International Village
Student Handbook

UCR Extension MORE POWER TO YOU
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Welcome to International Village!

Our Mission Is To:

♦ Create global citizens by providing IV residents with cultural education opportunities and significant cultural experiences (both domestic and international.)

♦ Build and sustain community by providing IV residents with purposeful intercultural interactions at IV; and secondly by promoting and nurturing IV residents’ connections and friendships with UCR students.

♦ Foster overall resident success by assisting IV residents in the growth of their academics and language skills; providing opportunities for IV residents to be involved in and cultivate community; and lastly providing support for IV residents’ unique physical, social, emotional, mental, and self-fulfillment needs.
New Resident To Do’s

- Read and become familiar with this IV Handbook.

- When you checked in, you received a **MIMO Inspection Form** in your IV Move-In Packet. Complete this form immediately and return it to the IV Housing Office within 72-hours / three (3) days.

- Attend your scheduled NEW RESIDENT ORIENTATION. The date and time are on your **Move-In Checklist** in your IV Move-In Packet.

- If you are living in a two (2), three (3), or five (5) bedroom apartment meet your roommate and housemates. Together, read the Roommates, Housemates & Neighbors section of the IV handbook.

- Introduce yourself to your neighbors. Learn your neighbors’ names. Invite your neighbors to hang out or to go to dinner.

- Explore IV Apartments! Check out our amazing amenities:
  - Soccer / Football Pitch (behind IV)
  - Basketball Court (behind IV)
  - Study Lounges (Bldg. A middle door & Bldg. B 2nd floor)
  - Community Lounge (Bldg. A next to IV Housing Office)
  - Game Room & TV Lounge (Bldg. B above Fitness Center)
  - Fitness Center (Bldg. B next to soda machine)
  - Music Practice Room (Bldg. B middle door)
  - BBQ Area (courtyard next to mailboxes)

- Meet the Community Assistants (CAs). Their pictures and names are posted in the IV Housing Office Lobby.

- If you have a car and need parking information, go to the UCR Student Services Desk (UCR Extension Center Lobby) or pick up a **Guide to Parking at IV & UCR Brochure** at the IV Housing Office.

- Join the International Village Apartments Facebook page at: **www.facebook.com/IVatUCR**. The IV Facebook Page is a great place to find information about IV, IEP, UCR, Riverside and Southern California events and activities. Find news, announcements and fun activities, events and programs.

- Come to events and programs! Join us, meet people and have fun!
Cleaning Supplies Shopping List

Now that you have moved in, there are items you should purchase that will help you keep your room and apartment clean.

Bathroom:
- Toilet bowl brush
- Toilet bowl cleaner such as Clorox liquid bowl cleaner
- Bathtub cleaner such as Scrubbing Bubbles bathroom cleaner
- Glass cleaner such as Windex glass cleaner
- Sponge

Kitchen:
- Sponge
- Stove cleaner such as Mr. Clean Magic Eraser
- All Purpose cleaner such as 409 all purpose cleaner or Lysol all purpose 4 in 1 cleaner for counter tops and floors
- Dish soap
- Paper towels and dish washing gloves
- Zip lock bags such as Glad or Ziploc plastic bags

You and your roommates need to clean the kitchen and bathroom weekly. Take turns or make a schedule to keep your apartment sanitary!
**Suggested Cleaning Schedule**
Below is a suggested schedule that will help keep your apartment clean.

**Kitchen:**
- Appliances (Microwave, Stove, Oven): Wipe daily after each use
- Refrigerator: Clean out on a regular basis (every other week), when food goes bad throw out
- Counters: Wipe daily after each use
- Sink: Empty out by washing dishes/pots & pans after use then wipe daily after each use
- Floor: Sweep daily, Mop weekly (Clean weekly 1-2 times)
- Wall: Wipe daily after use of cooking
- Trash: Throw out when full or at least once a week

**Living room:**
- Floor: Vacuum at least once a week
- Table: Wipe daily after each use
- TV & TV Stand: Wipe dust off once a week or every other week
- Keep living room clear of boxes and trash/recyclables daily

**Bedroom:**
- Floor: Vacuum at least once a week
- Remove any trash daily
- Pick up room daily, do not have clutter on floor (this could be a fire hazard)

**Bathroom:**
- Floor: Sweep and Mop at least once a week
- Trash: Throw out when full or at least once a week
- Counter: Wipe clean any water spills immediately, clean thoroughly once a week
- Sink: Clean thoroughly once a week
- Mirror: Clean with glass cleaner once a week
- Toilet: Clean inside and outside once a week (Use toilet brush for inside)
- Bathtub/Shower/Shower Doors: Clean once a week
## Important Telephone Numbers

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<tr>
<th>Office</th>
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<tr>
<td>IV Housing Office</td>
<td>(951) 826-3100</td>
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<td>Residence Life Coordinator (RLC)</td>
<td>(951) 827-2652</td>
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<tr>
<td>Community Assistant (RA) Duty Phone</td>
<td>(951) 333-1174</td>
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<tr>
<td>Yellow &amp; Bell Cab Taxi</td>
<td>(951) 684-1234 or 1-800-340-8294</td>
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<td>Happy Taxi (951) 808-3377</td>
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<td>Emergencies ONLY!</td>
<td>(951) 827-5222</td>
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<td>UC Riverside Police</td>
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<td>UCR Extension Center Parking &amp; Safety</td>
<td>(951) 827-1612</td>
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<td>UCR Student Escort Service</td>
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<td>Riverside Dept. of Motor Vehicles</td>
<td>1 - (800) 777-0133</td>
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<td>Riverside Social Security Office</td>
<td>1 - (800) 772-1213</td>
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<td>Riverside Rape Crisis Hotline</td>
<td>(951) 686-7273</td>
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<td>Riverside Alcohol Program</td>
<td>(951) 778-3500</td>
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<td>Riverside Domestic Violence Hotline</td>
<td>(951) 683-0829</td>
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<td>Riverside Substance Abuse</td>
<td>(951) 955-2105</td>
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<tr>
<td>Suicide/Crisis Helpline</td>
<td>(951) 683-0829</td>
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<td>Poison Control Center</td>
<td>1 - (800) 222-1222</td>
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## Important IEP & UCR Offices

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<td>IEP Immigration Assistance</td>
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<td>UCR Extension Center, Office 238</td>
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<td>IEP Medical Insurance Questions</td>
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<td>UCR Extension Center, Office 238</td>
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<td>IEP Social &amp; Cultural Activities</td>
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<td>UCR Extension Center, Office 233</td>
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<td>IEP Transportation &amp; Cultural Liaison</td>
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<td>UCR Extension Center, Office 232</td>
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<td>IEP American Conversation Partners</td>
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<td>UCR Extension Center, Office 204</td>
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<td>IEP Open Computer Lab</td>
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<td>UCR Extension Center, Room 200</td>
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<td>IEP Main Office</td>
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<td>UCR Extension Center Business &amp; Copy Center, Office 100</td>
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<td>Direction for academic questions</td>
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<td>Office 237</td>
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<td>UCR Outdoor Excursions, Office Banockburn, Office G-105</td>
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<tr>
<td>(951) 827-7040</td>
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<td>UCR Student Recreation Center</td>
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<tr>
<td>Linden Street behind Police Station</td>
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<tr>
<td>(951) 827-5738</td>
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<td>UCR Highlander Union Bldg. (HUB)</td>
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<td>RTA Bus Pass ($25)</td>
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<td>HUB, Office 249 on 2nd floor</td>
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24-Hours a Day & 7-Days a Week

IV HOUSING OFFICE STAFF

Full-time professionals who provide direct service to students, and are easily accessible to all residents. If you have service questions, need special assistance, get locked out of your unit or want to check out available recreation equipment, these are the helpful people who can assist you.

IV HOUSING OFFICE

The IV Housing Office is the central hub for information and support for International Village Apartments residents. They can assist you with:

- Lock outs
- Rent or payment options questions
- Maintenance concerns
- Sending and Picking up mail/packages
- Replacing keycards
- Checking out recreation equipment
- Checking out cleaning supplies
- If you need special assistance

IV HOUSING OFFICE

Located: Bldg. A Lobby
Phone: (951) 826-3100
Email: info@ucr-iv.com
Hours: Monday to Friday from 8:00am - 5:00pm

COMMUNITY ASSISTANT (CA) ON DUTY

CAs are assigned to duty on a rotating basis. Contact the CA on Duty by calling the CA Duty Phone number below. The CA on Duty is in the IV Housing Office during CA Office Hours or in his/her IV apartment.

CA on Duty
Located: International Village Apartments
Duty Phone: (951) 333-1174
Intercom Outside Bldg. A: Dial 0-0-1

Duty Hours:
Weekdays: S-TH from 5:00pm - 8:00am
Weekends: Fridays at 5:00pm to Sundays at 8:00am

CA Office Hours: S-TH from 7:00pm - 10:00pm
Closed Friday and Saturday
Residence Life Staff

The goal of the Residence Life staff is to create a safe and supportive atmosphere for you to study, excel academically and socially, as well as participate and enjoy a variety of events and programs. We provide direct service to residents and are easily accessible.

IEP Residence Life Coordinator (RLC)

The IEP Residence Life Coordinator (RLC) is a full-time professional staff member. The RLC is responsible for working with the IV Housing Office, as well as supervising the student Community Assistants (CAs), helping residents work toward healthy community and resolving student conduct situations or policy violations.

RESIDENCE LIFE COORDINATOR (RLC)
Office: UCR Extension Center, Office 232 (2nd floor)
Phone: (951) 827-2652

Community Assistants (CAs)

As your peers, the CAs are extremely approachable and always available. With their in-depth training, the CAs are able to assist you with all sorts of maintenance and health emergencies, as well as personal dilemmas and roommate conflicts.

CAs are here to help you with anything from an apartment lock out to an emergency situation, roommate / housemate conflict and connect you to the RLC for more information or assistance. CAs also plan activities, events and programs for IV residents throughout the year. Their #1 goal is to help you make the most of your time at IEP, UCR and in the USA!

COMMUNITY ASSISTANTS (CAs)
Located: International Village Apartments
Duty Phone: (951) 333-1174
Intercom Outside Bldg. A: Dial 0-0-1
IV Facilities & Services

New Resident Orientation
All residents are required to attend a New Resident Orientation.

Your New Resident Orientation date and time are on the Move-In Checklist in your IV Move-In Packet. Residents who miss orientation must immediately sign up for a New Resident Orientation at the IV Housing Office during regular office hours.

You may be fined $25 if you do not complete a New Resident Orientation within seven (7) days of moving into IV.

Apartment Layout
IV has studio, two (2), three (3), and five (5) bedroom apartments. Each apartment includes a kitchen and common living area. Each bedroom is assigned a letter, beginning with A. Room A is on the left with rooms B and C following counterclockwise around the apartment. Rooms D and E are upstairs in five (5) bedroom apartments. Each bedroom has its own bathroom.

Apartment Keys
You will be given the following keycards and keys when you move into IV:

- 1 Building / Apartment Keycard — $25 to replace
- 1 Bedroom Key — $150 to replace
- 1 Laundry Card — $25 to replace
- 1 Mailbox Key — $65 to replace

For safety purposes, DO NOT GIVE / LOAN your keycards or keys to ANY ONE! This includes your roommate, housemates and friends.

Common Areas / Amenities
The common areas below are provided for your convenience and enjoyment. It is the responsibility of ALL residents using the common areas to keep these areas clean and safe.

- Study Lounges (Bldg. A middle door & Bldg. B 2nd floor)
- Community Lounge (Bldg. A next to IV Housing Office)
- Game Room & TV Lounge (Bldg. B above Fitness Center)
- Fitness Center (Bldg. B next to soda machine)
- Music Practice Room (Bldg. B middle door)
**Recreational Facilities**

The recreational facilities below are provided for your convenience and enjoyment. It is the responsibility of ALL residents using these facilities to keep them clean and safe.

- Soccer / Football Pitch (behind IV)
- Basketball Court (behind IV)
- BBQ Area (courtyard next to mailboxes)

IEP / UCR students are allowed to use IV recreational facilities if an IV resident is with the IEP / UCR student. If an IV resident is not present, the IEP / UCR student will be asked to leave.

IV residents may rent the BBQ area by filling out a form at the IV Housing Office during regular office hours. If the BBQ grill and BBQ area is not properly cleaned, this will result in a fine.

**NOTE:** Alcohol is NOT ALLOWED in common areas, recreational areas or the BBQ area at any time.

Please be respectful of IV property and other residents. The following actions are not permitted and may result in a $100 fine.

- Stopping doors from closing with tape and/or paper
- Forcing open a locked door
- Taking common area furniture without permission
- Leaving a common area / recreational facility untidy or dirty (e.g. not putting the weights back on the weight rack)
- Destroying furniture and/or public use items
- Touching or destroying bulletin boards and/or public notice fliers
- Not returning the BBQ grill properly cleaned.

**Sports Equipment & Cleaning Supplies Check-Out**

You may check out sports equipment (basketball, soccer ball, football, baseball, billiards equipment, table tennis equipment, bike helmets, shopping carts, board games or other recreational equipment) and cleaning supplies (vacuum cleaner, broom or mop) from the IV Housing Office during regular office hours.

You may also check out sports equipment and cleaning supplies from the CA on Duty during CA office hours. Refer to page 11 for office times.
To check out equipment or supplies, you must leave your Student ID with the IV Housing Office or CA on Duty. When you return the item(s) you checked out, the IV Housing Office or CA on Duty will give back your Student ID. All checked out sports equipment and/or cleaning supplies must be returned within 24 hours. You will be charged for any damaged equipment. *You will be fined $25 if you do not return checked out equipment or supplies within 24-hours.*

You may not check out sports equipment for a person who does not live in IV. The resident that checks out the equipment must be present for IEP / UCR students to use the equipment. You will be charged for any missing supplies. You will be fined $25 if you allow a person who does not live in IV to use checked out equipment when you are not present.

**Laundry Facilities**

IV washers and dryers are card operated. To top-up or add cash value to your laundry card, use the machine located in each laundry room. Use cash only. DO NOT leave your laundry unattended for a long time. Immediately remove your laundry when it is done. It takes approximately 30 minutes to wash and approximately 40 minutes to dry. DO NOT dry laundry on your balcony, patio, railing, in trees and/or bushes. It is unattractive and someone may steal your clothes.

If a washer or dryer does not work, write a “Not Working” sign and put the sign on the broken washer or dryer. Immediately call or email the IV Housing Office. If you lose your laundry card, you may buy a new laundry card for $5 in the laundry room.

**Telephone**

All IV apartments have a telephone near the kitchen counter with FREE local calling. You received your apartment telephone number in your IV Booking Confirmation Letter. With your telephone, you may…

- Call an IV apartment by dialing the last three (3) digits of the phone number.
- Call the IV Housing Office by dialing 100.
- Call a local (951) telephone number, by dialing 9 + the seven-digit phone number. For example: CA Duty Phone dial 9 + 333-1174.
- Call toll-free numbers by dialing 9+1+800+the seven-digit phone number.
- Call long-distance or internationally from your apartment telephone, you must buy a pre-paid calling card (7-11, Kmart, Walmart or Target.)
Mail

You will receive a mailbox key when you return the MIMO Inspection Form found in your IV Move-In Packet. To receive mail, you must use the name on your IV Housing Contract. Have your mail sent to:

Name on IV Housing Contract
IV, Apt. # - Rm. #
1100 Everton Place
Riverside, CA 92507

If you lose your mailbox key, you may buy a new mailbox key for $65 at the IV Housing Office during regular office hours.

Packages & Special Deliveries

Packages sent through the U.S. Postal Service (First, Second or Third Class Mail, Priority Mail, and Certified Mail), as well as United Parcel Service (USPS), Federal Express, other private carriers or any special deliveries (e.g., flowers) will be delivered to the IV Housing Office.

When you have a package or special delivery, you will receive a white package slip in your IV mailbox. Bring the white slip and your Student ID to the IV Housing Office during regular office hours, or during CA Office Hours, to pick up your package or special delivery. You must show your Student ID to get your package or delivery.

How to Change Your Mailing Address

Are you returning to your home country / university, transferring universities or moving to a new apartment in Riverside? Follow these steps to change your mailing address:

1. Are you returning to your home country or transferring universities?
   - At the UCR Extension Center, Office 238 fill out a Non-Returning Student Form.

2. Are you moving within Riverside?
   - At the UCR Extension Center, Office 238 fill out a Student Information Update Form.

3. To change your USPS address (for USA mail delivery only):
   - Go to www.usps.com
   - Click on “Manage Your Mail” and then “Change of Address.”
Maintenance & Custodial Services

If something breaks or stops working in your apartment during regular office hours, immediately call or email the IV Housing Office. If it is an emergency between the hours of 5:00pm and 8:00am, call the CA on Duty.

General Apartment Expectations:

Common areas of the apartment such as the kitchen and living room area should be kept clean by ALL residents living in the apartment. You are responsible for taking out your own trash and washing your own dishes. You are responsible for keeping your bedroom, bathroom and personal space clean and tidy. Roommates in a double room share responsibility for the bathroom sink, bathroom counter, toilet, bathroom floor and bathtub. Sinks and bathtubs should be cleaned with only non-abrasive cleaners.

Maintenance Service Request:

Our maintenance staff works Monday to Friday from 8am–5pm, and are on call for emergencies 24 hours a day. Maintenance Service requests are usually addressed within 48 hours, depending on availability of materials. Request a follow-up if the work has not been completed within a reasonable amount of time.

Staff is available 24 hours to assist you. After hours, staff usually only conduct repairs for emergencies. If a situation compromises a resident’s health and/or safety, or if it will escalate damage to property, it is considered an emergency. If not, the situation will be noted and handled appropriately on the next business day.

Putting in a Maintenance Service Request:

Fill out a maintenance service request form at the IV Housing Office as soon as you discover the issue or problem. For emergencies after hours please contact the CA on duty for assistance.
**Kitchen Sink Garbage Disposal:**

All IV apartments have a kitchen sink garbage disposal; please use it carefully! Never put rice, bones, seeds, eggshells, hard fruits or vegetables in the disposal. Run cold water at high pressure when using the garbage disposal. You will be charged for repairs if you misuse the garbage disposal.

**Toilets:**

Do not flush sanitary napkins or supplies (i.e., pads or tampons) down any toilet. The toilet may become clogged and you will be charged for repair.

**Trash:**

Do not keep trash or recycling piled up in your room, apartment, or on a balcony/patio. This may attract pests such as ants, cockroaches, mice, or rats. Trash and recyclables should be put inside the garbage chutes on each floor. DO NOT put garbage containers on your balcony or patio for health and safety reasons. DO NOT use outdoor public trash cans or the laundry room trash cans to throw away your room and/or apartment trash. You will be fined $25 if you leave garbage outside your apartment door or in the hallway outside the garbage chute. You will be fined $25 if your personal and/or apartment trash is found in an outdoor public trash can or a laundry room trash can.

**Custodial Services:**

The custodial staff keeps up IV common/public areas, such as the hallways, lounges, exterior common areas and public restrooms. They will not clean or vacuum inside student apartments.
Apartment Lock Outs & Keycards

If you are locked out of your room / apartment during regular office hours, go to the IV Housing Office. If you are locked out between 5:00pm to 8:00am, call the CA on Duty. You must show your Student ID before you are allowed into your room / apartment.

You will be fined $15 each time you are locked out between the hours of 10:00pm and 8:00am.

If you lose your apartment keycard, you may buy a new keycard for $25 at the IV Housing Office during regular office hours. If you lose your bedroom key, you may buy a new key and lock for $150 at the IV Housing Office during regular office hours.

NOTE: You are encouraged to get your roommate’s and housemates’ phone numbers. If you are locked out, a roommate / housemate can also help you.

Wireless Connection

Please see the IV Housing Office or CA on Duty for the IV Wi-Fi network log-in information.

DO NOT touch wireless network access points, wireless ports and/or cables located within your room and/or apartment. You could be fined up to $450 if you touch or damage wireless internet equipment or data jacks in your room and/or apartment. Immediately call the IV Housing Office or CA on Duty if the wireless network is not working. Charges to replace lost, stolen or damaged equipment in building common areas, where individual responsibility cannot be determined, will be sent to the RLC for resolution.

NetID Internet Account

You received your IEP NetID in your IEP Confirmation Letter.

If you have questions or need help setting up your NetID, call (951) 827-3876. Support is available by phone or by emailing netidhelp@ucx.ucr.edu:

Monday to Friday from 8:00am - 6:00pm

For in-person help with your NetID account, go to the UCR Extension Center, Office 238 on the 2nd floor.
PRINTING & COPIES

You may print or copy papers and projects at the UCR Extension Business & Copy Center. Pick up and pay for your prints at the UCR Extension Center Business & Copy Center that is located on the first floor.

The UCR Extension Business & Copy Center hours are:

- M-TH from 7:30am - 7:00pm
- Friday from 7:30am - 5:00pm

To print, email ebc@ucx.ucr.edu with the following information:

1. # of copies you want
2. color of paper you want
3. color OR black-and-white prints
4. one-sided prints OR two-sided prints
5. stapled OR not stapled
6. DO NOT FORGET to attach your document to the email!

PRINTING COSTS: (prices subject to change)

<table>
<thead>
<tr>
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COPY COSTS: (prices subject to change)

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<tr>
<td>Black &amp; White</td>
<td>10¢ per page</td>
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</tbody>
</table>

LOST & FOUND

If you find something that does not belong to you at IV, please give it to the IV Housing Office. If you lose something at IV, go to the IV Housing Office to ask about lost and found items. When you are on campus be careful and keep your personal property safe. DO NOT leave your backpack, books, or any personal belongings unattended.

BICYCLE RENTAL (Zagster)

You may rent a bike from Zagster located in the IV Courtyard. All bike rentals are for 24 hours. You are allowed only 1 (one) rental per day. The bike rental starts when you text “start”.

To rent a bike, follow the steps below:

2. Reserve a bike with your smartphone by texting “start” and the bike number (e.g. “start 322”) to the phone number 1 + (202) 999-3924.
3. Zagster will text you an access code to unlock the bike’s lockbox.
4. Use the access code to unlock the lockbox by pressing the “ENT” button to wake up the lockbox and pressing “ENT” again after you enter the access code.
5. Take out the key and unlock the bike’s U-lock. Use the same code during your entire rental time.
6. When you finish using the bike, put the bike back into its parking rack.

Return the key to the lockbox. Text “end” to the phone number 1 + (202) 999-3924. Do not forget to text “end” to avoid a late penalty.

**Rental Problems or Questions:**
- If your access code does not work, text “late”.
- If you have a maintenance problem (i.e. flat tire), text “issue”.
- For additional help call, 1 + (202) 999-3924 or email help@zagster.com.

**Zagster Damage Charges:**
If fault is justified and damages require Zagster to travel to/from the bike, you will be charged an additional $50 fee.

- Ulock key reel - $30
- Ulock key - $30
- Ulock - $40
- Asset tag numerical stickers - $5
- Front or rear lights - $10
- Zagster lockbox - $225
- Quick release clamp - $15
- Basket - $30
- Rear storage rack - $60
- Seat - $35
- Wheel - $60
- Entire Zagster bicycle - $895 (includes restocking fee)

**Personal Bicycle Registration & Storage**

Bicycle registration is FREE. Register your bike with the UCR Extension Center’s Parking & Safety and UCR’s Transportation & Parking Services (TAPS):

Location: 683 Linden Street  
Hours: Monday to Friday from 8:00am - 4:00pm  
bicycling.ucr.edu

Bicycles must be stored in the provided bike racks. When locking your bike, DO NOT use a rubberized cable lock. Use a hardened steel U-lock (available at Kmart, Walmart or Target.) A U-lock is much safer and helps prevent theft. Place the U-lock around the frame of your bike, NOT around the tire only. DO NOT store your bicycle in your room and/or apartment at any time. You will be fined $25 if a bicycle is found in your room and/or apartment.
IV, UCR Extension Center & UCR Parking

Parking permits for IV Apartments and the UCR Extension Center can be purchased at the UCR Extension Center Student Services Desk. Any car parked in the IV parking lot or on UCR property without a valid parking permit will be ticketed. For prices and more information see Guide to Parking at IV and UCR Brochure at the IV Housing Office.

In English, Please!

Don’t Forget Why You are Here!

When you speak English, you give other people the opportunity to join your conversation.

You never know who you might meet or what you might learn when you step out of your comfort zone!
IV Housing Guidelines

Apartment Furniture

All furniture is to stay in its assigned room/apartment. Residents are not permitted to remove furniture from their rooms and/or apartments. You should have one small sofa, one large sofa, a television, one coffee table, three kitchen barstools, one twin bedframe and mattress, one desk with shelf and light, one desk chair, and one dresser.

IV Linens

Upon arrival, you are provided with a set of bed linens. If you wish not to use IV linens, please let the IV Housing Office know right away. You will need to return the linens on the day that you check out and a $10 linen cleaning fee will be applied to your account. The following is what is part of the IV linen set.

- Flat sheet
- Fitted sheet
- Pillow
- Pillow case
- Blanket
- Bath towel
- Hand towel

How to Decorate your Apartment with Care

We encourage you to direct energy into creating an environment inside of your apartment that is comfortable, welcoming, and that defines you by decorating with bedspreads, pictures, posters, lamps, plants, bathroom and kitchen accessories, furniture, rugs, etc. Be careful to avoid doing anything that may damage the interior or exterior of the apartment, including but not limited to ceilings, doors, walls, standard furnishings and appliances, or floor coverings. You may not apply items of any sort to windows, to door exteriors, or to exterior building surfaces. Of course, your imprint on your apartment should be removed upon move-out. Failure to do so may result in charges to you and the loss of your $300 deposit.

Only extension cords with a UL rating of at least 13A, 120V, 2- or 3- wire can be used in your room and/or apartment. You may purchase the Fire Shield™ indoor extension cord model #90259 (available at Kmart, Walmart or Target.)
Ceilings and Walls

Residents are not permitted to paint the walls or ceilings of their apartments. Residents are not permitted to puncture apartment ceilings in any fashion (e.g., nails, hooks or other hanging devices). You will, of course, be responsible for any damages or additions including, but not limited to, the following: holes; stickers or decals; gouges; “graffiti”; wall coverings (e.g., wallpaper, contact paper, adhesive borders); unauthorized painting, etc. If unauthorized painting is discovered in an apartment at any time during residency, residents will be notified of the immediate intent of our staff to take corrective measures at the expense of the resident (i.e., labor and materials).

If a mold/mildew condition develops on bathroom walls or ceilings, purchase a mildew-removing product at a local store. Water leaks from ceilings or fixtures should always be considered an emergency. Report leaks to the IV Housing Office or the CA on duty after hours immediately. We would also appreciate it if you would place a pot or bucket under water leaks temporarily until our maintenance staff arrives.

Flooring

One of the best ways to keep carpets in good condition is to vacuum regularly. Contractually, all residents are charged a standard carpet cleaning charge which is based on the size of the unit in question and the length of your residency. Any damages that are not noted on your Move-In Inspection form or otherwise accounted for by IV staff can result in a charge or fine. Most bathroom and kitchen areas have vinyl floor coverings. Keeping these areas clean helps prevent pests, tracking of dirt and water onto carpeted areas, and charges to you upon move-out. Vinyl floors do not need to be waxed. However, they should be mopped or cleaned with a sponge or rag regularly using a soap and water solution or a floor cleaner purchased at a local store.
Guests

A “guest” is any person who visits a room and/or apartment in which he/she is not assigned to live. You are limited to six (6) guests in a room or apartment at one time. When having guests in your room and/or apartment, you are responsible for:

1. The noise level. Be courteous and respect your roommates and neighbors.
2. Alcohol in the apartment. All persons in the rooms and apartment must be 21 years or older if alcohol is present.

Note: You are always responsible for your guests and will be held financially responsible for damages caused by your guests. You are subject to disciplinary action if your guest violates university regulations. Please inform your guests of IV Apartment policies. The bottom line is that each of you has your own right to privacy and right to say no to guests. Your mutual understanding and cooperation is essential. CAs can assist you in coming to this understanding. Please thoroughly review Section 1.14 (Guests) of the Student Conduct Policies in this handbook for specific details regarding guests.

If you have a roommate, please be courteous and discuss your plans with them prior to the arrival of visitors. It would be helpful for the two of you to sit down at the beginning of your relationship to define your own apartment policy concerning visitors: When are appropriate times for visitors? How many? How often? How will noise and other issues of privacy and mutual respect be confronted? Not speaking about your guest visit can lead to roommate conflict later.

Overnight Guests

Before you have an overnight guest in your room and/or apartment, you must:

1. Get permission from all of your roommates.
2. Notify the IV Housing Office or CA on Duty.

Each overnight guest may stay three (3) days and two (2) nights per month. You will be fined $150 if you have a guest who stays more than 3-days/2-nights per month. The guest will also be charged $33/per day beyond the 3-days/2-nights per month limit, plus a standard cleaning fee of $35.
ENTERING RESIDENT’S ROOM / APARTMENT

IV, IEP and UCR respect your right to privacy and will not allow people without permission to enter your room and/or apartment. If IV Housing Office staff, the RLC, or a CA must enter your room and/or apartment unscheduled (without notice) two staff members will be present, unless it is an emergency.

IV Housing Office, IEP or UCR staff may enter your room under conditions outlined in your contract and in Student Conduct Policies 2.14 (Entering Rooms). They include, but may not be limited to, the following:

- IV Housing Office, IEP or UCR staff may enter your room for health and safety emergencies, such as accessing electrical breaker boxes during a power outage. Otherwise, a minimum of 24 hours notice will be given in writing.
- In your absence, IV, IEP or UCR staff may enter your apartment to silence noise (e.g., alarm clocks, stereos, telephones, etc.) that result in complaints from your neighbors.
- The Campus Police will be contacted to conduct search and/or seizures for suspected violation(s) of university policy, state or federal law(s).

If you have questions or concerns with regard to these policies, please direct your concerns, in writing, to the Coordinator of International Student Services, office 231 at UNEX building.

Do not go into an empty room and/or apartment or go into another resident’s room and/or apartment without the resident’s permission. Do not use empty space in a double room (bed, desk, and/or dresser). The empty space is reserved for a new resident.

You can be fined for using the empty space in a room due to cleaning fees associated with getting the room ready for another resident.
SMOKE DETECTORS & ALARMS

Smoke detectors and alarms are equipped in each room for your safety and that of others and must not be tampered with. Do not remove the batteries from, cover or tamper with the smoke detector and/or smoke alarm in your room and/or apartment. You will be fined between $200-$500 and meet with the Residence Life Coordinator if you are found removing batteries, covering or tampering with the smoke detector / alarm in your room and/or apartment. You will be reported to Riverside City Authorities the second time you are found removing batteries, covering and/or tampering with the smoke detector / alarm and could face additional fines.

Please report immediately, with a maintenance request, if any of your smoke detectors start to beep (that means the battery is low and needs replacement).

SMOKING IN IV BUILDINGS

Hookahs, bongs, glass pipes and other smoking devices are not permitted anywhere at UCR, including IV. Do not use incense, candles and/or other smoking devices in your room and/or apartment. UCR is a tobacco-free campus. All smoking must occur on the sidewalks on Everton or the designated smoking area at UCR Extension.

You are not permitted to smoke in your apartment or anywhere on the IV property, including the outdoor areas and parking lot.

You will be fined between $50 - $250 if you smoke inside a bathroom, room, apartment, stairwell, out a window and/or on a balcony or patio.

NOTE: Medical marijuana cards are NOT recognized by UCR or IV. You are not permitted to have marijuana in your possession or in your residence for any reason.

PETS

NO PETS ARE ALLOWED in IV Apartment communities. If pets—animals, reptiles, birds, rodents, insects, etc.—are discovered in an apartment at any time during residency, residents will be asked to remove them and may themselves be subject to legal eviction, fines and/or cleaning fees. Fines may range from $100 - $300.

(See the Move-Out Preparations & Guidelines for possible charges.)
Cooking

You should be careful when cooking at IV. As a safety measure, smoke detectors are sensitive and the smoke alarm will sound easily when you take a shower with the door open, steam vegetables, heat oil or fry food.

Cooking Safety & Suggestions

Below are suggestions for safe cooking.

1. Before you start cooking, locate the nearest fire extinguisher.
2. Before you start cooking, turn on the microwave vent fan and open a window to ventilate the room. Do not open the apartment front door to ventilate the room!
3. Never walk away from the microwave, stove or oven when cooking.
4. Use a pan lid or cover when frying food. Fry only the outside of the food on the stove and use the oven to finish cooking the food thoroughly.
5. If the smoke alarm begins to beep in your apartment, fan it up close and quickly with a towel.
6. Never use water to put out a cooking oil fire.
7. Never use a blanket or towel to stop a fire because it makes the fire larger.
8. Put out small fires using a fire extinguisher.
9. If there is a fire, GET OUT!
10. Immediately notify the IV Housing Office during regular office hours or the CA on Duty if you put out a fire in your apartment.

The first time you unintentionally set off the fire alarm, you will receive a verbal warning and be required to meet with the Residence Life Coordinator. You can be fined $50 the second time you unintentionally set off the fire alarm. If you unintentionally set off the fire alarm a third time, you can be fined $75 each and every time after the third time. You will be fined $250 if you purposefully set off a fire alarm without an emergency.

You will be fined $25 if you do not evacuate / leave your apartment and the building within two (2) minutes of hearing a fire alarm in your building.
**IV Housing Contract**

**Rental / Property Insurance**

IV, IEP, the UCR Extension Center and UCR do not take responsibility for personal items that have been lost, damaged or stolen. This includes if there is a fire, earthquake, flood or theft.

Keep your room and apartment locked whenever you and your roommate / housemates are not home. Close your windows whenever you and your roommate / housemates are not home. Do not keep valuable items (e.g., computers, stereos, cell phones, etc.) near ground floor / first floor windows where these items can be seen and easily stolen.

You may purchase personal rental insurance from an external company. For more information ask the IV Housing Office.

**MIMO Inspection Form**

When you arrived at IV, you received a MIMO Inspection Form in your IV Move-In Packet. This form must be completed and returned within 72-hours / three (3) days to the IV Housing Office during regular office hours. This form should be filled in carefully, completely and accurately. You will be held financially responsible for any differences between what you write on the MIMO Inspection Form and the condition of your room and/or apartment when you move out.

The IV Housing Office will give you a mailbox key when you turn in your MIMO Inspection Form.

**IV Room Assignments & Transfers**

All room and apartment assignments are final. If you would like to request a room change or apartment transfer, fill out a Room/Apartment Transfer Request Form at the IV Housing Office.

Room changes, apartment transfers and specific room and/or apartment requests are not guaranteed. Changes / transfers are subject to approval, space
and availability. Room change and apartment transfer requests can not be considered during the first two (2) weeks of a quarter or the last two (2) weeks of a quarter. In the event of a roommate and/or housemate conflict, a mediation meeting with a CA must be completed before a change / transfer will be considered.

When the IV Housing Office receives your Room/Apartment Transfer Request Form, you may be asked to meet with the RLC to discuss the possible change / transfer.

If your room change or apartment transfer is approved by the RLC or IV Housing Office staff member, you will be charged a $75 processing fee plus cleaning charges. You must sign your updated IV Housing Contract for the change / transfer within three (3) business days or the change / transfer will be cancelled. You will still be charged the $75 fee.

IV HOUSING CONTRACT PAYMENTS

Housing payments are due on the first (1st) business day of each quarter at the IV Housing Office during regular office hours. If you have not paid by the end of the third (3rd) business day, you will be charged a $50 late fine. You will continue to be charged a $10 late fine/each day after the third (3rd) business day until your pay.

You may pay any additional fines and/or charges you receive at the IV Housing Office during regular office hours.

The following services are included with your accommodation:

- Water
- Gas
- Garbage removal
- Electricity (including air conditioning)
- Telephone with local service
- Cable television
- Wi-Fi internet access
- 24-hour staff availability and security
**WATER SERVICE**

Your conservative use of water is much appreciated and will help keep your rent from increasing.

You can help us conserve water by taking reasonable showers/baths, turning off the water while shaving and brushing your teeth, washing only full loads of laundry, and by promptly reporting the following concerns to the Resident Services Office: drippy faucets or showers; toilets that continuously “run”; and continuously flooded areas on your community’s property.

In most cases, residents will be given advance notification of an intended shutoff of water service. However, during emergencies (e.g., broken water lines), water service to your community, or to specific buildings within it, may be shut off without advance notice. We apologize in advance for these inconveniences and thank you for your patience while related repairs are in progress.
IV HOUSING CONTRACT CANCELLATION

If you would like to cancel your IV Housing Contract, fill out the Contract Cancellation Request Form at the IV Housing Office.

Valid reasons are restricted to:

1. Cancellation of your IEP / UCR program or cancellation of admission into or of your IEP / UCR program. This DOES NOT INCLUDE voluntarily dropping classes, voluntarily not attending classes, or voluntarily transferring universities.
2. IEP required internship
3. Medical documentation (in English) from the UCR Health Center or a domestic health care provider recommending the resident move for specified medical reasons.
4. See Contract Cancellation Request Form for more information.

You MUST fill out the Contract Cancellation Request Form 30-days before you plan to move out. All cancellation requests will be verified before approval.

If the IV Housing Office approves your cancellation you will be charged a $75 processing fee and the daily rental rate for each day short of 30-days notice.

If you move out without IV Housing Office approval you will be charged a $75 processing fee, the daily rental rate for each day stayed, and the remaining amount of your FULL housing contract. You will also lose your $300 deposit.

NOTE: Roommate conflict will not be considered a valid reason for cancelling your IV Housing Contract.

IV MOVE-OUT QUESTIONS

Q: When do I Move-Out?

- You must move out BEFORE 10:00pm on the last day of your IV Housing Contract. See the Move-Out Date on your Move-Out Packet.
- Follow the steps on the Move-Out Packet to avoid unnecessary delays.

NOTE: If you move out before the Move-Out Date on your contract, your rent WILL NOT be prorated.
Q: What is the Pre Move-Out Inspection?

- The Pre Move-Out Inspection is for the IV Housing Office to check if there are any major repairs, major cleaning areas or damages that must be fixed when you move out.
- If the IV Housing Office finds repairs, cleaning or damages during the Pre Move-Out Inspection, the staff will write it on your MIMO Inspection Form and leave a copy on your room door.
- If the problems found during your Pre Move-Out Inspection are not corrected or fixed before you move out, you will be charged.
- You could be charged for additional repairs, cleaning or damages if found at your Move-Out Inspection.

Q: Do I have to clean my apartment before I move out?

- YES! To avoid unnecessary charges you should clean your apartment THOROUGHLY and return it to the same level of cleanliness as when you moved in.
- Plan with housemates who will clean the kitchen and apartment common areas. Plan with your roommate who will clean the bathroom.
- You should anticipate being charged a standard custodial fee of approximately $50 - $130 (depending on apartment size and length of stay). Extra cleaning is a standard $45 fee. Damages, improper check outs, lost keys, etc. will be charged separately upon move out. These possible charges are subtracted from your $300 deposit.
- All personal belongings left in the apartment after you leave will be thrown away and you could be charged up to $500 for disposal.

Q: Will IV Apartments send me my mail after I move out?

- No, after you move out of IV Apartments all of your mail and packages will be returned to the sender. IV Apartments does not forward mail.

Q: How will I get my refund? When?

- You may choose a method of refund on the Notice to Vacate Disclosure Form.
- If you would like your refund by credit card please make sure to leave your credit card information on the form. You will receive the refund within 21 business days from date of move-out.
Q: How will I know if I have any additional charges?

- You should schedule a Final Move-Out Inspection appointment with the IV Housing Office at least seven (7) days before you plan to move out. During the Final Move-Out Inspection appointment all repairs, cleaning and damages will be written on your **MIMO Inspection Form**. You will be charged for these items.

- Read the **Move-Out Preparations & Guidelines** for possible cleaning and damage charges.

- Your **Move-Out Statement** will be mailed to you within twenty-one (21) business days after you move out.

- Your deposit and **Move-Out Statement** will be delayed, if you do not turn in the **Notice to Vacate & Disclosures Form**.

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**IV MOVE-OUT PREPARATIONS & GUIDELINES**

**Pre Move-Out Inspection:** During the Pre Move-Out Inspection, usually done approximately one (1) month before you move out, the IV Housing Office will check for any major repairs, cleaning areas or damages that must be fixed when you move out.

During the Pre Move-Out Inspection, the IV Housing Office will write down any repairs, cleaning or damages found in the Pre Move-Out Inspection column of your **MIMO Inspection Form** and leave a copy on your room door. You are not charged at this time. You may ask IV Maintenance to make repairs or fix damages. If you do not correct the noted repairs, cleaning and/or damages before your Final Move-Out Inspection and/or before you move out you will be charged.

**Move-Out Inspection:** It is your responsibility to return your apartment to the same level of cleanliness and condition as when you moved in.

You need to make an appointment at least seven (7) days before you move out with the IV Housing Office. Your appointment must be for the same day you plan to move out. You will be charged for any repairs, cleaning, or damages written in the Move-Out Inspection column of your **MIMO Inspection Form**.
**Improper check out:** If you do not check out properly you will be fined $75. If a staff member has to remove any furniture or personal belongings, a storage fee of $25 per day will be assessed in addition to the removal fee. If, after 90 days, items are not reclaimed, then they will be turned over to the proper University officials for auction.

**Standard Fees Subtracted from Your Deposit:** You should anticipate being charged a standard cleaning fee (approximately $50 - $130), depending on size of apartment and length of stay) when you move out. Extra cleaning is a standard $45 fee. Damages, improper check outs, lost keys, etc. will be charged separately upon move out. These possible charges are subtracted from your $300 deposit.

**IV Housing Deposit Return:** If the total amount of your IV Housing Account, the possible standard fees, any repairs, cleaning and/or damage charges are **less than** your $300 deposit, the IV Housing Office will refund you the remainder of your deposit.

If the total amount of your IV Housing Account, the possible standard fees, any repairs, cleaning and/or damage charges are **MORE THAN** your $300 deposit, you will be sent a bill. Your IEP / UCR university records will also be held until full payment is made.

See the Move-Out Preparations & Guidelines on the next page for possible fines and charges.
## Cleaning Conditions

<table>
<thead>
<tr>
<th>Description</th>
<th>Maximum Charges per resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean kitchen counters, shelves, cabinets, floors and sink.</td>
<td>$50.00</td>
</tr>
<tr>
<td>Vacuum, shampoo and remove pieces of garbage / debris from carpet.</td>
<td>$55.00</td>
</tr>
<tr>
<td>Clean stove, under the stove top and stove hood.</td>
<td>$50.00</td>
</tr>
<tr>
<td>Clean inside and outside of microwave and the range filter.</td>
<td>$50.00</td>
</tr>
<tr>
<td>Defrost and/or clean refrigerator. Clean both the inside and outside of the refrigerator. (Warning! Do not use sharp objects to remove ice / frost build-up. Unplug the refrigerator and leave the refrigerator / freezer door open. After defrosting, plug back in the refrigerator!)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Clean all bathroom fixtures (e.g. toilet, shower, sink, cabinets).</td>
<td>$50.00</td>
</tr>
<tr>
<td>Remove mold or mildew from bathroom walls and ceiling.</td>
<td>$50.00</td>
</tr>
<tr>
<td>Clean windows, window sills and mini blinds.</td>
<td>$50.00</td>
</tr>
<tr>
<td>Clean marks, fingerprints, tape, stickers, etc. from walls and doors. Repair any nail holes.</td>
<td>$50.00</td>
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## Damage Conditions

<table>
<thead>
<tr>
<th>Description</th>
<th>Maximum Charges per resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walls, doors, cabinets which have been painted an unauthorized color</td>
<td>$800.00</td>
</tr>
<tr>
<td>Carpet burn marks, spots, stains, excessive dirt, tears due to resident's negligence / carelessness</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Appliances (e.g. refrigerator, stove, oven, microwave) not in working order</td>
<td>$800.00</td>
</tr>
<tr>
<td>Garbage disposal not in working order</td>
<td>$125.00</td>
</tr>
<tr>
<td>Damaged door locks, installation of unauthorized locks or lock changes due to missing keys</td>
<td>$150.00</td>
</tr>
<tr>
<td>Removal of garbage/debris, furniture, personal belongings, or etc. from outdoor patio or outdoor trash cans</td>
<td>$50.00</td>
</tr>
<tr>
<td>Removal of garbage/debris, furniture, personal belongings, or etc. from inside apartment</td>
<td>$500.00</td>
</tr>
<tr>
<td>Damaged door frame</td>
<td>$150.00</td>
</tr>
<tr>
<td>Burned-out or missing light bulbs</td>
<td>$10.00/each</td>
</tr>
<tr>
<td>Damaged mini blinds</td>
<td>$175.00/each</td>
</tr>
<tr>
<td>Fumigation and cleaning due to pet or unsanitary (excessive filth) conditions</td>
<td>$500.00</td>
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</tbody>
</table>
Health, Safety & Wellness

Medical / Hospital Information

If you are sick or injured, call the IV Housing Office or CA on Duty for help. We are happy to help you. In a medical emergency call 9-1-1.

If you are sick or injured but do not know if you need to go to the doctor, you may call the Nurse Hotline for advice from a professional nurse:

Nurse Line Hours:
Evening, weekends and holidays
24 hours a day /7 days a week
Phone: (877) 351-3457

If you have IEP Medical & Accident Insurance and you are sick or injured but it is not a medical emergency, go to the UCR Health Center:

UCR Health Center Hours:
MTW & F: 8:00am - 4:30pm
TH: 9:00am - 4:30pm

UCR Health Center Pharmacy Hours:
MTW & F: 8:30am - 12:00pm and 1:00pm - 4:00pm
TH: 9:00am - 12:00pm and 1:00pm - 4:00pm

UCR Health Center Phone:
Phone: (951) 827-3031

If you are sick or injured but it is not a medical emergency and the UCR Health Center is closed, go to the Urgent Care Clinic:

Urgent Care Location:
Riverside Medical Clinic
Canyon Springs/ Moreno Valley
6405 Day Street Riverside, CA 92507

Urgent Care Hours: Urgent Care Phone:
M - F: 8am - 9pm (951) 697-5454
Sat. & Sun.: 9am - 9pm

If you have an emergency, call 9-1-1. An ambulance will take you to the Emergency Room (ER). Please note that ambulances are for emergencies only.

Riverside Community Hospital Emergency Room
(ER) Location: 4445 Magnolia Avenue Riverside, CA
To find out the wait time at the Emergency Room (ER), text to the number 23000. Put ER in the message line. When you get a response, put 92507 in the message line. You should get a second response with the ER wait time.

**Safety Tips**

*Protect yourself by following the suggestions below:*

1. Close and lock your room and apartment windows and doors before leaving.
2. Be aware of people and things around you at all times.
3. Do not walk alone! Use the “buddy system.” Never stand by alone or walk alone at night.
4. Know where you are going. Do not take short cuts or walk through low-lit areas.
5. If you feel danger, immediately cross the street and/or enter a store or business. Call 9-1-1 to report suspicious behavior.
6. If an unknown person calls out to you, do not walk over to the person. If a person speaks quietly to you, do not move closer to hear the person. The person may be trying to get you close enough to steal whatever you are carrying.
7. Have your keycard in your hand and ready when you arrive at IV.
8. Store and lock bicycles in assigned areas. Use a hardened steel U-shaped lock.
10. Do not leave valuable items (e.g., computer, stereo, cell phone, etc.) next to ground floor / first floor apartment windows. Do not leave apartment windows open when you are away from home.

**Earthquake Safety**

*California has earthquakes. Read through the following action steps to prepare for a possible earthquake:*

1. Do not hang anything heavy or breakable over your bed. Store all breakable items in low cupboards or shelves.
2. Keep doorways and exits clear.
3. During an earthquake remain calm. Stay where you are and do not run or panic.
4. If you are indoors:
   • Get under a desk, table, bed, or stand in a doorway until the shaking stops.
   • Do not stand near windows, shelves, or heavy objects.

5. If you are outdoors:
   • Move to an open area away from high buildings and power lines.
   • Do not enter any building or stand next to building walls.

6. After the earthquake remain calm. Wait a few minutes after the shaking stops before you move.

7. When you leave, take a flashlight and wear shoes. Take your keycard and keys.

8. Use the stairs (not an elevator) to leave the building.

9. Follow staff instructions.

For more information about California earthquakes and earthquake safety, go to www.dropcoverholdon.org.

Fire Safety

You must evacuate / leave your room, apartment and the building you live in IMMEDIATELY during a fire alarm.

When you hear a fire alarm you MUST:

1. Wake your roommate.

2. Close your window and open your window blinds.

3. Dress quickly and put on shoes.

4. Get your keycard and keys.

5. Get a towel if you see smoke.

6. Check if your door is hot.

7. If your door is hot, DO NOT leave your room. Hang a sheet or towel out of your window. Stay low to the ground and stuff wet towels under the bottom of your door.

8. If your door is cool, use the stairs (not an elevator) to leave the building.

9. Exit the building quickly.

10. DO NOT stand near the building entrance. You MUST go to the end of the IV driveway near the sidewalk and wait for permission to re-enter the building. DO NOT stand in the parking lot.
IEP & UCR Recreational Activities

IEP Social & Cultural Activities
(UCR Extension Center, Office 233)

IEP’s Office of Social and Cultural Activities provides a wide range of student tours and activities that allow you to experience American culture, practice English in real-life situations, see amazing places in California and socialize with other students from all over the world.

IEP encourages you to participate in these activities outside of the classroom in order to make new friends, relax from your studies and learn more about the American culture. On average, you may choose from up to three (3) tours each week. These tours are optional and require an additional fee to cover transportation, an escort and entrance fees.

UCR Campus Activities

Special Events: UCR has a wide variety of art and cultural activities available to IEP students for a small fee, such as one-of-a-kind special art collections, lecture series, concerts, film festivals, as well as dance and theatre performances. UCR also has a peaceful Botanical Garden. For more information about UCR activities, go to www.events.ucr.edu.

Student Recreation Center (SRC): UCR has sports facilities such as tennis courts, a swimming pool, indoor and outdoor volleyball courts, basketball courts, soccer pitches and a gymnasium. These are available to IEP students for a small fee. For information about a UCR Student Recreation Center Membership, go to www.recreation.ucr.edu.

Intercollegiate Athletics: From September through May, IEP students can watch the UCR Highlander Intercollegiate Athletics teams compete against some of the best colleges in the country. All athletic events are FREE with your Student ID. UCR athletic event outings are also offered through IEP’s Office of Social and Cultural Activities. For more information and to see an athletics schedule, go to www.gohighlanders.com.

UCR Outdoor Excursions: UCR’s Outdoor Excursions Office provides guided adventure tours. It also rents sports equipment / adventure gear to residents planning their own adventure trips. For more information see Guide to All Things Travel & Fun at the IV Housing Office.
IEP & UCR Additional Services

IEP Immigration Assistance
(UCR Extension Center, Office 238)
Whether you want to transfer to another school, extend your stay or leave the country for vacation, we will assist you throughout the process.

IEP Medical Insurance Questions
(UCR Extension Center, Office 238)
All students must purchase IEP Health & Accident Insurance. We can answer questions about an insurance issue or give you more information.

IEP American Conversation Partner Program
(UCR Extension Center, Office 204)
IEP students in a 10-week English language program can enroll in the American Conversation Partner Program. The program matches students with selected American students or community members for weekly conversation. The American students and community members are interested in learning about other cultures. The American Conversation Partner Program is a great way to meet new friends, learn about American culture and practice English.

IEP Transportation & Cultural Liaison
(UCR Extension Center, Office 232)
Do you want to get a driver’s license while in the USA? Stop by the IEP Transportation & Cultural Liaison Office for more information and/or to sign up for a Department of Motor Vehicles appointment. Appointments are usually on Wednesday afternoons.

IEP Transportation: Airport Pick-Up & Drop-Off
(UCR Extension Center, Office 232)
IEP provides transportation between the Los Angeles International Airport or the Ontario International Airport and UCR. Additional fees apply. To print a request form, go to www.iep.ucr.edu/housing/services.html.
IEP Transportation: Tuesday & Friday Shopping Shuttle
The Shopping Shuttle runs every Tuesday and Friday non-stop between 3:30pm - 6:00pm. Meet the Shopping Shuttle at the Homestay Drop-Off across from the UCR Extension Center Courtyard. The shuttle goes to Kmart, Home Goods Store, and Stater Bros. Grocery Store.

IEP Computer Labs & Internet Access
The UCR Extension Center has seven (7) computer labs (IBM and Macintosh). All computers are equipped with the latest version of different applications and are connected to the internet. Lab hours vary and students with class-related projects are given priority.

The Open Computer Lab at the UCR Extension Center, Room 200 on the 2nd floor is available for anyone to use and is open late.

UCR Extension Center Parking & Safety
UCR Extension Center Parking & Safety officers help maintain the safety and security of the UCR Extension Center and IEP residential areas. They also enforce university policy. The officers are a great resource for general help. Parking & Safety officers are regularly on duty and do security rounds at the UCR Extension Center, IEP residences (including IV Apartments) and the surrounding parking lots to ensure that these areas are safe.

UCR Student Escort Service
UCR Student Escort Service is available when it gets dark (approximately 6:00pm in the wintertime) to 11:30pm, throughout the academic year. The escorts, who wear yellow shirts, walk students to UCR residential areas (including IV Apartments) from the UCR campus.

UCR Point-2-Point Shuttle Service
UCR has a FREE Point-2-Point shuttle that goes from the UCR Bookstore to anywhere within a three (3) mile radius of campus (including IV Apartments.) The shuttle runs from Mon.-Fri. 6:00pm - 11:00pm. You must show your Student ID to ride the shuttle.
**Additional Brochures / Resources**

Take a look at these helpful brochures located at the IV Housing Office:

- *IV Neighborhood Map & UCR Campus Map* - Shows you where important shops, markets and restaurants are in the area. It also shows important offices and buildings on the UCR campus.


- *Guide to Parking at IV & UCR* - Tells you about the different parking options, prices, and where to buy the permits.

- *Guide to Finding Your Way Around* - Gives you information on transportation to and/or from campus. Also gives you information on local transportation options, long distance travel options and airport shuttles.

- *Guide to All Things Travel & Fun* - Gives you information on how to book local sight seeing tours, shopping trips, professional athletic event outings, beach trips and adventure trips.

- *Guide to All Things Shopping* - Lists local shopping malls and how to get to the malls by driving and/or by bus.

- *Guide to Food Storage and Cooking Basics* - Many residents have never bought groceries or cooked before coming to IV. This guide gives you basic food storage instructions and suggestions on how to learn to cook.
Student Conduct Policies

1.01 ABUSE, THREATENING BEHAVIOR, HARASSMENT, AND VIOLENCE

1.01.2 Direct and Indirect Forms of Abuse – Direct and indirect forms of abuse, threats, coercion, harassment, intimidation, stalking, bullying, unwanted personal contact, violence against another person or their property or causing the reasonable apprehension of physical or verbal harm, are prohibited. This policy includes but, is not limited to, physical, electronic, written, and verbal interactions.

1.02 ALCOHOL

1.02.1 Campus and IV Apartments – Alcohol in any form may not be distributed to and/or consumed by or in the presence of persons under the age of 21. Alcohol may not be left unattended in the common area of an apartment or in any space shared with residents under the age of 21. Residents alleged to be involved in violations of UCR policy are required to dispose of alcoholic beverages upon request of staff members.

1.02.2 Common Containers – Alcohol in any form in common containers is not permitted. This includes any container or device intended to dispense large quantities of alcoholic beverages (including, but not limited to: beer bongs, kegs, punch bowls, trash cans, etc.).

1.02.3 Empty Alcohol Containers – Empty alcohol containers, collections, and/or displays (including cans, bottles, kegs, or boxes on which alcohol beverage insignia appears) are not permitted within or on grounds immediately adjacent to Residence Hall facilities or in spaces within the Campus Apartments shared with one or more residents under the age of 21.

1.02.4 Public Spaces – Alcohol in any form may not be consumed, possessed, or distributed in public spaces (including but not limited to: balconies, patios, lobbies, hallways, lounges, game room, fitness center, meeting rooms, public restrooms, suites, and swimming pools) or on properties adjacent to International Village (IV) facilities (such as UCR Extension parking areas).
1.03 BEHAVIOR WHILE UNDER THE INFLUENCE
Problematic or disruptive behavior while under the influence of alcohol, hallucinogens, and/or other substances is not permitted. Inability to exercise care for one’s own safety because of alcohol, hallucinogen, or other substance use is considered a violation of this policy.

1.04 CLEANLINESS, HEALTH AND HYGIENE
Residents are required to make reasonable efforts to maintain personal cleanliness and hygiene. Residential spaces must be kept clean and sanitary at all times, including proper disposal of empty food and beverage containers. Residents are prohibited from activities that violate any health code. Residents may not interfere with the safe and clean environment of others. Shared spaces cleaned by Housing staff must be kept organized to allow for cleaning by Housekeeping.

1.05 COMPLICITY
Residents who have knowledge of a violation of university or IV policies are encouraged to take action to discourage the violation. If the violation continues, failure to either report the violation or remove oneself from the area of the violation is considered to constitute permission, contribution, or encouragement of the violation and is not permitted.

1.06 CONTRACT
Residents are required to adhere to the guidelines and requirements stated in their IV contract/lease.
1.07 CONTROLLED SUBSTANCES

1.07.1 Distribution, Possession, Use, Sale, or Consumption - The possession of controlled substances as defined by State and/or Federal laws or regulations is prohibited. Distribution, possession, use, sale, or consumption of medicinal drugs not prescribed to yourself, controlled substance and/or hallucinogenic substances (including but not limited to salvia, bath salts and legal hallucinogenic mushrooms) are prohibited.

1.07.2 Drug Paraphernalia – possession of drug paraphernalia is not allowed within IV facilities or on their adjacent properties. Drug paraphernalia may be confiscated and destroyed.

1.07.3 Medical Marijuana - Medical marijuana licenses are not recognized within IV properties and use of medical marijuana is prohibited.

1.08 DISORDERLY CONDUCT

1.08.1 Lewd, Indecent, or Obscene Conduct – Lewd, indecent, or obscene conduct or expression (including oral, visual, and other means), is prohibited. Viewing of sexually explicit materials or engaging in sexual acts in common areas is not permitted.

1.08.2 Aggressive and/or Disruptive Behavior – Aggressive and/or disruptive behavior which creates an unreasonable disturbance to the orderly functioning of the university or to the comfort of others is prohibited.

1.08.3 Unreasonable Interference – Acts or behaviors that unreasonably interfere with others’ normal use of the facilities or privileges are prohibited. This includes but is not limited to pranks, practical jokes, horseplay, retaliatory actions, and other forms of disruptions, which can escalate into harmful and/or destructive behaviors.

1.09 EXPLOSIVES

Explosive devices of any form are prohibited within IV facilities or on their adjacent properties. This includes, but is not limited to: firecrackers, fireworks, ammunition, pyrotechnics, “Cherry Bombs”, M-80s, etc. Any explosives found may be immediately confiscated and destroyed.
1.10 FALSE INFORMATION
Furnishing false information or identification to a university official (including furnishing false information for the purpose of gaining unauthorized access into a residential facility, dining facility, or sponsored event or to gain use of restricted equipment) is prohibited. Impersonation of university personnel is prohibited.

1.11 FIRE SAFETY

1.11.1 Fire Alarms – Activation of a fire alarm system when no fire exists is a violation of policy. This includes but is not limited to: improper cooking, burning food, usage of incense, use of synthetic smoke machines or bug bombs, smoking indoors, alarms caused by tampering with fire safety equipment, etc. Cooking appliances, including microwave ovens, must be attended while in use.

1.11.2 Evacuation—All residents and guests are required to leave the building in a reasonable and timely manner whenever the fire alarm activates or when directed to do so by UCR, IV Staff or Emergency Personnel. Residents are expected to report to the designated assembly area and await further instruction and/or information. Residents are not permitted to reenter an evacuated building until authorized by UCR, IV Staff or Emergency Personnel. Residents who do not evacuate within two minutes of the fire alarm may be fined $25.

1.11.3 Fire and Arson – Causing, attempting to cause, or contributing to the causation or continuation of a fire, either intentionally or unintentionally, within IV facilities or on their adjacent properties, is prohibited.

1.11.4 Fire Safety Equipment – Tampering with, disabling, or disarming fire safety equipment or using any such equipment for any purpose other than the prevention or control of fire is not permitted. Fire equipment includes, but is not limited to: heat and smoke detectors, fire alarms, fire extinguishers, fire extinguisher boxes, fire hoses, fire sprinklers, and any other fire-fighting devices. No items may touch, obstruct, or be hung from fire sprinkler heads.

1.11.5 Obstruction of Egress and Regress Areas – Blocking or obstructing doorways, windows, or pathways used to enter and exit any Housing, Dining & Residential Services area is considered a violation of fire safety and is prohibited.
1.12 GAMBLING
Gambling within IV facilities or on their adjacent properties is prohibited. This includes, but is not limited to activities played for: money, checks, credit, or any other item representative of value (e.g. barter of items, chips, or markers to be traded in later for cash). Games of chance played for recreation, but not for monetary exchange, are allowed.

1.13 GUESTS
A ‘guest’ is defined as any person who visits a room, suite, apartment, or residential unit to which he or she is not assigned. Guests involved in an alleged violation are required to leave if requested by a IV or University personnel member. Alleged violations of UCR policy by non-resident students may be forwarded to the office of Student Conduct and Academic Integrity Programs for review. Alleged violations of UCR policy by non-students may result in these guests being placed on exclusionary status.

1.13.1 Excluded Persons – Persons excluded from IV facilities may not return as guests.

1.13.2 Guest Actions – Residents are responsible for, and may be held accountable for, the actions of guests at all times within IV facilities and on their adjacent properties. Guests must follow all UCR conduct policies.

1.13.3 Guest Limit – There is a limit of 6 (six) guests in an assigned residential unit.

1.13.4 Overnight Guests – Having overnight guest(s) without the approval of your roommate(s) is prohibited. Each resident in the Residence Halls is limited to one overnight guest at a time. Room occupancy may not exceed the Occupancy Limits as outlined in each resident’s contract. Overnight guests are permitted to stay only in residential rooms/bedrooms, not in residential common areas. There is a three-day, two-night limit for each guest, per month. “Continual” guests are not permitted and may result in the exclusion of the guest.

1.13.5 Illegal Stays—Guests who are found to be staying with a resident more than three days and two nights are classified as an illegal stay. An illegal stay will result in a minimum $150 fine to the resident of the unit.

1.13.6 Unattended Guests – Residents are not permitted to leave guests unattended in residential areas. Allowing unescorted non-residents entry through locked building, hall, or suite doors is not permitted.
1.14 IDENTIFICATION
All UCR Extension students must be able to present valid UCR student identification upon request. All persons visiting IV facilities must to be able to present valid photo identification upon request. Children under 16 years of age, and accompanied by their legal guardian or resident host with valid photo identification, are an exception.

1.15 MENTAL/BODILY HARM TO SELF AND/OR OTHERS
Residents who: display inappropriate behavior or conduct towards themselves or others; exhibit an inability to live in a residential community setting; refuse intervention and/or are endangering themselves or others in any manner, are subject to administrative or student conduct action. Behavioral examples include but are not limited to: eating disorders, usage of controlled substances, self-mutilation, dependence upon other residents and/or staff for self-care, reckless behavior, suicidal ideation and/or suicide attempts, overt and/or covert threats, etc.

1.16 PETS
Residents in the IV are not permitted to keep pets. Visiting pets and “pet-sitting” are not permitted within IV facilities or on their adjacent properties. Residents are not to feed stray animals. If stray animals are observed, contact the IV Housing Office.

1.17 PUBLIC LAW
Any act that could constitute a violation of public law(s) will establish cause for disciplinary action by IEP.

1.18 RESIDENTIAL UNIT BEHAVIOR
Residents are responsible for all policy violations that occur in their assigned room, suite, apartment, or residential unit.
1.19 SANCTIONS
Residents are expected to comply with all assigned sanctions by assigned deadlines.

1.20 SEXUAL MISCONDUCT
Sexual offenses of any nature, including but not limited to sexual harassment and sexual assault, are prohibited. Such violations are grounds for IEP disciplinary action, university disciplinary action, and possible criminal prosecution.

1.21 SMOKING, NICOTINE, AND TOBACCO-FREE ENVIRONMENT
The university prohibits smoking and the use of tobacco products in all interior, exterior, and parking areas of university-controlled Housing properties. As such, smoking, the use of smokeless tobacco products (such as dip and chew), and the use of unregulated nicotine products (such as electronic cigarettes) are strictly prohibited. Hookahs, bongs, glass pipes, and other similar smoking devices are not permitted within IV facilities or on their adjacent properties. Items of this nature may be confiscated.

1.22 SOLICITING
No advertising, recruiting, campaigning, selling, or soliciting is permitted within IV facilities or on their adjacent properties without proper authorization. This includes residents and non-residents. If you encounter a solicitor, notify IV or University Staff immediately. Do not purchase anything from an unauthorized solicitor. IV staff may participate in the active solicitation of residents for department and/or building related purposes.

1.23 SPORTS
Athletic games or similar activities inside any IV facility (except within designated areas or when properly authorized) are not permitted. Running is prohibited within residential facilities. Water fights, water guns, water balloons, water pong, or other games involving water/liquid are prohibited within IV facilities and on their adjacent properties. Activities taking place on the grounds adjacent to IV facilities, which have the potential to damage facilities and/or disrupt the community, are prohibited.
1.24 STAFF DIRECTIONS

1.26.1 Compliance with Lawful Requests – Residents and guests are required to comply with lawful requests of staff members performing their duties. For the purposes of this policy, the term staff members refers to but is not limited to Residence Life, administrative, Dining Services, custodial, maintenance, police, and other university staff. Failure to open room doors for staff members upon request can be considered non-compliance.

1.26.2 Obstruction/Disruption of Staff Duties – Behavior and/or conduct that obstructs and/or disrupts university staff members from performing their official duties is prohibited. Being unco-operative or verbally abusive to staff, providing false information, or failing to provide identification and information to staff, or interfering with staff while they are performing their duties, is not permitted.

1.25 STUDY ENVIRONMENT

IV is committed to providing living environments that complement and foster the academic and intellectual development of IEP students. Residents are expected to maintain an atmosphere conducive to studying, especially in the evenings. The following policies have been implemented in an effort to maintain a supportive study and sleep environment.

1.25.1 Amplified Sound – Amplified sound is not permitted within IV facilities or on their adjacent properties. Residents are not to place stereo speakers in windows or otherwise amplify sound from windows to the outside. IV must approve the use of amplified sound systems for events or programs.
1.25.2 Courtesy Hours – Loud or disturbing sounds (such as, but not limited to, talking, yelling, stereos, musical instruments, etc.) that interfere with others’ ability to sleep or study are not permitted. Musical instruments may only be played in designated music rooms or in common areas when associated with previously posted and authorized community programs.

1.25.3 Finals Week Quiet Hours – Beginning at 5pm on the final day of instruction each quarter, 24 hour Quiet Hours are in effect for the remainder of the academic quarter.

1.25.4 Quiet Hours – Quiet Hours are those times when noise will not be tolerated. Quiet Hours are in effect as follows, with the exception of Finals Week:

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1.26 THEFT
Theft or unauthorized use of any property, equipment, or resources of the university or other person is prohibited.

1.27 THROWING, DROPPING, OR PROJECTING OBJECTS OR MATERIALS Throwing, dropping, projecting, or allowing any object or material to fall from any residential community window, balcony, railing, bridge or stairwell is prohibited. Similarly, throwing, dropping, or projecting any object or material at or from any building is prohibited.
1.28 TRESPASSING
Trespassing includes unauthorized entrance into residential rooms, residential units, or normally locked common areas without the permission of a resident living in that area, including suite areas and bathrooms. Residents and or guests are prohibited from entering closed buildings without authorization. Unauthorized entry into, or access of, restricted access areas (including but not limited to: offices, behind the IV Housing Office desk, maintenance closets, loading docks, dumpsters, attic/roof access doors, rooftops, ledges, seismic bracing, fire escapes, attic space, emergency exits, construction areas, and areas marked or known to be restricted access in any residential facility) is prohibited.

1.29 UNIVERSITY CONDUCT CODE
University regulations and policies regarding student behavior are inherent under the IV contract. Violations of the University Student Conduct Code (available at www.conduct.ucr.edu) occurring within IV facilities or on their adjacent properties may be enforced as part of the Student Conduct Code.

1.30 VANDALISM OR DAMAGE OF PROPERTY
Vandalism, damage, or destruction of university or personal property is not permitted. Tearing down or defacing posters, flyers, banners, and/or door decorations is also prohibited. Bills for the cost of repair of university property, including both parts and labor, will be assessed to the student accounts of those found responsible. Charges for damage in public areas and/or additional clean up not readily assessable to a particular individual may be assessed to the residents of the community where the damage has occurred. There is a $5 minimum charge per person for each incident.
1.31 WEAPONS
Possession or brandishing of weapons, including but not limited to the following, are prohibited within IV facilities and on their adjacent properties: any bladed knives (including but not limited to: retractable bladed knives, knives with a fixed blade, and pocket knives over 2.5 inches; switchblades; and swords), axes/hatchets, spears, ice picks, nun-chucks, daggers, hunting equipment, bows and arrows, slingshots, firearms, air rifles, air-powered guns, gas-powered guns, dart guns, BB guns, paintball or pellet guns, ammunition, Tasers, mace (without a license), and other weapons (including those used for decoration or display). Also prohibited is the possession of facsimile/replica/decorative (including toy and practice) weapons. Any weapons found will be immediately confiscated and may be destroyed. Residents using weapons for classes must make alternate arrangements for storage outside of IV facilities. Kitchen knives used strictly for food preparation are permissible in IV facilities.

Facilities Polices

2.01 BALCONIES, BRIDGES, LEDGES, PATIOS, TRELLISES, AND ROOFTOPS
The use of ledges, trellises, and rooftops for any purpose is prohibited. This includes keeping plants or other items in or on these areas. Balconies and patios are not to be used to store furniture, bicycles, or other items. Interior furniture, clotheslines, trash, mops, and unsightly items are not permitted on the balconies or in or on other exterior areas. Climbing on, around, or over balconies, bridges, and patios is prohibited. Scaling walls is not permitted. Residents are responsible for maintaining their enclosed patio area.

2.02 BARBEQUES, SMOKERS, AND GRILLS
Personal barbeques, smokers, and grills are not permitted within IV facilities or on their adjacent properties.
2.03 BICYCLE STORAGE
Bicycles must be stored in an outdoor bike rack. Bicycles may be impounded if found unattended in any undesignated area or if they are not registered. Bicycles may not be left in front of the building, in hallways, in other common areas, or locked up on public/common area railings, poles, or structures, other than bicycle racks. Bicycles not stored properly may result in a $25 fine.

2.04 BICYCLES, SKATEBOARDS, ROLLER BLADES, ROLLER SKATES, AND SCOOTERS

2.06.1 Indoor and Outdoor Usage – Bicycles, skateboards, roller blades, roller skates, scooters, and other similar devices are not to be used inside any IV buildings; additionally, residents and guests must dismount before accessing bridges, pathways, and sidewalks except in designated areas.

2.05 CHECKING IN
Residents are required to check in prior to occupying their assigned residential space. Residents will not be permitted to check in prior to the date specified in the IV contract. When checking into IV, residents must fill out and sign a room inventory form upon inspection of the residential unit. This must be returned to the IV Housing Office within 72 hours of occupancy.

2.06 CHEMICALS
Storage or use of toxic, hazardous, or flammable non-household chemicals, in any quantity, or misuse of household chemicals, is prohibited within IV facilities or on their adjacent properties.

2.7 COMMON AREAS
Common areas, including but not limited to hallways, walkways, and stairwells, are to be kept clear of furniture, equipment, trash, and any other obstacles that might obstruct passage. Common areas are not to be used for overnight sleeping. Personal belongings may not be left unattended or impede others’ usage of common areas.
2.8 DECORATIONS
Residence Hall residents are permitted to decorate their residential unit room doors if they are facing onto a closed hallway and provided this decoration will not result in damage to the door. Residents may not post personal items in hallways on any surface, other than their door, without approval. Decorations inside residential units or on the inside of doors may not interfere with the operation of doors or windows or otherwise endanger health or safety. Decorations may cover no more than 25% of any surface.

2.9 DOORS AND LOCKS

2.12.1 Altering/Tampering – Altering or tampering with doors, doorjambs, door closures, doorknobs, and locking mechanisms is prohibited. Installation of any additional door locking mechanism (e.g., deadbolt, latch, chain, etc.) is prohibited.

2.12.2 Removal/Installation – Removing or adding doors (including closet/cabinet doors) is prohibited.

2.12.3 Security – Residents are prohibited from using or attempting to use items other than a university-issued key or access card to unlock doors and gain entry into residential spaces. Residents are prohibited from bolting or propping open room, apartment, or hallway doors, or leaving their residential space unlocked and unattended. Residents are prohibited from opening doors for non-residents or unescorted guests.

2.10 ELEVATORS
Tampering with, vandalism of, or other misuse of elevators is prohibited, including misuse of switches, alarms, and telephones.
2.11 ENTERING ROOMS
IV respects the right to privacy of individuals. IV staff members are not per-
mitted to give any unauthorized person access into a residential space without
expressed permission.
Authorized university personnel may enter residential spaces (with proper
notification, when warranted) as follows:

- For the purposes of health, safety, sanitation, and/or maintenance inspec-
tions; or to exhibit for prospective residents or contractors;
- To make alterations, improvements, or repairs when a work order was
submitted by the resident; or
- For closing periods, when a building lock down is required.

Occupants will be notified in advance whenever possible in the following situ-
ations. If an unscheduled entry is made two staff members will be present to-
gether in the room except in the case of an emergency. Entrants will leave a
notation of when and why they entered the room.

- In case of an emergency (including welfare checks)
- To stop noises from a stereo, alarm clock, or other appliance that is dis-
rupting the environment for others in the community when the occupants
are not available to take action themselves
- Pursuant to a court order
- When the room is believed to be abandoned

Contracted residential spaces may be searched only by law enforcement agen-
cies with a legal search warrant or probable cause, with permission of the resi-
dent, or in an emergency (crime in progress, health and welfare check, etc.).

2.12 FIRE HAZARDS/FLAMMABLES

2.12.1 Halogen lights & Extension cords
Torchiere halogen lights are not permitted in IV facilities. Connecting multiple extension cords
together or overloading existing circuits is not allowed. Only power
strips and power surge protectors with minimum 1449 UL
(Underwriters Laboratory) listed surge suppressor with sufficient
joule capacity may be used.
2.12.2 Flammable Materials – Possession, storage, or use of flammable substances including gasoline, propane, butane, kerosene, Sternos, flame starters, candles (except with clipped or removed wicks), combustible chemicals, or any item with an open flame is prohibited within IV facilities or on their adjacent properties.

2.12.3 Holiday/Hazardous Decorations – “Live cut” trees (such as Christmas Trees) or other combustible decorations are prohibited in the residential facilities. Any decorations (including miniature lights) in the residential communities must be made of fireproof materials and be UL (Underwriters Laboratory) list-approved for the intended use.

2.13 FURNITURE

2.13.1 Beds – Alterations to beds, such as lofting, is prohibited. Residents with medical needs who require adjustments to bed height may submit a request at the IV front office. Adjustments are permitted only after approval by IV administration and must be performed by designated staff. Waterbeds are not permitted in IV facilities.

2.13.2 Common Area Furniture – Furniture in common areas (lounges, study rooms, lobbies, etc.) is not to be removed from the common area.

2.13.3 Hammocks – Hammocks may not be attached to IV property, including but not limited to furniture, walls, trees, and/or balconies.

2.13.4 Personal Furniture – Personal furniture (couches, sofas, chairs, etc.) may not be stored in common areas. Personal furniture (couches, sofas, chairs, etc.) kept in residential spaces must be fire rated and may be required to be approved by the campus fire marshal.

2.13.5 University-Provided Furniture – University-provided furniture may not be removed from residential rooms of original assignment without proper authorization from IV staff. Furniture may not be altered from original design in such a manner that creates violations of health and safety codes and/or results in damage to IV property.
2.14 KEYS/CARDS

2.17.1 Key or Card Use – Keys/cards are not to be duplicated, loaned, or furnished to any other person.

2.17.3 Lost Keys or Cards – Replacement keys/cards must be obtained within one business day of being lost.

2.15 MAIL/MAILBOXES

Residents are responsible for regularly checking and removing items from their mailbox (at least once every 72 hours). Frequent (daily) monitoring of mailbox contents is important as official university communications, which need immediate attention, may be delivered via campus mailboxes. Residents are prohibited from pushing unwanted mail through the mailbox onto the mailroom floor.

2.16 MOTOR VEHICLES

No motorized vehicle may be parked, stored, or used within IV facilities or on their adjacent properties (except in designated parking areas). A proper parking permit is required for all motorized vehicles on adjacent IV properties. Motorized vehicles must be parked appropriately in designated parking areas only. Pocket motorbikes and unlicensed motorized scooters are not street-legal and are not to be used on UCR streets, roadways, sidewalks or in parking areas. Motorized wheelchairs and other motorized devices, which act as aids to residents who have a disability, are an exception to this policy.

2.17 PUBLIC AREAS

IV meeting rooms and other common areas are not available to campus clubs, organizations, or departments without expressed permission by IV or University administration. This includes meeting rooms, hall lounges, swimming pools, lobby areas, parking areas, barbeque areas, fire pits, and surrounding grounds.
2.18 REFRIGERATORS
Personal refrigerators are not allowed in IV facilities. Residents may not place refrigerators in any enclosed area that will obstruct the air circulation surrounding the appliance creating a potential fire hazard. Refrigerators must be emptied upon checking out.

2.19 REPAIRS
Residents may not make repairs to residential facilities or furniture. Please always submit a IV maintenance service request form.

2.20 ROOM/BED SPACE AVAILABILITY
If there is an unoccupied space in a residential unit, the current resident(s) may not take over that space with their belongings. Use of an unoccupied space may result in a fine up to $100 for using a vacant space. Residents are required to keep their room in such a state that a new roommate could move in with no advance notice.

2.21 ROOM/SUITE/APARTMENT CHANGES
Unauthorized room, suite, and/or apartment changes are prohibited. Transfer requests must be submitted to the IV main office for approval.

2.22 SECURITY
Jeopardizing or interfering with the safety and security systems of IV facilities is prohibited. This includes but is not limited to: propping open facility egress doors; unauthorized use of emergency doors; and/or tampering with surveillance cameras, parking gates, “EXIT” and other safety and security signs, lights, and other security mechanisms.

2.23 SIDEWALK CHALKING
Writing on sidewalks is prohibited unless approved by IV or UCR staff.

2.24 SUBLEASING
Subleasing of residential spaces is prohibited.
2.25 TRASH AND RECYCLABLES

2.25.1 Dumpster Use – Dumpsters are for IV residents use only. Individuals are prohibited from removing trash or recycling from dumpsters (aka “dumpster diving”).

2.25.2 Trash Disposal and Recyclables – Trash and recyclable disposal must be done using the trash chutes or appropriate receptacles. Using public area (lounge, bathroom, common area) trash receptacles to dispose of trash or recyclables from your assigned unit is prohibited.

2.26 WINDOWS

2.26.1 Covering Windows – Windows are not to be covered or visually obstructed, with the exception of IV approved postings and/or university issued window coverings.

2.26.2 Entering/Exiting – Entering or exiting the building through a window is prohibited. Residents may not use windows to bring items in or out of residential spaces.

2.26.3 Hanging Items – Items are not to be hung out windows. Air-conditioners and other non-standard items may not be installed by residents.

2.26.4 Screens – In areas where screens are present, window screens may not be removed at any time.
Roommates, Housemates & Neighbors

Consideration, Communication & Compromise

Roommates:
Ideally you will become good friends. However, because you have different attitudes and opinions, it may take time to develop an understanding that makes a positive relationship. It may be difficult to talk about differences when you and your roommate are first getting to know each other. To live together you will need to realize and resolve your personal differences early in the year. The first step is to discuss the things each of you value, such as your backgrounds and lifestyles. Sharing background information is an easy way to begin to get to know your roommate. Topics such as birthdays, hometowns, academic interests.

Understanding Each Other and Conflict:
To get along well with your roommate, it is important to understand how your roommate feels in certain situations. Most conflicts can be solved through open communication. If you can share your feelings and reactions in some of the following situations, you will be ahead of the game in understanding and empathizing with each other during the ups and downs of college life. Remember, consideration, communication and compromise is essential in developing a good relationship with your roommate. Be sure to take some time to talk over when and how you behave under the following conditions:

- When you are under pressure, you react by...
- You become easily annoyed when...
- When you are depressed, you act like...
- Some things that make you tense are...
- When you would rather be alone, you...
- When angry, you let people know by...
- When you meet new people, you act like...
- When you are down, you cheer up by...
Talking it Over
By this time you have probably realized that communication is the key to successful apartment living and interactions of all kinds. Strive to keep the communication channels open. Chances are that, if something is bothering you, it is also bothering your roommate. It’s not easy to keep your feelings bottled up inside. Be honest but tactful when talking to your roommate. Talk to your CA when you need assistance with conflicts.

Roommate Ground Rules
To help you develop a good relationship with your roommate, we have suggested that consideration, communication, and compromise are key factors. The following will help you zero in on some typical lifestyle issues, allow you to examine the different ways that you and your roommate approach issues, and give you the opportunity to work out methods of resolving differences BEFORE conflicts arise.

Roommate Responsibilities
It is important for roommates to share responsibilities that are a part of the Campus Apartment experience.

Responsibilities include:
1. Making sure your apartment is secure. Lock your apartment doors and windows whenever you leave.
2. Cleaning the apartment, vacuuming, making beds, emptying trash and picking up/tidying the room, etc.
3. Communication around needs such as sleep and guests.

These are all important matters that cannot be neglected.
Roommate Lifestyles/Hours
It is also important to discuss some lifestyle choices. Discuss if your room will be used for:

- Socializing and how often?
- What hours and days will be set aside for study time?
- Is low background music allowed while studying?
- What time do you expect to go to sleep?
- What time do you expect to get up most mornings?
- Do you take naps? If yes, when?

**CLEANING:**
Together decide a SCHEDULE for cleaning the kitchen, common areas, and bathrooms.

**QUIET HOURS:**
When will noise from TVs, stereos, computers, and phone calls be okay?
When will noise NOT be okay?

**SAFETY:**
Never prop open the front door!
Always lock the front door!
What other safety rules do we want?

**PERSONAL PROPERTY:**
What items are okay to share?
What items are “off-limits” and are NOT okay to share?

**COOKING & FOOD:**
1. Buy food together and cook together?
2. Buy food together and take turns cooking for each other?
3. Buy food separately and cook separately?
Guide to UCR School Spirit

What is School Spirit?

In America, it is important to have school pride and to show school spirit! School spirit is showing excitement in your school’s history, ranking, academics, athletics and so much more! Although, as an international student, you may be here for a short time you play a large role in UCR’s campus culture. Your participation on campus and at events brings diversity, different world perspectives and experiences, as well as unique friendships.

Here are some awesome UCR achievements and statistics to be proud of:

- Ranked #101-150 in the annual Shanghai Jiao Tong University Academic Ranking of World Universities in 2014-15
- Ranked #7 for most ethnically diverse student body in the USA by US News & World Report in 2016
- UCR Extension Center’s International Education Program is one of the largest IEP program in the USA—we welcome more than 5,000 students a year from over 40 countries

UC Riverside Traditions

We Are the Highlanders

In 1954, UCR students decided that they should call themselves “Highlanders.” They chose this name because of UCR’s location. UCR has the highest elevation of all the UC campuses. UCR is also located high (elevation) within the city of Riverside. Lastly, UCR is below the Box Springs Mountains. The name “Highlanders” made students and staff think of the Scottish Highlands. Due to this, UCR began the tradition of naming its student housing buildings after places in the Scottish Highlands (e.g. Aberdeen-Inverness, Lothian, Bannockburn, Glen Mor, etc.)

Our Mascot: Scotty the Bear

The first UC Riverside mascot was a Scottish Terrier dog. However a dog did not seem very threatening compared to UCLA’s Bruins Bear or UC Berkeley’s Golden Bear.
In 1954, UC Riverside’s mascot was changed to a bear wearing a Scottish kilt (skirt). However, in 1998 students argued that the bear looked like a teddy bear. Students wanted a mascot that “looks like we are going to tear the competition apart.” Therefore a bear with a half blue face like the painted face of William Wallace, the Scottish hero in the Braveheart movie, was chosen.

**UC Riverside Colors**

*Blue & Gold*

UC school colors were chosen in 1978. The blue was chosen for the beautiful blue California sky. The gold was chosen for the state flower, the California Golden Poppy.

*The Tartan*

The tartan is another symbol of UCR’s unique identification with the Scottish Highlands.

**UC Riverside Landmarks**

*The Bell Tower*

The Bell Tower was built in 1965. It is 161 feet high and weighs 15 tons. All 5,162 holes in the Bell Tower light up at night. During the school year many campus activities take place at the Bell Tower, including weekly concerts.

*The “C” on Box Springs Mountain*

All UC campuses have a “C” somewhere on campus. In 1954, UCR students used surveying equipment to create the largest “C” of all the UC campuses on the side of Box Springs Mountain. UCR students believe that if you hike to the “C” and kiss the “C” before each school year, you are guaranteed good grades all year.
## Metric to USA Conversions

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### USA Measurements

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IV Property Map
IV Building B Map
BUILDING B, FLOORS 1 & 2

IV BLDG. B, FLOOR 1

IV BLDG. B, FLOOR 2
IV Building B Map
Building B, Floor 3

IV BLDG. B, FLOOR 3
IV Building A Map
BUILDING A, FLOORS 1 & 2

IV BLDG. A, FLOOR 1

IV BLDG. A, FLOOR 2