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I. Welcome

Congratulations! You're a resident at UC San Diego's Housing Dining Hospitality communities which include Coast, La Jolla del Sol (LJDS), Mesa Nueva, 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-HELP (4327) 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 Nueva &amp; Mesa Residential Apartments</td>
<td>4100 Miramar Road</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) 246-2222 <a href="mailto:mesanueva@ucsd.edu">mesanueva@ucsd.edu</a></td>
</tr>
<tr>
<td>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>
</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 maintain eligibility. Residents who do not anticipate meeting eligibility requirements should contact the Mesa Nueva 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. 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 Mesa Nueva 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.

c. 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.

d. Move Out Guidelines
Thirty (30) days prior to moving out/vacating your apartment, submit an electronic or written Notice of Intent to Vacate to the Mesa Nueva 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 UC San Diego are not eligible to live in ARCH. When withdrawing, submit a thirty day electronic or written Notice of Intent to Vacate to the Mesa Nueva 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 Mesa Nueva Office.

c. Police and Security
The UC San Diego Police Department (UCSDPD) can be reached at (858) 534-HELP (4357) 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-HELP (4357).

Suspicious People on Premises - If you observe people who are acting suspiciously immediately contact the UC San Diego Police at (858) 534-HELP (4357) 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 Mesa Nueva Office.

V. Amenities
a. Bicycles
Bicycle racks are located throughout all ARCH communities. Mesa Nueva’s property features several bike lock areas, including a bike maintenance station and indoor hanging bike racks in numerous hallway locations. 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 throughout your community for residents to post approved notices, flyers and advertisements. The Mesa Nueva 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.
<table>
<thead>
<tr>
<th>Property</th>
<th>Location</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coast Apartments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mesa Nueva</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cala Ground Floor</td>
<td></td>
<td>Multi-use Conference Room Medium</td>
</tr>
<tr>
<td>Cala Ground Floor</td>
<td></td>
<td>Multi-use Conference Room Large</td>
</tr>
<tr>
<td>Cala Ground Floor</td>
<td></td>
<td>Group Study Room</td>
</tr>
<tr>
<td>Cala Ground Floor</td>
<td></td>
<td>Soft Study room</td>
</tr>
<tr>
<td>Cala Ground Floor</td>
<td></td>
<td>Brew Pub</td>
</tr>
<tr>
<td>Cala Ground Floor</td>
<td></td>
<td>Pool/Spa</td>
</tr>
<tr>
<td>Cala Ground Floor</td>
<td></td>
<td>Fire pit/Pub Exterior</td>
</tr>
<tr>
<td>Cala Ground Floor</td>
<td></td>
<td>Splash Zone</td>
</tr>
<tr>
<td>Cala Ground Floor</td>
<td></td>
<td>Lawn and bocce court</td>
</tr>
<tr>
<td>Cala Ground Floor</td>
<td></td>
<td>Wellness Center</td>
</tr>
<tr>
<td>Ola Ground Floor</td>
<td></td>
<td>Bike Workshop</td>
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<tr>
<td>Ola Ground Floor</td>
<td></td>
<td>Outdoor Shower</td>
</tr>
<tr>
<td>Cresta Ground Floor</td>
<td></td>
<td>Fitness Room</td>
</tr>
<tr>
<td>Cresta Ground Floor</td>
<td></td>
<td>Group Study Room</td>
</tr>
<tr>
<td>Cresta Ground Floor</td>
<td></td>
<td>Soft Study Room</td>
</tr>
<tr>
<td>Cresta Ground Floor</td>
<td></td>
<td>Perch</td>
</tr>
<tr>
<td>Exterior Grounds</td>
<td></td>
<td>Community BBQs</td>
</tr>
<tr>
<td>Exterior Grounds</td>
<td></td>
<td>Community Garden</td>
</tr>
<tr>
<td>Exterior Grounds</td>
<td></td>
<td>Children's Garden</td>
</tr>
<tr>
<td>Exterior Grounds</td>
<td></td>
<td>Zig-Zag Path Concrete</td>
</tr>
<tr>
<td>Exterior Grounds</td>
<td></td>
<td>Zig-Zag Path Natural</td>
</tr>
<tr>
<td>Mesa Residential Apartments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mesa Residential Apartments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Miramar Street</td>
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<tr>
<td>One Miramar Street</td>
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<tr>
<td>Rita Atkinson Residences</td>
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<tr>
<td>Rita Atkinson Residences</td>
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<tr>
<td>Single Grad Apartments</td>
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<tr>
<td>Single Grad Apartments</td>
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<td></td>
</tr>
</tbody>
</table>

Residents can request a key/code for access to ARCH amenity locations from the Mesa Nueva Office. Residents can reserve a community room on our [website](#) or through the Mesa Nueva Office. When using Fitness equipment during peak hours, or while others are waiting, please limit your time on the equipment to thirty (30) minutes. Proper workout attire is required. A Fitness Waiver must be completed prior to using any equipment. Follow posted safety and hours regulations in all community areas.
The residents of Coast, Mesa Nueva, and Mesa have formed a co-op garden association. Flowers, vegetables, and herbs may be grown in the designated garden areas. Contact the Mesa Nueva Office for more information.

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.

d. Laundry/Lounge Facilities

<table>
<thead>
<tr>
<th>Location</th>
<th>Function</th>
<th>Laundry Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cala Second Floor</td>
<td>Laundry/Lounge</td>
<td>Credit/Debit or Coin</td>
</tr>
<tr>
<td>Cala Fourth Floor</td>
<td>Laundry/Shuffleboard</td>
<td>Credit/Debit or Coin</td>
</tr>
<tr>
<td>Cala Sixth Floor</td>
<td>Laundry/Exercise Equipment</td>
<td>Credit/Debit or Coin</td>
</tr>
<tr>
<td>Cala Seventh Floor</td>
<td>Laundry/Lounge</td>
<td>Credit/Debit or Coin</td>
</tr>
<tr>
<td>Cresta Second Floor</td>
<td>Laundry/Air hockey</td>
<td>Credit/Debit or Coin</td>
</tr>
<tr>
<td>Cresta Fourth Floor</td>
<td>Laundry/Lounge</td>
<td>Credit/Debit or Coin</td>
</tr>
<tr>
<td>Cresta Sixth Floor</td>
<td>Laundry/Pac Man/Games</td>
<td>Credit/Debit or Coin</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. Note the three-digit number on the machine before calling for service.

A washer and dryer are included in Mesa Nueva one, two and three bedroom apartments. For interior apartment washer and dryer service, submit a work order through HDH Fix It link 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>Mesa Nueva</td>
<td>Mesa Nueva Office</td>
<td>No cost for current residents</td>
<td>All hours except as posted or in designated visitor spaces</td>
<td>1 per bedroom with registered vehicle</td>
</tr>
</tbody>
</table>

Parking is by permit only in the Mesa Nueva Ola parking garage. 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. 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. Parking and driving on the grass/lawn or sidewalk is strictly prohibited.

Designated motorcycle parking spaces are located in the Mesa Nueva Ola parking garage. Motorcycle parking permits are required and available upon request.

No car washing or vehicle maintenance of any kind is allowed.
f. Pool and Spas:
There are two spas, one social pool, and one splash zone at Mesa Nueva. Hours of operation and regulations are posted at each location. Appropriate bathing attire is required when using the pool and spas. County health regulations state that no pets and no glass be allowed in or around the pool or spa areas.

g. Storage:
Storage of personal belongings or items in parking spaces, patios, 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 inside apartments.

h. Surf Shower
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, and at Mesa Nueva on the South East corner of the Ola parking garage.

i. Vacuums
Residents may check out a vacuum at the Mesa Nueva 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. For residents with smartphone devices, the UCSD mobile app is recommended. The app provides real-time updates with the bus schedule.

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

c. Community Assistants
In order to assist in community building at the graduate level, ARCH housing supports the work of 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. For an accurate schedule of events, contact the Mesa Nueva office for more details.

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 Mesa Nueva 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 Mesa Nueva 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. Mail
UC San Diego Mail Services delivers mail to the office, which is then put into your assigned Mailbox located to the East of the Ola parking garage. Each apartment has an assigned mailbox that opens with a combination code issued to you by the Mesa Nueva Office at move-in.

h. 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.

i. Package Pick-up
We encourage you to use the Amazon Fulfilment Center available on campus for your package delivery. For items not shipped by Amazon, your packages will be delivered to the Mesa Nueva Office for pick up Monday – Friday, 8 am – 9 pm, or Saturday and Sunday, 9 am – 1 pm.

j. 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 Mesa Nueva 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 / Wi-Fi
All apartments receive bulk digital cable with HBO and Wi-Fi, which are currently provided at no additional cost to the resident. You will need to set up an account to start your service. For additional information please contact the Mesa Nueva Office.

b. 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-leafed fruits or hard materials such as bones, glass, or metal objects in the garbage disposal. Always use cold
VIII. University Policies

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, 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. Residents enjoying alcoholic beverages acquired from the Mesa Nueva pub must follow all applicable university, state and federal regulations adhering to the alcohol license procured by the pub operator.

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. 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 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.

c. 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.

d. 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.

e. 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.

f. 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.
IX. Housing Policies

a. 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 Mesa Nueva 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.

b. 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; 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.

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. Clearances of 4” above and 16” in front and on the sides of all baseboard heaters must be maintained at all times. Do not place or store anything directly in front of or on top of the heater or use it to dry clothes. Air conditioning is not provided in any ARCH community. Property Operations and Planning performs regular inspections of heaters.

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.

**Screen**: Door screens are not permitted on front doors.

c. **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.

d. **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.

e. **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:** Due to Fire Safety Requirements, charcoal barbecues are prohibited in all ARCH facilities. Community barbeque areas are available for resident use. Please follow posted guidelines and regulations.

Personal 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.
- Barbecues can only be used that operate with LPG (liquefied petroleum gas, or propane), a UL-listed gas regulator, or burners in good working condition

Contact the Mesa Nueva Office for information on where to store barbecue and fuel, as items cannot be stored in apartments, on balconies/patios, or in storage areas.

**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 at the UC San Diego Police station. If your smoke detector is activated, please notify the UC San Diego Police at (858) 534-HELP (4327) 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 is prohibiting the use, possession, or storage of Hoverboards and similar devices containing lithium ion batteries on campus. Until the cause of these fires is fully understood and the risks have been mitigated, it is in the best interest of community safety that we prohibit these devices.

Sprinklers and heat detectors: Sprinklers and heat detectors are located throughout the buildings. 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.

f. 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.

g. Guns and Lethal 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).

h. 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/entryway inspections.

i. 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 within the ARCH Communities.

j. 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 Saturday. During UC San Diego posted finals week, please respect 24 hour quiet hours.

k. 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. Holes may not be made in walls, ceilings, or railings to attach the decorations.
- **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/entryway, 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.

1. Pets
Pets are prohibited at all ARCH Communities without prior written consent of the University. At Mesa Nueva, the University will only approve fish in aquariums with a capacity of 30 gallons or less, per apartment. Cats are not allowed at Mesa Nueva. Dogs are not allowed except as service animals in any community. If a resident is found to have a pet without prior written consent of the University, the resident will be served a “Notice to Perform Covenant or Quit” to remove the pet. If the resident does not comply, the rental agreement will be terminated.

m. Smoking
Effective September 1, 2013, smoke and tobacco use was 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.

n. 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.

o. 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-HELP (4357).