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WELCOME TO HOUSING

The Housing (Residential Education and Services) department at Concordia University aspires to work within the mission of the university to meet the needs of students in a holistic manner. We want to empower you to make the most of your educational experience by supporting you and offering opportunities for you to engage in learning, service, and leadership.

The college years are full of many challenges and needs. As a Residential Education department one of the most basic needs we work to meet is that of providing a healthy and safe place for students to live. But living on campus at Concordia is more than just a place to lay your head at night. Our primary purpose is to assist students in their personal and communal growth and development. This goal is accomplished through a variety of avenues. The Resident Assistants and Professional staff members are here to serve our students, to help you find connecting points to yourself, others, the University, and the world. It is our desire for every student to find their unique and communal place here at Concordia University.

What you take away from the time you spend here is up to you. We encourage you to participate in your hall and building activities. We also encourage you to connect to the people you live around and to the University community as a whole. We can provide the opportunities but your engagement with the community is entirely up to you. Make the most of it.

We are glad to have you here!

Kimberly Chamberlain
Associate Dean of Students, Residential Education and Services
(949)854-8002 ext. 1499
Kimberly.Chamberlain@cui.edu
PREPARING FOR LIFE ON-CAMPUS

In some ways, living on-campus is like living in a semi-furnished apartment. Some things are provided, while others are not. Check out the lists below to see what you’ll need to bring with you (and what to leave behind) when you arrive on-campus this fall.

WHAT WE PROVIDE

- Twin-XL bed & mattress
- Desk & chair
- Dresser
- Quads: Regular sized fridge & couch
- Sigma/Rho: Mini-fridge and a microwave

THINGS TO BRING

- Telephone and answering machine (Do not use 2.4 GHz phone.)
- Linens (twin-XL)
- Towels
- Single-ply toilet paper (2-ply may cause plumbing problems)
- Toiletries (toothbrush, toothpaste, deodorant, etc)
- Laundry basket
- Desk lamp (floor lamp for Quads)
- Trashcan and cleaning supplies
- School supplies
- Fan or approved A/C unit (see A/C entry in Housing Policies)
THINGS NOT ALLOWED ON-CAMPUS

- Weapons of any kind.
- Flammable materials, which includes but is not limited to, fireworks, explosives, combustibles, propane, gasoline, lighter fluid, or any other highly flammable chemicals.
- Open flame objects which include but are not limited to candles, oil lamps, and incense. Candles are not allowed even as decorations.
- Extension cords without power surge protector.
- Unapproved appliances which include but are not limited to hot plates, George Foreman Grills®, BBQ’s, broilers, toaster ovens, or space heaters. This includes any appliance with an exposed heating element.
- In-window A/C units. You may bring a stand-alone portable A/C unit, but it must not require any modification (ex. removing or modifying windows and screens) or cause any damage to your housing assignment.

MOVING IN AND GETTING SETTLED

MOVE-IN DATES AND SCHEDULE

The residence halls will open for new student move-in on Sunday, August 22, 2010. Check-in will occur in Sigma Square (located in the center of the Sigma Residence Hall) from 8:00am to 12:00pm and 1:00pm to 3:00pm.

The residence halls open for returning students on Tuesday, August 24, 2010. Check-in will occur in Sigma Square (located in the center of the Sigma Residence Hall) from 8:00am to 12:00pm and 1:00pm to 3:00pm. If you are a returning student, please check-in according to the following schedule by the first letter of your last name:

- A-G: 8:00am – 10:00am
- H-N: 10:00am – 12:00pm
- O-Z: 1:00pm – 3:00pm
CHECK-IN PROCEDURES FOR NEW RESIDENTS

First, complete your WOW check-in and Clearance. WOW check-in will be located on the CU Center Patio.

Once you complete Clearance, visit the Housing table on the CU Center Patio to get your housing assignment and an escort down to Sigma Square, one of our residence hall lounges where you will pick up your key, meet an RA or two, and be shown where your new home is.

FILLING OUT A UNIT CONDITION FORM (UCF)

When you check in you will receive a Unit Condition Form (UCF). Take this form to your room and thoroughly fill it out, listing any and all damages you find in your room. When you check out of your room, a staff member will go through your housing assignment using your UCF to check what damages are new.

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

After you fill out the UCF, turn it in to the Office of Residential Education and Services. It must be back within 48 hours or there is a $25 fine. After 96 hours we won’t accept it and you’ll be charged for all damages in your room at the end of the year.

DECORATING YOUR ROOM

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

Basically, we have five rules.

1. No using nail, screws, etc. Anything that creates a hole larger than a pushpin is not allowed.
2. No painting or wallpapering your unit.
3. No violations of fire safety policies or tampering with fire safety equipment
4. No putting tape on painted surfaces.
5. No hanging anything from the ceiling or sprinkler heads (if you do, you may flood your room at your own expense).
2010-2011 KICK-OFF CELEBRATIONS

Come and meet your neighbors and the on-campus community, greet the team of people who will be living and working with you this year, and learn important information.

**New Student Town Hall**  
8:30pm | Sunday, August 22  
CU Center

**Returning Student Town Hall**  
8:30pm | Wednesday, August 25  
CU Center

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**TIPS FOR A GREAT ROOMMATE EXPERIENCE**

In our culture, many students have never had to share a room. In light of this and other factors, living with a roommate can be a challenge. At the same time, it is a one of a kind opportunity to mature and to possibly make a lifetime friend.

Here are some tips to having successful roommate relationships.

**COMMUNICATE OFTEN**

Get to know your roommate. You never know what you’ll find out and the little things can help you out. The more we know and understand each other, the more easily we can live together in harmony.

**ESTABLISH MUTUALLY AGREED UPON RULES**

After discussing values and preferences, establish some ground rules by which you will live together. Some common topics on which you may want to reach mutual agreement include room cleanliness, borrowing each other’s belongings, study time, visitation rights and so on.

Write your agreements down together in the beginning and it will help in resolving problems that may develop later. Your RA will meet with you and your roommates at the beginning of the year and go over “The Roommate Agreement Form” which will help you structure your discussion.
WHATEVER YOU DO, DON’T BRUSH THINGS UNDER THE RUG

One of the most common temptations in community living is to not address problems when they first start. Because we don’t want to confront our roommates, we let things slide.

The problem is, that troubling behaviors usually don’t stop unless addressed. Address problems when they start, before you become so frustrated with the situation that you can’t stand being in your home.

WE’RE HEAR TO HELP IF THINGS AREN’T GOING WELL

We are here to help! If you are having roommate problems and you are having difficulty finding a mutually agreeable solution, contact your RA. They can help resolve the situation and/or help you connect with other resources on campus to address the situation.

ROOMMATE RIGHTS

Each person has the following rights as a roommate:

1. To read, study, and sleep in the room with as little disturbance as possible.
2. To have belongings which are not used by anyone else.
3. To live in a clean and orderly room.
4. To enter the room whenever one wants unless both parties agree upon other provisions.
5. To have guests, provided they respect the rights of the roommate.
6. To be free of physical and emotional harassment.
7. To speak openly.
8. To be treated with consideration.
9. To be free of visitation violations.
10. To be free of cohabitation violations.
11. To be free of general policy violations.
ON-CAMPUS DINING OPTIONS

You will also need your ID card to enter the cafeteria and to pay for things in Eagle Rock and Emendare. Slide your ID card in the cafeteria to use your meal plan. Flex dollars are best used in Eagle Rock and Emendare. Flex dollars are basically cash for meals. Flex dollars only apply to meal services.

GRIMM STUDENT UNION CAFETERIA

<table>
<thead>
<tr>
<th>Day</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>7:00am-9:30am</td>
<td>11:00am – 2:00pm</td>
<td>5:00pm-7:00pm</td>
</tr>
</tbody>
</table>

The Grimm Student Union is the primary dining location on our campus. A wide variety of food choices are available. Here you are able to use your student meal plan or flex dollars.

EAGLE ROCK

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday – Thursday</td>
<td>7:00pm – 11:00pm</td>
</tr>
<tr>
<td>Saturday, Sunday &amp; Holidays</td>
<td>Brunch 10:30am-1:00pm</td>
</tr>
<tr>
<td>Sunday – Thursday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

At the Eagle Rock Café you can pick up burgers, sandwiches, salads, and snacks after the Student Union closes down. It’s a good place to grab a soda, take a student break and watch some T.V. Cash, flex dollars, or credit cards accepted.

 EMENDARE

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8:00am – 8:00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00am – 4:00pm</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Our on-campus coffee shop, Emendare is a great place to hang out with friends, kick back with a drink, or just rest for a minute between classes. Cash, flex dollars, or credit cards accepted. Proudly serving Starbucks coffee.
THINGS TO KNOW

DOING LAUNDRY

To do laundry, make sure there is cash on your laundry card. The laundry machines all use a specific laundry card that is separate from your students ID. It takes about half an hour to wash your clothes and 45 minutes to dry them. You don’t need to sit in the laundry room and watch your clothes. But, make sure you move your clothes in a timely fashion.

MAINTENANCE REQUESTS

For maintenance requests please call Facility Services directly at (949) 854-8002 x1530. When you call, remember to:

- Clearly indicate where you live (include your side or bedroom location).
- Provide a detailed description of the problem.
- Leave a number where you can be reached. Make sure to say it slowly if leaving a message.

Please allow 2-3 days for your request to be completed. If it is not taken care of within 2-3 days please contact RES at (949) 854-8002 x1498 or visit our office in upstairs Sigma Square.

PARKING PERMITS

All student vehicles must be registered with the Concordia University Department of Campus Safety. Campus Safety requires all applicants to provide a copy of their driver’s license, current vehicle registration and current automobile insurance policy before obtaining a decal. Students must register their vehicles with Concordia within 5 business days of first arrival on campus.

Parking decals are vehicle specific and cannot be swapped among vehicles. If a decal is damaged or destroyed, a replacement must be obtained for $50.00. All applicants will be charged $50.00 for any additional decals. Fee may be waived for extenuating circumstances including but not limited to the loss of a decal due to theft or vehicle damage.

Resident and Commuter decals are only valid in general parking areas and do permit parking in 15-minute Loading Zone, Faculty/Staff Stalls, Assistant Director (AD) Reserved Stalls, Visitor Stalls, Red Zones, and Handicapped spaces.
PROTECTING YOUR PROPERTY

Concordia does not keep each room under constant surveillance. We ask that you recognize that theft, loss and damage of personal property are possible.

The best protection against theft and vandalism is to keep your room locked. If you are a victim of theft or vandalism, or if you observe suspicious behavior, file a report with the Campus Safety immediately. We cannot help resolve a case if we are unaware that it has occurred!

Concordia is not responsible for the theft, loss or vandalism of personal property. We highly recommend that students insure their belongings either through a comprehensive policy owned by parents or through a renter’s policy obtained through your insurance agent.

SENDING AND RECEIVING MAIL

Your on-campus mailing address is pretty simple:

[Your Name]
1530 Concordia West
Irvine, CA 92612

Go to the Mail and Copy Center Room (Grimm Student Union, lower floor, next to the Wellness Center) to find out your mailbox number and get your lock combination. You do not need people to put your mailbox number on your mail for you to receive mail.

YOUR STUDENT ID CARD

Your ID is many things, including your meal card. Carry your ID card at all times. To obtain an ID card, visit the Office of Campus Safety (Admin 120). If you break, or wear out your ID card you can have it replaced free of charge. If you lose your ID card it costs $25 to replace it.

Putting Cash on Your Card
You can put cash on your ID card but its uses are limited to vending machines on campus. Please note that money added to your card in this way is not the same as ‘flex dollars’ and cannot be used for meals nor will it work at the laundry machines.
### ON-CAMPUS AMENITIES

#### CABLE TV

Upper and Lower Quads have free cable built in. The cable hook-up is located in the living room area. There is also a big-screen T.V. with cable access located in Sigma Square.

#### COMPUTER LAB

In Admin 100, there is a computer lab available for student use. Its normal operating hours are:

- Monday-Thursday: 6:00 am – 1:00 am
- Friday: 6:00 am – 6:30 pm
- Saturday: closed
- Sunday: 1:00 pm – 1:00 am

#### EAGLES E-MAIL

Residents are responsible to check their Eagles e-mail accounts on a regular basis. Eagles e-mail accounts will be the primary means of communication between the Office of Residential Education and Services and residential students. Students will be held responsible for all information sent to their Eagles e-mail addresses.

If you need your password or ID, contact ITS.

#### FITNESS CENTER

The Fitness Center (located on the lower floor of the gymnasium) has a variety of cardio and weight lifting equipment. It is open for general student use Monday through Friday from 8:00am–11:00am and 6:00pm-10:00pm. Additional weekend hours may be available.

#### MAIL AND COPY CENTER

A variety of copy and mail services are available to students in the Mail and Copy Center (located on the first floor of the Grimm Student Union). You can reach the Center at (949) 854-8002 x1391.
POOL AND PING PONG EQUIPMENT

Residential Education and Services has pool sets and ping pong paddles and balls. Visit the office to check out equipment. We will take your ID card. You will get your ID back when you return the equipment.

TELEPHONES

Each room has a telephone hook-up, but residents are required to bring their own phone* and answering machine. Each room has an extension and phone number. The RES Office can give you your room phone number/extension. The last 4 digits of the phone number are your room extension.

People can call into your room from off campus using the phone number. Inside campus, only your four digit extension is needed.

You may call any 949 telephone number outside of campus by dialing 7 and then the number. (ex: 7-555-5555).

Please contact IT for information regarding using an in-room telephone for lost distance calls (charges will apply).

*Please do not use 2.4 GHz phones. They interrupt the wireless internet signal and may cause problems. 5.8 GHz is okay.

WIRELESS INTERNET

Wireless internet access is provided in all four of Concordia’s residence halls. Most computers will connect to the wireless network automatically. For those who don’t, try connecting to the network called ‘dormnet’. Please note that you will have to have a wireless network adapter installed on your computer to utilize the wireless network.

Contact the ITS Department at x2487 or at ITS@cui.edu for recommendations on network adapters.
Important Note: The following policy information is a supplement to the Housing and License Agreement and the Concordia University Student Code of Conduct.

The Office of Residential Education and Services reserves the right to supplement, amend, elaborate or clarify any portion of this Housing Handbook through the issuance of memoranda, rules, regulations, or directives during the period of occupancy defined by the 2010-2011 Housing and License Agreement.

Residents are responsible to know and abide by all policies listed below as well as those located in the Student Code of Conduct. Failure to abide by University policies may result in fines and/or other consequences.

AIR CONDITIONING UNITS

Air conditioning units are allowed so long as they do not require any modification to windows and/or screens and do not damage university property in any way. Air conditioning units must remain inside at all times.

BED ADJUSTMENTS

Students are not allowed to bunk or loft their beds. If possible, the University will take requests from students for bed lofting and bunking at the beginning of each semester. Bunking and lofting requests are accompanied by a $25 service charge.

You can adjust the height of your bed (different from lofting/bunking) by yourself, but keep in mind your personal safety in doing so. You may also request facilities to adjust your bed for you during the bed adjustment sign-up period of each semester. The sign-up period for bed adjustments will be as early as possible each semester.
DECORATIONS

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

Basically, we have five rules.

- No using nail, screws, etc. Anything that creates a hole larger than a pushpin is not allowed.
- No painting or wallpapering your unit.
- No violations of fire safety policies or tampering with fire safety equipment.
- No putting tape on painted surfaces.
- No hanging anything from the ceiling or sprinkler heads (if you do, you may flood your room).

FIRE SAFETY

The following items are not allowed on-campus:

- Flammable materials, which includes but is not limited to fireworks, kerosene, explosives, natural gas, combustibles, propane, gasoline, lighter fluid, or any other highly flammable chemicals.
- Open flame objects which include but are not limited to candles, oil lamps, and incense. Candles are not allowed even as decorations.
- Extension cords without power surge protector.
- Unapproved appliances which include but are not limited to hot plates, George Foreman Grills®, BBQ’s, broilers, toaster ovens, or space heaters. This includes any appliance with an exposed heating element.

The following additional rules also apply:

- Residents may not arrange their rooms in any way the puts furniture or belongings within 4 inches of the sides of a heater unit, 4 feet in front of a heater unit, or anywhere above a heater unit.
- Residents may not place anything outside of their units which obstructs the walkways in any way.
- Violations of fire safety rules may result in fines distributed amongst all residents of a housing assignment and/or judicial sanctions.
FURNITURE / ROOM SET-UP

Over the summer the residence hall rooms have been set up in such a way to meet certain requirements to protect the University from liability and to promote the safety of students and their belongings.

Rooms have been arranged to meet fire regulations. If furniture is moved, it must meet regulations. If you move furniture in your room and do not follow these guidelines (see Combustible Materials/Fire Safety entry) you are taking liability on yourself if a fire occurs. All residents are required to move the furniture back to its original position prior to moving out of their housing assignment.

Residents are not allowed to move furniture in or out of housing assignments. Residents may not exchange furniture. Violation of these policies will result in judicial action and fines.

If you have extra furniture, call RES at x1498 or visit our office, located in upstairs Sigma Square. We can have it removed for you.

HEALTH & SAFETY CHECKS

To properly maintain residential spaces and ensure a sanitary living environment, the University staff will perform Health and Safety Checks. Health and Safety Checks will be held about once a month. During the check your RA will look for things such as disconnected fire alarms, broken windows, torn screens, and other damages. Whenever possible these checks will be done while a resident of a room is present. Keep in mind that you can report any damages to maintenance yourself and have them fixed. Residents are financially responsible for any and all damages found in their assignments.

Failing a Health and Safety Check may result in a $40 fine per failure, which is distributed equally among all occupants.

Rooms will be entered by University personnel for Health and Safety checks.
WHEN YOU GET LOCKED OUT OF YOUR ROOM

If you lock yourself out of your housing assignment between the posted business hours of the Housing Services Office, we will loan you a temporary key for 15 minutes so you can let yourself back in. Keys not returned within 15 minutes will result in a non-refundable $75 lost key charge.

After normal business hours, call Campus Safety at (949) 854-6718 and they will assist you. You will need to show them a picture ID to demonstrate that you are a resident of the unit you are requesting access to.

Removing or damaging screens/windows to get into a lock unit carries a fine of $40, distributed equally among all residents when individual responsibility is not determined.

LOST KEYS

Report any lost keys to the Office of Residential Education and Services as soon as possible to prevent possible theft. Residents who lose keys will be charged a $75 fine for the rekey which will be ordered for your housing assignment to ensure you and your roommate/suitemates security.

A sign will be posted on your door when your housing assignment has been rekeyed. All residents must retrieve their new keys within 2 business days, after which there is a $5 per day charge until the key is retrieved.

If you need to pick up your key after office hours, you may call the RA helpline at (949) 307-6216 to obtain your key.

REMOVING / DAMAGING SCREENS

You may not damage or remove your screens for any reason. Doing so will result in a $75 damage charge to replace the screen.

ROOF ACCESS

Students and their guests are not allowed on the roof of the residence halls at any time.
**RIGHT OF ENTRY**

It is the policy of the University to ensure students such privacy in their rooms as may be consistent with the basic responsibilities of the institution to fulfill its educational goals and to conduct its day-to-day administrative operations. Authorized University personnel may enter and search residence halls, apartments, and student rooms as follows:

1. For the purposes of health, safety, sanitation, maintenance and inspection or to show vacancies without prior notification.
2. To stop noises from a stereo, alarm clock, or other appliance that is disrupting the environment for others in the community when the occupants are not available to take action themselves.
3. For the purpose of investigating, when reasonable cause exists, alleged violations of University policy.
4. To make alterations, improvements or repairs.
5. In case of an emergency (e.g. situations that would cause destruction to property or injury to persons or self)
6. Pursuant to a court order.
7. When the room is believed to be abandoned.
8. For closing periods when a building lock down is required.

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

**TRASH**

If trash is found in the hallway in front of your housing assignment (side of suite in Rho/Sigma) a $20 fine will be distributed amongst all residents of the apartment or side of suite.

**WATER USE**

No water fights (balloons, etc.) in courtyards, rooms or porches of any of the residence halls. Inflatable pools are not allowed inside of the residence halls.
HOUSING PROCEDURES

CHANGING ASSIGNMENTS

Beginning September 13, 2010 (Fall Semester) and February 7, 2011 (Spring Semester), the Office of Residential Education and Services considers requests for housing assignment relocations.

After November 1st, 2010 (Fall) or April 1st, 2011 (Spring) students are no longer able to change housing assignments for the given semester. If you are interested in changing rooms, you will need to complete a Change of Housing Request Form (available in the RES Office) and follow the process indicated on the form.

Students may not move without receiving permission from the University. Students who move rooms without permission will be fined $300 for each and every move.

HOUSING DURING ACADEMIC BREAKS

Standard housing rates do not include housing for Christmas Break.

Students desiring on-campus housing during this break have to make individual arrangements with the Office of Residential Education and Services and pay associated costs ($30 per day). A minimum stay may be required.
HOUSING LICENSE AGREEMENT APPEAL PROCESS

Concordia University Irvine requires all full time undergraduate students who will be 21 or younger as of Saturday, August 22, 2010 to live in on-campus housing.

After occupancy begins, the University will consider a request from a resident to release him/her from this Agreement if licensee encounters a severe financial, physical, or emotional hardship which is exacerbated by living on campus and cannot be remedied by alternative means. Licensees must submit a Cancellation of Housing License Request form with supporting documentation for consideration to the Housing Services office. The University reviews all requests on a bi-weekly basis and may grant or deny any and all requests. If a request is granted, licensee will be charged a $250 License Agreement Cancellation Fee. Students released will also continue to be billed for housing/meal plan according to the University’s billing schedule until the date of check out.

Students who have previously been denied twice by the housing committee to live off-campus for the 2010-2011 academic year are not eligible to re-submit their appeal again during the 2010-2011 academic year.

For additional information, pick up an “Cancellation of License Agreement Request Form” from the Housing Services Office.
RESIDENTIAL EDUCATION AND SERVICES TEAM

Kimberly Chamberlain  
Associate Dean of Students, Residential Education and Services  
kimberly.chamberlain@cui.edu

Janelle Fagg  
Assistant Director of Residential Education and Services,  
Programming Coordinator  
janelle.fagg@cui.edu

Larry Rice  
Assistant Director of Residential Education and Services,  
Judicial Affairs Coordinator  
larry.rice@cui.edu

Davis Garton  
Interim Director of Housing Services  
davis.garton@cui.edu

Michelle Reinken  
Assistant Director of Residential Education and Services,  
Housing Services & Judicial Affairs  
michelle.reinken@cui.edu
## HELPFUL PHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Hours</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Residential Education and Services</strong></td>
<td>Monday – Friday</td>
<td>(949) 854-8002 x1498</td>
</tr>
<tr>
<td></td>
<td>11:00am – 5:00pm</td>
<td></td>
</tr>
<tr>
<td><strong>Campus Safety</strong></td>
<td>Monday – Friday</td>
<td>(949) 854-8002 x6718</td>
</tr>
<tr>
<td></td>
<td>11:00am – 5:00pm</td>
<td></td>
</tr>
<tr>
<td><strong>Operator</strong></td>
<td>x0</td>
<td></td>
</tr>
<tr>
<td><strong>Wellness Center</strong></td>
<td>x1372</td>
<td></td>
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<tr>
<td><strong>Financial Aid</strong></td>
<td><a href="mailto:finaid@cui.edu">finaid@cui.edu</a> x1136</td>
<td></td>
</tr>
<tr>
<td><strong>Student Accounts</strong></td>
<td><a href="mailto:studentaccounts@cui.edu">studentaccounts@cui.edu</a> x1134</td>
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</tr>
<tr>
<td><strong>Housing Services Office</strong></td>
<td>Monday – Friday</td>
<td>(949) 854-8002 x1530</td>
</tr>
<tr>
<td></td>
<td>8:00am – 10:15am &amp; 11:15am – 5:00pm</td>
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<tr>
<td><strong>Facility Services</strong></td>
<td>(949) 854-8002 x6718</td>
<td></td>
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<tr>
<td><strong>Information Technology</strong></td>
<td><a href="mailto:its@cui.edu">its@cui.edu</a> x2487</td>
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</tr>
<tr>
<td><strong>Registrar</strong></td>
<td><a href="mailto:registrar@cui.edu">registrar@cui.edu</a> x1250</td>
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<tr>
<td><strong>Mail and Copy Center</strong></td>
<td>X1391</td>
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