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I. Welcome

Congratulations! You're a resident at UC San Diego’s Associated Residential Community Housing (ARCH)! ARCH communities include Coast, La Jolla del Sol (LJDS), Mesa Residential (Mesa), One Miramar Street (OMS), Rita Atkinson Residences (Rita) and the Single Graduate Apartments (SGA). Our communities are not just a place to live but a place for your life to happen. Our goal is to foster an inclusive community and help residents find a balance between various aspects of life by creating academic, cultural, social and recreational opportunities that enrich your life personally, as well as academically.

In case you didn't know, this is your handbook! It gives you important information about your housing community, its services, facilities, policies, and procedures. The information in this handbook is incorporated into your rental agreement. We reserve the right to change any of these rules by rescinding, amending, or making such other rules and regulations as deemed necessary.

Please see the table below for office locations and hours of operation. Staff can assist you with a variety of issues, including billing questions, lock outs, guest keys, parking permits, roommate issues, noise concerns, notices of intent to vacate, and any policy or procedural questions that you may have. After 4:30 p.m. for LJDS and 9:00 p.m. for all other communities, please call UC San Diego Police at 858.534.4357 (HELP) for assistance with lockouts.

<table>
<thead>
<tr>
<th>Community</th>
<th>Location</th>
<th>Hours of Operation</th>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coast &amp; La Jolla del Sol Apartments</td>
<td>8046 Regents Road</td>
<td>Monday – Friday 8:00 a.m. to 4:30 p.m.</td>
<td>(858) 822-7607 <a href="mailto:archinfo@ucsd.edu">archinfo@ucsd.edu</a></td>
</tr>
<tr>
<td>Mesa Residential &amp; One Miramar Street Apartments</td>
<td>One Miramar Street Building 5</td>
<td>Monday – Friday 8:00 a.m. to 9:00 p.m. Saturday and Sunday 9:00 a.m. to 1:00 p.m.</td>
<td>(858)822-3291 <a href="mailto:archinfo@ucsd.edu">archinfo@ucsd.edu</a></td>
</tr>
<tr>
<td>Rita Atkinson Residences</td>
<td>100 Osler Lane</td>
<td>Monday – Friday 8:00 a.m. to 9:00 p.m. Saturday and Sunday 9:00 a.m. to 1:00 p.m.</td>
<td>(858)534-6990 <a href="mailto:archinfo@ucsd.edu">archinfo@ucsd.edu</a></td>
</tr>
<tr>
<td>Single Graduate Apartments</td>
<td>Canyon Vista Administration Building</td>
<td>Monday – Friday 8:00 a.m. to 9:00 p.m. Saturday and Sunday 9:00 a.m. to 1:00 p.m.</td>
<td>(858) 534-4723 <a href="mailto:archinfo@ucsd.edu">archinfo@ucsd.edu</a></td>
</tr>
</tbody>
</table>

II. Resources

<table>
<thead>
<tr>
<th>Department/Office</th>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Advocacy, Resources and Education (CARE/SARC) at Sexual Assault Resource Center</td>
<td>(858) 534-5793 <a href="mailto:sarc@ucsd.edu">sarc@ucsd.edu</a></td>
</tr>
<tr>
<td>Early Childhood Education Center</td>
<td>(858) 246-0900</td>
</tr>
<tr>
<td>Environment, Health &amp; Safety(EH&amp;S)</td>
<td>(858) 534 -3660</td>
</tr>
<tr>
<td>Graduate Student Association (GSA) <a href="http://gsa.ucsd.edu/">http://gsa.ucsd.edu/</a></td>
<td>(858) 534-4010</td>
</tr>
<tr>
<td>HDH Administrative Services (ARCH Billing Services)</td>
<td>(858) 534-4010</td>
</tr>
<tr>
<td>Mail Services</td>
<td>(858) 534 -7098</td>
</tr>
<tr>
<td>Maintenance Requests (Customer Service Center)</td>
<td>(858) 534-2600</td>
</tr>
</tbody>
</table>
III. Move in/Move out

   a. Eligibility
   ARCH residents must be full-time students enrolled in at least twelve units each quarter, on an approved leave of absence, or have an Authorization for Accommodation (AFA) from the Office of Students with Disabilities (OSD) to be maintain eligibility. Residents who do not anticipate meeting eligibility requirements should contact the ARCH Office at the beginning of the quarter or when their enrollment status changes, to discuss their eligibility.

   Residents who do not meet eligibility requirements must submit a 30 Day Notice of Intent to Vacate and vacate the apartment within 30 days from the date they no longer meet eligibility requirements. Residents who become ineligible for housing in June may continue residing in the apartment through August 31st. You can find more detailed information pertaining to eligibility at the HDH website.

   b. Leave of Absence, Leave Extension Policy
   You may be eligible to remain in housing during a leave of absence or part-time status (less than 12 units) if you meet the following conditions:

   **Graduate and Professional Students:**
   1. You have received approval for a leave of absence or part-time status from the Graduate Division (GD), School of Engineering (Irwin & Joan Jacobs School of Engineering), School of Management (Rady School of Management), School of Medicine (SOM), or the School of Pharmacy (SOP).
   2. Your housing account is current and has a zero outstanding balance.
   3. You plan to return to full-time enrollment at UC San Diego during the next applicable quarter.
   4. You have not had more than three (3) quarters of leave-of-absence status during your entire enrollment at UC San Diego. (Graduate students in good academic standing may request an additional three (3) quarters of leave-of-absence to care for a child.)

   **Undergraduate Students:**
   1. You have received approval for a period of withdrawal from the Academic Advising Office at your college of registration.
   2. Your housing account is current and has a zero outstanding balance.
   3. You plan to return to full—time enrollment at UC San Diego during the next quarter.
   4. You have not had more than three (3) quarters of withdrawal status during your entire enrollment at UC San Diego.

   **Faculty and Staff:** UC San Diego, Associated Residential Community Housing (ARCH) offers housing at the La Jolla del Sol Apartments to eligible faculty and staff who are employed full time at UC San Diego.
c. Inspection Checklist
When you pick up your keys, you will be given a Move-In Inspection Form to complete and return. We will assume the apartment is in satisfactory condition if your checklist is not received by the ARCH Office within two weeks of your move in date. Please complete this form with accurate details. This document will be used when you move out to ensure that you are not charged for any condition or damage that you did not cause. Necessary maintenance work will be scheduled according to your comments.

d. Move Out Guidelines
Thirty (30) days prior to moving out/vacating your apartment, submit a written notice of intent to vacate to the ARCH office. For fixed term Rental Agreements there is no need to submit notification of your move out date unless you plan to leave prior to your lease end date. After this notice is received by the office you will receive an email detailing recommended move out tips and explaining the process for returning your keys. On the first business day after the resident(s) vacates the apartment, a Housing representative will inspect the apartment. You have the right to be present at the move out inspection.

e. Relocation
Residents who wish to relocate to another ARCH community, and have not resided for two years in housing or have a month-to-month agreement, may complete an application online here. Your name will be added to the housing wait list. You may complete the application at any time during the term of your rental agreement. Single graduate and professional student applicants have the option to find their own roommate by utilizing the ARCH Roommate Portal or by requesting to have ARCH assign a roommate. If you intend to choose a new roommate upon relocation you will need to wait for an entire apartment to become available.

f. Subleasing
To allow you to maintain your housing status while you are away from UC San Diego to work, study, perform academic field research, take a vacation, or take an approved leave of absence, you may sublease your apartment. To review subleasing guidelines, submit a sublease application or view interested sub lessee applications online click here.

g. Withdrawal
Students who have withdrawn from or Faculty and staff no longer employed by UC San Diego are not eligible to live in ARCH. When withdrawing, submit a thirty day written notice of intent to vacate to the ARCH office. Your rental agreement will be terminated once the thirty day notice period expires.

IV. Community Safety

a. Campus Safety Escorts
The Community Service Officer (CSO) Program offers a free campus safety escort. Escorts will go to any university property. Call 858.534.WALK (9255) to request an escort. CSOs offer an escort service from sunset through 1 a.m. every day of the year. After 1 a.m., this service may be handled by other police department personnel.

b. Missing Person Notification
Students residing in on-campus housing have the option to identify individuals to be contacted by the University in the event the student is reported missing. The confidential contact information will be accessible only to
authorized campus officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. If you would like to designate a confidential contact visit the ARCH Office.

c. Police and Security
The UC San Diego Police Department (UCSDPD) can be reached at 858.534.4357 (HELP). For emergencies, dial 911.

Solicitors - Soliciting of any kind by anyone, including residents, is not permitted. Report any solicitors to UC San Diego Police immediately at 858.534.4357 (HELP).

Suspicous People on Premises - If you observe people who are acting suspiciously immediately contact the UC San Diego Police at 858.534.4357 (HELP) and report the details. Refer to UCSD Campus Security for additional resources.

Theft Prevention - The UC San Diego Police sponsor a program of etching items of value, including bikes, with the resident’s license number to discourage theft and to make recovering stolen items easier. More information about this program may be obtained by calling the UC San Diego Police at 858–534.HELP (4357).

Vacation Check - Residents who plan to take an extended vacation can arrange for a vacation check to be made of their apartment. A UCSDPD Resident Security Officer will routinely check the apartment exterior for any signs of burglary, tampering, etc. You can arrange for a vacation check by contacting the ARCH Office.

V. Amenities
a. Bicycles
Bicycle racks are located throughout all ARCH communities. A bicycle locked to a stairwell, patio handrail, building, post, tree, etc., is subject to citation. Bicycles may be stored on patios and balconies. Residents should register their bicycles at the Bike Shop in Student Center A. Please take your bike with you when you register it and be prepared to pay a fee. Call (858) 534-4279 for further information. A u-lock and a cable lock are recommended to secure your bicycle frame. If you don’t have a bike and would like to borrow one you can do so with Triton Bikes Program.

b. Bulletin Boards
Bulletin boards are available at each community and laundry room for residents to post approved notices, flyers and advertisements. The Residential Services Office must prior approve all postings and the date of the initial posting must be included. Approval will be based upon compliance with appropriate campus regulations. All postings are limited to a two-week posting period and are subject to removal. Please do not post on buildings, dumpsters, mailboxes, light poles or any other locations. Any postings found in these areas will be removed.

c. Community Amenities and Gardens
Community amenities are available for residents’ use. Alcohol may be consumed in the community rooms/lounges by individuals 21 years of age or older. Contact your ARCH Office to reserve a community room. Residents can request a key card for access to Café Vita from the Mesa Residential Services Office. LJDS pool and spa hours and regulations are posted at each location.
<table>
<thead>
<tr>
<th>Property</th>
<th>Location</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coast Apartments</td>
<td>9350</td>
<td>Multi-use &amp; BBQ</td>
</tr>
<tr>
<td>Mesa Residential Apartments</td>
<td>3755</td>
<td>Multi-use &amp; BBQ</td>
</tr>
<tr>
<td></td>
<td>9126</td>
<td>Game Room</td>
</tr>
<tr>
<td></td>
<td>9156</td>
<td>Fitness Room &amp; BBQ</td>
</tr>
<tr>
<td></td>
<td>9184</td>
<td>Family Study Room &amp; BBQ</td>
</tr>
<tr>
<td>One Miramar Street</td>
<td>Building 2</td>
<td>Multi-use</td>
</tr>
<tr>
<td></td>
<td>Building 4</td>
<td>Multi-use</td>
</tr>
<tr>
<td></td>
<td>Café /Vita</td>
<td>GSA space – social and study &amp; BBQ</td>
</tr>
<tr>
<td>Rita Atkinson Residences</td>
<td>2nd Floor</td>
<td>Multi—use &amp; BBQ</td>
</tr>
<tr>
<td></td>
<td>3rd Floor</td>
<td>Multi-use</td>
</tr>
<tr>
<td></td>
<td>4th Floor</td>
<td>Multi-use and Fitness Room</td>
</tr>
<tr>
<td></td>
<td>9th Floor</td>
<td>24/7 Quiet Study</td>
</tr>
<tr>
<td>Single Grad Apartments</td>
<td>Bates Hall 3rd Floor</td>
<td>Multi-use</td>
</tr>
<tr>
<td></td>
<td>Brown Hall 4th Floor</td>
<td>Multi-use</td>
</tr>
</tbody>
</table>

The residents of Coast and Mesa have formed a co-op garden association. Flowers, vegetables, and herbs may be grown in the designated garden areas. Contact the ARCH Office or visit our website for more information.

d. Laundry Facilities

<table>
<thead>
<tr>
<th>Community</th>
<th>Location</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coast Apartments</td>
<td>9350</td>
<td>Credit/Debit or Coin</td>
</tr>
<tr>
<td>Mesa Apartments</td>
<td>3755, 3999, 9126, 9156, 9184, 9238, 9264</td>
<td>Credit/Debit or Coin</td>
</tr>
<tr>
<td>One Miramar Street</td>
<td>Buildings 2 &amp; 4</td>
<td>Credit/Debit or Coin</td>
</tr>
<tr>
<td>Rita Atkinson Residences</td>
<td>4th Floor</td>
<td>Triton Cash</td>
</tr>
<tr>
<td>Single Grad Apartments</td>
<td>1st Floor (Bates &amp; Brown)</td>
<td>Triton Cash</td>
</tr>
</tbody>
</table>

For community washer and dryers, report any problems to WASH Multifamily Laundry Systems at 1-800-421-0575 or request service online at [www.fixlaundry.com](http://www.fixlaundry.com). Note the three-digit number on the machine before calling for service. For LJDS washer and dryer service, submit a work order through [HDH Fix It link](http://www.fixlaundry.com) for non-emergency requests or call the Customer Service Center at 858.534.2600 for emergencies.
e. Parking

<table>
<thead>
<tr>
<th>Community</th>
<th>Issue Location</th>
<th>Fee</th>
<th>Enforcement</th>
<th># of Permits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coast Apartments</td>
<td>Coast/La Jolla Del Sol Office</td>
<td>Included in Rent</td>
<td>Monday 9 a.m. to Friday 6 p.m.</td>
<td>1 per bedroom Guest permit issued by office upon request</td>
</tr>
<tr>
<td>Mesa Apartments</td>
<td>Mesa/OMS Residential Services Office</td>
<td>Included in Rent</td>
<td>Monday - Friday 9 a.m. thru 6 p.m.</td>
<td>1 per registered vehicle 1 Guest permit</td>
</tr>
<tr>
<td>One Miramar Street Apartments</td>
<td>Mesa/OMS Residential Services Office</td>
<td>Included in Rent</td>
<td>24 hours a day, 7 days a week, except levels 5 &amp; 6</td>
<td>1 per registered vehicle 1 Guest permit</td>
</tr>
<tr>
<td>Rita Atkinson Residences</td>
<td>UCSD Transportation Services Office</td>
<td>Purchase here</td>
<td>Refer to posted signage at each lot</td>
<td>Contact UCSD Transportation Services Office</td>
</tr>
<tr>
<td>Single Grad Apartments</td>
<td>UCSD Transportation Services Office</td>
<td>Purchase here</td>
<td>Refer to posted signage at each lot</td>
<td>Contact UCSD Transportation Services Office</td>
</tr>
</tbody>
</table>

Parking is by permit only in designated areas, see grid above. Transportation Services will issue a citation if your vehicle is not in working condition, not currently registered with the State of California, or parked illegally, i.e., red zones, disabled spaces, areas not specifically designated for parking, etc. Parking and driving on the grass/lawn or sidewalk is strictly prohibited. If parking and transportation issues a citation, you may appeal the ticket online through UC San Diego Transportation Services within 21 days of the issue date.

Designated motorcycle parking spaces are located within the ARCH communities. Motorcycle permits are available upon request.

Parking spaces or stalls on the premises shall be used only for the parking of passenger automobiles or light utility vehicles used for the personal transportation of the Resident(s), unless prior written consent is given by the University. There shall be no parking of other trucks, trailers, recreational vehicles or boats in any such stall or space. Any such vehicle whose ownership is unknown, or which is not moved on demand may be towed away and stored at its owner's expense. Storage of personal belongings/items in the parking areas is prohibited. If found, such items will be removed by the University at the owner's expense.

No car washing or vehicle maintenance of any kind is allowed.

f. Playgrounds

Playgrounds are located near buildings 3875 and 9156 at Mesa.

g. Recreational Facilities

Fitness rooms are available at LJDS, 8186 Regents Road, Mesa, 9156 Regents Road, and the 4th floor of the Rita Atkinson Residences. The Rita Apartment key provides residents with access to the Rita fitness room. LJDS residents may access with their apartment key. Mesa and One Miramar Street residents are issued a key card at move-in. ARCH residents are welcome to use any ARCH fitness facility. Contact an ARCH Office for access to these areas. UCSD's Recreation department offers classes, sport facilities, personal trainers, weight room, etc. with
facilities throughout campus. Visit the Campus Recreation web site for more detailed information and locations.
h. Storage:
Storage of personal belongings or items in parking spaces, balconies, building stairwells, landings, hallways, etc. is prohibited. Such items will be removed by the University at the owner’s expense. You may not store any flammable items, including but not limited to, gasoline, propane, paint, paint thinner, and kerosene. Barbeques cannot be stored in storage areas.

<table>
<thead>
<tr>
<th>Community</th>
<th>Storage Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coast Apartments</td>
<td>Closet on first floor of each building. Resident provides lock</td>
</tr>
<tr>
<td>Mesa Apartments</td>
<td>North Mesa- closet outside front door South Mesa- closet inside apartment Central Mesa- outside front door or on patio/balcony</td>
</tr>
<tr>
<td>One Miramar Street Apartments</td>
<td>Inside the apartment</td>
</tr>
<tr>
<td>Rita Atkinson Residences</td>
<td>Closet is located inside the apartment</td>
</tr>
<tr>
<td>Single Grad Apartments</td>
<td>Closet is located inside the apartment</td>
</tr>
</tbody>
</table>

i. Surf Showers
Do not rinse surfing gear, diving gear, wetsuits, etc., in the apartment shower or sink. The salt and sand will clog the drain. Surf showers, available to any ARCH resident, are located at the Coast apartments at buildings 9321 and 9383.

j. Vacuums
Residents may check out a vacuum at the ARCH Office.

VI. Services

a. Bus/Shuttle Services
UC San Diego’s extensive transportation system is available for students, faculty, and staff. For current schedules, please visit Transportation Services.

b. Carpet Cleaning
Complimentary carpet cleaning is available to residents once every twelve months following the initial twelve month period. Contact the ARCH office for more information.

c. Community Assistants
In order help implement the ARCH CONNECT program model, every graduate housing community has hired Community Assistants (CAs). These are UC San Diego student residents who help plan events and activities to create a sense of community centered on residents’ needs and suggestions. They can be contacted through the ARCH Connect Facebook page, or at the front desk of each housing community office. The housing office recruits for CAs vacancies annually. If you are interested in this position, please contact one of the graduate housing offices.
d. Emergency Planning
For information regarding any type of campus emergency visit UC San Diego’s emergency planning website. Sign up for emergency text and voice notification here. In the event of a major emergency affecting campus call (888) 308-UCSD (8273) for a recorded message or check the UC San Diego Emergency Status page. In the event of an emergency, please assume that you will have sole responsibility for your safety and wellbeing. Be prepared to be self-sustaining for a period of 72 hours. Being prepared for emergencies is crucial. The American Red Cross offers information and courses to help you prepare for emergencies.

e. Lock-Outs
Locked out? Stop by the ARCH Office during business hours for assistance. If you are locked out when the office is closed contact UC San Diego Police at (858) 534.HELP (4357). UCSD Police may charge a $15 fee.

f. Lost and Found
Contact the ARCH Office to inquire about items lost or found. Contact UC San Diego Police at (858) 534.HELP (4357) to report lost or stolen items.

g. Maintenance Requests
Need something fixed? We’re available, 24 hours a day, 7 days a week. All you need to do is enter a work order through HDH Fix It link for non-emergency requests or call the Customer Service Center at 858.534.2600 for emergencies. Requests considered emergencies are fire alarms, smell of smoke, smell of natural gas, flooding, any leaks, malfunctioning or broken locks. A request called in after regular business hours not considered an emergency will be responded to during regular business hours.

h. Package Pick-up
Depending on where you reside, your packages might be delivered to your building or to a centralized mail center. Please see the table below for additional information.

<table>
<thead>
<tr>
<th>Community</th>
<th>Pick-up Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coast Apartments</td>
<td>US Postal Service Parcel Lockers located at each building</td>
<td>24/7</td>
</tr>
<tr>
<td></td>
<td>Large parcel boxes located by 9393</td>
<td></td>
</tr>
<tr>
<td>Mesa Apartments</td>
<td>US Postal Service Parcel Lockers located at each building</td>
<td>24/7</td>
</tr>
<tr>
<td>One Miramar Street</td>
<td>Residential Services Building (1st level &amp; extended hours on 2nd level)</td>
<td>Monday – Friday, 8 am – 9 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saturday and Sunday, 9 am – 1 pm</td>
</tr>
<tr>
<td>Rita Atkinson Residences</td>
<td>2nd floor Lobby</td>
<td>Monday – Friday, 8 am – 9 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saturday and Sunday, 9 am – 1 pm</td>
</tr>
<tr>
<td>Single Grad Apartments</td>
<td>Canyon Vista Administration Building</td>
<td>Monday – Friday, 8 am – 9 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saturday and Sunday, 9 am – 1 pm</td>
</tr>
</tbody>
</table>

i. Pest Control
The Office of Environment, Health and Safety (EH&S) provides our pest control services. Report problems with ants, roaches, spiders, rodents, etc. to the ARCH Office. Before EH&S will enter and service your apartment, all residents of the apartment will need to sign a Pest Control Request form which is available at the office and on the EH&S website here.
VII. Everyday Living

a. Cable TV / Satellite Dish
Coast, LIDS, Mesa, OMS, and Rita-All apartments are wired for cable television. The service is optional and requires a monthly fee paid to your cable provider. All maintenance and repairs to the outlets are at the resident’s expense. If you set up an appointment for after normal business hours, you will need to check out a cable room key from your ARCH Office in order for the provider to access the cable room during your appointment. For additional information regarding the use of a satellite dish, please contact the ARCH Office.

SGA- Cable is provided by the University and included in your monthly rent. For SGA repairs, please contact ACMS or call 858-534-2267.

b. Ethernet Data Network/ResNet (Coast and SGA only)
10-BaseT Ethernet data communication services are provided in the Coast and SGA apartments. This program delivers Internet service directly to your computer in your apartment. For information contact UC San Diego ResNet, (858) 822-2267.

c. Garbage Disposals
Your garbage disposal is designed to handle only soft foods. Do not put fibrous materials, such as celery or other stringy vegetables, potato peelings, watermelon rinds, seeds, noodles, rice, spaghetti, grease and hard-leaved fruits or hard materials such as bones, glass, or metal objects in the garbage disposal. Always use cold water when running the disposal. Keep the water running while the disposal is on and for a short period after it has been switched to the off position. Be sure that you leave the disposal on long enough to ensure that the items in it have been properly ground.

Disposals are equipped with a red reset button. If the disposal stops running, try to rest it by pushing the button gently. If this does not start the disposal please contact the through the HDH Fix It link to enter a work order.

Improper use of the garbage disposal may cause the sink to back up in your own or your neighbor’s apartment. The university is not responsible for any damage resulting from misuse of the garbage disposal.

d. Recycle and Trash Disposal
At UCSD we pride ourselves on practicing responsible recycling and sustainability habits. Recycling cans are located throughout the ARCH communities. Place all trash and recycling in the designated dumpsters. Furniture, large objects, or Christmas trees place in the dumpsters will not be picked up by the refuse collector. Please do not leave trash outside your apartment entry door or on your patio/balcony. Disposal of hazardous wastes to the sewer, storm drain, ground or trash is illegal.

For proper disposal of electronic waste go to www.cciwmb.ca.gov/Electronics and www.dtsc.ca.gov. Used alkaline batteries can be dropped off at the ARCH Office for recycling. Appliances containing chlorofluorocarbons (CFCs) which are illegal to dispose of at landfills are accepted for recycling at the Miramar Recycling Center for a fee. The Miramar Recycling Center, 5165 Convoy Street, San Diego, C. 92111, (858) 268-8971, accepts CRT’s and other electronics for recycling. Please call to verify exactly what types of electronics the facility will accept and what the facility charges. Bring remaining unwanted products to the Household Hazardous Waste Transfer Facility located at the Miramar Landfill. Call (858) 694-7000 for an appointment or go to http://www.sandiego.gov/environmental-services/miramar/ for additional
information. For more tips on recycling, conservation, and sustainability, plus links to other helpful resources, visit http://hdh.ucsd.edu/sustainability/econauts.asp.

e. Stoves
Do not use foil to line burners, oven or grill. The reflection from the foil will damage the burner element. Do not place foil or paper on the walls above the stove to catch grease, as this is a serious fire hazard.

f. Toilets
Tampons and sanitary napkins will clog the toilets, so please do not flush them. If you do not own a plunger, you may want to add it to your household accessories. At OMS to conserve water, pull the toilet handle up to flush rather than down.

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

a. Alcohol Possession
No alcohol of any kind, in any type of container, is allowed to be kept or consumed in ARCH public areas. Public areas include, but are not limited to, stairways, walkways, parking spaces, pool/spa areas (LJDS), and laundry rooms. In addition, kegs, “party balls”, tap systems, and similar large volume common source containers are prohibited in the apartments and in public areas.

Consumption of alcohol by individuals 21 years of age or older is permitted in the apartments, including private patios/balconies and in the community rooms.

The University’s rules, regulations and policies relating to alcohol are applicable at all ARCH communities, including restrictions on underage possession and consumption of alcohol by individuals under the age of 21.

b. Appeals
The Associated Residential Community Housing Advisory Committee (ARCHAC) reviews discrepancies regarding charges to your account, housing policies and procedures, rental agreements, budgets, rates, and levels of service. ARCHAC consists of student representatives living in Coast, Mesa, OMS, Rita and SGA, and staff representatives from the Graduate Division, School of Medicine, School of Pharmacy and Housing. Residents may submit an electronic request/appeal here. The ARCH Office will review your request. If your request is not granted by the office, it will be forwarded to ARCHAC for review. You will receive an email from ARCHAC notifying you of the outcome of the review.
c. Building Modifications
The University has a long-term investment in the ARCH community buildings and therefore cannot allow any non-University sponsored renovations, modifications or changes. You may not engage in any of the following modifications: paint the interior or exterior of your residence; install shelving, paneling or wallpaper; use contact paper on any wall or shelf; use large nails, screws, toggle bolts, or adhesive fasteners on the walls, cabinets, doors, or ceilings; install deadbolts or bedroom locks; make any physical changes to the apartment or to the patio or balcony area; install bamboo or lattice on the patio or balcony; or install any appliance, including but not limited to, air conditioners, dishwashers, refrigerators, freezers, washers, or dryers.

Construction of any kind in or outside of your apartment is prohibited. Construction includes but is not limited to: using heavy building materials; installing front screen doors; building platforms, lofts, or shelving units inside your apartment or on the patio or balcony; installing paneling, closet organizers, mirrors, cork, bottle caps, or track lighting; installing bamboo covering on the patio or balcony above railing; affixing satellite dishes or antennas to the exterior of the building, except as permitted under the UC San Diego Housing and Residential Life Services Satellite Dish Installation and Registration Agreement.

Pictures: May be hung with small nail hangers. Small nail holes in walls resulting from picture hanging, etc., do not need to be filled by the resident when vacating.

Ceilings: Do not use any type of hook, nail, or tape on the ceiling. Painting your ceiling is not permitted.

Doors: No interior doors may be removed. Interior doors serve as a very effective fire safety item. In conjunction with the Americans with Disabilities Act and to provide a uniform lock and key system, single‐handled, single‐key locks have been installed in each apartment. Additional locking mechanisms are available for residents with small children in the household. All other door locks are prohibited. Please keep your front door and patio/balcony door locked at all times and do not use the dead bolt on the electronic locks to prop the door open as it will damage the lock.

Heating: All apartments are equipped with thermostats to control the level of heat emitted into the space. Air conditioning is not provided in any ARCH community. Property Operations and Planning performs regular inspections of heaters. Do not place or store anything in front of the heater or use it to dry clothes.

Painting: Apartments are painted prior to move‐in. Residents are not permitted to paint the apartment. Apartments are painted prior to move‐in. Residents are not permitted to paint the apartment. You will be charged on a cost basis for labor and materials resulting from any work the University must do to return the apartment to its original conditions.

Screens: Window screens are provided for the apartments located at Coast, Mesa, OMS, and SGA. Door screens are not permitted on front doors.

d. Business
Students are prohibited from operating a business of any kind, including an e‐business, and/or utilizing University owned or operated facilities or services for the business. With the exception of food delivery, no resident may contract any vendor for services in the residential facilities without the approval of the ARCH leasing office.
e. Controlled Substances
Federal Law, California State Law, and University policies prohibit the solicitation, procurement, sale, or manufacture of controlled substances. Additionally, the possession of drug paraphernalia is prohibited on all University property. Any possession and/or use of a controlled substance that is seen, heard, or smelled, or if a student is known or is suspected to be in possession, using, or distributing drugs, including medical marijuana or drug-related paraphernalia, is subject to referral to the student conduct process and/or criminal action, and may result in the immediate termination of a resident’s rental agreement. The use of any prescribed medication, over the counter drugs, and other controlled substances in an abusive manner is prohibited.

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

g. Domestic Violence:
Domestic violence is a crime, a violation of the UC San Diego Student Conduct Code, and a violation of UC San Diego Housing Contract’s Community Responsibility Clause. This clause states that residents agree to respect the rights of other residents and to conduct themselves in a manner conducive to a harmonious living environment. Domestic abuse against spouses, partners, or children will not be tolerated in UC San Diego Housing Communities. The housing renal agreement will be terminated for any resident who physically abuses, threatens, harasses or puts the health and safety of another person in danger.

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

i. Fire Safety
UC San Diego has an extensive fire and life safety program. Learn about fire safety resources here. Additional tips are listed below.

Alarms: If the alarm goes off in your building, leave your apartment immediately and lock the door behind you. Please do not return to your apartment until it is declared “safe” by the fire department or UC San Diego Police.

Barbeques: Charcoal barbecues are prohibited in all ARCH facilities. Barbecues and cooking devices may be used when these use and storage requirements are met:
* Lit barbecues must be attended at all times.
* Barbecues cannot be used above the ground floor of facilities.
* Barbecues must be operated at least 10 feet away from buildings and any combustible materials.
* Barbecues or fuel may not be stored inside living spaces, on balconies or above ground patios
* LP or CNG (compressed natural gas) cylinder tank valves must be closed when not in use to prevent gas discharge or leaks.
Residents of the Coast Apartments, Mesa Apartments, and One Miramar Street Apartments should contact the relevant housing office for information on where to store barbecue and fuel as items cannot be stored in apartments, on balconies/patios, or in storage areas.

A community barbeque area is available for resident use at the Rita Atkinson Apartments. Please follow posted guidelines and regulations. Barbecues and fuel cannot be stored in the apartments, on balconies/patios, or in storage areas.

Barbecues and fuel cannot be stored in the apartments, on balconies/patios, or in storage areas at Single Graduate Apartments (SGA).

**Decorative Candles & Open Flames:** Use of charcoal grills is prohibited. Review UC San Diego’s policy on decorative candles and open flames [here](#).

**Electricity:** All extension cords must be grounded with three wires and terminate in a single receptacle and/or adequately sized. Multi-tap adapters, “cube taps”, zip type extension cords, and similar devices are prohibited.

**Entrances and Exits:** Must be kept clear at all times. The staff may remove, without warning, items that pose a potential danger.

**Equipment:** Each apartment is equipped with a smoke detector. When active, the smoke detector alarm will sound in the apartment, and in most ARCH communities, at the UC San Diego Police station. If your smoke detector is activated, please notify the UC San Diego Police at 858.534.4327 (HELP) of the reason. Submit a maintenance request immediately for any defect, malfunction, or failure of such detector(s).

Hand-operated alarms (fire alarm pull stations) are located outside in the entryway or stairwell. If one of these alarms goes off, it sets the entire building into alarm, and all residents must vacate the building immediately. The fire department and/or the UC San Diego Police will respond, evaluate the situation, and reset the central alarm system. Do not return to your apartment until it is declared “safe” by the fire department or UC San Diego Police.

Per Section 148.4 of the California Penal Code, it is illegal to tamper with fire safety equipment. Misuse of fire safety equipment, such as turning in false alarms, is against the law, and expenses incurred may be assessed to you.

**Extinguishers:** Fire extinguishers are located throughout the buildings. Fire extinguishers are regularly inspected and kept in excellent working condition. The extinguishers provided will work for all types of fire. Instructions on fire extinguisher use are available [here](#). Please do not pour water on a grease or electrical fire. Use the fire extinguisher. In the event of a fire, call 911.

**Flammable or Corrosive Materials:** Storage or use of any flammable liquids, fireworks, photo developing chemicals, or corrosive or combustible materials in any quantity is prohibited. No vehicles or machines with flammable or corrosive materials may be brought into or stored in, or around, the apartment areas. Review
UC San Diego’s policy on flammable or corrosive materials here.

**Halogen Lamps:** Halogen “torchiere” lamps equipped with a high intensity (up to 500-watt) tubular halogen bulb on top are prohibited.

**Hoverboards:** Due to safety concerns following a number of reported Hoverboards fires, University of California prohibits the use, possession, or storage of Hoverboards and similar devices containing lithium ion batteries on campus.

**Sprinklers and heat detectors:** Sprinklers and heat detectors are located outside of the elevators of OMS and in Mesa, Rita and Single Graduate Apartments. These alarm sensors will set off a central alarm warning when heat in these areas rises faster than normal or above the maximum setting. If the detectors are hit, the sprinkler system will be activated and an alarm will be sent to the Campus Police and the fire department will respond. Please use caution when moving large items; and do not hang any items on the sprinklers.

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

**k. Guest(s)**
Short-term guests are welcome to stay with you in your apartment for a two week period. Extensions are granted in special circumstances. You may check out a courtesy key for your guest at the office. You will be held financially responsible and subject to disciplinary action for damages and/or violations of rules and regulations caused by guests or visitors. Any individual staying in the apartment must be a short term guest or have been added as an additional resident on the rental agreement. Resident who have been assigned a roommate(s) should speak with his/her roommate(s) prior to their guest’s arrival. All residents of the apartment must agree to allow the guest to stay within the apartment. If any resident denies your request to allow your guest to stay in the apartment, you will need to make alternative arrangements. If you do not feel comfortable discussing your concerns with your roommate directly, please contact the office for assistance.

**l. Weapons**
California State law prohibits firearms on all property belonging to the Regents of the University of California. You may not use, possess, or store any kind of ammunition and/or firearm(s) on the property, even if it is registered. Possession or discharge of BB guns, pellet guns, air guns, stun guns, slingshots, firecrackers, knives, M-80’s, and lethal weapons in any form, including martial arts equipment, is prohibited. Other items or implements use aggressively or for violent purposes are prohibited and should be reported to the UCSD Police at 858.534.HELP (4357).

**m. Inspections**
There are occasions throughout the year when University Officials will need to enter your apartment to complete inspections. You will receive advance notice of these inspections via the newsletter, email and/or written notice of entry posted on your apartment door a minimum of 24 hours in advance. These inspections include annual safety inspections completed by the UC San Diego Office of Environment, Health and Safety, and inspections conducted by ARCH staff, including alarm, furnace, and patio/balcony inspections.
n. Motorcycles/Mopeds/Scooters
Motorcycles, mopeds, and gasoline-powered scooters are not permitted in buildings, under stairways or on patios/balconies. Designated motorcycle parking spaces are located with the ARCH Communities.

o. Noise
Excessive, pervasive, or otherwise overtly disruptive noise should be avoided at all times to respect the needs of residents.

Quiet hours are 10pm-7am Sunday thru Thursday, 12am-7am Friday and 12am-9am Sunday. During UC San Diego posted finals week, please respect 24 hour quiet hours.

p. Patios, Balconies and Entryways
Patio/balcony guidelines were established to ensure the residents’ safety, maintain the building structures, prevent pest infestations, and to provide an aesthetically pleasing environment. The patio/balcony guidelines apply to patios, balconies, parking spaces, and entryways of the apartments.

The guidelines include:
Decorations: Functioning decorative lighting may be displayed on patios/balconies throughout the year. Nothing may hang from ceilings, walls, posts or patio/balcony walls and railings.
Flowers and plants: Potted flowers and plants may sit on the patio if a pot liner is used; or sit on plant stands or shelves. Nothing may hang from ceilings, walls, posts or patio/balcony walls and railings.
Furniture: Well-maintained outdoor patio furniture, including plastic, wooden, metal, and wrought iron tables and chairs, and patio umbrellas, are permitted on the patios/balconies. Upholstered furniture, futons, mattresses and other forms of interior furniture are not permitted.
Toys: Children’s plastic picnic tables, chairs and other large toys may be kept on the patio/balcony, not in excess. All other children’s toys must be stored inside.
Other: For shade or privacy, install (on the inside of the railing and not above the railing) dark-colored mesh screening or dark-colored plastic lattice. You are permitted to hang items on the inside of your apartment windows. Bicycles, brooms, light weight exercise equipment, mops, shoes, small storage shed/container, and surf boards may be kept on the patio/balcony.

If an item is not listed above as permitted, then it may not be kept on the patio/balcony. These items, include but are not limited to, bamboo, boxes, cat litters, clothing racks (left out overnight), garbage cans, hammocks, recycling items, and shades are not permitted. Nothing may hang from ceilings, walls, or patio/balcony walls and railings. Storage of personal belongings/items in parking spaces, balconies, building stairwells, landings, hallways, etc., is prohibited and such items will be removed. You may not store any flammable items, including but not limited to, gasoline, propane, paint, paint thinner, and kerosene.

q. Pets
Pets are prohibited at all ARCH Communities without prior written consent of the University.

Coast, Mesa, and One Miramar: The University will approve two indoor cats, caged birds, and fish in aquariums with a 30 gallon or less capacity, per apartment. Dogs are not allowed except as service animals in any community. If a resident is found to have a dog without prior written consent of the University, the resident will be served a “Notice to Perform Covenant or Quit” to remove the dog. If the resident does not comply, the rental agreement will be terminated. A signed pet addendum and a $250 pet deposit will be required for up to 2
indoor cats. Pets are not allowed on the lawns, landscaped areas, or parking areas. Pets must be kept inside the apartment at all times and under control of a responsible person. Refer to the pet addendum for additional guidelines.

Rita and SGA: The University will only approve fish in aquariums with a capacity of 30 gallons or less, per apartment.

r. Skateboards and Skating Devices:
Skateboarding and skating in a reckless, disruptive, or unsafe manner is prohibited, and is defined as follows:

1. Riding and skating at excessive speed and/or performing or practicing stunts; causing noise which disrupts people; riding with undue regard for the safety of others; or riding in a manner that causes damage to UC San Diego property and/or landscaping; and
2. Riding and skating in all building interiors, parking garages, stairways, carports, landing, hallways, access ramps, retaining walls, seat walls, benches, railings, or similar architectural features; and
3. Continuous riding and skating in any location; and
4. Jumping or sliding on railings whether or not their skates are equipped with rail guards.

s. Smoking
Smoking and tobacco use is prohibited everywhere on UC San Diego campus and at properties owned and leased by UC San Diego, including but not limited to Coast, Mesa, OMS, Rita, and SGA. The use, sale, and advertising of all tobacco or tobacco-related products, including but not limited to cigarettes, electronic cigarettes, cigars, pipes, and smokeless tobacco is prohibited on campus and on properties owned or leased by UCSD.

t. Solicitation
Soliciting of any kind by anyone, including residents, is not permitted. Operating a business from an apartment is also prohibited. Report any solicitors to UC San Diego Campus Police immediately at 858.534.4357 (HELP).

u. Student Conduct Code
The Student Conduct Code underscores the pride and values that define our community while providing UC San Diego students with a framework to guide their actions and behaviors. The Code sets forth applicable standards of our community to which all students must comply. Please visit the Office of Student Conduct’s website for a copy of the UC San Diego Student Conduct Code and additional information.