

2020-2021

# HOUSING HANDBOOK

Concordia University Irvine

Residential Education &  
Services  
Concordia University  
2020-2021

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### **Residential Education & Services Mission Statement**

*The department of Residential Education and Services is committed to developing meaningful living communities through maximizing co-curricular opportunities, modeling lives of faithfulness in Christ, and empowering students to intentionally contribute to the CUI community.*

Dear Resident Student:

The Residential Education and Services (RES) department at Concordia University works within the mission of the University to meet the many needs of students living in our residence halls. We empower students to make the most of their educational experiences by supporting them and offering opportunities to engage in learning, service, and leadership.

The college years are full of many challenges and opportunities for growth. As a Residential Education department, one of the most basic needs we work to provide is 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 connect with other students, the University, and the world. It is our desire for every student to find their unique “home” here at Concordia.

Your time living in the Residence Halls can be as fulfilling as you choose to make it. We encourage you to get to know your neighbors by participating in hall and building activities. If you love more intentional community living, check out our Living Learning Communities. We offer an on-campus gym (CU Active) and a bike rental program (CU Rides) to help you maintain a healthy lifestyle and explore the Orange County area. We provide the opportunities, but your engagement with the community is entirely up to you. We hope you make the most of it.

We are glad to have you here!

Sincerely,

Your CUI RES Team

HOUSING POLICY

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*The following is the standard Housing Policy at Concordia University Irvine. Due to the COVID-19 pandemic, in the 2020-21 school year, all students in this school year were released from their housing requirement, but were given the option to request housing, based on what they believed was best and necessary for their own pursuit of a degree. Students were asked to agree to a set of COVID-19-based lifestyle standards, and signed an updated Housing License. If students have questions about the standards they agreed to for this unusual school year, they should contact the Housing Manager.*

All traditional undergraduate students are required to live in on-campus housing unless they qualify for one of the following exceptions:

The student is:

1. Living at home with their parents or legal guardian
2. 22 years of age before the first day of classes
3. Married or is getting married before the start of the semester
4. A parent or primary care-giver to their child
5. Carrying fewer than 9 units of University course work

Students must fill out a Housing Application Form by June 1<sup>st</sup> or Housing Appeal Form, by the following dates every year:

- May 1st for all returning traditional undergraduate students
- August 1st for all new traditional undergraduate students

Students who fail to do so, will be charged an application late fee of \$250 and the applicable room and board rate (applied to their student account) until they come into compliance with the Housing Policy by either moving on campus, qualifying for an exemption (listed above), or being granted approval by the Off-campus Housing Appeals Committee.

## GRADUATE ASSISTANTS

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Concordia has a set number of beds reserved for GA Housing. If a coach is requesting to house a Graduate Assistant on campus, they will need to speak with the Housing and Operations Manager to see if there is room before letting the GA know this is an option.

## EMPLOYEES OF THE UNIVERSITY

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Employees of the University are not allowed to live on campus unless their role dictates this need (ie: Faculty in Residence, Resident Directors, etc). If a faculty/staff needs a temporary room due to a special circumstance, they can contact the Housing and Operations Manager to see if there is space available for the requested time.

## 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

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- Twin-XL bed & mattress
- Desk & chair
- Dresser: single 3-drawer or shared 6-drawer
- Quads Only: Regular-sized fridge & couch – microwaves are not provided (but they are allowed) in Quad dorm rooms
- Sigma/Rho Only: Mini-fridge and a microwave

## THINGS TO BRING

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- Linens (twin-XL)
- Towels

- Curtains: Rho & Sigma: Each student should bring one set of curtains that are at least 72" wide by 56" tall; if you have your own space, bring two sets.  
Quads: Bedrooms - Roommates should work together to bring two sets of curtains that are at least 76" wide by 56" tall;  
Common Areas - Bring three curtains at least 56" wide by 56" tall
- Single-ply toilet paper
- Cleaning supplies & trash can
- Toiletries (toothbrush, toothpaste, deodorant, etc)
- Laundry basket
- Desk lamp (floor lamp for Quads)
- School supplies
- Fan
- 3-4 washable cloth face coverings (or a face shield)
- Thermometer and basic first aid supplies
- Cleaning/disinfecting supplies

#### THINGS NOT ALLOWED ON-CAMPUS

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- Alcohol, drugs, and 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, candle warmers -- including Scensi-Brand items, and incense. Candles are not allowed even as decorations. **This includes portable electric heaters and anything with an open heating unit.**
- Extension cords without power surge protector.
- Large furniture items (Rho/Sigma). Since a standard set of furniture is provided in Rho and Sigma, there is no room for other large furniture items such as a full-size fridge, couch, futon, lounge chair, or large storage containers. **CUI will not remove any standard furniture from the room at the request of students.** The addition of other large furniture items in the room may cause a fire safety hazard due to a lack of a clear exit pathway in the room.
- Unapproved appliances which include but are not limited to hot plates, George Foreman Grills®, BBQ's, broilers, most toaster ovens\*,



or space heaters. **This includes any appliance with an exposed heating element.**

- Traditional sliced bread toasters are allowed in the Upper Quad and Lower Quad residence halls (must be unplugged when not in use) but not in the Sigma or Rho residence halls.  
\*toaster ovens with shut-off timers are permitted in Quad rooms
- A/C units are not allowed unless approved by the Disability Learning Resource Center (DLRC).
- Animals other than fish living in a tank less than 10 gallons.
  - Students with documented disabilities who meet specific criteria for service animals and emotional support animals must go through the DLRC for appropriate accommodations.

## MOVING IN AND GETTING SETTLED

### MOVE-IN DATES AND SCHEDULE

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The residence halls will open for new student move-in Thursday, August 27th-Friday, August 28, 2020. Check-in will occur in the RES Office (located in Lower Quad Zeta 100) from 8:00am to 3:00pm. Students will receive pre-assigned check-in dates and times the week prior to move in. See your Eagles Email for your scheduled date and time.

The residence halls open for returning students on Saturday, August 29th - Sunday, August 30, 2020. Check-in will occur in the RES Office (located in Lower Quad Zeta 100) from 8:00am to 3:00pm. Students will receive pre-assigned check-in dates and times the week prior to move in.

### CHECK-IN PROCEDURES FOR NEW RESIDENTS

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First, during Student Orientation Activities and Registration (SOAR), complete your SOAR check-in and Clearance. SOAR 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 then head down to the Rho Programming Center (RPC), one of our residence hall lounges where you will pick up your key, meet a Resident Assistant (RA) or two, and be shown where your new home is.

If you are arriving early, you will also need to complete Clearance. Early arrival Clearance will begin at the Grimm Hall (GH) Breezeway.

### FILLING OUT A UNIT CONDITION FORM (UCF)

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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 condition.

After you fill out the UCF, turn it into the Office of Residential Education and Services. Students who fail to return a UCF within 48 hours of check in will be billed for all damages in the room upon check out.

\*Please take the time needed to do this: be clear, specific, and detailed.

### DECORATING YOUR ROOM

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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 them in the best shape possible for the people who will live there after you.

All decorations or objects must be arranged safely so that they do not cover or block exits, exit signs, walkways, lights, fire panels, or fire extinguishers. No item should be attached to or hung from any fire safety equipment, including sprinklers. Fresh cut Christmas trees are not allowed in the residence halls. All electrical materials and decorations must be approved by the RES office and/or University Services. No attachments can be made to the exterior of buildings without prior approval.

We have five guidelines:

1. No using nails, 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. This includes the outside of your front door.

5. No hanging anything from the ceiling or sprinkler heads (if you do, you may flood your room at your own expense).

For further clarification on decorations and the use of extension cords, please contact the Office of Residential Education and Services. You can also refer to the Furniture/Room Set-Up section provided on page 27.

## TIPS FOR A GREAT ROOMMATE EXPERIENCE

Many students have never had to share a room or have never had to share a room with someone other than a sibling. 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 learn, grow, and make lifelong friends.

Here are some tips to having successful roommate relationships.

### COMMUNICATE OFTEN

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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

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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 of the year and it will help in resolving problems that may develop later. Talk through what you expect in a roommate, your "pet peeves", and your conflict styles. 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

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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 HERE TO HELP IF THINGS ARE NOT GOING WELL

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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 (*unless otherwise directed by current Community Health Initiatives*), provided they respect the rights of the roommate, and their ability to study and sleep.
6. To be free of physical and emotional harassment.
7. To speak openly, but respectfully.
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 Housing and Code of Conduct policy violations.

If any of these rights are being violated, first address with your roommate. If this persists, contact your RA or RES Staff.

## ON-CAMPUS DINING OPTIONS

You will also need your ID card to enter the cafeteria and to pay for things in Eagles' Landing. Present your ID card in the cafeteria to use your meal plan. Flex dollars are best used in Eagles' Landing. Flex dollars are basically cash for meals. Flex dollars only apply to meal services. Students can add flex dollars by contacting the Bursar.

### GRIMM STUDENT UNION CAFETERIA\*

#### **Monday – Thursday**

Breakfast 7:00am-9:30am  
Lunch 11:00am – 2:30pm  
Dinner 5:00pm-7:30pm

#### **Friday**

Breakfast 7:00am-9:30am  
Lunch 11:00am – 2:30pm  
Dinner 5:00pm-6:30pm

#### **Saturday**

Brunch 10:30am-1:00pm  
Dinner 5:00pm-6:30pm

#### **Sunday**

Brunch 10:30am-1:00pm  
Dinner 5:00pm-7:00pm

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.

### EAGLES' LANDING\*

#### **Coffee**

Monday - Thursday: 8:00 a.m. - 11:00 p.m.  
Friday: 8:00 a.m. - 8:00 p.m.

#### **Grill**

Monday - Thursday: 11:00 a.m. - 10:30 p.m.  
Friday: 11:00 a.m. - 7:30 p.m.

*Eagles' Landing is closed Monday, Tuesday, Thursday, and Friday for chapel from 10:30 a.m. - 11:00 a.m.*

\*Meal Times are subject to change and will be posted by Bon Appetit

## THINGS TO KNOW

### DOING LAUNDRY

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To do laundry on campus, Concordia uses a company called Pay Range. You can either download the PayRange App (to pay electronically) or pay with quarters. Some machines will only accept money from the Pay Range App others will accept quarters or the PayRange App. Once you've downloaded the app to your smart phone and loaded money using a debit/credit card, make sure your bluetooth is on and you are near the machines. Then scroll through the machines on the app to find the number that matches the washer or dryer you would like to use.

It takes about half an hour to wash your clothes and 45 minutes to dry them. It costs up to \$2.00 to wash, depending on the setting (light, normal, heavy soil), and \$1.25 to dry. 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. Laundry rooms are located in Sigma (four locations), Rho (four locations), Epsilon, and Theta.

### MAINTENANCE REQUESTS

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To enter a maintenance request (such as lofting beds, mold discoveries, or plumbing concerns), scan the QR code on the magnet on your refrigerator or visit <https://www.cui.edu/aboutcui/campus/facility-services> and click "Submit a Request."

Enter your name, cell phone number, eagles email address, building name, room number and requestor department ("Housing"). Describe your request in the "Service Requested" box. You must include: building, room # & specific location (i.e. Sigma 238 A, back bedroom) and a DETAILED description of the request. *\*Note: To have your bed raised or lowered, you must email [davis.garton@cui.edu](mailto:davis.garton@cui.edu) for approval.*

Be sure to check the "Notify Me" box to be emailed when your request is created, assigned, and completed. Note that maintenance may enter your room when you are not present. Allow 48 hours for typical requests and up to

one week during busy periods. If you have questions about the status of your request, Call (949) 214-3460 (have your work order # available for reference)

## EXTERMINATION OF PESTS

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Residents who are experiencing problems with pests should contact the RA on Duty so the issue can be addressed as soon as possible. Billing for extermination is not charged to students unless living conditions are determined to be the cause of the pests. Cleanliness (or lack of cleanliness) is an important determining factor regarding pests.

## PARKING PERMITS

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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 not permit parking in 15-minute Loading Zone, Faculty/Staff Stalls, Assistant Director (AD) Reserved Stalls, Visitor Stalls, Red Zones, and Handicapped spaces.

## RIDESHARE PICKUP

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Concordia has a designated space for rideshare pickup. The space is clearly marked and located in the lot between Lower and Upper Quads. Campus Safety will direct all rideshare drivers (including but not limited to Uber, Lyft, taxi, Postmates & Door Dash) to this location to meet students utilizing these services.

## LOST AND FOUND

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Lost and Found is located in Administration 103. After hours, please call Campus Safety. If you find a lost item, please turn the item into Lost and Found.

## ROOM REASSIGNMENT & RELOCATION

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The University reserves the right to reassign residents to different rooms at any time, for any reason at its sole discretion. There may be instances during occupancy where maintenance, safety, or other issues may cause temporary or permanent relocation to a different housing assignment. In either case, the University will endeavor to notify affected students of a reassignment in advance.

## WHAT TO DO IN AN EMERGENCY

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The following information is a brief overview of some emergency policies and procedures. For a comprehensive review of CUI's complete Emergency Policies/Procedures, please go to the following website: [www.cui.edu/safety](http://www.cui.edu/safety)

### ***BUILDING EVACUATIONS & ASSEMBLY AREAS***

Emergency events such as fire, smoke, gas leak, earthquake, hazardous chemical spill, and bomb threat will necessitate an evacuation. The purpose of an established and exercised evacuation procedure is to ensure that all building occupants evacuate the building in a safe, orderly, and expeditious manner.

### ***MEANS OF REPORTING AN EVENT***

1. Find and pull the nearest pull station. Pull stations are usually located near building exits.
2. Contact 911 in the event of a fire or critical emergency.
3. Notify Campus Safety of the event.

### ***EVACUATION PROCEDURES***

1. Evacuate immediately. Do not attempt to locate the source of alarm or fire. Do not assume that the alarm is false.



2. Do not use elevators during an evacuation. Elevators may not take people directly to ground level and shafts often act as chimneys for toxic smoke and fumes.
3. Remove high heels and other encumbrances when evacuating.
4. Stoop low to the ground or crawl to an exit if there is smoke in the room. Smoke will most likely be toxic.
5. Assist disabled persons to the nearest exit.
6. Tell others that they need to evacuate.
7. Exit the building at the exit nearest you.
8. Gather at the designated Evacuation Assembly Area for your location.
9. Remain in the assembly area until a Campus Safety Officer clears everyone for reentry into building.

## ***EARTHQUAKE***

To mitigate injury in the event of an earthquake, avoid putting heavy items or glass objects on the tops of shelves. Smaller items can be secured to the shelf with earthquake putty. During strong earthquakes, objects could become projectiles and cause injury.

### ***DURING AN EARTHQUAKE***

- Duck, cover, and hold on.
- Find shelter under a sturdy table or desk (avoid door-ways), crouch down, and hold on.
- If you cannot find a sturdy table or desk, the most important thing to do is to protect your head when crouching down. You can use your arms or pillows if in bed.

### ***AFTER AN EARTHQUAKE***

- Evacuate to the designated Evacuation Assembly Area for your building or residence hall after the initial shaking. **Do not use elevators.**
- Follow the evacuation procedures in the **Building Evacuations/Assembly Areas** section of this booklet
- Keep a safe distance from the building
- Remain in the assembly until Campus Safety clears for reentry.

## ***FIRE***

If fire or smoke are discovered anywhere on the campus note the following:

- Persons trained in fire extinguisher usage can use extinguishers to fight small fires (flames are no taller than the person).
- Leave the area where the fire is located and isolate it by closing doors and windows if possible.
- Follow the evacuation procedures in the **Building Evacuations/Assembly Areas** section of this booklet.
- If your clothes catch fire, STOP, DROP and ROLL!
- Stoop low to the ground or crawl to an exit if there is smoke in the room.

## ***CRIME AND INCIDENT REPORTING***

If you witness or suspect any illegal activity on or about campus or if there is a medical event occurring:

- Contact 9-1-1 if the criminal activity or medical event is severe in nature. If not, please contact Campus Safety at **Ext. 3000**.
- After calling 9-1-1, ALWAYS contact Campus Safety immediately at **Ext. 3000**.
- Tell the Campus Safety Officer your name, location and the nature of the incident. **Do not hang up the phone until the dispatcher hangs up.**
- If you are in a safe location, stay there.
- If the incident is a crime, DO NOT attempt to interfere with the situation except for self-protection.

## ***UTILITY EMERGENCIES***

If a utility problem is discovered, such as a gas leak or elevator failure, call Campus Safety at **Ext. 3000**.

### ***GAS LEAK***

- Notify Campus Safety as soon as possible.
- DO NOT attempt to locate the source of the gas leak or turn a gas valve off.
- Avoid all uses of open flames.
- Stay clear of the leak.
- Follow all directions to evacuate the building to the nearest safe staging area if a decision is made to do so.

## PROTECTING YOUR PROPERTY

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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

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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.

In addition to mailboxes, Concordia has a private Amazon locker on campus exclusively for campus community use. The locker's name is "Muldoon." To use the locker for Amazon purchases, simply search for it by name at checkout, click the box to verify you have access to the private locker, and send your stuff. Instructions for how to open the locker will arrive via email from Amazon. The Amazon locker is located in the main entrance of Sigma.

## MAIL AND COPY CENTER AND DELIVERIES

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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) 214-3158.

## EAGLES EMAIL

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Residents are responsible to check their Eagles email accounts on a regular basis. Eagles email 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 email addresses.

If you need your password or ID, contact IT Services at [its@cu.edu](mailto:its@cu.edu)

## YOUR STUDENT ID CARD

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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 103). If you break, or wear out, your ID card you can have it replaced free of charge. If you lose your ID card there is a cost to replace it.

## ON-CAMPUS AMENITIES

### BIKE RENTALS (CU RIDES)

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CUI Residential Education & Services is proud to offer a program for resident students, CU Rides. CU Rides is a bike rental program that is run out of CU Active on the first floor of Sigma Square. Bikes and some other related equipment (helmets & bike locks) will be available for student use during the year. For more information, please call the Residential Education & Services Office at 949-214-3052 or email us at [RES@cu.edu](mailto:RES@cu.edu).

### CABLE TV

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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 the Rho Programming Center and the Sigma Square Lounge.

### CU ACTIVE

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CU Active is a gym located on the first floor in Sigma Square. It is free and open to all students. CU Active hours vary so please refer to the hours located on the first floor of Sigma.

## EQUIPMENT CHECKOUT

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Residential Education and Services offers vacuum rentals, basketballs, ping pong equipment, tennis rackets, etc. that you can check out. CU Active will also have recreational equipment available for check-out. Visit the office to check out these items. Student ID's are held by the RES office during short-term rentals to ensure return of equipment.

## WIRELESS INTERNET

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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 'CUI\_WPA2' (the password is the same as the network name). Please note that you will have to input your E# as the user names and your Eagles email password as the password. You will also need to have a wireless network adapter installed on your computer to utilize the wireless network.

Contact the ITS Department at (949) 214-3175 or at [ITS@cui.edu](mailto:ITS@cui.edu) for recommendations on network adapters.

## LIVING LEARNING COMMUNITIES

Living-Learning Communities (LLCs) are distinctive, theme-based residential learning environments that promote faithfulness, encourage student choice and design, and align with Concordia University Irvine's mission and vision. There are currently four LLCs and each one is located in the Upper Quads:

### **Global Village (*Lambda*)**

The Global Village Living Learning Community is a community for international and internationally minded students. It provides a cross-cultural experience for students who are interested in broadening their understanding of world issues and cultures while living on the CUI campus. Global Village brings together international and domestic students to live and learn in a joint environment.

### **Wittenberg Hall (*Kappa*)**

Wittenberg Hall is ideal for students who desire to be more connected to a community in meaningful ways where faith in Christ is a natural aspect of life lived together. This Living Learning Community is designed to create the

informal space and opportunity to explore more deeply and discuss in the context of community those intersections of faith and life.

### **Bella Amore (Omicron)**

Bella Amore LLC is a community of women engaged in critical conversation and thinking about what is right, pure, lovely, and admirable. The core focus of the Bella Amore LLC is to engender various opportunities to encourage students to explore their multiple callings as women, students, and scholars.

### **Honors (*Theta –Open to Students in the CUI Honors Program*)**

Honors LLC students are devoted to adorning their shared living community with the virtues consistent with the scholarly mission of our Lutheran liberal arts heritage. This heritage includes, from its very inception in the educational reforms of Luther’s day, a shared space of family residence with both students and faculty – residential community learning is about students and family living and learning together. Residents demonstrate their devotion to the ideals of liberal education.

## **NON-DISCRIMINATION - STUDENT POLICIES**

Concordia University Irvine is an educational institution controlled by the Lutheran Church – Missouri Synod that takes seriously anti-discrimination provisions under federal and state law, and is committed to providing a learning and living environment that promotes student safety, transparency, personal integrity, civility and mutual respect.

Concordia University Irvine does not discriminate on the basis of disability, age, race, color, gender, gender-identity, sexual orientation, national or ethnic origin or any other protected class in administration of its educational policies, admissions policies, scholarships and loan programs, athletic programs or any other university-administered programs, except to the extent that religious freedom exemptions apply.

Concordia University Irvine has not applied for the regulatory exemption under Title IX, 34 C.F.R. section 106.12, but the Title IX statutory exemption provided by congress, see 20 U.S.C. section 1681(a)(3), is self-executing. As an educational institution that is controlled by a religious organization, Concordia

University Irvine is entitled to that statutory exemption to the extent the application of Title IX is not consistent with the institution’s religious tenets.

Concordia University Irvine is exempted by the state from California Education Code 66270, to the extent the application of California Education Code 66270 is not consistent with the institution’s religious tenets. The exemption may apply to, but is not limited to, requirements as expressed in University policies, including policies found in the Student Code of Conduct, the Housing Handbook, the Student Handbook, the Student-Athlete Handbook, the Employee Handbook, and the Employee Student Handbook. Concordia University Irvine retains all rights afforded to us under federal law and the laws of the State of California.

## HOUSING POLICIES

The University is a private, Lutheran Christian university affiliated with the Lutheran Church – Missouri Synod (the “Church”) and part of the Concordia University System (CUS). As such, the residence halls are University Property. The residence halls are not generally open to the public. Use of the residence halls will not be permitted to those whose conduct conflicts with the Church’s faith or moral teachings. The Church’s faith and moral teachings are summarized in, among other places, the Church’s constitution and bylaws, and in various places on its website [*lcms.org*].

### ELIGIBILITY FOR ON-CAMPUS HOUSING

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The University grants individual students permission to occupy a room in the University residence halls (on-campus housing) as a license, upon proper completion of the Housing Application, payment of all required tuition, fees and housing costs, and proper execution of the License Agreement. Students are eligible for on-campus housing if they are full-time enrolled undergraduate students of the University for the entire academic year, and are under the age of 25 at the commencement of the academic year. Students who fail to register for classes by the deadline set by the University will not be eligible for on

campus housing. The University shall retain the sole and exclusive right to define what constitutes full-time, regular, and continuous enrollment.

Part-time and graduate level students may be eligible for on-campus housing, but only on a "space available" basis at the sole discretion of the University. Such students must receive approval from the Associate Dean for Residential Education and Housing Services or an appointed designee before being determined eligible for on-campus housing. Students who are enrolled in online coursework only are not eligible for on-campus housing. Post Baccalaureate student teachers are eligible for on-campus housing while they complete their student teaching assignments as long as they are not ineligible for on-campus housing due to their age. Students who have been found responsible for violating Residential Hall policies and/or other University policies may be denied on-campus housing.

#### ROOMING ASSIGNMENTS

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The University considers student requests for roommates and suitemates when all requests are mutual, and when requests are received on or before June 1 prior to the upcoming academic year. Students will be assigned to rooms based on their birth sex and will room with students of the same birth sex. Students who are romantically or sexually involved with each other will be assigned to separate units. The Office for Equity and Inclusion is committed to taking reasonable steps, consistent with the Church's faith and moral teachings, to find appropriate on-campus housing for eligible students, and will address individual student needs on a case-by-case basis.

#### MARRIAGE AND FAMILY HOUSING

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The University does not provide on-campus married or family housing for students. Limited exceptions will be made for students enrolled in programs of the University's Cross Cultural Ministry Center who choose to live in the University residence halls as part of their on-campus residency requirement.

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 2018-2019 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.

## ACCOMMODATIONS

### AIR CONDITIONING UNITS

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Air conditioning units are not allowed unless approved as an accommodation through the DLRC:

<http://www.cui.edu/studentlife/disability-learning-resource-center>

### ANIMALS

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In the residence halls, fish are permitted in a tank no larger than 10 gallons. The CUI Disability and Learning Resource Center (DLRC) approves service animals and emotional support animals for students with documented disabilities who meet specific criteria. For more information, visit:

<http://www.cui.edu/StudentLife/Disability-Learning-Resource-Center/index.aspx?id=19342>.

### BED ADJUSTMENTS

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Students are not allowed to bunk or loft their beds. The University will not take requests from students for bed lofting and bunking.

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 to have your bed adjusted for you by submitting a maintenance request to [Davis.Garton@cui.edu](mailto:Davis.Garton@cui.edu). Bed height adjustments will not be made on move-in day. Bed height adjustments may not be possible due to the model of your particular bed and the availability of parts to make the adjustments.

## EXPECTATIONS

### COMMUNITY HEALTH DIRECTIVES

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At any point student housing, programs, events, classes and general practice could be impacted by current community health directives. It is shared responsibly of each member within the CUI Community to follow community health directives. Failure to comply with community health directives is a violation of the Student Code of Conduct and may result in the imposition of sanctions.

- Students are not permitted to enter each other's residential rooms (roommates/suitemates only),
- The University campus cannot allow outside guests on campus at this time (CUI ID will be required at the gatehouse)
- Students must maintain social distancing of at least 6 feet,
- Students must wear masks in any campus building and while congregating in outdoor spaces,
- Students must report any possible exposure to COVID-19 to the Wellness Center

### BYSTANDING

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Everyone in a community has responsibility to maintain the safety and well-being of the individuals in the community, to maintain the condition of the facilities, and to take initiative and action if the violation of any policy if and when it comes to his/her attention. Students not actively involved in conduct violations, but assenting to them, will be subject to disciplinary review and sanctions in accordance with the Bystanding Policy in the Student Code of Conduct (e.g., a student who is not drinking, but in a location where an alcohol

violation is occurring, will be held accountable for an alcohol and/or bystander policy violation).

## BICYCLES, SKATEBOARDING, ROLLERBLADING, AND SKATES

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Concordia is not responsible for injuries suffered and/or caused while riding recreational wheeled devices. Cyclists, skaters, and rollerbladers ride at their own risk and may be held responsible for recklessness and/or injuries to others. Cyclists, skaters, and rollerbladers are encouraged to wear protective gear and must dismount in designated spaces on campus. All recreational wheeled devices must be secured and locked in designated racks and may not be parked or left unattended in such a manner as to constitute a hazard to other persons. Riding bicycles in University buildings is prohibited. Storage of bicycles in hallways is prohibited. However, storage of these items in residential rooms is permitted under the following circumstances:

- The exit door is unobstructed at all times.
- All roommates approve.

All bicycles and skateboards must be registered with Campus Safety; please visit the Office of Campus Safety to receive registration information. For further information, reference “Bicycles and Recreational Wheeled Devices” under *University Policies* in the Student Code of Conduct.

## COMMON AREAS

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Areas intended for the common use of students such as the quiet study lounges, laundry rooms, Quad barbeques, etc., are to be used respectfully. Charges for repairs, replacements, required cleaning or damages caused by negligence or misuse of items in common areas will be assessed to the responsible person(s) or equally shared by residents within the building(s) when those responsible are not identified. These charges will be deducted from the deposit as “Common Area Damages.” Residents and guests may not sleep in common areas.

## DISRUPTIVE ACTIVITY

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Disruptive activity is defined generally as any act(s) that threatens or disrupts the well-being of the community, its integrity and Christian values, or the well-being of any member of the community and guests. The University reserves the right to confront behavior that is detrimental to the student, infringes upon the rights of others, or detracts from any student's ability to benefit from an environment that is conducive to academic, emotional, social, and spiritual growth. University staff may ask any resident or guest to leave the premises if he/she feels such action is necessary. For more information, please reference "Disruptive Activity" under *University Policies* in the Student Code of Conduct.

## FIRE SAFETY

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### ***Alarms and Evacuation***

All persons are required to evacuate during every fire alarm. Entry into a building is prohibited while an alarm is sounding. If a resident accidentally sets-off the fire alarm, please call Security at extension 3000 as soon as possible. Any person initiating a false fire alarm, activating a sprinkler system, or violating any provision of the State Fire Codes is subject to damage charges, civil prosecution and severe disciplinary action. Those who cause a fire or activate a sprinkler system, though it may be unintentional, will be held financially responsible for repair or damages. If it is not possible to determine who is responsible for this violation, all associated fees may be divided equally among the residents of the hall/apartment.

NOTE: It is imperative that you notify the Office of Residential Education and Services any time you feel your fire equipment/alarms are not functioning properly. Residents are encouraged to decorate their living environment with attention to fire safety.

### ***Tampering with Safety Equipment***

It is against University regulations, and federal and State laws, to tamper with sprinklers, heat detectors, smoke alarms/detectors, elevators, AED units, door/hardware/closing mechanisms, fire alarm systems, fire hoses, fire extinguishers, pull stations, and fire doors. Tampering includes, but is not limited to: removing batteries of any alarm system; disconnecting wiring of any

alarm system; muffling the sound of any alarm system; removing hardware from fire doors to prevent proper latching/closing; propping fire doors open

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, candle warmers, and incense. Candles are not allowed even as decorations. This includes portable electric heaters.
- Extension cords without power surge protector.
- Unapproved appliances which include but are not limited to hot plates, George Foreman Grills®, BBQ's, broilers, most toaster ovens\*, or space heaters. This includes any appliance with an exposed heating element. Please note: Traditional sliced bread toasters are allowed in the Upper Quad and Lower Quad residence halls (must be unplugged when not in use) but not in the Sigma or Rho residence halls. \*toaster ovens with shut-off timers are permitted in Quad rooms

The following additional rules also apply:

- Residents may not arrange their rooms in any way that 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

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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 with other rooms.** Violation of these policies will result in judicial action and a fine of up to \$500 for each occurrence.

Since a standard set of furniture is provided in Rho and Sigma, there is no room for other large furniture items such as a full-size fridge, couch, futon, lounge chair, or large storage containers. **CUI will not remove any standard furniture from the room at the request of students.** The addition of other large furniture items in the room may cause a fire safety hazard due to a lack of a clear exit pathway in the room.

#### GUESTS\*

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Concordia University permits students the privilege of hosting guests in the residence halls. A foundation of this guest policy is that guests are only permitted with the consent of a resident's roommate(s). A resident's ability to host guests is, in fact, a courtesy extended by a roommate or roommates. Overnight guests of the same gender are permitted. Students are expected to communicate with each other to work out arrangements for guests within a shared room, suite, or apartment. For the purposes of this policy, a resident is a student who is assigned to a room, suite, or apartment in the Concordia University residence halls. A guest is an individual who is not assigned to said resident's room, suite, or apartment. An overnight guest is a person of the same gender who is not romantically or sexually involved with the resident host and who visits during Privacy Hours (see Privacy Hours policy).

Generally, residents must accompany their guests at all times. Students are permitted to have overnight guests of the same gender who are not romantically or sexually involved with the resident host stay with them up to three times per month. Each student is allowed no more than two guests at a

time in Concordia residences, unless prior approval has been obtained from the Office of Residential Education and Services. Guests may not sleep in public or common areas and must have identification on them at all times.

Guests are expected to respect and comply with all rules and regulations while in or around the residences. At all times, residents are responsible for the conduct and activity of their guests, including any damage caused to University property and violations of the Concordia Code of Conduct. No overnight guests are permitted during the first two weeks of the academic year, and during final examination periods.

Students who plan to have guests on-campus after 9:00pm must contact Campus Safety at (949)214-3000 to give the name of the guest for reference at the gates. Guests of the opposite gender or who are romantically or sexually involved with a resident student will not be permitted on campus during privacy hours.

You can reference these policies additionally in the 2020-2021 Student Code of Conduct.

\*Please note, this policy could be superseded by Community Health Directives.

## HEALTH AND SAFETY CHECKS

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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 once per week. During the check your RA will look for things such as disconnected fire alarms, broken windows, torn screens, and other damages in addition to general cleanliness. 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 Housing Services yourself and have them fixed.** Residents are financially responsible for any and all damages found in their assignments.

A room either passes or fails the Health & Safety check each week. If the room passes, a check will be completed the following week as regularly scheduled. If the room fails, an additional check will occur later in the week. Students will be required to address the issues that caused the failed check and the re-check

will verify if the issues were addressed properly. If the re-check fails or if there are multiple fails for a room in a given semester, students may be subject to the Resident Director checking their room and assessment of fines. The fine(s) will be distributed among all occupants in the room or unit. Some examples of reasons why a room might fail a Health and Safety Check include but are not limited to:

- Lack of cleanliness in bathroom or shower area
- Lack of cleanliness in kitchen area
- Damages to fire safety equipment
- Broken or damaged furniture, windows, screens, or other University-owned items

**Rooms will be entered by University personnel for Health and Safety checks.**

#### WHEN YOU GET LOCKED OUT OF YOUR ROOM

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If you lock yourself out of your housing assignment between the posted business hours of the Residential Education & 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) 214-3000 and they will assist you. In either case, 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 up to \$75, distributed equally among all residents when individual responsibility is not determined.

#### LOST KEYS

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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 may be a daily fine until the key is retrieved. If you need to pick up your key after office hours, you may call the RA On-Duty at (949) 307-6216 to obtain your key.

## NOISE

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Anytime individuals live together in a community, a reasonable level of noise is expected. However, loud or disturbing sounds, such as but not limited to yelling, stereos, television, video games, bass, musical instruments, etc., which interfere with others' ability to sleep, study, or work are prohibited.

### ***Quiet Hours***

Each night between 10:00 p.m. – 10:00 a.m., a greater degree of quiet is expected during “Quiet Hours”. The right to quiet supersedes the privilege to make noise, even outside of the designated hours of 10:00 p.m. – 10:00 a.m.

### ***Finals Week Quiet Hours***

24-hour quiet hours are in effect throughout final exams. The Residential Education and Services office will designate and publicize the days/times when 24-hour quiet hours begin and end.

## PRIVACY HOURS

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The primary purpose for privacy hours is to ensure that privacy is maintained within the residence halls. During privacy hours, students of the opposite gender are not allowed to visit inside residence hall rooms/apartments. These hours apply whether or not school is in session. These hours are in effect each night from 12:00 a.m. – 8:00 a.m. with the exception of weekend nights, Friday night going into Saturday morning and again on Saturday night going into Sunday morning. Friday and Saturday Privacy Hours are in effect from 2:00 a.m. – 8:00 a.m.

- Sunday through Thursday: 12:00 a.m. – 8:00 a.m.
- Friday and Saturday: 2:00 a.m. – 8:00 a.m.

Students in any given room or apartment may desire privacy beyond these hours. These students may establish more restrictive hours through their

roommate agreement. Twenty-four hour coed visitation is allowed in the residence hall lounges.

\*Please note, this policy could be superseded by community health directives.\*

### REMOVING / DAMAGING SCREENS

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

### VANDALISM

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Damage of University property (i.e. dorm/lounge furniture, cabinets, walls, doors, etc.) will result in a fee determined by University Services. Additionally any damage to modification made by University Services due to COVID-19 that are tampered with will result in a fee determined by University Services.

### ROOF ACCESS

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

### RIGHT OF ENTRY

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

#### SOLICITATION

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University facilities such as the residence halls, the library and campus technology are intended for purposes as outlined in the University mission statement. Any solicitation should be reported promptly. Sales, solicitation and/or other business may not be conducted on campus or using campus facilities and technologies without prior written permission from the Dean of Student Affairs, or his/her designee. This includes, but is not limited to, homes sales “parties,” sales activities using campus technologies and the internet, and solicitation for involvement in pyramid-type businesses.

The distribution of non-University sponsored flyers and other marketing materials that have not been approved by the Center for Student Leadership and Development (CSLD) are prohibited.

#### TRASH

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If trash is found in the hallway in front of your housing assignment (side of suite in Rho/Sigma) a \$25 fine will be distributed amongst all residents of the apartment or side of suite.

#### WATER USE

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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

## APPLYING FOR HOUSING

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Returning students are given the opportunity to select their own rooms in pairs of two or groups of three or four on the Housing Application during the spring semester. Applications become available online at [cui.erezlife.com](http://cui.erezlife.com) in early March and must be submitted at the time of selection to choose a room. For those students who do not select a room, the application will be received but students will be placed by Residential Education and Services staff.

Students who are required to live on-campus but who do not submit a housing application may be subject to a hold until a housing application is received or an appeal is granted. Students will be placed when a housing application is received and billing may be adjusted. If students submit an Off-Campus Housing Appeal Form and it is approved, housing and meal plan charges will be removed.

## CHANGING ASSIGNMENTS

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If you are interested in changing rooms, you will need to complete a Change of Housing Request Form and follow the process indicated on the form. These forms are located in the Housing Office (Zeta Lounge).

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

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Standard housing rates do not include housing for Christmas Break, Thanksgiving, or Spring break.

Students desiring on-campus housing during the breaks have to make individual arrangements with the Housing Services by completing a sign-up form. For all breaks, residents will be required to pay an associated cost. A minimum stay may be required.

## HOUSING CHECK-OUT

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On-campus residents are required to check out of housing assignments during the final week of the spring semester. A student can sign up for a time before the hall closing time but students will face significant fines if checkout occurs after the hall closing time. Students must complete an End of Year Checklist and return the room key at check-out.

Students can also drop keys outside the RES Office in the Key Drop Box. Students are responsible for cleaning and maintenance needs that arise from the subsequent room check.

Students whose license agreement is cancelled during the academic year must check out of his/her housing assignment within 72 hours of notification.

Students must sign up for a checkout time before as per the hall closing schedule below:

- **Residence Halls Close for Summer Break (except graduating seniors)**  
Licensee are expected to vacate their on-campus housing assignment within 24 hours after the end of his/her last final exam period
- **Residence Halls Close for Summer Break- Graduating Seniors Only**  
1:00pm on the Sunday following graduation.

#### HOUSING LICENSE AGREEMENT APPEAL PROCESS

Concordia University Irvine requires all full time undergraduate students who will be 21 years of age or younger as of the first day of the fall semester to live in on-campus housing.

Before occupancy begins, the University will consider a request from a resident to release him/her from the on-campus housing requirement if a student 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 an Off-Campus Housing Appeal Form with supporting documentation for consideration to the Housing Services office located in Zeta 100. The University reviews all requests on a bi-weekly basis and may grant or deny any and all requests. Returning students must submit this document by May 1st for consideration for the fall semester.

After occupancy begins, the University will consider a request from a resident to release him/her from this Agreement if the 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, the 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.

For additional information, pick up a "Cancellation of License Agreement Request Form" from the Housing Services Office.

## RESIDENTIAL EDUCATION AND SERVICES TEAM

The Residential Education & Services (RES) office is located in the following locations:

**Kristy Fowler**

Associate Dean of Students  
CSLD  
kristy.fowler@cui.edu  
(949) 214-3064

**Alexis Borland**

Resident Director for Chi Sigma  
Sigma 100  
alexis.borland@cui.edu  
(949) 214-3011

**Erin Komin**

Resident Director for Chi Rho  
LLCs and First-Year Programming  
Rho 100  
erin.komin@cui.edu  
(949) 214-3047

**Dominique Stein**

Resident Director for Quads  
Housing & Operations Manager  
Zeta 100  
dominique.stein@cui.edu  
(949) 214-3049

## RESIDENTIAL EDUCATION & SERVICES WEBSITE

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For additional information about CUI Housing, including form/documents, FAQs, Important Dates, and more, please visit our website:

[www.cui.edu/housing](http://www.cui.edu/housing)

## HELPFUL CAMPUS WIDE PHONE NUMBERS

### **Residential Education and Services**

Monday – Friday  
8:00am – 4:30pm  
(949) 214-3052

### **RA On Duty #**

(949) 307-6216

### **Campus Safety & Operator**

24 Hours Number  
(949) 214-3000

### **Wellness Center**

(949) 214-3102

### **Counseling Center**

(949) 214-3104

### **Academic Advising (Undergraduate)**

(949) 214-3035

### **Facility Services**

(949) 214-3460

### **Information Technology**

its@cui.edu  
(949) 214-3175

### **Registrar**

registrar@cui.edu  
(949) 214-3079

### **Financial Aid**

finaid@cui.edu  
(949) 214-3066

### **Student Accounts**

studentaccounts@cui.edu  
(949) 214-3073

### **Mail and Copy Center**

(949) 214-3158