnight.

Excessive noise that can be heard from outside a resident room that interferes with, or has the potential to interfere with, any community member's right to sleep, study, or work in their living environment is prohibited. Residents must comply with all requests to reduce their noise level. The noise policy is enforced throughout the year, and violators are subject to judicial action, which may result in termination of the housing contract.

Final Exam Policy—during the final exam period at the end of each semester, a 24-hour quiet hours policy goes into effect. It begins on the evening before the last day of classes at 8:00 p.m. and continues through the end of finals, at which time the standard quiet hours policy becomes effective and lasts through closing. This policy is strictly enforced and noise violations during finals result in more severe judicial action.

At the beginning of the academic year, each hall council will have the opportunity to conduct a hall-wide vote to change or confirm the start time or end time of the quiet hours for that hall. Each person in the hall will be encouraged to vote to determine what the quiet hours will continue to be for the rest of the academic year. Seventy-five percent of the hall population must vote and at least seventy-five percent of those voting must vote for the same option for the quiet hours to be changed. If you are interested in getting involved in helping “get out the vote” for quiet hours, please see your residence hall director or hall council president.

Closing

It is important that the academic environment be maintained until the end of finals. Any behavior that disrupts this environment is dealt with immediately. In addition, it is important to note that residents are required to check out of their building 24 hours after their last final, or no later than the time designated (normally 1:00 p.m.) on closing day, whichever comes first.

Visitation and Overnight Guest Policy

In all residence halls, visitation is a matter of choice. Residence hall students have the inherent right to sleep and study in their own room. The right of the roommate to have a reasonable degree of privacy must be respected whenever one roommate plans to have a guest in the room. It is important for roommates to discuss the presence of all guests, and to arrive at an agreement that is acceptable to each party within the stated Housing & Dining Services guidelines. A guest is a person who is not an assigned resident of the room. A resident's right to sleep, to study, and to privacy takes precedence over the privilege of having guests in a residence hall room.

After receiving permission from their roommate(s), residents must register their overnight guest at the residence hall office. Roommate(s) are required to sign the registration card acknowledging their permission to allow the guest. Once registered, the guest is given a card to carry at all times while in the residence hall, and must be able to produce a picture ID upon the request of any staff member or resident. Residents may not have more than one overnight guest at a time, and guests may not stay more than one week during any four-week period.

Residence hall staff members are not trained, nor do they desire to conduct room inspections to see whether or not there is compliance with this rule. They will, however, in accordance with the Entry to Student Rooms policy, confront any person identified as being in violation of rules. It is each resident's responsibility to inform their guest of university and residence hall policies. Residents are responsible for the conduct of their guest and are held accountable through the judicial process for any misconduct or rule violations of that guest. When the activities of residents and/or a guest cause an undue disturbance to the roommate(s) or to the residence hall community, a resident's rights to privacy, to sleep, and to study in the room take precedence. **Further, residents are responsible for all activities that occur in their room.**

Housing & Dining Services reserves the right to require any guest to leave the residence halls immediately upon the request of any residence hall staff member.

Residence Hall Rooms

Decorating Your Room

Alterations to any residence hall property and/or the semi-permanent installation of residents' personal property are prohibited. This includes nailing fixtures to walls, floors, ceilings, or furniture; drilling holes; or affixing decals. Tampering with or altering electrical or telephone wiring is prohibited. Any damage caused by decorating efforts makes rooms less desirable to the next resident. Residents are charged for repairs and will place their Residence Halls and Dining Agreement in jeopardy.

Students are not authorized to paint the walls, ceilings, floors, windows, or furnishings in their residence hall room. Students who wish to have their room painted may call Housing Facilities Services (5-5555) to submit a work order. They will be contacted within 7 to 14 days to schedule the painting to be completed by housing services personnel, using the standard color. Students simply need to arrange all their belongings to the middle of the room and remove items from the wall. The painting

will be done in no more than one working day. Painting needs resulting from intentional damage or carelessness on the part of students or their guests will be the financial responsibility of the occupants of the room, and charges will be assessed accordingly.

See Loft Policy for rules regarding building lofts in a residence hall room.

Combustible decorative materials including wood, textile, and synthetics must be flame resistant or fire-retardant treated if used in housing buildings. (The resident should retain Proof of Treatment on labels and/or packages.) Flame/fire-retardant treatments shall be renewed as often as necessary to maintain the materials' flame-resistance. Substances unlikely to be flameproof include natural leaves, cornstalks, hay, cotton batting, evergreen or cedar branches, angel hair, or other similar materials. These substances are therefore not allowed in the residence halls for decorations. The use of holiday cards or wrapping paper to decorate corridor walls and doors is prohibited.

Decorative materials or displays must not obstruct doorways, corridors, stairways, or other passageways, and must not obscure exit signs or obstruct access to fire protection equipment or building service equipment. No tunnels or other such passageways may be constructed to serve as a means of entering or exiting a room, apartment, hallway, or building.

If holiday lights are used they must be miniature lights (less heat) and must be UL listed for the intended use. All items must be 18 inches or more from sprinklers. Do not hang any decorations on sprinkler pipes.

No natural trees, decorative boughs, or wreaths are allowed in student rooms or commons areas of the halls. All trees, boughs, and wreaths must be artificial with an approved flame-retardant label. Trees and other combustible decorations are not to be placed in corridors, lobbies, stairwells, or in front of exits.

Doors

Residents sometimes affix material to the outside of their room doors. To use the door in this manner, follow these guidelines:

1. Avoid material that a reasonable person might find offensive.
2. Don't post material that "attacks," demeans, or otherwise exploits an individual or a group of individuals.
3. Do not permanently affix material to the door.
4. Do not use non-recyclable astrobright colors.

Furniture

All residence hall rooms are fully furnished. This furniture may not be stored to make room for the resident's own furniture, and may not be moved from room to room. Residents must keep furniture in their rooms. For safety reasons, furniture placed outside a residence hall room will be removed by the Housing Facilities Services. Furniture that has been removed is considered abandoned. Residents are charged for furniture missing from their room at checkout. If it can be accommodated space wise, items belonging to the resident (overstuffed chairs, bookcases, etc.) may be placed in the room, provided they do not create a hazard or safety problem. When checking out, residents are responsible for removing all of their own belongings. It is the resident's responsibility to ensure all residence hall room furniture is present and accounted for; the resident is charged if any original residence hall furniture is missing. It is against housing policy to move furniture from common areas and place it in a resident's room.

Waterbeds are not permitted in the residence halls because building designs do not include provisions for drainage or for the weight load on floors. In addition, there is the possibility of considerable damage to both personal and university property should a leak develop.

Loft Policy

Residents wishing to have lofts in their residence hall rooms are responsible for complying with the provisions of this policy.

1. The university is not responsible for the safety of lofts in the residence halls. Residents who wish to erect lofts in their rooms proceed at their own risk.
2. Lofts must not block the sprinkler heads. Sprinklers must be able to deliver water in a complete coverage pattern in order to extinguish a fire.
3. Lofts must have at least 24 inches clearance between the top of the mattress and the lowest point of the ceiling, including sprinkler heads and light fixtures, in order to avoid possible damage to the sprinkler heads and light fixtures.
4. Because of the possibility of damage to facilities, lofts must be free standing and must not be attached to any walls, ceilings, or floors. Lofts may not be stacked on such furniture as desks, dressers, or bookcases; these arrangements are inherently unstable and damage university furniture.

5. Lofts and beds must not obstruct doors or doorways and *may not be placed in front of operable windows*. Doors must be fully operable at all times and must be usable as a means of exit or entry to the room.
6. Lofts must be no more than 42 inches wide and no more than 84 inches long.
7. Lofts must not be enclosed in any way.
8. No fabric or banners may be affixed to the loft.
9. With the exception of small clock radios and alarms, electrical heat-producing devices such as coffee makers or microwave ovens may not be placed on lofts.
10. Housing & Dining Services is unable to store any university furniture, including bed frames, mattresses, and box springs. Residents must keep furniture in their rooms. The Housing Facilities Services may remove any furniture placed outside the room.
11. Should the housing staff become aware that a loft does not comply with the provisions of this policy, Housing & Dining Services has the discretion to order compliance within 24 hours and/or remove the loft from the room. The department also reserves the right to prohibit lofts that it determines constitute a risk to persons or property. In the event that a loft requires removal, the resident will be assessed removal charges, which can be as much as \$350.
12. Lofts must be disassembled and removed shortly before finals begin in the spring semester so noise does not disturb those studying for finals.
13. The university is not responsible for lofts leased from outside companies. It is the resident's responsibility to return lofts before move out.

Pets

Except for guide dogs or hearing dogs, no pets or animals may be brought into the residence halls. This policy is due to the design of residence halls and problems (noise, odors, sanitation, inhumane treatment, allergies, etc.) inherent in keeping pets in or around the halls. Exception: Small aquatic life (fish and small turtles) is permitted in an aquarium not to exceed 10 gallons in volume. Amphibious creatures and reptiles (including lizards and snakes) are not allowed. Fish that are dangerous or harmful to humans, or creatures prohibited by state or federal law, are not allowed. In order to have an aquarium, residents must have their roommate's approval and accept full responsibility for care, cleanliness, and any ill effects that could result.

Room Cleaning

Residents are expected to maintain assigned living areas in a clean and orderly condition. Keep trash to a minimum and dispose of it as prescribed by the hall. Residents are not permitted to keep empty cans, bottles, etc., in their rooms as they attract insects. Recycle as much as possible. In a unit that has its own bathroom and/or kitchen, the resident is responsible for cleaning these rooms also. Cleaning equipment and supplies are available from the housekeeping staff. Normally, housekeepers clean only the public and common areas of the hall.

Safety and Security

All reasonable steps are taken by Housing & Dining Services to provide a safe and secure living environment. However, the development of a safe and secure environment depends upon the degree to which students accept responsibility for their own behavior and recognize a concern for the safety and welfare of others. If a student observes something that appears unsafe, they have a responsibility to report it to the hall office.

Access to Halls—Security Doors

For everyone's safety, all doors leading into living areas are locked 24 hours a day. Residents always have access to their respective halls.

The lobby or commons area of each hall is open from 7:00 a.m. to midnight. Friends and guests may enter these areas and contact residents by using a house phone. Individuals unknown by the community should not be admitted; refer strangers to the hall office for assistance. From midnight until 7:00 a.m., all guests must call a resident to gain access to the building and must be escorted by the host resident at all times. Security telephones are located at the main entrance of each residence hall. At check-in, residents receive a detailed plan regarding locking procedures for the hall. Do not prop open outside doors, and report malfunctioning doors to the hall office. The safety and security of the residence halls are each resident's responsibility.

Bicycles

Bicycles may be parked in bike racks adjacent to the halls or may be kept in the resident's room. Be advised to use a U-lock when parking bikes outside. Bikes may not be parked in stairways, in front of doorways (inside or out), on rails (inside or out), in laundry areas, lounges, or other common areas. Bikes parked in prohibited areas will be impounded by the university police. No one may ride a bike inside any buildings.

University policy requires bicycles to be registered with the CU Bicycle Program. To register your bike, take it to the bicycle registration booth located between Cheyenne Arapaho Hall and Imig Music between 9:30 a.m. and 2:30 p.m., Monday through Friday. The four-year bicycle registration fee is \$5.

Elevators

Tampering with elevators (e.g., removing button plates, pulling doors open and shut, misusing elevator keys, tampering with the wiring, jumping up and down in the elevator, or climbing onto the roof of the elevator) is extremely dangerous and can cause injury, death, and expensive repairs. Such tampering results in severe disciplinary action, including termination of your Residence Halls and Dining Agreement.

Firearms

Firearms, explosives, ammunition, and dangerous weapons or materials are not permitted within or upon the grounds, buildings, residence halls, or any other facilities of the university. Colorado law defines a dangerous weapon as an instrument designed to, or that is likely to, produce bodily harm. Weapons may include, but are not limited to, BB guns, paint-pellet guns, starter pistols, blow-dart guns, slingshots, martial arts devices, bowie knives, daggers or similar knives (blades over 3" in length), or switch blades. A harmless item that is used to cause fear in another person is included in the meaning of a firearm. Weapons used for sporting purposes may be stored with the security section of the university police. However, before bringing any weapon to campus, residents should check with the university police (303-492-6666) to determine what kinds of weapons may be stored and what the procedure is for storing them. Students who violate this policy are subject to severe disciplinary action, including expulsion from the university.

Exclusion from an Area

Housing & Dining Services, the Office of Judicial Affairs, and the University Police Department (UCPD) reserve the right to exclude (prohibit entry to a specific area or hall) those persons whose behavior is determined to be detrimental to the well-being of the residence hall community or incompatible with its function as part of an educational institution. Exclusions will normally be for a specified period of time, after which they are eligible for review. Failure to comply with the terms of exclusion may result in disciplinary action and/or arrest.

Personal Injury and Illness

Housing & Dining Services reserves the right to request medical assistance (including an ambulance) on a resident's behalf, should it be necessary. It is the department's policy not to transport injured or sick individuals. Medical care providers are instructed to bill the cost of their services to the resident. Also, the university does not assume responsibility or liability for payment of medical bills that may be a result of accidental injury or illness while residents reside in the halls.

Windows, Screens, Roofs, and Outside Walls

Because of the danger involved, climbing on roofs, using windows as entrances and exits, and scaling or rappelling outside walls is strictly prohibited. Persons throwing anything from windows or balconies are subject to severe disciplinary action. Placing anything on outside window ledges is also prohibited. For safety reasons, stops on windows and screens over windows are not to be removed. **Removal of window stops may result in termination of the housing contract.**

Fire Safety

Fire Alarm Systems and Equipment

The fire alarm system and fire fighting equipment in the residence halls are for everyone's protection. Tampering with fire fighting equipment or setting off a false alarm (general or local) not only makes the system ineffectual, but also endangers the lives of residents. Thus, tampering with, removal of, or misuse of fire extinguishers, fire alarms, smoke detectors (including batteries), fire evacuation route instructions, sprinklers, other fire fighting equipment, or exit signs is prohibited by both residence hall policy and state law. Although it may seem harmless to store items and/or perform exercises (pull-ups) on sprinkler pipes, be aware that the pipes can be pulled out of the ceiling and cause significant damage. To prevent water damage to your room, your electrical equipment, and your belongings, hanging from, or hanging items from, sprinkler pipes is prohibited. In addition to disciplinary action, there is a \$25 charge for removing or damaging individual room smoke detectors or removing or damaging evacuation instructions. Residents are subject to prosecution and severe disciplinary action if they violate this policy. Residents involved in serious fire safety violations, including setting off false fire alarms (the general or main fire alarm or any plastic cover local alarm), may be suspended from the university.

Fire Hazards

It is each resident's responsibility not to have furnishings or equipment in her/his room that creates fire and safety hazards. Such items as candles (even if meant for display only and even if the wick has been removed), incense, bean bag furniture, and non-fire-retardant material used to decorate are strictly prohibited. No items may be hung on the ceiling or in doorways, including fabric, banners, tapestries, posters, or flags. Fabric, tapestries, flags, or banners with the longest side exceeding three feet in length are prohibited on walls. Any fabric or banner less than three feet in length must be flame resistant or fire-retardant treated if used in housing buildings. (The resident should retain Proof of Treatment on labels and/or packages.) Flame/fire-retardant treatments must be renewed as often as necessary to maintain the materials' flame resistance. No more than one banner, flag, or tapestry may be hung on any wall and there may not be any more than two per room. Residence hall draperies are all flame resistant and are not to be replaced by resident-owned draperies. Because of fire safety concerns, **halogen lamps are not permitted in residence halls.** Meetings will be held early during the semester to familiarize you with fire prevention measures and procedures for evacuation.

Appliances/Cooking

Cooking is not allowed in rooms, on balconies, in other areas of the hall, or on adjacent grounds except for nominal activity with a microwave or where the hall has properly equipped kitchenettes. The use of barbecues and hibachis is prohibited in all areas in and around residence halls except at officially sponsored activities. If the number of approved appliances in use causes electrical overloads, additional restrictions will be imposed.

In the residence halls, care must be taken with the number of electrical appliances plugged into any one outlet. Do not plug in more than two appliances in any outlet and eliminate or limit the use of extension cords. Acceptable electrical appliances include televisions, VCRs, stereos, video game devices, personal computers, coffee makers (with automatic shut-off), clocks, irons (with automatic shut-off), blankets, shavers, blow dryers, and electric curlers.

In certain halls, electrical circuit limitations may limit the use of electrical appliances. All appliances must be UL-approved and operated, and maintained in full compliance with safety and sanitary standards. Appliances not allowed include portable heaters, cooking appliances, any appliance with open heating coils, toasters, toaster ovens, sun lamps, broadcasting equipment, outside antennas or satellite dishes, air conditioners, and other appliances that require more than a nominal amount of electricity. The university is very conscious of the need to conserve energy and requests that residents limit the use of as many electrical appliances as possible.

Fire Drills

Fire drills (announced and unannounced) are held periodically during the academic year. All persons inside the residence hall must evacuate the building immediately. Each resident's cooperation is vital in helping protect all the residents of the hall. Students failing to leave the building during a fire drill are subject to disciplinary action. Refusing to evacuate will result in severe disciplinary action. Emergency procedures are provided to hall staff; it is the student's responsibility to become familiar with the procedures.

Fireworks

Boulder fire prevention ordinances and residence hall policy prohibit the manufacture, sale, use, and possession of all fireworks, including sparklers, anywhere within the city limits, including around or in all residence halls.

Flammables

Because of the obvious fire hazard, highly flammable materials such as chemicals, gasoline, camping stove fuel, and charcoal starter are prohibited in the residence halls. Activities such as making candles or waxing skis are not permitted in residence hall rooms or areas in the halls other than those designated. Do not keep large quantities of papers, rags, or other trash in any room. Place recyclable materials (newspaper, computer paper, and notebook paper) in the containers located near the hall loading dock. Maintaining an open flame (i.e., burning candles, incense, lanterns, etc.) in your room is prohibited, as are natural Christmas trees. Candles, even if meant for display only, and tapestries will be temporarily confiscated and will be returned at the discretion of the hall director.

Motorized Vehicles

Motorcycles, scooters, mopeds, etc., are to be parked in reserved areas in accordance with university regulations. They may not be taken into, or stored in, any building. If found inside, they will be removed and impounded at the owner's expense. Driving on sidewalks, bike paths, service drives, fields, and grounds is prohibited.

Smoking

The University of Colorado at Boulder campus smoking policy prohibits smoking in all campus buildings except open-air facilities, and designated food service areas and lounges. Also, in all university buildings, smoking is prohibited in hallways, classrooms, meeting rooms, lobbies, elevators, snack bars, bathrooms, and other public areas.

All residence halls are designated as completely smoke free. Smoking is not permitted in residential or common areas of the residence halls. Smoking is permitted outside the residence halls away from entrances, windows, or any other area where the smoke may impact other community members. Keep our community clean for all residents by properly disposing of any trash.

This action is necessary to comply with both the state of Colorado and Board of Regents policies.

Skateboarding and Skating

Certain halls or complexes prohibit skateboard/skate use in certain areas near buildings. Individual halls designate these areas and notify residents. Skateboarding/skating in prohibited areas may result in disciplinary action. Skateboarding and skating are not allowed inside any residence hall.

Vandalism

Each year, Housing & Dining Services spends unnecessary time and energy on repairs resulting from vandalism. These repairs are paid for by all students from room and board dollars. Residents can reduce this unnecessary expense by helping staff hold accountable those few residents or nonresidents who vandalize buildings. Any resident who has any information about acts of vandalism should contact the hall office. This includes removing or defacing community bulletin boards and signs. Residents who abuse housing facilities should expect to pay for damages and to be subject to strong disciplinary action.

Registered Sex Offenders Procedure

In accordance with Colorado state law (CRS 18-3-412.5, Sex offenders – duty to register), sex offenders are required to register with the University of Colorado Police Department immediately upon arrival to the campus. UCPD will notify Housing & Dining Services administration when a registered sex offender appears to have been assigned to university housing. At that time and to ensure the safety and overall social health of the CU-Boulder living community, Housing & Dining Services staff will review with key university administrator and campus legal counsel on the student's ability to live or not live in university housing. Those who should be consulted will include: director of residence life or director of auxiliary and dining services, relevant assistant director, UCPD, dean of students, and University Council.

University Judicial Process

For information regarding the specific student conduct procedures and process, refer to the web site for the Office of Judicial Affairs and the student code of conduct. <http://www.colorado.edu/studentaffairs/judicialaffairs/code.html>